

Through e-mail

F. No. D.24011/4/2020-Liby (Website)
National Medical Library
Directorate General of Health Services
Ansari Nagar, Ring Road,
New Delhi – 110029

Date: 27.12.2021

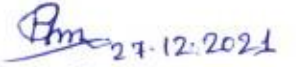
Office Memorandum

Subject: Uploading the Quotations Invitation Notice on the official website of the Dte.GHS, towards the selection of NICSI empanelled vendors for Design, Development and Managing of new official website for National Medical Library, Dte.GHS, New Delhi.

The undersigned is directed to forward herewith scanned copy of approved and signed Invitation Notice for the selection of NICSI empanelled vendors for Design, Development and Managing of new official website for National Medical Library, Dte.GHS, New Delhi.

2. It is therefore requested that General Section of Dte.GHS may please upload the same on the official website of the Dte.GHS, valid for 12.01.2022 from the date of uploading.
3. This issues with the approval of the Director, NML Dte.GHS.

Encl: as above

 27.12.2021

P. R. Meena
Assistant Section Officer
National Medical Library
Dte.GHS, New Delhi
011-26589128

To

The Section Officer
General Section, Dte.GHS
Nirman Bhawan, New Delhi.

Through email

F. No. D.24011/4/2020-Liby (Website)
Government of India
Ministry of Health & Family Welfare
Directorate General of Health
Services National Medical Library
Ansari Nagar, Ring Road, New Delhi – 110029
Tel: 011-26589128; 20863375
Email: jbarwa.19@gov.in / tejpal.nml@gov.in

Dated: 21.12.2021

To

NICSI empanelled vendors (TIER- II & III)

Sub: Invitation of quotations for selection of NICSI empanelled vendors for Design, Development and Managing of new official website for National Medical Library, Dte.GHS, New Delhi.

Sir/Madam,

Quotations are invited in sealed envelope super scribed as "**Quotation for selection of NICSI empanelled vendors for Design, Development and Managing of new official website for NML**" shall be addressed to the Director, National Medical Library, Ansari Nagar, Ring Road, New Delhi – 110029.

2. Quotation documents consist of Scope Work with the full details including proforma/format of Technical and Financial Bids are enclosed herewith for your information and perusal. Duly signed and stamped Quotation in all respects and accompanied with EMD of Rs.50,000/-(Rupees Fifty thousand only) in the form of BG/FDR (Scheduled Commercial Bank) in favour of "Pay & Accounts Officer, Safdarjung Hospital, New Delhi", payable at New Delhi. The EMD shall be valid for 225 days from the date of quotation opening/extended date of opening (if any). The EMD will not carry any interest on it. Copy of Scope Note is attached for your kind reference.

3. Time Schedule (*Tentative*):

- | | |
|--|------------------------|
| i. Pre-bid inquiry (during): | 06.01.2022 at 03.30 PM |
| ii. Last date and time of submission of quotation: | 14.01.2022 at 01.00 PM |
| iii. Opening date and time of quotations: | 14.01.2022 at 02.30 PM |

Kindly acknowledge the receipt.

Encl. as above



(Dr. Hitendra Kumar Loh)
Director NML
Tel: 011-26589128

F. No. D.24011/4/2020-Liby (Website)
Directorate General of Health Services
National Medical Library
Ansari Nagar, Ring Road, New Delhi 110029
Tel. Nos. 26589128, 26589401

Technical Bid Performa for Design, Development, Maintenance and Hosting on NIC cloud of new website of National Medical Library with the using of Open Source latest technology:

1. Name of the Bidder with Complete Address/ Tel & Fax No./ Email/ PAN No.
Name :
Address:
Tel. No. :
Fax No. :
Email :
PAN No. :
2. Status of Bidder (Whether Firm or Company). Only registered Company/Firm with the Registrar of Companies/Firms of Delhi/NCR will be considered. Please enclose copy of Registration Certificate.
3. Only empanelled vendors of NICSI (Tear-II/III) will be considered. Please mention the number and dated and enclose supporting documentary as evidence.
4. Enclose a copy of Firm/Company's PAN Card (Should be name of company).
5. Enclose latest and valid ITR for last 3 Assessment Years (AY-2017-18, 2018-19, 2019-20 or latest).
6. Annual Turnover of the Firm/Agency (Rupees Fifty lakh only in one year) for last 3 financial years.
Please enclose certified copies for the year 2018-19, 2019-20, and 2020-21.
7. **Experience:** At least 3 years experience in Design, Development, Maintenance and Hosting on NIC cloud of new website with the using of Open Source latest technology, preferably Government of India offices, Universities, Autonomous Institution under Centre/State Government, etc. Please attach latest Performance Certificate for the last Financial years, 2018-2020 or latest from 3 Institutions served.
8. Particulars of EMD (*favour of Pay & Accounts Officer, Safdarjung Hospital, New Delhi*):
BG/FDR No. (*Valid for a period of 225 days*):
BG/FDR amount in Rs: 50,000/- (*Rs. Fifty Thousand only*): Name
of Bank and date of issue:

