



राष्ट्रीय पुस्तक न्यास, भारत
शिक्षा मंत्रालय, भारत सरकार
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**BOQ(BILL OF QUANTITIES /SERVICE CHARGES PERFORMA : BID FOR PROVIDING
OF NEED BASED MANPOWER SERVICES FOR NBT OFFICER**

S. No.	NAME OF THE POST	No. OF MANPOWER REQUIRED	REMUNERATION & MINIMUM WAGES (ASPER MINIMUM WAGES ACT) PER MONTH	SERVICE CHARGE* INCLUSIVE OF COST OF FIDELITY GUARANTEE INSURANCE BOND & INDEMNITY BOND,ETC. IN% (PERCENTAGE)
1.	SOFTWARE ENGINEER, SR. SOFTWARE ENGINEER, JR.	01 01	(i) 39,900/- PER MONTH (FIXED) (ii) 27,500/- PER MONTH (FIXED)	
2.	HARDWARE ENGINEER	01	23,000/- PER MONTH (FIXED)	
3.	IT PROGRAMMER	01	60,000/- PER MONTH (FIXED)	
4.	WEB DEVELOPER	01	25,000/- PER MONTH (FIXED)	
5.	PROJECT ASSOCIATE (FOR E-BOOK PROJECT)	01	35,000/- PER MONTH (FIXED)	
6.	E-BOOKS ASSISTANT	01	35,000/- PER MONTH (FIXED)	
7.	ADMN. EXECUTIVE	01	30,000/- PER MONTH (FIXED)	
8.	PR ASSISTANT	01	30,000/- PER MONTH (FIXED)	
9.	EDITORIAL ASSISTANTS ENGLISH (THREE) HINDI (FOUR) PUNJABI (ONE) MARATHI (ONE) NEPALI (ONE)	20	30,000 – 35,000/- PER MONTH (FIXED)	

	URDU (ONE) GUJARATI (ONE) KANNADA (ONE) ASSAMIYA (ONE) BANGLA (ONE) MALAYALAM (ONE) ORIIYA (ONE) TAMIL (ONE) TELUGU (ONE) BRAILLE PROJECT (ONE)			
10.	EDITORIAL ASSISTANT (NCCL)	01	30,000/- PER MONTH (FIXED)	
11.	BUSINESS ANALYST	02	30,000/-PER MONTH (FIXED)	
12.	MARKETING ASSISTANT	01	47,800/- PER MONTH (FIXED)	
13.	MARKETING EXECUTIVE NRO BPC, BHOPAL BPC, LUCKNOW BPC, DEHRADUN BPC, AGARTALA BPC, GUWAHATI BPC, NORTH-EAST	07	25000 – 31,000/-PER MONTH (FIXED)	
14.	SYSTEM ANALYST/ PROGRAMMER	01	50,000 – 70,000/-PER MONTH (FIXED)	
15.	EVENT EXECUTIVE	02	25,000/- PER MONTH (FIXED)	
16.	SR. EVENT EXECUTIVE BPC, DEHRADUN	01	38,000/- PER MONTH (FIXED)	
17.	EXECUTIVE COORDINATOR	02	25,000/- PER MONTH (FIXED)	
18.	SOCIAL MEDIA EXECUTIVE	01	45,000 – 55000/- PER MONTH (FIXED)	
19.	PROGRAMME OFFICER BPC, BHOPAL BPC, DEHRADUN BPC, LUCKNOW	04	37,000/- PER MONTH (FIXED)	
	PROGRAMME OFFICER BPC, GUWAHATI		37,000/- PER MONTH (FIXED)	
20.	RM (SRO)	01	60,000/- PER MONTH (FIXED)	

21.	STORE SUPERVISOR SAHIBABAD STORE	01	30,000 – 35,000/- PER MONTH (FIXED)	
22.	STORE MANAGER (MAIN STORE, DELHI AND CWC, SAHIBABAD)	02	35,000 – 40,000/- PER MONTH (FIXED)	
23.	STORE COORDINATOR	01	25000/- PER MONTH (FIXED)	
24.	EVENT MANAGER	01	60,000/- PER MONTH (FIXED)	
25.	PUBLIC RELATION OFFICER	01	60,000/- PER MONTH (FIXED)	
26.	PRODUCTION ASSISTANT	03	30,000 – 33,000/- PER MONTH (FIXED)	
27.	CONSULTANT (ESTT.)	01	60,000/- PER MONTH (FIXED)	
28.	CREATIVE ASSOCIATE	01	25,000 – 30,000/-PER MONTH (FIXED)	
29.	BUSINESS DEVELOPMENT	01	45,000/-PER MONTH (FIXED)	
30.	ACCOUNTANTS	04	45,000/- PER MONTH (FIXED)	
31.	ARTIST ART CELL (01) EXHIBITION SECTION (01)	02	(i) 35,160/- PER MONTH (FIXED) (ii) 40,000/- PER MONTH (FIXED)	
32.	JR. ARTIST	01	24,000/- PER MONTH (FIXED)	
33.	BOOK SHOP ASSISTANT SRO, BANGALORE (02) BPC, KOCHI (02)	04	(i) 19,800 PER MONTH (FIXED) (ii) 19,800 PER MONTH (FIXED) (iii) 24,000/-PER MONTH (FIXED) (iv) 24,000/-PER MONTH (FIXED)	
34.	HINDI ADHIKARI	01	45,000/-PER MONTH (FIXED)	
35.	CONSULTANT (FIN.)	01	49,500/-PER MONTH (FIXED)	
36.	CREATIVE GRAPHIC ARTIST/VIDEO EDITOR	01	35,000-40,000/-PER MONTH (FIXED)	
37.	TYPE SETTER/GRAPHIC	01	30,000/- PER MONTH (FIXED)	
38.	PROGRAMME ASSISTANT BPC, CUTTACK BPC, CHENNAI BPC, HYDERABAD	03	1) 25,000/- PER MONTH (FIXED) 2) 23,760/- PER MONTH (FIXED) (3) 21,756/- (SKILLED)	
39.	CONSULTANT (SOCIAL MEDIA)	01	53,900/-PER MONTH (FIXED)	
40.	DIGITAL MARKETING EXECUTIVE	01	40,000 – 50,000/-PER MONTH (FIXED)	
41.	EXECUTIVE SALES (GRADUATE & ABOVE)	04	21,756/- (SKILLED)	
42.	EXECUTIVE ASSISTANTS (GRADUATE & ABOVE)	50	21,756/- (SKILLED)	
43.	SECRETARIAL ASSISTANT (SR. SECONDARY & ABOVE)	02	21,756/- (SKILLED)	
44.	DESK ASSISTANT (GRADUATE & ABOVE)	01	21,756/- (SKILLED)	

45.	CLERICAL ASSISTANT (SECONDARY BUT NOT GRADUATE)	11	20,019/- (SKILLED)	
46.	BUS OPERATOR (HEAVY DUTY)	07	20,019/- (SKILLED)	
47.	HELPER (BUS OPERATOR)	07	18,187/- (SEMI-SKILLED)	
48.	PACKER	03	18,187/- (SEMI-SKILLED)	
49.	HELPER/PEON UNSKILLED	45	16,506/- (SKILLED)	
50.	LABOUR	96	16,506/- (SKILLED)	
TOTAL		<u>310</u>		

***SERVICE CHARGE AMOUNT SHOULD NOT BE LESS THAN TDS AMOUNT AS PER APPLICABLE RATES.**