Government of India
Ministry of Culture
National Mission on Libraries (NML)

Minutes of the Third Meeting of the Sub-Committee on Conducting Survey of Public Libraries held on April 30, 2014 at RRRLF, Kolktata

List of Members present in the meeting is placed at Annex I.

At the very outset Chairman welcomed the Members and Special Invitees present in the meeting. Thereafter the Agenda items were taken up for discussion.

Item 1 : To Confirm the Minutes of the second meeting of the Sub-Committee on conducting Survey of Public Libraries held on September 18, 2013 :

As no comments were received the Minutes were confirmed.

Item 2 : To report action taken on the recommendations of the Second Meeting:

Actions taken on the recommendations of the 2nd meeting were reported to the committee and noted.

Item 3 : To Consider the Expressions of Interest received from various agencies in response to advertisements published in the newspapers towards empanelment for conducting of the Public Library Survey

a) Expressions of interest submitted by **14 different agencies** were placed before the committee.
b) After due deliberation the committee approved the following criteria for shortlisting of the agencies for inviting technical & financial bids.
   - 15th March was the date mentioned as the last date for submission of expressions of interest in the advertisements. However as 15th and 16th of March were noted to be Saturday and Sunday and RRRLF receipt desk was closed on those two days, the committee decided that all EOIs received by RRRLF on or before 17th March be accepted. Accordingly, any **EOI received after 17th March will not considered** for shortlisting.
   - The committee, after detailed discussion, decided that the agencies that claimed to have a **turn-over of more than INR 50 crore per annum** for last three financial years be considered for shortlisting purpose..
   - The committee decided to consider only those agencies that have **previous experience of conducting library surveys / surveys of public utility services / community based surveys for Government organization**.

c) The members of the committee deliberated upon each and every EOI received in view of the above specified criteria.

d) After scrutiny, the committee shortlisted the following agencies for inviting them to submit technical and financial bids.

- **IPSOS RESEARCH PRIVATE LTD.**
  C-1, 1ST FLOOR, OPP. INDIAN OIL CORPORATION BUILDING , GREEN PARK EXT.. NEW DELHI- 11001
- **MOTT MAC DONALD PVT. LTD.**
  501 , SARKAR 2 , ELLIS BRIDGE , AHMEDABAD , GUJRAT , INDIA , PIN-380006
- **IMRB INTERNATIONAL**
  BIRD DIVISION , NEW NO.105 , PANTHEON ROAD , EGMORE , CHENNAI- 600008
- **GFK MODE PRIVATE LIMITED**
  15 MAY FAIR ROAD , KOLKATA 700019

e) RRRLF will invite technical and financial bids from the above shortlisted agencies. The invitation would include the objective of the survey, the questionnaire approved by the committee, the sample size & coverage, expected outcomes. In this connection esteemed members requested Dr. B. Shadrach to share the essential components necessary for inviting the technical bids. On receipt of the same from Dr. Shadrach modified version of the document will be circulated among the members of the committee for further fine tuning.

f) The technical and financial bids need to be submitted together in separate sealed envelopes

g) The committee decided to have the technical and financial bids submitted by the shortlisted agencies within 2 weeks from the date of dispatch of the letter inviting the agencies to submit detailed proposals along with information on the following:
   - Detail proposal on survey methodology
   - Suggested improvement in the questionnaire
   - List of reports/ other deliverables
   - Complete set of audited accounts for the last 3 years
   - Financial bids.

h) All the shortlisted agencies need to give power point presentations in front of the committee for about 15 minutes each.

i) The Committee decided to open the technical bids first followed by presentations by the agencies. The financial bids will be opened only after the agencies were selected by the committee based on their technical bids & presentations.

The meeting ended with a vote of thanks to the Chair.

Sd/- Sd/-

Shri K. K. Banerjee
Director General, RRRLF &
Mission Director,
National Mission on Library

Dr. H.K. Kaul
Chairman of the Sub-Committee
Survey of Public Library
National Mission on Library

Annex I

Members present in the meeting :

Dr. H.K. Kaul	Chairman	
Dr. A.R.D. Prasad	Member	
Shri Somnath Ray	Member	Representative, Indian Statistical Institute
Dr. B. Shadrach	Member	Representative, Gates Foundation
Prof. S. Arunachalam		
Shri P. Jayarajan		
Ms. Monali P Dhakate, Director of Libraries representing Ministry of Culture, Govt of India		
Ms. Pratibha Singh, Sr. Technical Director, NIC representing NIC		
Shri K.K. Banerjee	Member Secretary	

RRRLF Officials:

Shri Anirban Biswas, System Manager, RRRLF

Shri S. Sarkar, Deputy Director (IIM), RRRLF