Date and Place:

Signature and seal of Agent/Vendor

F. No. D.24011/4/2020-Liby (Website)
Directorate General of Health Services
National Medical Library
Ansari Nagar, Ring Road, New Delhi 110029
Tel. Nos. 26589128, 26589401

Financial Bid Performa for Design, Development, Maintenance and Hosting on NIC cloud of new website of National Medical Library with the using of Open Source latest technology

1. **Project Schedule:** Kindly provide the Step-by-Step time schedule for completion of this project as per the proforma give below:

S: No:	Description	Number of days
1	Development Team Introduction to client, Existing website analysis, mock-up (website design layouts) design and confirmation	03 months
2	Design of Home page and Inner pages	
3	Functional development and Testing of the website	
4	Developed Website- Server Deployment support	

2. **Submission of price quotations for Design, Development, Annual Maintenance & Management:** Price for Design, Development, Auditing and Hosting of Website on NIC cloud with warranty of one year. After the expiry of warranty Annual Technical Support (ATS)/AMC for a period of 03 years offered in this regard, as per the proforma give below:

S.No	Description	Total Price in INR + GST
1	Design, Development, Hosting and Maintenance of Website for National Medical Library with One (01) year Support & Maintenance and Security Audit through CERT-IN empanelled Vendor	
2	Additional Annual Maintenance Contract for a period of Three (03) Years after expiry of Free Warranty Period (Includes all modules of the website, latest DNS charges, technical manpower support and maintenance)	
3	STQC Audit Certification for the Website through CERT-IN empanelled Vendor	

In order to undertake above, the firm will depute one qualified resource person who need to be available on call basis (24*7) to maintain/manage/troubleshoot the website as and when required by the National Medical Library.

Date and Place:

Signature and seal of Agent/Vendor

**Scope Work / Document for Design and Development of Website
of National Medical Library, DGHS, MoHFW, Government of India**

Home page

Introduction

National Medical Library is the Apex Medical Library of India, one of its greatest strength being the richest collection of Medical books, journals, reports and computer databases. NML was established on 7th April, 1966 on the recommendation of Bohre's Committee on Health Survey and Development headed by Sir Joseph Bohre in 1946. It occupies an important position in country's health care information delivery system. It has a huge collection of more than 6.5 lakhs of books, bound volume of journals, reports, etc.

History

The library was initially conceived as departmental library having a small collection of books for the use of officers of the erstwhile Directorate General of Indian Medical Services (DGIMS).

The DGIMS was later merged with the Office of the Public Health Commissioner in India in 1947 to form the Directorate General of Health Services (DGHS) and the library became DGHS Library. Realizing the need for a Central Library to support academic, research and clinical work of Biomedical Professionals in the country, the DGHS library was developed gradually and declared as Central Medical Library in 1961 and as the National Medical Library on 1st April 1966.

Mission

The National Medical Library aims to provide wide and efficient, library and information services to the health science (HS) professionals in India. It functions under the administrative control of the Directorate General of Health Services.

LIBRARY TIMINGS

Week days (Mar-Oct)	9.00 A.M. – 8.00 P.M.
(Nov-Feb)	9.00 A.M. – 7.00 P.M.
Saturday, Sunday & Holiday	9.30 A.M. – 6.00 P.M.

Stacks are closed 30 minutes before the closing of the Library.

Closed days:

Republic Day	Gandhi Jayanti
Holi	Dussehra
Independence Day	Dewali

General Information: The Library is mainly a reference library in the field of Medical and Allied Sciences. It is open for consultation to the entire Medical, Paramedical and Allied Professions. It has over 6.5 lakh volumes of books, reports, bound volume of journals and other literature and adds latest books and serials every year. It also subscribes important Print Medical Periodicals. The library has good collection of 19th century literature. Books collection is divided into pre-1977 and 1977-onwards, and is classified according to the Dewey Decimal Classification Scheme.

Management: NML is a part of the Directorate General of Health Services which is an attached office of the Ministry of Health & Family Welfare, Govt. of India.

