

14-3/2005-CIC-(Vol.I)
CENTRAL INFORMATION COMMISSION
Block No. IV, 5th Floor
Old JNU Campus,
New Delhi - 110067

Date : 24.7.2006

To

Shri Parth J. Shah
Chief Executive Officer,
Centre for Civil Society,
K-36, Hauz Khas Enclave,
New Delhi - 110 016

Subj: Award of contract for preparation of annual report of the Central Information Commission for the year 2005-06.

Sir,

I have been directed to convey the approval of competent authority for award of contract for preparation of annual report that you had bid on behalf of Centre for Civil Society vide your bid dated 21st June, 2006 and the discussions held with the Secretary of the Commission.

The Commission has exercised its option that the work relating to translation and printing of the report would be handled separately by the Commission. You have agreed to provide the chapters of the report as and when they are prepared so that the Commission can start the work of translation and printing thereafter.

You have indicated that you shall be deploying 4 team members along with a project manager who shall be working with the project full time for the next one and half month. You may provide telephone numbers and email addresses of these members and details of work allocation made so that the Commission is aware of the progress of the work undertaken by these members.

The competent authority has approved sanction of this work at an estimated cost of Rs. 2,50,575/- (all inclusive). This includes travel cost of Rs. 12,000/- which will be paid on performance of actual travel. The Commission has identified following milestones for preparation of the report.

1. Issue of work order.
2. Completion of data collection from all the Ministries which will be allowed to complete its data entry by August 4, 2006 with no extension.
3. Preparation of the first draft of the report.
4. Preparation of the final draft of the report.

The competent authority has approved to pay 10% at the first stage, 15% at the second stage, 25% at the third stage and the balance on completion of the work. A monitoring mechanism for progress of work will be in place where Secretary of the Commission would review the progress at 10.30 a.m. on every Monday.

Yours faithfully,


(P. K. Gera)

Joint Secretary & Registrar
Tel.: 2610 5027