

No.A.11017/01/2004-TM.I/DWS.II  
Government of India  
Ministry of Rural Development  
( Department of Drinking Water Supply )

8<sup>th</sup> floor, Paryavaran Bhavan,  
CGO Complex, Lodi Road,  
New Delhi – 110 003  
Dated the 24<sup>th</sup> August, 2006

To

As per list attached

**Subject:- Invitation of Tender for outsourcing of an Agency for running Library-cum-Documentation Information Centre of Rajiv Gandhi National Drinking Water Mission in the Department of Drinking Water Supply, Ministry of Rural Development.**

- **DATE & TIME UP TO WHICH TENDERS INVITED : 08.11.2006 (BY 1600 HRS)**
- **DATE & TIME OF TENDER OPENING : 08.11.06 (AT 1700 HRS)**
- **TENDER QUOTATION SHOULD REMAIN VALID TILL: 08.01.07**

Sir,

The undersigned is directed to say that the Rajiv Gandhi National Drinking Water Mission under the Department of Drinking Water Supply, Ministry of Rural Development has established and furnished a Documentation & Information Centre (DIC) complete with necessary infrastructure. DIC was established by NISCAIR (formerly INSDOC) – a Constituent under CSIR, Ministry of Science & Technology.

2. The main objectives for the establishment of the Documentation & Information Centre as envisaged at the time of its conception are as under:

**Primary Objectives**

- Rendering of a variety of relevant information services
- Documenting all drinking water and sanitation related technologies emanating from the efforts of the Mission sponsored programmes and from other sources.
- Creation of computerized databases and dissemination of data and information generated by the mission sponsored programmes.
- Identification of information gaps at a national level in the sphere of activity of the Mission and filling up of the gaps by acquiring or establishing access to relevant information sources within the country or abroad.
- Building up of core information resource by acquisition of relevant journals, monographs, CD-ROMs etc. from national and international sources.

### **Secondary Objectives**

- Networking with other institutions and information centers in the country and abroad.
- Access facility to international online systems like DIALOG, STN International.
- Establishing connectivity with different network systems viz., NICNET, INTERNET, ERNET, etc.

3. It is now proposed to entrust the running of this Documentation & Information Centre to an agency on contract basis initially for a period of one year which may be extended further subject to review and performance by the Department of Drinking Water Supply. The main tasks to be performed/ established in the Documentation & Information Centre in addition to achieving of Primary and Secondary objectives as brought out above will be broadly as under:

- (i) Provision of referral services on technological and scientific issues related to the Department/Mission and State Public Health Engineering Departments/Boards etc. etc.
- (ii) Documentation of all drinking water supply and sanitation related technologies emanating from the Mission and its sponsored programmes and also from other agencies, scientific institutions, various organizations and universities in the country.
- (iii) Subscription and maintenance of journals and books relevant to the water and sanitation sector.
- (iv) Maintenance of information/data in print media form and electronic form as per the requirements of the Department/Mission.
- (v) Provision of library services to the requirement of the Department/ Mission.
- (vi) Dissemination of information related to rural water supply and sanitation sector including issues related to water quality and technology.
- (vii) Other day to day activities to be undertaken would be publishing of newsletter, desktop publishing, bringing out DIC brochure and pamphlets, providing information services, publicity, development of web pages, setting up of Workshops, training aspects to Departmental /State Government staff and feasibility study and plan Proposals etc. etc..

4. It will be the responsibility of the prospective Agency to deploy adequate experts and other manpower required to accomplish the above-mentioned tasks to be established in running the affairs of the Documentation & Information Centre.

5. All equipment and logistics would be provided by the Department of Drinking Water Supply.

6. **It is requested that you may submit your proposal accordingly duly indicating various terms and conditions along with financial requirements for running the Centre for one year. Your proposal should reach the undersigned in a sealed cover by 8.11.2006 (4 P.M.). Proposals received after this date shall not be entertained in any case. Tenders will be opened on the same day at 5.00 P.M. in the presence of the tenderers who may wish to participate.**

7. Government of India reserves rights to accept or reject any offer which it finds inconvenient or not up to the expectations.

8. The prospective agency will have to furnish a Bank Guarantee from any commercial/nationalized bank amounting to 10% of the total quoted value of the proposal for due performance of the contract to be entered between the Government of India and the prospective agency.

9. The following information is required to be furnished along with the proposal without fail:-

- (a) Constitution and legal status of the management.
- (b) Registration with specified agencies and previous pre-qualification(s) for similar contract(s).
- (c) Experience on similar work(s) during last 5 years with details including year-wise monetary value, clients, and proof of satisfactory completion.
- (d) Financial standing as certified by Bankers, Audited Profit & Loss Account and Balance sheet, Annual turnover in last 5 years, access to adequate working capital (In case of non-Government Organizations).
- (e) .Key personnel available and proposed to be engaged for management and supervision, their qualifications and experience.
- (f) Information regarding projects in hand, current litigation, orders regarding exclusion/expulsion or black listing, if any.
- (g) A copy of the current and valid ITCC (In case of non-Government Organizations).

Yours faithfully,

( Y.K.Sood )

Under Secretary to the Government of India