- Director (Library) is presently functioning as the Head of the Library who reports to Director General of Health Services through an Senior Administrative Grade Level Officer in the Directorate.
- The library is organized into following functional units:
 - a. Administration Section
 - b. Book Acquisition
 - c. Periodical Subscription
 - d. Technical Processing of Documents
 - e. Documentation and Reference Service
 - f. Digital Library / e-library Section
 - g. Photocopying Service
 - h. Binding Section

Members section

Library Entry Rules: Non-member visitors are required to obtain entry-pass issued on application in the prescribed form from the Reception counter of the Library. They will also have to record their name, address and time of arrival and put their signature in the Register kept with the Janitor.

Membership: Members of the following institutions can become borrowing members of the library:

- i. Staff of Medical Colleges and Medical Institutions in Delhi
- ii. Staff of Govt. Hospitals in Delhi
- iii. Directors of Health and Medical Services of the State Governments
- iv. Members of the Medical and Allied Professions engaged in Private Practice or working in private hospitals/clinics.

Application Details

- i. Application form for membership may be obtained from the library or download by Click .
- ii. Application form must be forwarded through the office of the applicant. The forwarding officer will be responsible for loss of any publication by member of their staff. They will also procure a "NO OBJECTION CERTIFICATE" from the library before relieving any member of their staff. Change of address should also be communicated to the library. NOC to the member will be issued only on weekdays between 10.00 am to 5.00 PM.
- iii. In case of members who are working in a private hospital/clinic, etc. their application should be submitted along with a bank draft of Rs. 5000/- as security deposit. The security will be refundable by surrendering the Membership Ticket and obtaining a "NO OBJECTION CERTIFICATE" from the library.
- iv. Each member will be issued one card valid for two years from the date of issue against which he/she can borrow one book at a time.
- v. Members are required to sign in the Membership register. It is, therefore, necessary to collect the Membership Card personally between 10.00 am to 5.00 PM on weekdays. No registration of Membership will be done on Holidays, Saturday and Sundays.
- vi. The borrower's card is "Non-transferable". But if anyone wants to draw a book against other member's ticket, he should bring an "Authority Letter" from the

owner of the ticket specifying the book to be borrowed. Permanent authorization is not permissible.

- vii. Members will be responsible for the loss of their tickets. Loss of a ticket must be notified immediately. If any book is drawn against a lost ticket the owner of the ticket will be held responsible. Duplicate ticket will be issued on payment of Rs. 5/- to be paid by crossed I.P.O. drawn in favour of "Director General of Health Services" payable at New Delhi Post Office.

Issue of Books & Publications

- i. All publications must be charged at the counter and shown to the janitor before taking them out of the library. Periodicals, reference books, and out of print books and publications marked for consultation only will not be issued. Other publications will be issued for a period of not more than fourteen days or as specified on the date slip. These must be returned immediately if called by the library before the due date.
- ii. Issue of books will be stopped half-an-hour before the closing time.
- iii. Sending the reminders to defaulters is not obligatory on the part of the library. If the books are not returned in due time, the borrower's card will be marked "X". After three such marks the library membership will be cancelled and the forwarding office will be intimated.

Library Rules - Loss of Books

- a. Books damaged or lost will have to be replaced with the latest edition. The cost of the damaged or lost books as determined by the librarian will have to be paid by the borrower. If any book is in a damaged condition while taking out from the library, this should be brought to the notice of the librarian; otherwise the borrower will be held responsible for the same.
- b. Dog-earing, marking or underlining the pages of publications or cutting pages, illustrations, advertisements or damaging the publications in any way is strictly prohibited. The defaulters will not only be required to pay the cost and penalty for such offences but will be deprived of the library facility and the appropriate authority will be asked to take suitable action against him/her.

Personal Belongings: All outgoing publications will have to be shown to the Janitor, Janitor has been empowered to search all persons coming out of the library. Unauthorized removal of anything belonging to the library will be treated as theft and dealt accordingly. Readers are expected to conduct themselves in a dignified manner while using the library. Any unbecoming behavior will not be permitted. Observing silence in the Reading Rooms and Stacks is a binding duty on all users.

