

1/23/2008-IR  
Department of Personnel & Training  
Notice/ Inviting  
Expression of Interest

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The Department of Personnel & Training is implementing the Centrally Sponsored Plan Scheme on 'Strengthening, Capacity Building and Awareness Generation for effective implementation of the RTI Act'. Under the scheme Expression of Interests (EOI) are invited from reputed and established institutions/ organizations/ consortiums for the following assignments.

- i. To act as a Knowledge Partner and National Resource Centre for implementing the scheme
  - ii. To conduct a study on the current status of proactive disclosures under section 4 of the RTI Act, 2005 in public authorities across the country.
2. Detailed information may be downloaded from the Department's website (<http://www.persmin.nic.in>).
3. Interested parties who meet the eligibility requirements may submit their Expression of Interests (Eois) for all or any of the above assignments to Deputy Secretary, (RTI), Ministry of Personnel, Public Grievances & Pensions, Department of Personnel and Training, North Block, New Delhi – 110001. Telephone: (011) 23093074, Telefax: (011) 23093022, 23092580 email ID: [osdrti-dopt@nic.in](mailto:osdrti-dopt@nic.in). Four copies of each of Expression of Interest may be submitted.
4. Last Date for receipt of Eoi will be 15 days from the date of advertisement.

F. No. 1/33/2008-IR ✓  
Government of India  
Department of Personnel & Training  
(RTI Division)

~~1/33/2008-IR~~

**Invitation for  
Expression of Interest (EOI)**

**For**

**Study on the current status of Proactive Disclosures under section 4 of the RTI  
Act, 2005 in Public Authorities of the Central Government across the country**

*January 2009*

## **Invitation for Expression of Interest for Study on Proactive Disclosures**

The Department of Personnel & Training proposes to engage an institution/ organization/ consortium to conduct a study on the current status of proactive disclosures under section 4 of the RTI Act, 2005 in public authorities across the country. This study is being conducted under the scheme of 'Strengthening, Capacity Building and Awareness Generation for effective implementation of the RTI Act'. The objectives of the scheme are strengthening the IT infrastructure of the State Information Commissions, training of various stakeholders in RTI, propagation of RTI and awareness generation through educational mediums. A copy of the guidelines on implementing the scheme are attached at **Annexure II**

It may be noted that this is invitation for Expression of Interest and should not be construed as the Tender/ Request for Proposal (RFP) in any form and would not be binding on the Department of Personnel & Training in any manner whatsoever.

2. Sealed EOI prepared in accordance with the procedure enumerated in this document should be submitted to Deputy Secretary (RTI), Department of Personnel & Training in the proforma given in **Annexure-I** as per Schedule given below.

(a) Name of the Purchaser

**President of India through Secretary, Department of Personnel & Training**

(b) Addressee and address at which EOI is to be submitted:

**Deputy Secretary (RTI)  
Department of Personnel & Training  
North Block, New Delhi-110001**

(c) Latest time and date for receipt of EOI

**By 17.00 hrs on 15 days from the date of publication of advertisement.**

(d) Name of the contact person for any clarification

**Mrs. Anuradha S. Chagti  
Deputy Secretary (RTI), Department of Personnel & Training  
North Block, New Delhi-110001  
Telephone: 011-23093074  
Email: osdrti-dopt@nic.in**

(e) Date till which the EOI should be valid

**180 days from the date of opening of EOI.**

3. The application should be accompanied with the following documents:

- (i) A capability statement (not more than two pages).
- (ii) A write-up on the understanding of the assignment (not more than two pages).
- (iii) CV's of key consultants proposed to provide service for this contract (not more than two pages each CV).
- (iv) Company/Organization profile giving details of current activities and management structure (not more than two pages)
- (v) Evidence of incorporation.
- (vi) Annual Report including audited Balance Sheet and Profit & Loss Account statement for past three years.

### **Introduction to the Right to Information Act**

4. In recognition of the need for transparency in public affairs, the Right to Information Act was enacted on 21<sup>st</sup> June 2005. All its provisions came into force in October 2005. A copy of the Act is enclosed as **Annexure-III**. It is a path breaking legislation empowering people and promoting transparency. While right to information is implicitly guaranteed by the Constitution, the Act sets out the practical regime for citizens to secure access to information on all matters of governance. The Act is a landmark initiative to make the public administration transparent, decision-making process participatory and to curb corruption. It has given a powerful tool in the hands of common man to get the information from the Government as a matter of right.

5. This law is very comprehensive and covers almost all matters of governance and is applicable to Government at all levels- Union, State and Local. Access to information under this Act is extensive with minimum exemptions.

6. The Ministry of Personnel, Public Grievances and Pensions is the agency of the Central Government responsible for overseeing the effective implementation of the Act.

### **Proactive Disclosures under the Act**

7. Among the other provisions of the Act, Section 4 of the Act provides for every public authority to maintain all its records duly catalogued and indexed in a manner and the form which facilitates the right to information and ensure that all records that are appropriate to be computerised are, within a reasonable time and subject to availability of resources, computerised and connected through a network all over the country on different systems so that access to such records is facilitated.

