

EMPANELMENT OF INFORMATION TECHNOLOGY (IT) SOLUTIONS PROVIDER FOR  
AUTOMATION AND DIGITIZATION OF LIBRARY AT DIRECTORATE OF AGRICULTURE,  
AGRICULTURE INFORMATION WING, GOVERNMENT OF MEGHALAYA.

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The Agriculture Information Officer (AIO) invites Agencies/firms to submit their proposal for Empanelment of Information Communication Technology (ICT) Solutions Provider for Automation and Digitization of Library (which includes supply and installation for 1 (one) month.

It is important to note that the Agriculture Information Officer will empanel only ONE short listed agency post selection by the Selection Committee based on the past experience and cost proposed.

1. Date of issue of Request for Proposal (RFP)
2. Initially the offer for RFP shall be valid for 15 days. This may be extended further if required by the Agriculture Information Officer.
3. RFP Submission Mode – Submission through physical mode/courier/post at/to:

The Agriculture Information Officer,  
Directorate of Agriculture,  
Cleve Colony, Shillong-793003  
East Khasi Hills District, Meghalaya.

4. Last Date of Submission –
5. Contact Details –

**EXECUTIVE SUMMARY:**

Libraries have long been an integral part of communities, serving as a source of information and knowledge for people of all ages.

The Agriculture and Information Wing under the Directorate of Agriculture set up the library in the year 2001-2002 with the aim to provide reference services to the stakeholders/firms by building valuable collections of related books, reference sources of National and International repute, in the areas of Agriculture, Agriculture Marketing, Agriculture Planning and Statistics, Horticulture, Food Processing and other important areas. Professionally written, printed and recorded works is to be managed based on a standardized system to support the success/achievements of the Vision, Mission and Objectives of the Directorate. Booklets, Leaflets, Reports, Newspaper clippings in the areas of Agriculture are also maintained in the Library.

This Library was established to support the Vision and Mission of the Directorate and function as a special information centre especially related to Research and Development. It helps to facilitate the implementation of the tasks and assists the activities of the parent body that houses it.

**OBJECTIVE:**

1. The main objective of Agricultural Library is to maintain a collection of reference books and online sources.
2. To provide Current Awareness Service (CAS) and Selective Dissemination of Information (SDI) services to research scholars, Officers under Agriculture & Horticulture, Food Processing, Marketing etc., staff, students, farmers and anybody who is directly or indirectly involved in agriculture sector.
3. To preserve literature for posterity.
4. To provide access to the resources of the library through inter-library loan.
5. Furnish up-to-date facts and information regarding Agriculture.
6. To provide referral services in the field of Agriculture in accordance with the Directorate.
7. The other intention is to take Digital Agriculture to the next level.

## **WHY AUTOMATION & DIGITIZATION:**

Libraries have been an essential part of human civilization, providing a repository of knowledge and information. However, with the rapid pace of technological advancement, libraries have had to evolve and adapt Information and Communication Technology (ICT) to stay relevant and offer valuable services to the users. Today, libraries are not just for books and other printed materials; they have become digital hubs that provide a wide range of services to the users. Implementing ICT has revolutionized how libraries operate, enabling them to boost productivity while cutting down expenses. Through ICT, libraries have modernized various repetitive tasks, thus enhancing their efficiency. Additionally, ICT has facilitated the seamless integration of library activities, which has allowed users to access information remotely at any time. The integration of ICT into library services can enhance value-added services and transform libraries into dynamic and user-centered institutions.

Library automation refers to the use of the computer to automate the typical procedures of library such as cataloguing and circulation.

Library automation is necessary in modern libraries due to the following reasons:

- a) Information Explosion (Growth of documents)
- b) Availability of new techniques and technologies
- c) Lack of space
- d) To save the time of the reader
- e) To have better control over collection
- f) To avoid duplication of work
- g) For greater efficiency in various activities and services
- h) To maintain accuracy and promptness
- i) Resource sharing, data sharing, information sharing through network.

The purpose of library automation is to meet user needs in the evolving information landscape. As the computer can be used to perform the various activities of the library, library automation can serve as a remedy to all the existing problems of libraries. This can be achieved by the following functions:

- Providing access to literature in different formats
- Processing information that appears only in electronic format (e.g., CDROM, Internet resources, databases, etc.)
- Providing far and wide access to literature not available within the confines of the library
- Integrating different processes and activities of the library
- Providing services outside the library also
- Bring in efficiency and effectiveness in library activities and services
- To improve the level of library services
- To fulfill needs that cannot be achieved by manual systems
- Sharing of resources and library networking.