

**Government of Orissa  
Tourism & Culture (Culture) Department**

**ADVERTISEMENT**

Quotations in sealed cover are invited from the registered Professional Bodies/ Library Associations/University Department of Library and Information Science to administer the prescribed questionnaire of the Raja Rammohun Roy Library Foundation, Government of India for collection of Statistical Information on Registered Public Libraries in the State of Orissa to develop a database of Public Libraries in Orissa.

In order to have a thorough survey of each and every Public Library in the State of Orissa and filling of the questions in the questionnaire thereon i.e. one format for each library, it is required to administer the questionnaires district wise. The prescribed questionnaires shall be supplied by the Department of Culture, Government of Orissa free of cost to the selected agencies for the purpose of collection and compilation of library statistics. Steps shall be taken to elicit correct information in response to the questions and fill the same in the questionnaire accordingly. If the respondent cannot understand the questions and fill up the questionnaire, the Administering Agent should help the respondent in explaining the questions for furnishing appropriate information and fill up the questionnaire in their own hand. But in such case, signature of the respondent will have to be obtained in the questionnaire and a certificate by the Agent to the effect that the questions have been explained thoroughly and the written responses have been read out to the respondents shall have to be recorded. All the administered questionnaires should bear signature of the Administering Agent, date and seal of the Agency. The filled in questionnaire shall be submitted to the District Culture Officer/ District Information and Public Relation Officer of the concerned district or any other designated officer of Culture Department as the case may be within a period of 30 (Thirty) days from the date of receipt of the questionnaire.

The administering rate should be quoted per library. The last date of receipt of quotation is 20 (Twenty) days from the date of publication of the advertisement.

The quotations will be opened by the undersigned or his authorized officer at 11.30 A.M. on next immediate working day of the last date of submission in presence of the intending quotationers or their authorized representatives.

The undersigned reserves right to cancel all or any part of received quotations without assigning any reason thereof. Selection of the Agencies by the Authority shall be final and binding.

Director, Culture and Addl.  
Secretary to Government.  
Sanskriti Bhawan, Museum Complex  
Bhubaneswar – 751014.  
Ph. No.0674-2431945

**Government of Orissa  
Tourism & Culture (Culture) Department**

**QUOTATION CALL NOTICE**

Sealed quotations are invited from the Registered Printers/Press having STCC or Assessment Certificate for printing of Questionnaire Forms so as to reach the office of the undersigned by post/courier/personal delivery within 20(Twenty) days from the date of publication of this Advertisement. The prescribed questionnaire can be obtained from Sri Pramod Kumar Biswal, Sr.Asst., Department of Culture, Sanskruti Bhawan, Museum Complex, Kalpana Square, Bhubaneswar-751014 during office hours on all working days and can be downloaded from the website <http://www.hkmsl.gov.in>. The questionnaire forms shall be printed in A/4 paper in both sides. The quotations should accompany a sample paper mentioning the brand/make and GSM of the paper. The bidders are required to deposit 1% EMD of the quoted price in shape of Crossed Demand Draft in favour of the DDO, Directorate of Culture, Sanskruti Bhawan, Museum Complex, Bhubaneswar. The rate indicating the date of validity should be quoted per 1000 copies and inclusive of all taxes and delivery charges at the Directorate of Culture. The successful quotationer shall be required to supply the forms within ten days from the date of receipt of order failing which the order placed shall be treated as cancelled. In case, defective or damaged forms are supplied, those should be replaced by the good ones at their own cost.

The quotations will be opened by the undersigned or his authorized officer at 11.30 A.M. on next immediate working day of the last date of submission in presence of the intending quotationers or their authorized representatives.

The undersigned reserves the right to reject or cancel all or any quotation without assigning any reason thereof.

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**RAJA RAMMOHUN RAY LIBRARY FOUNDATION**  
**DD-34, Sector-1, Salt Lake, Kolkata – 700 064.**

I D CODE \_\_\_\_\_

1. Name of the library (in Block Capital) \_\_\_\_\_ (For office use only)

2. Name of the street with premises No.

Town/Village.....

P.O.....

District .....

State .....

Pin code .....

Nearest Railway Station.....

E-mail ID .....

Web site.....

3. Telephone No. ....

4. Management of the Library(Tick the appropriate)

	Type of Management	Tick the appropriate
(I)	Government	
(II)	Library established or sponsored under Library legislation	
(III)	Library run by voluntary organization: Govt. aided	
(IV)	Library run by Voluntary Organisation	
(V)	Library run by local bodies(e.g. Municipality/ Panchayat/ Corporation etc.)	
(VI)	Any other type of management(specify)	

5. Status of the Library (Tick the appropriate)

Status		Status	
(i) State Central		(ii) Divisional/Regional	
(iii) District		(iv) Sub-Divisional/ Taluka	
(v) Town		(vi) Rural	
(vii) Other (Specify)			

6. Year of establishment.

7. A) Building

(i) Own		(ii) Rented		(iii) Free of rent	
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B) No. of seats in reading room

8. A) Staff:

Staff	Full time	Part time
No. of technical staff with (Certificate in Library Science/B.Lib./ M.Lib. etc.)		
Total Number of staff		

B) Qualification of Librarian/ Library-in-charge  
(Tick the appropriate)

Academic	Matriculate		Hr.Secondary		Graduate		Post Graduate	
Professional	Certificate in Lib. Sc.			B. Lib		M.Lib		

9. Holdings( on 31<sup>st</sup> March, 2007 )

a) Books(Numbers) .....

b) Daily newspapers (Numbers) .....

c) Current periodical titles (Numbers) .....

d) Audio Visual Equipment (Tick the appropriate )

Equipment	Tick		Tick
(i) Computer		(ii) Radio	
(iii) Television		(iv) Tape Recorder	
(v) VCP/ VCR		(vi) Internet	

e) Language of the books in the stock


Services:

A) Whether provided (Tick the appropriate)

(i) Lending Service \_\_\_\_\_

(ii) Reference Service \_\_\_\_\_

(iii) Mobile Service \_\_\_\_\_

(iv) Reprographic Service \_\_\_\_\_

(v) Bibliographic Service \_\_\_\_\_

(vi) Inter Library Lending Service \_\_\_\_\_

B) Whether it exists (Tick the appropriate)

Child Section \_\_\_\_\_

Text Book Section \_\_\_\_\_

12. a) Books are catalogued Yes \_\_\_\_\_ No \_\_\_\_\_

b) If yes, whether Card Form \_\_\_\_\_ Book Form \_\_\_\_\_ Sheaf form \_\_\_\_\_

13. a) Books are classified Yes \_\_\_\_\_ No \_\_\_\_\_

b) If yes, Classification system followed DDC \_\_\_\_\_ CC \_\_\_\_\_ Others \_\_\_\_\_

14. Readership Details:

No. of Registered Members .....

15. Finance (During 2006-07 )

Total Budget of the Library (during 2006-07 )

16. Whether any kind of grant has been received by the Library from RRRLF since date? Yes \_\_\_\_\_ No \_\_\_\_\_

Signature & Office Seal of  
Librarian/Library Incharge

Date: