

**GOVERNMENT COLLEGE OF ENGINEERING, KALAHANDI,
BHAWANIPATNA. (AUTONOMOUS)**

**At: Bandopala, PO: Risigaon, Bhawanipatna, PIN: 766002, Dist: Kalahandi,
(Odisha), Website: www.gcekbpatna.ac.in.**

Tender No.: GCEK/Lib: 01/2021

Date: 18/09/2021

The Government College of Engineering, Kalahandi, Bhawanipatna, intending to automate its outlying College Central Library and invites sealed tender from reputed and registered Library Automation Agencies/ Vendor/ Firms containing the complete documents super-scribed as “**Automation of Central Library of GCEK, Bhawanipatna**” with valid GST and PAN. Interested party/parties may apply in the prescribed tender documents only downloaded from the Institution website i.e. **www.gcekbpatna.ac.in**. The last date and time of receiving sealed tender through Registered/Speed post/Courier by **21/10/2021 up to 3.00 PM**. The tender documents received beyond the due date and time shall be summarily rejected. The Institution shall not be responsible for postal delay if any. The undersigned reserves the right to extend the date and accept or reject any or all tenders without assigning any reason thereof.

Sd/-

**Principal
GCEK, Bhawanipatna**

**GOVERNMENT COLLEGE OF ENGINEERING, KALAHANDI,
BHAWANIPATNA. (AUTONOMOUS)**

Tender No.: GCEK/Lib: 01/2021

Date: 18/09/2021

TENDER DOCUMENTS FOR AUTOMATION OF CENTRAL LIBRARY OF GCEK, BHAWANIPATNA

The Government College of Engineering, Kalahandi, Bhawanipatna, intending to automate its outlying College Central Library and invites sealed tenders from reputed and registered Library Automation Agencies/ Vendor/ Firms containing the complete documents super-scribed as “**Automation of Central Library of GCEK, Bhawanipatna, Tender No: GCEK/Lib: 01/2021** ” with valid GST and PAN.

Sealed envelope containing the complete tender documents invited on behalf of the Principal, Government College of Engineering, Kalahandi, Bhawanipatna, for automation of College Central Library from eligible reputed and registered Library Automation Agencies/ Vendor/ Firms /Authorized Dealers having at least three (03) years of experience in this area as implemented into Engineering Colleges/Educational institution’s Libraries. The quotations shall be opened at the office of the Principal, Government College of Engineering, Kalahandi in the presence of the parties or their authorized representatives who may wish to be present. If the date of opening of tender happens to be a holiday, the tender will be opened on the next working day. The tender received beyond the due date and time shall be summarily rejected.

General Information

| | | | |
|----------|--|---|--|
| 1 | Tender No. / Date | : | GCEK/Lib: 01/2021; 18/09/2021 |
| 2 | Period of Contract | : | One Year |
| 3 | Tender document available on website | : | www.gcekbpatna.ac.in |
| 4 | Last date for receipt of Tender | : | 21/10/2021; 3.00 PM |
| 5 | Date, Time, and Venue of opening of Tender Documents | : | 22/10/2021, 12 noon, Principal’s office |
| 6 | Estimated Cost of the contract | : | Rs. 5.50 Lakhs |

| | | | |
|---|---|---|-----------------------------------|
| 7 | EMD (Interest free Refundable) | : | Rs.10,000/- (Rupees Ten Thousand) |
| 8 | Security deposit (Interest free Refundable) | : | 3 % Bank guarantee of total value |

TERMS AND CONDITIONS

The tender for automation of Central Library of GCEK, Bhawanipatna, will be governed by the following 'Terms and Conditions':

A. General and Establishing the Eligibility for Qualifications:

- (i) The Principal, Government College of Engineering, Kalahandi reserves the right to accept or reject any or all tender(s) in part or full, without assigning any reasons thereof and his decision will be final in all cases in respect of acceptance/rejection.
- (ii) Tenderers are advised to go through the tender document carefully before submitting the tender documents. It will be presumed that the tenderer has considered and accepted all the terms and conditions of this tender. No enquiry, what so ever verbal or written shall be entertained in respect of acceptance/rejection of the tender. **BIDS MUST BE UNCONDITIONAL.**
- (iii) Incomplete tenders and the tenders received beyond the due date and time shall not be accepted.
- (iv) The bidder must have its own establishment having valid up-to-date registration for Firms / Enterprise under Companies Act 1956/ Distributors / Authorized Dealers / Library Automation Agencies with valid GST and PAN. Copies of GST/Sales Tax and Income Tax Clearance certificates issued by the concerned authority for last three years.
- (v) The tenderer should have at least three years of experience of supporting to the implementation of the automation packages (especially open source library Management software(LMS), like KOHA) with supporting services in at least 10 libraries of Higher and Technical Educational institutions in India or preferably in Odisha. The proof of such own credential should be furnished along with the tender. Provide at least 3 to 5 contact numbers of their existing clients for feedback purpose.
- (vi) The tender should be accompanied by the required amount of (Bid Security) EMD and Tender cost (non-refundable) in shape of DD in favour of **Principal, Government College of Engineering, Kalahandi**, and Payable at **Bhawanipatna** from any Nationalized Bank. The EMD of the unsuccessful tenderers shall be returned after the successful tenderer enters into contract with the institution. The bid security is required to protect the purchaser against the risk of tenderers conduct which would warrant the security's forfeiture. **The EMD of the successful bidder shall be returned after receiving the bank guarantee 3% of tender value which must be**

submitted within 15 days from the date of receiving work order else the contract will be cancelled.

- (vii) Each and every page of the tender document attached there to should be signed by the tenderer.
- (viii) The contract shall remain in force for **one** year which may further be extended as requirement of services.
- (ix) The tenderer should have not been blacklisted by any Government or other organizations.
- (x) The sealed tender envelope shall be addressed to **“The Principal, Government College of Engineering, Kalahandi, At: Bandopala, PO: Risigaon, Dist: Kalahandi, Bhawanipatna, Odisha, Pin- 766002”**.
- (xi) Incomplete tender and insufficient documents with the tender shall be liable for rejection.
- (xii) The Vendor should be sole supplier of all the products and services. No third party/ joint venture/ subsidiary will be entertained.
- (xiii) The vendor may be a listed paid support vendor in Koha Community.
- (xiv) Implementation and training for three days for the library staff on site and additional on-line training within the project period for 3days at free of cost within the contract price.
- (xv) One-year onsite Support of LMS will be provided by the service provider after implementation of the services at free of cost within the contract price.**
- (xvi) Support services includes maintenance of software, trouble shooting of operational problems, technical problems, unlimited off site support through mail/ telephone/ remote access, onsite visit by the staff as per requirement at free of cost within the contract price.
- (xvii) Software updates during the period of contact free of cost within the contract price.
- (xviii) On-line ticket system for smooth support service at free of cost within the contract price.
- (xix) **Purchase Orders:** Supply and implementation of the services has to be made strictly against the specifications of the Order. Acknowledgement receipt of the order will be taken as acceptance, preferably by e-mail. Any clarification/query regarding the order should be sought from the Library committee head within five (5) days of receipt of the firm supply and service order.
- (xx) **Price & Supply:** The price shall remain firm throughout the contract period. No request for hike in price shall be entertained. Any support services as per terms and conditions throughout the contract period is free of charges only any additional work may be claimed with legitimate contract. If a vendor is unable to supply services and support as per the contract the firm is liable for blacklisted and security deposit may be forfeited.
- (xxi) **Timeframe for supply, and cancellations:** The supply shall have to be delivered at our office during office hours which shall be inspected by authorised official of the institution and if found defective or not up to standard, shall be replaced free of cost.

- (xxii) **Invoicing procedure:** Invoice should be submitted in triplicate (3 copies) addressed to The Principal, Government College of Engineering, Kalahandi. Break up of cost and tax components shall be separately stated in the invoice.
- (xxiii) **Payment Terms:** No advance payment is allowed by the purchaser to the supplier for any deal. Payment shall be done (subject to recoveries, if any) after successful supply and completion of the work with a certificate for successful operation of the software and supports.
- (xxiv) **Termination of order:** The order may be terminated at the occurrence of any of the following event:
- (a) In case of breach of any terms of agreement or unsatisfactory/ insufficient working on the part of the vendor, if at any time, found that the information provided by the vendor in any form about the supply, services and related matters are incorrect and result in losses in any form to the Institute.
- (b) In such case(s), the institute will be at liberty to cancel the order without giving any prior notice to the vendor, and the Institute reserves the right to forfeit the security deposit submitted by that vendor.
- (xxv) The Institute reserves the right to change or modify or amend or substitute any clause in the terms and conditions that are listed above if required, at any time.
- (xxvi) All disputes and differences arising out or concerning the work shall be subject to the sole arbitration of The Principal, Government College of Engineering, Kalahandi or his nominee.
- (xxvii) **Jurisdiction of court of Law:** Any Legal disputes that may arise out of the supply of books by Vendors shall be subject to the jurisdiction of a court in Bhawanipatna/ Hon'ble High Court of Odisha.
- (xxviii) **All jobs described in "Work Specification" have to be completed within 45 days of receiving the tender award.**

sd/-
Principal
GCEK, Bhawanipatna

**GOVERNMENT COLLEGE OF ENGINEERING, KALAHANDI, BHAWANIPATNA,
(Autonomous)**

Tender document (GCEK, Central Library)

WORK SPECIFICATIONS

Details specification of the work for Automation of the Central Library of GCEK, Bhawanipatna:

| Sl. No. | Description | Specifications | Quantity |
|----------------|--|--|-----------------|
| 1. | <u>LMS onsite Implementation:</u> Installation, Configuration and general introduction to Koha Customization, Testing and Implementation of Software on Local Server with Web OPAC | OS: Ubuntu LTS in general, customization should be version independent. The LMS software should be an open source program like KOHA. There must be provision for daily data backup to google drive/External HDD. | 01 Unit |
| | Support and help desk facilities for Library staff for day to day use of LMS, on annual basis (from project completion date) | Support may be provided through unlimited Email, phone, Remote Access and Skype/Google Video Chat. It includes updating Koha & OS including any types of trouble shooting and onsite visit by the staff as per requirement. | |
| | Training & Implementation | Onsite training for 5 days to the library staff and additional on-line training within the project period for 3 days | |
| 2. | Data Entry and data Migration / Data Conversion | Data entry of records in MARC 21 format for Integrated Library Management systems (ILMS) from Shelf with subject heading Work Flow: Collect books from Shelf –Data Entry – Data Validation – Error Check – Data Conversion to MARC 21 format – Data Migration to ILMS. | 15000approx |
| 3. | <u>Library Services:</u> | | |
| a. | Classification of Books | Searching and Assigning Call no. using DDC Scheme of Classification 23 rd edition | 15000approx |
| b. | Bar-Coding | Generation of bar-code from Software Printing of 2 barcodes | 15000approx |

| | | | |
|-----------|---|---|----------------------|
| | | in Barcode Label Sticking- Sticking of 3 barcode in one book. | |
| c. | Spine Labelling and appropriate Shelving | Generation of Spine Labels from software- Printing of one spine Labels in Spine Labels Stickers – Sticking of spine Labels in one book- Shelving of books as per call no. | 15000approx |
| d. | Online ticket system for smooth support service | Online support for the contract period. | |
| | | | |
| 4. | User Profiling | Entry of user details and designing ID Card for staff and Students (Exists in Excel sheet) | 900 Approximately |

GOVERNMENT COLLEGE OF ENGINEERING, KALAHANDI, BHAWANIPATNA.

Tender document (GCEK, Central Library)

Format of Application

Sub: Automation of Government College of Engineering, Kalahandi, Central Library, Bhawanipatna.

1. Name of the Firm:

2. Complete Postal Address:

FAX No :.....

Telephone No:.....

Email:.....

3. Are you a listed paid support vendor of Koha Community? Yes/No.

If Yes, attach copy of the Membership.....

4. Are you an authorised Library Automation Agencies/ distributor/ vendor//preferred Agent? If so attach the authority letter(s) issued by the appropriate bodies in support of your claim.....

5. Year of starting of the Firm/ Company/ sole proprietorship with Registration Number/Date.....

6. PAN & GST No.....

7. Registration No. (Attach: copies)

8. Annual business Turnover* (Attach Balance sheet and Certified copy form Chartered Accountant to showing turnover for the last three financial years and relevant IT return copies.

9. Experiences as specified as per above term and conditions Sl. No. (v).

10. The Vendor should attach the ID proof such as Adhaar of the Proprietor and organizations.

11. Documents in support of automation done in institutes and certificates therein.

12. Price bid should be enclosed in a sealed envelope separately.

DECLARATIONS:

- (i) I/We(names of partners/Proprietors or Shareholders) do hereby declare that the entries made in this application form are true to the best of our knowledge and believe.

- (ii) Mr..... whose Signature is given below, is an authorized representative of this firm.

- (iii) I/We also undertake the responsibility to communicate all subsequent changes in the constitution or working of firm, affecting the accuracy of the facts, stated above.

Date:
Place:

**Authorized Signatory
&Seal of the Firm/Others**

GOVERNMENT COLLEGE OF ENGINEERING, KALAHANDI, BHAWANIPATNA.

FORMAT FOR PRICE BID

| Sl. No. | Description | Unit Price | Remarks |
|----------------|---|-------------------|----------------|
| 1 | LMS onsite Implementation and customization in Ubuntu operating system. (As per detail specifications term) | | |
| 2 | Data Entry and Data Migration / Data Conversion (As per detail specifications term) | | |
| 3 | Library Services: <ul style="list-style-type: none">• Classification of Books• Bar- Coding• Spine Labelling and appropriate Shelving• User Profiling & Online ticket system for smooth support service (As per specification in above) | | |
| 4 | User profiling (As per specification) | | |
| | Taxes (if any) | | Mention in % |

Note: Final Amount will be calculated only after successful work completion and satisfactory report from the Librarian/ Library in charge.

**Authorized Signatory
& Seal of the Firm/Others**

(Bidder)

Name:

Signature:

Date:

Address: