

Government of India  
Regional Museum of Natural History  
(Ministry of Environment Forests & Climate Change)

Paryavaran Parisar,  
E-5, Arera Colony,  
Bhopal-462016

No. 4-1/2007/RMNH/BPL/D

Dated: -27/01-2016

To,

The Director,  
National Museum of Natural History;  
FICCI Museum, Building,  
Tansen Marg,  
New Delhi 110001.

**Subject:** Uploading of tender documents for the vacant posts in RMNH Bhopal – Office Superintendent, Museum Interpreter, Driver, Laboratory Attendant, Gallery Attendant, Peon and Receptionist on website of NMNH, New Delhi on contractual basis - reg.

**Reference:** - H.Q. letter No. 15-(9) /2014-15/RMNH/BPL Dated 20/06/2015

Sir,

With reference to the above subject, please find enclosed herewith approved tender documents (soft copies) for the post of Office Superintendent, Museum Interpreter, Driver, Laboratory Attendant, Gallery Attendant, Peon and Receptionist on contractual basis as per indicated.

- Dead line for purchase the tender document:- 15/02/2016
- Dead line for submission: - 18/02/2016 till 3.00 p. m.
- Opening of financial Bid:- 18/02/2016 till 5.00 p. m.

You are requested to upload the tender documents files to NMNH website to abide GFR rule 181B.

Yours faithfully,

(Manoj Kumar Sharma)  
Scientist-B

**Free of cost**

**TENDER DOCUMENT**  
**FOR**  
**PROVIDING CONTRACTUAL STAFF**  
**AGAINST VACANT POSTS OF ADMINISTRATION & EDUCATION IN DIFFERENT**  
**DESIGNATION**

**AT THE**  
**REGIONAL MUSEUM OF NATURAL HISTORY**  
**BHOPAL**

**GOVERNMENT OF INDIA**  
**REGIONAL MUSEUM OF NATURAL HISTORY**  
**(MINISTRY OF ENVIRONMENT FORESTS & CLIMATE CHANGE)**  
**PARYAVARAN PARISAR, E-5, ARERA COLONY, BHOPAL**

GOVERNMENT OF INDIA  
REGIONAL MUSEUM OF NATURAL HISTORY  
(MINISTRY OF ENVIRONMENT FORESTS & CLIMATE CHANGE)

Paryavaran Parisar  
E-5, Arera Colony,  
Bhopal-462016

No.4-7/2008-09/RMNH/BPL/D

Dated: 27-01-2016

(Closing Date: 15.00 hours of 15/02/2016)

Notice Inviting Tender: - PROVIDING CONTRACTUAL STAFF AGAINST VACANT POSTS OF ADMINISTRATION IN DIFFERENT DESIGNATION

SUBJECT: PROVIDING CONTRACTUAL STAFF AGAINST VACANT POSTS OF ADMINISTRATION IN DIFFERENT DESIGNATION in Regional Museum of Natural History, Bhopal.

The undersigned is directed to state that this office is interested in having a contractual arrangement against vacant posts of administration in different designation on outsourcing basis for day –to – day official works at RMNH, Bhopal. The details of such as name of post, Emoluments, qualifications etc are given below.

S.No.	Name of Post / Designation	Emoluments	Education qualification	Age
1,	Office Superintendent	(Basic Pay + GP + DA as per rate 119%) PB-II 9300 -34800 GP 4200 Rs.9300 + 4200 + 16065 Total emoluments <b>Rs. 29,565/-</b>	Degree from a recognized university <b>Desirable:</b> - Experience in supervision of works and maintenance of accounts. In case of retired person from Govt. (Central / State / PSU) the age limit is relax able.	21 to 59 years.
2.	Museum Interpreter	(Basic Pay + GP + DA as per rate 119%) PB-I 5200- 20200 GP 2800 Rs.8560 + 2800 + 13518 Total emoluments <b>Rs. 24,878/-</b>	<b>A. Essential Qualification:-</b> 1) B.Sc. (Biology) 2) B. Ed or 02 year teaching experience. <b>B. Desirable Qualification:</b> - Experience of conducting educational activities in a museum or a similar institution.	21 to 59 years.

			OR Diploma or degree in Museology or equivalent.	
3.	Driver	(Basic Pay + GP + DA as per rate 119%) PB-I 5200- 20200 GP 1900 Rs.5830 + 1900 + 9199 Total emoluments <b>Rs. 16929/-</b>	<b>Essential Qualification:</b> 10 <sup>th</sup> class passed Applicant should have valid license for light and heavy vehicles. <b>Desirable qualification:</b> - experience of driving heavy motor vehicle for at last three years, and knowledge of motor mechanism. Applicant should know read, write and speak the Hindi Language and read write English Language.	21 to 59 years.
4.	Laboratory Attendant	(Basic Pay + GP + DA as per rate 119%) PB-I 5200- 20200 GP 1800 Rs.5200 + 1800 + 8330 Total emoluments <b>Rs. 15,330/-</b>	Pass in Matriculation Examination At least one year experience in a laboratory or other technical unit like Photographic Studio, Art Studio, Modeling Unit etc. under a government Department or a museum or public or private organization. <b>Desirable qualification:</b> Experience of operating Photocopy machine	18 to 59.
5.	Peon	(Basic Pay + GP + DA as per rate 119%) PB-I 5200- 20200 GP 1800 Rs.5200 + 1800 + 8330 Total emoluments <b>Rs. 15330/-</b>	<b>Educational qualification</b> Passed in Matriculation Examination. He must be in good eye sight and better hearing	18 to 59 Years.
6.	Gallery Attendant	(Basic Pay + GP + DA as per rate 119%) PB-I 5200- 20200 GP 1300 Rs.5200 + 1300 + 7735	<b>Essential qualification</b> must be middle ( 8 <sup>th</sup> ) class pass	18 to 59 years.

		Total emoluments <b>Rs. 14235/-</b>		
7.	Receptionist	Rs.5900 + 590 increase every tender @ 10% per year Rs.6490/-	<b>Essential Qualification:-</b> (10 + 2) Biology or equivalent	18 to 35 years.

Note: - The entire period of contract the above fixed amount will be payable against each post.

2. Period: - Initially contractual appointment through outsourcing for each post will be for period of one year; it may be extended on mutually agreed terms or till the post are filled up on regular basis whichever is earlier.

3. Security consideration:- The persons supplied by the Agency should not have any negative police record / criminal cases against them. The Agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending.

4. Period within which the manpower is to be supplied within 10 days of award of the contract.

5. Terms and condition: As at Annexure 1

Note: - The Maximum payable amount stated above is inclusive of Pay Band, Grade Pay + DA. The intended agencies are required to quote their supervisory / service charges as per Annexure-II in both in figure as well as in words. The enhancement of DA by Government from time to time will be paid on claim by the agency.

Period: - Initially for a period of One year or may be extended on mutually agreed terms or till the posts are filled up on regular basis whichever is earlier.

**Tender Cost: - free**

For further details we may contact: - 0755-2420429

Scientist-B,  
Regional Museum of Natural History,  
Paryavaran Parisar E-5, Arera Colony  
Bhopal- 462016