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Office of the Principal
BAGNAN COLLEGE
(An Institution, Assessed and Accredited by The NAAC)
(Estd. - 1958)
P.O. : BAGNAN ★ DIST : HOWRAH
Pincode : 711 303

Ref. No. _____

Date _____

Ref. No.: BC/ Tend./ LMS/ 2022/01

Date: 10.09.2022

Tender/ Quotation Notice

Sealed Quotations/ Tenders (rate to be quoted) are invited on an urgent basis from the reputed software suppliers/vendors/companies/firms for supply of following item/product for Central Library of the College as specified in Annexure-A to Bagnan College, Bagnan, Howrah latest by 21.09.2022 on or before 1.00 p.m. Tenderers are hereby requested to contact with the College office for further details. The date of opening of quotations/ tenders is 21.09.2022 after 1.30 p.m. with the issuance of the Work Order.

Description of the Item/Product: See Annexure-A

Requirements:

- ❖ The Firm/ Agency should have
 - A. Trade License
 - B. PAN,
 - C. GST registration,
 - D. IT Return File (Last three years)

Copy to:

- 1) College Notice Board
- 2) Bagnan College website: www.bagnancollege.org

Sd/-

Dr.Badal Kumar Maity
Principal, Bagnan College

Annexure-A

A. Description of Product

- i. koha with Ubuntu LTS (latest version)
- ii. Cloud and In-house server (Including installation, customization and development)

B. General Terms and Conditions about Tender and Quotation

- i.** Suppliers vender /agencies /company shall submit quotations from along with Technical Bids and Financial Bids exclusively in separate sealed envelopes mentioning “ Technical Bids “& “Financial Bids” on the envelope and then put all sealed envelopes in one big size envelope to be submitted to the College office in the Tender Box of Bagnan College.
- ii.** The quotations will be scrutinized and shortlisted based on their Technical bid and thereafter the financial bid will be opened only for those agencies who will qualify technically.
- iii.** In case of wrong or incomplete information and /or unavailability of necessary document the agencies will be eliminated for further process.
- iv.** A complete set of relevant documents are to be attached with the application, containing seal & signature with date.
- v.** Time limit for completion of all work related to the Library automation will be one month from the date of issuing work order.
- vi.** All original documents are required to be produced at the time of verification of documents on the date of opening of quotations/tenders.
- vii.** College will not pay any additional expenditure for transportation, convenience, site visit etc. for installation work.
- viii.** After completion of all installation work the tenderer is required to transfer the ownership of all software, database, password, key (if any) to Bagnan College authority.
- ix.** No advance payment in any case will be made to the Firm /Agency. Payment will be made by a/c payee cheque /through NEFT mode after completion of the work.

C. Technical Specification for Supply, Installation, Data Import- Export Customization and Training of Integrated library Management Software (koha).

- i. Bagnan College Central Library needs to be customized according to the requirement of the library at the time of installation and during the period of customer support & service.
- ii. Completed and comprehensible log should be provided to library administrator containing details of all type actions and associated library staff and patrons (if any).
- iii. The system must be web-based. The applications should not require any proprietary software licenses.
- iv. The client operations must be web-based (platform independent).
- v. The customer support for various maintenance and up-gradation of the supplied software for 4 years must be including in the quotation.
- vi. After 4 years, the customer support and service to be provided by the agency which cost that should be quoted separately in Financial Bid.
- vii. All data should be migrated from existing library software / excel sheet to new installed software by the agency.
- viii. The agency should be installation, configuration and implementation of latest and stable version of library software (koha) with training for library staff with free of cost.
- ix. Training to the library staff must be carried out at the Central Library, Bagnan College.
- x. The College will provide necessary hardware for setting up the system for implementation of library software.
- xi. The agency should install all modules available in the latest version each module must be configured, customized and onsite training should be provided within 1(one) month of receiving the work order.
- xii. The agency shall provide all necessary documentation/ operational manuals/Instructions required optimum use for the software.
- xiii. The agency should facilitate automatic and manual backup and restore facility.

- xiv. The College /Institute has all the rights to reserve at its own both software and data and should be able to switch the agency at any time.
- xv. The customer support & service period shall be effective from the date of having complete successful installation, implementation, customization & training on the system at the College premises.
- xvi. The agency should do necessary OPAC customization based on performed language, colour, image and structure, as per requirement of the library during the installation and configuration.
- xvii. The software should be access through desktop and smart mobile phone.
- xviii. Configuration of SMS, e-mail notifications through Gmail service.
- xix. The agency should follow international benchmark /standards (ISO) and should provide relevant certificate.

WEB OPAC (ONLINE PUBLIC ACCESS CATALOGUE)

Online Catalogues: - Following catalogues should be available online-

- i. Title Catalogue
- ii. Author Catalogue
- iii. Subject Catalogue
- iv. Publisher
- v. Accession Number.

Utilities:

- i. Backup –database on CD, external hard disk, etc, by library personal.
- ii. Security – password based functional security.
- iii. Data privacy, confidentiality and security.
- iv. The system should support online import and conversion of record from legacy software import/export facility in standard format.
- v. Provision for customization of reports.
- vi. Hyper linking of book.
- vii. Completely web browser based (work on internet).
- viii. Supports Windows /Linux/ Unix.
- ix. The main OPAC interface for the users outside the library must be web.

Reports:

- i. Complete access for all data stored in software.
- ii. Easily run any saved report at any time.
- iii. Group report by branch, category or any customs criteria.
- iv. Enter filters on reports to run them on for specific item types, branches, patron categories, time frames and so much more.
- v. Search reports for easy access.

Sd/-

Dr. Badal Kumar Maity

Principal

Bagnan College,

Bagnan, Howrah - 711303