8. It further enjoins upon all public authorities to publish the particulars of its organisation, functions and duties; the powers and duties of its officers and employees. Public Authorities have to publish the procedure followed in the decision-making process, including channels of supervision and accountability; and the norms set by it for the discharge of its functions. The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions; categories of documents that are held by it or under its control; the particulars of any arrangement that exists for consultation

with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof has to be published. It is obligatory for the Public Authority to publish a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public. The Public Authority has to publish a directory of its officers and employees; the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations. The budget allocated to each of a public authority's agencies, indicating the particulars of all plans, proposed expenditures and reports on disbursements made; the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes; particulars of recipients of concessions, permits or authorisations granted by it need to be published. It needs to give details in respect of the information, available to or held by it, reduced in an electronic form; the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use; the names, designations and other particulars of the Public Information Officers. It needs to publish and update information every year; publish all relevant facts while formulating important policies or announcing the decisions which affect public; provide reasons for its administrative or quasi-judicial decisions to affected persons

9. The Act directs all public authorities to make a constant endeavour to provide as much information suo motu to the public at regular intervals through various means of communications, including internet, so that the public have minimum resort to the use of the Act to obtain information. All information is to be disseminated widely and in such form and manner which is easily accessible to the public. All materials also are to be disseminated taking into consideration the cost effectiveness, local language and the most effective method of communication in that local area. It is to be ensured that the information should be easily accessible, to the extent possible in electronic format with the Public Information Officer to be available free or at such cost of the medium or the print cost price.

10. The Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training seeks to study the current status of Proactive Disclosures by Public Authorities in Government domains. The study would cover Public Authorities at Union, levels and suggest means of better implementation.

### **Activities expected from institution/ organization/ consortium**

11. Activities expected from the consultant are:

- (i) Assess the current status of Proactive Disclosure of public authorities in government at Union level.
- (ii) Analyse the gaps in implementation.
- (iii) Suggest means for better implementation

### **Time Frame of the assignment**

12. The time frame is 6 months from the time of signing the contract.

### **Qualifications of the institution/ organization/ consortium**

13. Such institutions/ organizations/ consortiums expressing the interest will be shortlisted who either singly or in association with others are capable of rendering high degree of professional services in the fields of work mentioned above and such short listed consultants may be invited later to submit their consultancy proposals. Among other things, the institutions/ organizations/ consortiums should broadly fulfil the following criteria:

- a. It should be a reputed and established organization.
- b. It should have been in existence for minimum three years.
- c. It should have successfully conducted such studies.
- d. It should have good understanding of and sensitivity to Governmental systems.
- e. It should have presence of key professionals with at least 5 years experience in organization management, IT management and Knowledge Management.
- f. It should have an annual turnover of more than Rs. Two crores for each of the last three years. (Audited statements for the years 2005-2006, 2006-2007, and 2007-2008 should be submitted.)

### **Tender Methodology**

14. The tender methodology proposal to be adopted will be in two stages comprising Expression of Interest in the first stage. The second stage of tendering process will comprise of inviting techno-commercial bids. The evaluation procedure for the tendering process would follow the Quality-cum-Cost Based System (QCBS). The costs associated with the preparation and submission of the response to the EOI and RFP shall be borne by the bidder.

### **Terms of Reference**

15. Terms of reference for this EOI are as follows:
- a. Only short listed Consultants will be issued Request for Proposal documents with an invitation to submit Technical and Financial Bid.
  - b. DOPT reserves the right to cancel/ re-tender this consultant procurement process if the necessity so arises. It also reserves the right to seek further information/details.
  - c. Firms/ Organizations if found to have indulged in any corrupt or fraudulent practices will have their EOI document not taken up for consideration.
16. The purchaser will not be responsible for non receipt/ non delivery of the Bid document due to any reason whatsoever.

**Annexure-I**

**APPLICATION FORM FOR  
EXPRESSING OF INTEREST  
FOR**

**Study on Proactive Disclosures under the RTI Act.**

1. Name :
2. Mailing address :
3. Telephone and fax number :
4. E-mail address :
5. Name and designation of the person :  
authorized to make commitments to  
the DOPT.
6. Year of establishment and constitution :  
of organization.
7. The details of the top management with :  
their professional qualification and  
experience.
8. Whether the organization has any :  
widely accepted certification. If yes,  
furnish certified copies.
9. Profile of personnel with qualification :  
experience & relevant certification, who  
can be assigned the job.
10. **Turnover**
  - (i) What was the organisation's total annual turnover for the last three years?
    - One year ago
    - Two years ago
    - Three years ago

(ii) What was the turnover, for services similar to those required here, for the last three years?

- One year ago
- Two years ago
- Three years ago

11. List of projects in the last five years in which the Firm/Organisation has delivered services similar to that in the project advertisement.

Name of Project	Year	Country	Value	Recipient's Name	Short Description of the project

12. Whether following documents have been enclosed with the application:

(i)	A capability statement.	Yes/No
(ii)	A write-up on the understanding of the assignment.	Yes/No
(iii)	CV's of key consultants proposed to provide service for this contract.	Yes/No
(iv)	Company/Organization profile giving details of current activities and management structure.	Yes/No
(v)	Evidence of incorporation.	Yes/No
(vi)	Annual Report including audited Balance Sheet and Profit & Loss Account statement for past five years.	Yes/No

(Signature of the bidder)

Place:  
Name: \_\_\_\_\_

Date:



**[Click Here For Annexure – II](#)**

**[Click Here For Annexure - III](#)**