

Detail of Manpower required at Vigyan Prasar

| S.No. | Designation | No. Required* | Minimum required Qualification/ Experience | Duties (Indicative) |
|--------------|---------------------------------|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Technical Assistant (Astronomy) | 01 | B.Sc with PCM group. Should have worked with Amateur astronomy groups and handled refracting and reflecting telescopes for three years. Familiar with night sky and software like SKY MAP, Stellarium, Cyber sky, CCDsoft, CCDOOPS etc. | Incumbent will handle Celestron CGE 1100, Questar 3½ and 4"-6" Newtonian reflector telescopes, and may have to work till late night visit different places across the country, as and when required. |
| 2. | Web Developer | 01 | MCA/DOEACC 'B' level with 5 year experience. | Maintenance of website, Digital Library, Discussion Forum. Web based application development, video editing, animation, simulation for interactive CDs, Technical support for satellite interactive terminals. Server administration and intranet application development for MIS, Database design, maintenance and application development for website integration, creating and maintaining repository of video, audio and electronic version of app publication/documents of VP, Online payment gateway administration, Design and development of interactive multimedia CDs. |
| 3. | Typing / Secretarial Assistant | 08 | Graduate with Diploma in Computer Knowledge of MS Office (MS Word, Excel, Access) with speed of 40 word per minute in English and/or 35 word per minute in Hindi typewriting. Minimum 3 years work experience required. | Secretarial work including data entry in database, preparation of Reports, letters and other daily correspondence. |
| 4. | Librarian | 01 | B.Sc., B. Lib. Experience in coding of books & journals, digitization of library, and consortium networking. Minimum 3 years work experience required. | Coding of books & journals, Data entry, digitization of library, networking, working with DST-CSIR consortium and maintenance of records and files. |

Annexure – I

Detail of Manpower required at Vigyan Prasar

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|----|--------------------|----|----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| 5. | DTP Operator | ** | Graduate with Diploma in Computer Application / DTP. Minimum 3 years work experience in a reputed publishing house. | Page making, typesetting, designing, layout, and English/Hindi typing |
| 6. | Stenographer | ** | Graduate/12th pass, having a speed of 80/40 WPM in English steno and knowledge & Hindi typing. Minimum 3 years relevant work experience at senior level. | All duties related to secretarial work. |
| 7. | Accounts Assistant | ** | B. Com with knowledge of Tally EXPA. Minimum 3 years work experience required. | Work related to Accounts |
| 8. | Helper | 02 | Minimum 10th pass | Tea/coffee making and serving, Photostatting, packing, labeling, dak dispatch, receipt and maintenance of registers. |
| 9. | Safaiwala | 02 | - | Cleaning of office premises. |

N.B. : *Number of personnel required is subject to variation depending on workload.

** Requirement may arise in future.

ELIGIBILITY CRITERIA

The following criteria shall be applied for qualification of the Service Providers:

BIDDER'S ELIGIBILITY CRITERIA (BEC):

Bid evaluation Criteria for the above work is under:

The bidder shall be technically and financially sound and shall have all necessary resources at their command to ensure proper execution of contract. In addition, the bidder shall meet the following ELIGIBILITY Criteria.

1. Past experience and SATISFACTORY Performance of similar work done for the Departments of the Government of India/Statutory Bodies/PSUs/Autonomous Bodies/Private Enterprises for last five years. Satisfactory Work Completion Certificates for last three years must be enclosed with Technical Bid.
2. Bidder must have an experience of similar works for at least preceding 05 years, out of which Bidder must have executed at least one similar work/service having value of ₹50,00,000 (Rupees Fifty Lacs Only) per annum supported with Client Certificate and the copy of bill and payment vouchers. Similar work shall mean having experience of providing manpower/Support services such as Secretarial, Computer Operation, Reception Management, IT Professionals, Office Assistant and/or manpower Peripheral services such as Messengers for sorting/distribution of Dak, Movement of files.
3. The agency should have completed one such work where it has provided at least 30 persons in one organization during the last 3 Years. The particular(s) of such organization(s) along with number of persons deployed may be submitted, duly supported with Client Certificate.
4. The Service provider should have adequate facilities (infrastructure, qualified manpower and expertise) for testing/screening of personnel and to ensure that they conform to the given standards of knowledge / skill, and to experience, before deployment. This aspect is also subject to evaluation.
5. Details of provision of training facilities/up gradation of skills of the persons deployed by the Service provider, if any may also be given. (This will be given weightage).

6. The Service provider should have a valid license from the competent licensing authority under the provisions of Contract labour (Regulation and Abolition) Act, 1970 and Contract Labour (Regulation and Abolition) Central Rules, 1971.
7. The Service Provider should be registered with EPF & ESI Department.
8. The Service Provider should have an office either in Delhi and/or Noida.
9. The Service Provider should have turnover not less than Rupees Two Crores per annum from similar services in any of last three Years.
10. Financial worthiness and competence to be substantiated through Income Tax Returns/Certificates, PAN/ST/EPF Registration/Annual Report (Balance Sheet & P & L A/c) for the last 3 Years.
11. Persons deployed by the service provider shall not be less than 18 Years in age.

Signature of the Vendor

VIGYAN PRASAR

Annexure III

OUTSOURCING OF MANPOWER

| S. No. | Designation | Wages | P.F. @ of wages as per Column 3 | E.S.I @ of wages as pre Column 3 | Total (column 3+4+5) | Service Charges @ of Total as per Column 3 | Total (column 6 & 7) | Service Tax @ of (8) | Amount |
|---------------|---------------------------------|--------------|------------------------------------------------------------------------|-------------------------------------------------------------------|-------------------------------------|-----------------------------------------------------------------------------|-----------------------------------------|----------------------------------------------------|---------------|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) |
| 1. | Technical Assistant (Astronomy) | | | | | | | | |
| 2. | Web Developer | | | | | | | | |
| 3. | Librarian | | | | | | | | |
| 4. | DTP Operator | | | | | | | | |
| 5. | Stenographer | | | | | | | | |
| 6. | Typing /Secretarial Assitant | | | | | | | | |
| 7. | Account Assistant | | | | | | | | |
| 8. | Helper | | | | | | | | |
| 9. | Safaiwala | | | | | | | | |
| | Total | | | | | | | | |

Signature of Vendor