



**DR. BHIMRAO AMBEDKAR LAW UNIVERSITY, JAIPUR**  
(A State Funded University of Rajasthan)  
8, Dehami Kalan, JDA Institutional Scheme, Bagru, Teh.-Sanganer, Distt.- Jaipur-300307 (Rajasthan)

75  
आज़ादी का  
अमृत महोत्सव

[www.alujaipur.ac.in](http://www.alujaipur.ac.in)

E-mail:- [registrar@alujaipur.ac.in](mailto:registrar@alujaipur.ac.in)

F.No. F.02(142)/GAD/ALU/2025-26/5913

Date:- 13/03/2026

**NOTICE INVITING BID No.**

डॉ. भीमराव अम्बेडकर विधि विश्वविद्यालय, जयपुर में "सलाहकार (पुस्तकालयाध्यक्ष)" की सेवाओं के उपापन हेतु एकल स्रोत निविदा दिनांक 23.03.2026 को अपराह्न 02:30 बजे तक आमंत्रित की जाती है। इनकी अनुमानित लागत, बिड प्राप्त करने एवं भरी हुई बिड प्रस्तुत करने की दिनांक, बिड शर्तें आदि का सम्पूर्ण विवरण वेबसाइट <http://www.sppp.rajasthan.gov.in> एवं विश्वविद्यालय की वेबसाइट <http://www.alujaipur.ac.in> पर देखा जा सकता है।

  
(वीरेन्द्र कुमार वर्मा RAS)  
कुलसचिव



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## निविदा सूचना एवं शर्तें

1	Name, Address,	
2	Subject matter of procurement	Hiring of Consultant (Librarian)
3	Name & Address of the Procuring Authority.	Dr. Bhimrao Ambedkar Law University, Dehamikalan Bagru, Jaipur.
4	Estimated Cost of Work/Goods	Rs. 6 Lac
5	For Clarification Purposes only, the Procuring Entity's address	Registrar, Dr. Bhimrao Ambedkar Law University, Dehamikalan Bagru, Jaipur. TEL. No.: - 0141-2941442 E-Mail Address: - <a href="mailto:registrar@alujaipur.ac.in">registrar@alujaipur.ac.in</a>
6	The Language of the Bid is	English & Hindi
7	Publishing Date	17.03.2026 at 2.00 pm
8	Document downloading start date	17.03.2026 at 2.00 pm
9	Bid document download end date & Time	13.03.2026 at 2.00 pm
10	Bid submission end date & time	23.03.2026 at 2.30 pm
11	Bid opening Date & Time	23.03.2026 at 3.00 pm
12	Downloading of bids	Online: <a href="https://www.sppp.rajasthan.gov.in">https://www.sppp.rajasthan.gov.in</a> and <a href="https://www.alujaipur.ac.in">https://www.alujaipur.ac.in</a> ,

Registrar,

Dr. Bhimrao Ambedkar Law University,  
Bagru Jaipur.

# ENGAGING CONSULTANT (LIBRARIAN) FOR DR. BHIMRAO AMBEDKAR LAW UNIVERSITY, JAIPUR

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## TERMS OF REFERENCE

### 1. Introduction

Dr. Bhimrao Ambedkar Law University, Jaipur, Rajasthan came in force as a State Funded University of Rajasthan by an Act No. 6 of 2019 dated 26<sup>th</sup> February 2019. The University, beside, its residential campus at Jaipur, is mandated to have its jurisdiction in the entire State of Rajasthan to extend affiliation to all Law Colleges. The University has been recognized by UGC under Section 2(f) of UGC Act, 1956, vide notification No. F.9- 6/2020 (CPP-I/PU) dated 12 May 2020 and letter No. F.9-6/2020(CPP-I/PU) dated 14th May 2020.

### 2. Objectives

**After having newly established in 2020-21, the University has started all the related activities in all the sections of University.**

### 3. Scope of Work Consultant (Librarian):

A librarian's duties involve managing library resources (books, digital media, archives), assisting patrons with research and technology, cataloging materials, developing and running programs (storytimes, workshops), managing staff, overseeing budgets, and promoting literacy and lifelong learning in the community. Core tasks include collection development, information literacy training, maintaining databases, and adapting to new information systems.

#### Core Responsibilities

- **Collection Management:** Selecting, acquiring, cataloging, classifying, and organizing print and digital resources.
- **User Services:** Assisting patrons with research, answering inquiries, providing reference help, and offering tech support.
- **Information Literacy:** Teaching patrons how to find, evaluate, and use information effectively.
- **Program Development:** Planning and hosting events like book clubs, author talks, story hours, and workshops.
- **Technology Management:** Managing online databases, library websites, and new information systems.
- **Staff Supervision:** Overseeing library assistants, providing training, and delegating tasks.
- **Budget & Administration:** Managing budgets, ordering materials, and maintaining library facilities.
- **Community Engagement:** Building links with community groups and promoting library services.