Services

1. Off Line services:

- a. **Reprography Service:** Photocopies of available literature are provided for personal use. The request for photocopies must accompany payment @ Re 1/- per page by crossed Bank Draft drawn in favour of Director General of Health Services payable at New Delhi. Single copy of each reference is provided for personal use of the applicant. Multiple copies will not be provided. Request for article dissemination service may be sent through Post, Fax and e-mail nmlper08@gmail.com.
- b. **Lending Service:** Borrowing of books is allowed to registered members only. All doctors and teachers working in government hospitals and medical colleges in Delhi can become borrowing members. Private practitioners who are residents of Delhi can also become borrowing member by depositing a refundable security deposit of Rs. 5000/-. Only one book is issued at a time.
- c. **Reference and Consultation Service:** The library remains open on 359 days of the year and beyond normal office hours (09.00 AM – 08.00 PM during March-October and 09.00 AM – 07.00 PM during November-February). It provides free

access to all HS professionals for reference and consultation. It is one of the heavily used libraries in New Delhi. Over 100 users including PG students, teachers, research scholars, practicing doctors/surgeons, health administrators, drug manufacturers, pharmacists visit the library every day. Library also receives a number of reference queries and provides quick reference service on telephone/ email nmlper08@gmail.com.

2. On-Line services: National Medical Library's ERMED Consortium is an initiative taken by Directorate General of Health Services & Ministry of Health and Family Welfare to develop nationwide electronic information resources in the field of medicine for delivering effective health care. It was started in 2008. Presently, 70 state and centrally funded Government Institutions including all AIIMS are the member of consortium. There is no membership fee charged from members and the MOHFW has provided funds required for the subscription of electronic journals under the NML-ERMED consortium. The consortium is coordinated through its headquarter set up at the NML. 239+ high quality online e-journals are presently subscribed from 5 following leading publishers:

- BMJ Publishing Group
- Cambridge University Press
- Lippincott Williams & Wilkins
- Oxford University Press
- Wiley – Blackwell

ii. Newspaper clippings services

iii. electronic Books

iv. Email alert

v. Article request (online)

latest news and announcement section

Recent/Latest news and NML Announcements will be displayed in this section.

Image / Video gallery

Gallery of images or videos of different events organized by NML.
Lecturer series videos of Health Professionals on different topics.

Important Links

- 1. MINISTRY OF HEALTH & FAMILY WELFARE (GOVT. OF INDIA)**
- 2. DIRECTORATE GENERAL OF HEALTH SERVICES (GOVT. OF INDIA)**
- 3. WORLD HEALTH ORGANISATION**
- 4. NATIONAL LIBRARY OF MEDICINE (USA)**
- 5. FREE MEDLINE (PUBMED)**
- 5. SITES FOR ELECTRONIC JOURNALS**
- 6. FREE FULL TEXT MEDICAL JOURNALS etc.**

Organization and Information

Officers directory of MoHFW, DGHS and NML

Directory of the Teachers and Doctors are working in different medical colleges and hospitals.

Footer:

Location: Realizing the need for a Central Library to support academic, research and clinical work of Biomedical Professionals in the country, the DGHS library was developed

gradually and declared as Central Medical Library in 1961 and as the National Medical Library on 1st April 1966. The four-storeyed building of the library having a carpet area of about 70 000 sq. ft. is situated near All India Institute of Medical Sciences, **Ansari Nagar, Ring Road, New Delhi.**

Mailing Address: National Medical Library

Ansari Nagar, Ring Road

New Delhi-110029

E-mail: nmlper08@gmail.com

Telephone Nos. : 91 11 26589370, 26589085

(Reference and General enquiry) : 91 11 26589128, 26589401

Tele-fax (Director) : 91 11 26589489

Other Links – Website policies, Hyperlinking policies, Disclaimer, etc. will be given in the footer section with respective links.

Visitor counter will be given and this will count increase when a user opens this website every time.

Copyrights – NML logo with name and copy rights information will be displayed in detail.

Article Request Form: This can be utilised for serving your requests for copy of journal articles through email. It can be utilised by Faculty/Sr. Resident or P.G. Students of Govt. Medical Colleges only:Top of Form

Name of person :
Email address :
Profession :
Subject/Speciality :
Name of Govt. Medical College :
Postal Address of College :
E-mail address of College :

First Article

Author Of Article :
Title Of Article :
Name Of Journal :
Year :
Volume Number :
Issue Number & Date :
Page Number(s) (From - To) :

Second Article

Author Of Article :
Title Of Article :
Name Of Journal :
Year :
Volume Number :
Issue Number & Date :
Page Number(s) (From - To) :

Third Article
Author Of Article :
Title Of Article :
Name Of Journal :
Year :
Volume Number :
Issue Number & Date :
Page Number(s) (From - To) :

Fourth Article
Author Of Article :
Title Of Article :
Name Of Journal :
Year :
Volume Number :
Issue Number & Date :
Page Number(s) (From - To) :