

OFFICE OF THE PRINCIPAL,
K. K. S. WOMEN'S COLLEGE, BALASORE

P.O.-Motiganj, Dist.-BALASORE-756003
Ph. No. /FAX No.06782-262275, e mail id: kks_wc@yahoo.co.in
Website: www.kksgovwc.org

No. 2064

Dated: 1st, Dec, 2014/

QUOTATION CALL NOTICE

The Principal, K. K. S. Women's College, Balasore, Odisha invites tender for Automation of Library. For details of bid documents along with eligibility criteria of bidders and terms and conditions, please visit website: www.kksgovwc.org

The undersigned reserves the right to accept or reject any bid without assigning any reason thereof.



Principal,
K. K. S. Women's College, Balasore

Memo No.2065/

Dated:1st, Dec,2014

Copy to Notice Board of the College for information and necessary of the general public.



Principal,
K. K. S. Women's College, Balasore

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LIBRARY AUTOMATION

1. NATURE OF WORK:

Automation of existing Institutional Library to Digital Library and entering near about 40,000 data in the existing 'Browser based Multi-user Library Management Software (LMS 3.0) 'and operation for day to day management of the organization.

2. LAST DATE & TIME FOR RECEIPT OF BIDS:

Date: 10.12.2014 up-to 4.00 PM at K. K. S. Women's College, Balasore in sealed cover by Registered Post/by hand in the Office of the Principal.

3. DATE AND TIME FOR AVAILABILITY OF BID DOCUMENTS:

Bid documents can be downloaded from the College's website: www.kksgovwc.org

4. DATE, TIME AND VENUE OF OPENING OF BIDS:

I. Technical bids: 13.12.14 at 11.30 AM

II. Financial bids: Price bids will be opened for the technically qualified bidders only.

III. Venue: K. K. S. WOMEN'S COLLEGE, BALASORE.

5. EARNEST MONEY DEPOSIT (EMD):

Rs.2000/- (Rupees Two thousand) only in shape of Demand Draft drawn in favour of Principal, K. K. S. Women's College, Balasore. The EMD of the unsuccessful bidders will be returned within two months from the last date of submission of bid without any interest. The EMD of the successful bidder will be kept till the final execution of the work.

6. PURPOSE:

To digitalize the Library Automation system using Bar coded Digitalization of more than 40,000 Nos. of Books, Journals and Development of Library Identity Cards for students and staff etc.

7. ELIGIBILITY:

I. The bid is open to registered Agencies/Firms having valid VAT/Service Tax Registration/PAN with proven track record in the relevant field.

II. The bidder is to submit the documents in favour of their annual turnover for the last two financial years.

III. The participating bidder is also required to submit copies of complete up-to-date Income Tax, Sales Tax/VT Service Tax Certificate.

IV. An EMD of Rs.2000/- (Rupees Two thousand) only is to be deposited with the Technical Bid.

V. The bidder must have executed at least one library automation in a reputed institution.

VI. Bidder shall be willing to execute the agreement if work is awarded in his favour.

8. PREPARATION AND SUBMISSION OF BIDS:

I. The bidder is to prepare two separate bids- one is Technical and the other is Financial in the formats at Annexure-I & II respectively.

9. TERMS AND CONDITIONS:

I. EMD is liable to be forfeited in case the successful bidder fails to execute the order in time.

II. For any delay in completing the work, the firm will be held responsible.

III. The work is to be completed in all respect within 01 (One) one month from the date of issue of work order.

- IV. All pages of the bid documents both Technical and Financial are to be signed by the bidder or authorized representative on behalf of the bidder along with seal of the firm with date.

FORM OF TECHNICAL BID

1. Name of the Agency:
2. Name and designation of the Office bearer:
3. Registration Details (copy to be enclosed):
4. Make, and model with detailed specification on Bar Code Printer, Scanner and other accessories to be supplied.

FINANCIAL BIDS

Activities/Items	Price in Figure	Price in words
1) 40,000 data entries to existing Library Management Software i) Acquisition ii) Cataloguing iii) Serial Control iv) Training to existing Library Staff		
2) Cost of Bar Code Printer (Make & specifications)		
3) Cost of Bar Code Scanner (Make & specifications)		
4) Cost of Bar Code level (around 40000 books & journals)		
5) Development of Smart Card/I.D. Card for Staff and students.		
6) Cost of digitalization of each book.		
7) Annual Maintenance cost for total automation activities.		

BROAD OUTLIE OF THE ACTIVITIES TO BE UNDERTAKEN FOR LIBRARY AUTOMATION

1. ACQUISITION:

- i) Purchase of books and periodicals
- ii) Book Selection
- iii) Bill Payment
- iv) Source: Grant received

2. PROCESSING ON BAR CODING:

- i) Classification of books and periodicals
- ii) Cataloguing of books and periodicals
- iii) Indexing
- iv) Entry of name of the student and staff for registration
- v) Location (Self list card)

3. CIRCULATION :

- i) Book issue
- ii) Book return
- iii) Overdue collection
- iv) Amount recovered
- v) Written off of book from Accession
- vi) Un-serviceable reading materials

4. TRAINING TO THE LIBRARIAN/FACULTY :

Regarding software and hand hold training for one month

5. OPERATION:

Hardware and operational support as and when needed for one year.

DECLARATION

1. I/We have read the above terms and conditions carefully and these are acceptable to me / us. The proforma giving details of equipments, premises and a copy of declaration relating to registration of the firm is submitted herewith as required under this tender. My/Our rates are also given in the enclosed proforma.
2. I/We hereby declare that our firm/company/concern is registered for the above work. I/We are in the business for above work which can be verified from our Office records. I/We have all technical infrastructure and technical staff for smooth and effective execution of above work. I/We have not been black listed by any Government (Central/State) Board/University/College/Undertakings/Bank/RBIs etc.

Name of the Tenderer:

Address:

Signature of the Tenderer
with seal and date