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OFFICE OF THE MUNICIPAL CORPORATION, SINGRAULI

No 10634

Date of 31-12-14

Request of Proposal
(RFP)

For Running and Managing of a Library at "Malhar Park", Waidhan

All interested individuals / Organizations are requested to download the 'RFP' for the subject mention above from our district Web-Portal www.singrauli.nic.in. All terms and conditions are mentioned in the 'RFP' document itself.

Last date for submitting the 'RFP' is 15th January 2015 along with the DD of Rs. 5000/- favoring "Commissioner, Municipal Corporation, Singrauli.

Executive Engineer
Municipal Corporation
Singrauli.

"PUSTAK"

Providing Updated Sources to Achieve "KAIZEN"

PUSTAK is an initiative of District Administration in collaboration/support of community/ non-government organization to propagate and instil the idea of reading as means to enrich once life and increase productivity. Education is pivotal to success and overall wellbeing of an individual. But Education should not be seen with narrow prospective of attaining some professional degree/certificate only. It should be seen as an instrument to gain knowledge and to understand our society, country and the world.

With implementation of PUSTAK; we envisage a scenario wherein the residence of Singrauli are provided with facilities to resources such as standard as well as contemporary books, newspapers, magazines etc. with suitable infrastructure wherever possible on nominal charges. These reading rooms will be run and managed by community /Non-government organisations on business mode with a considerate fee for meeting day-today and recurring expenditure and also for expansion of facilities to other parts of the district in form of mini libraries.

Objective of PUSTAK are-

1. Promoting and improving the reading habits among the residence of Singrauli,
2. Creating a self-sustaining model with anticipation of active participation from locales.
3. Better utilization of government infrastructure wherever available,
4. Developing an informed society,
5. Organizing programmes which aim at increasing knowledge and awareness among the members of the society.

Basic Features of PUSTAK

Self-Sustaining Model -

1. A nominal amount will be charged as membership fees which could be anywhere between Rs 500 to Rs 700.
2. Renting Books
 - a. 5% of the amount of the book will be taken upfront at the time of the issue of book
 - b. 1% of the amount of the book will be charged on per day basis after 15 days of the issue of book as fine.
3. Purchase of books on demand -
 - a. 15% of the purchase amount of book will have to be deposited by the person/or persons making demand for the book.

- b. Once purchased the amount in tune to 10% of the cost of the book shall be returned to person who had demanded the procurement of the book or shall be adjusted for future usage by the same person, on his/her willingness.
 - c. At the initial stage for purchasing new books; Nagar Nigam and also others resources will be taken help of.
 4. Organization of Essay competitions, interaction with subject specific experts, symposiums etc. shall be organized by the agency getting to run the library
 5. It is also proposed that smaller reading rooms catering to a group of 20-30 individuals will also be established under management of or guidance of main organization functioning from Library at Malhaar Park, Waidhan. These reading rooms shall be spread across the district based of economic viability and feasibility.
6. Clause for Donation of books -
 - a. If the donated book is in good condition and is amounting equivalent to or more than Rs 500; then the person donating the book shall become member of the Library based on it.
7. Working hours for library
 - a. Morning - 9.00 to 12.00 hrs
 - b. Evening - 13.00 to 18.00 hrs

*working hours can be altered with prior permission of Nagar Nigam administration.
8. This is the brief overview of system for establishing library as envisaged by administration of Nagar Nigam. Organization selected on the basis of the financial bid, in the format provided below, shall be called in to discuss other important issues to finalize the Memorandum of Understanding with Nagar Nigam.
9. In the first leg, the MoU shall be signed for a period of 4 months only. After completion of four month, a review meeting shall be called to examine the functioning of library. In this meeting further course of action will be decided.
10. District Collector shall reserve discretion to approve/alter/change or delete any clause in this document before finalization.

Management and Revenue sharing

1. An organization allotted with managing and maintaining of the library and infrastructure shall follow or comply with following conditions -
 - a. Recurring charges, such as management and administration, shall be met, by the organization.
 - b. It is believed that in few months times the main Library and its subsidiary units will start earning profits. Hence, certain percentage of that amount shall be shared with Nagar Nigam, Singrauli. (based on mutual consent)

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(PUSTAK)

Sr. No.	Particulars	
1.	Name of the organization	
2	Name of the Contact person and address	
3	Amount required initially for management & administration* per month (recurring charges such as salary, stationary etc)	1. Salary = 2. Stationary = 3. Others (please mention)=
4	For how many Months revenue support will be required (the amount mentioned in point no. 3 above)	
5	What amount of profit sharing is desired/ acceptable with Nagar Nigam out of profits generated through functioning of library? (amount should not exceed Rs. 10,000)	

*books and other infrastructure will be provided by District Administration. Please do not include it in amount required for Administration and management of Library.

Date

Signature
(Seal of the organization)