## ENGAGING CONSULTANT (LIBRARIAN) FOR DR. BHIMRAO AMBEDKAR LAW UNIVERSITY, JAIPUR

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### Day-to-Day Tasks

- Helping users find books or online resources.
- Checking materials in and out (circulation).
- Shelving and organizing books.
- Responding to phone, email, and in-person inquiries.
- Updating the library's website and social media.
- Conducting stock takes and weeding old materials

A librarian's duties involve managing library resources (books, digital media, archives), assisting patrons with research and technology, cataloging materials, developing and running programs (storytimes, workshops), managing staff, overseeing budgets, and promoting literacy and lifelong learning in the community. Core tasks include collection development, information literacy training, maintaining databases, and adapting to new information systems.

### 4. Responsibility and Duties:

To do all work as mentioned in scope of work. The Consultant (Librarian) shall be present in office time and schedule as per needs.

### 5. Qualifications:

The Consultant Librarian shall have the following minimum qualification:

- M.Lib./B.Lib.
- Must be retired Officer from Central Govt. Department /Rajasthan Govt. Department/other State Govt. Department/Board/Corporation of Rajasthan Govt. and other State Govt. not below the rank of Librarian or equivalent with experience.
- Must possess excellent oral and written communication skills in English and Hindi and ability to converse in local language.

### 6. Commencement of Assignment:

- The Consultant shall commence the assignment as per LOA (Letter of Acceptance).

### 7. Time Period of assignment

- The Assignment shall be for a period of 6 Months from the date of commencement.

### 8. Financial Proposal

- The financial proposal will be submitted by the applicant offering the services of the consultant for this assignment.
- In preparing the Financial Proposal, the applicant is expected to take into account the requirements and conditions of the TOR.

**ENGAGING CONSULTANT (LIBRARIAN) FOR  
DR. BHIMRAO AMBEDKAR LAW UNIVERSITY, JAIPUR**

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**9. Payment Schedule**

- The remuneration of the consultant will be paid monthly. GST, if applicable, will be borne by the University in addition to the quoted price.
- Lodging and boarding charges, for the journeys performed outside Jaipur for official purpose by the consultant will be made as per University/Government Rules.
- The payment will be released to the consultant on production of monthly bill.

**10. University Obligations**

- The Consultant shall be provided suitable office space as per requirement of the assignment.

**11. Confidentiality**

- The consultant must keep confidential all matters relating to the proceedings and files of the University.

**12. Conflict of Interest**

The University requires that the Consultant provide his services in a professional, objective and impartial manner and at all times hold the University's interest's paramount; avoid conflicts with his other assignments or interests, and act without any consideration for future work. The Consultant shall not engage, either directly or indirectly, during the term of this assignment in any business or activities which would conflict with the activities assigned to him by the University.

**13. Termination of Assignment:**

The University can terminate the assignment by giving a written notice of not less than one month, without assigning any reason. The Consultant can also resign by giving one month's notice.

**14.** In case of breach/dispute of any terms and conditions mentioned in the Terms of Reference, decision of the Vice-Chancellor will be final. Jurisdiction for legal cases will be Jaipur Court only.

**15.** Documents to be submitted: Consultant should submit self-attested copies of educational marksheets/degrees, experience certificate, PAN Card, Aadhar Card, GST Registration (if any), registration certificate if registered with any institute.



**Signature & Name of the Consultant**

**ENGAGING CONSULTANT (LIBRARIAN) FOR  
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**Financial Offer**

<b>S.N.</b>	<b>Work</b>	<b>Offered Price per Month in Rs.</b>
1.	Hiring of Consultant (Librarian) for Dr. Bhimrao Ambedkar Law University, Jaipur.	
	Total Price per Month In words-----	

Signature with Name and Address of the Consultant (Librarian)



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F.No.F2 (142)/GAD/ALU/2025-26/ 5914

Dated: 13/03/2026

Prof. Raj Kumar,  
532, Sector-20A,  
Chandigarh-160020  
E-Mail : [rajkumar.champ196@gmail.com](mailto:rajkumar.champ196@gmail.com)  
Mob. : 94174 61789

**Sub: Hiring of Consultant (Librarian):**

On the subject cited above, we are seeking your proposal for engaging of Consultant (Librarian). You are requested to submit your financial proposal as per enclosed Terms of Reference (TOR) latest by 23.03.2026 at 2.30 P.M. at University Office- Village- Dehmi Kalan, Tehsil- Sanganer, Ajmer Road, Jaipur.



REGISTRAR

Encl: As above.