OFFICE OF THE PRINCIPAL GOVT. P.G. COLLEGE RAJOURI

TENDER FOR LIBRARY AUTOMATION

Sealed tenders from the reputed Firms for the Automation of Library of Govt. PG College Rajouri accompanied by CDR/demand draft of Rupees Two Thousands (Rs 2,000) in favour of Principal Govt. P.G. College Rajouri should reach by or before 15 days from the publication of this tender notice in the news paper. The Tender document and other terms & conditions can be down loaded from College website: www.gpgcollege.ac.in.

No: DCR/2018/ 1119
Dated: 28/05/2018

Principal
Govt. P.G. college
Rajouri

TERMS AND CONDITIONS OF TENDER FOR THE LIBRARY AUTOMATION.

Scope Of Work: The Govt. PG College Rajouri library is having about

35,000 books in English, Hindi, and Urdu languages and about fifteen hundred members/users.

The proposed Library automation shall include the following, Job on KOHA (Software for Automation in Libraries).

1. Generation of Data of books and Journals with complete bibliographic details using following standards:

(a) Dewey Decimal classification 22nd Edition for classification of documents.

(b)Anglo American Catalog Rules (AACR II) for cataloging with local variations.

(c) Sears list of subject heading for deriving subject Headings with at least three key words / subject headings for each book.

(d)Book number to be assigned as per Cutter Table with local modifications.

2. Creation of database of the data generated as per specifications given at 1 above.

3. Generation of bar codes and printing the bar code labels (three) for each book which are to be pasted at three different pages of the book.

4. Preparation of Web OPAC (Online Public Access Catalogue) and posting it on College Website.

5. Printing, supplying & Pasting of Date labels of books to be printed as per our specifications.

6. Providing and Pasting of Spine labels with transparent stickers highlighting the Class Number and Book Number of each book.

7. Generation and printing of students /borrowers cards with barcodes duly laminated. Note: The KOHA (Software for Automation in Libraries). Shall be provided by College .

Technical Requirements 1. The firm should have experience in similar work in any university or College for which documentary evidence is to be attached with the tender.

2. The firm should be registered with Income Tax and Sales Tax Departments, for which proof is to be attached.

3. Annual turnover of the firm should be Rs.01 lac or above for last three financial years (documentary evidence is to be attached).

Mandatory Conditions

1. The job is to be undertaken at Central Library Govt. PG College Rajouri .

2. That all technical equipments viz, computers, UPS, Bar code printers, Scanners etc for the creation of Database shall be provide by college.

3. The College shall provide power supply and for backup purpose.

4. The job is to be completed within 30 days and the progress report shall have to be submitted after every week along with demonstration.

5. The data retrieval and data entry is to be made only by qualified professionals in the field under the supervision of Librarian.

6. The agency shall have to incorporate any correction in the database without any extra cost.

7. The agency shall have to make all the modules of the KOHA software workable for which demonstrations are to be given to the library staff.

8. The tender document should be accompanied with a Demand Draft/CDR worth Rupees Two thousand in favour of Principal Govt. PG College payable at Rajouri.

GENERAL INSTRUCTIONS

1. The tender should be sealed and super scribed "Tender for Library Automation for Govt PG College Rajouri " which should reach by or before 15 days from the publication of this tender notice in the news paper and shall be opened by the Library   Committee on next day at 10 a.m at Govt PG College Rajouri. The interested bidders may also attend the tender opening as per above schedule. 2. The conditional tenders shall not be considered and will be out rightly rejected in very first instance. 3. All the entries in the tender document should be legible and filled clearly. If the space for furnishing the information is insufficient a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the tender. 4. For any clarification call on 01962-262510 on all working days from 10.am to 02:00 pm 5. The Principal Govt. PG College Rajouri reserves the right to reject any or all tenders without assigning reasons thereof.

OFFICE OF THE PRINCIPAL GOVT PG COLLEGE RAJOURI

TENDER DOCUMENT FOR AUTOMATION OF LIBRARY

1. Name of Agency/Firm:_____

2. Details of Earnest Money Deposit: DD No._____ Date_____
Of Rs._____ drawn on Bank _____.

3.Name of Proprietor/Partner/ Director:_____

4.Address of Registered Office:_____

   E-mail address:_____ Telephone/Fax No._____

6. Name and telephone no. of authorized officer/person to liaise with college_____

7. PAN._____

8. GST no._____

9. Financial turnover of the tendering Agency:

Financial Year	Amount (Rs. Lakh)	Remarks if any
2012-2013		
2013-2014		
2014-2015		

(If the space [provided is insufficient, a separate sheet may be attached)

10.Rate offered per Book Rs._____ (Rupees _____ in words) for whole job inclusive of material as mentioned in terms and conditions.

11.Rate offered per membership card inclusive of material and printing _____

 Date:

Place: Signature of authorized person

                                                            Full Name:

                                                            Seal and Signature of Bidder

DECLARATION

I_____

Son/Daughter/Wife of Shri_____

Proprietor/ Director/Authorized signatory of the agency, mentioned above, am competent to sign this declaration and execute this tender document:

1. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

2. The information /documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we, am/are well aware of the fact that furnishing of any false information /fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

3. We have not been black listed by any (Central/State) Government/ PSU Departments.

Date:

Place: Signatory of authorized person

                                              Full Name:

                                              Seal and signature of Bidder