Terms and conditions for Automation and Digitalization of College Library

A) Library automation and Preparation of Bibliography Data base which include

   1. Installation of KOHA

   2. Processing of book records in AACR2, MARC 21 format

   3. Classification by DDC Scheme

   4. Subject heading by LC, Data fed up with Unicode ISO2709.

   5. Database creation (fully web enabled) with import/export to any standard library software

   6. Generation of bar codes and printing and pasting the bar code labels, three for each book

   7. Providing and pasting of spine labels with transparent stickers highlighting the Class Number and Book Number of each Book.

   8. Generation and printing of students/borrows cards with barcodes duly laminated.

B) Digitalization of Heritage books

   1. Page-wise scanning of books (on the average 370 pages per book)

   2. Conversion of hard copy to electronic copy of each book.

   3. Manage and preserve all format of digital content

   4. Search and browse through web.

Mandatory Conditions

1. The firm must have executed similar work in a Govt. college or university for which documentary evidence have to be enclosed.

2. The firm should be registered with income tax department and GST.

3. The work has to be completed in all respects within two months from the date of issue of work order.

4. All the work to be assigned are to be executed at the college library itself.

5. All technical equipments viz. computers, UPS, Bar code printers, scanners etc for the creation of database shall be provided by the college.

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

7. The agency shall have to make all the modules of the KOHA software workable.

8. The firm has to provide hands-on training to Library staff and IT staff for effective implementation of the project.

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

10. The Principal of the College reserve the right to reject any or all tenders without assigning any reasons thereof.

Govt. Gandhi Memorial Science College, Jammu

Tender Document for Automation and Digitalization of Library

1. Name of the agency/firm
   ....

2. Name of the Proprietor
   ....

3. Address of Registered
   Office...

   E-mail ....   Telphone/Mobile No./Fax
   No...............................

4. PAN   ....

5. GST No. ....

6. Detailed of Earnest Money Deposit: DD No. ....
   Date....................

   Rs...........................   Drawn on Bank ....

7. Financial turnover of the tendering agency over last three years:

Financial Year	Amount (in Lakh)	Remarks if any
2014-2015		
2015-2016		
2016-2017		

8. Cost of automation per book Rs. .... (In words:
   Rupees..................................)

9. Cost of digitalization per book Rs. ....   (In words:
   Rupees..................................)

(On the average there are 370 pages per book)

10. Development of smart cards/I.D. Cards for staff and students Rs. ....

11. Annual maintenance cost for total automation activities: Rs.........................

Date................................

Place:..............................   Signature of the authorized
person

Full Name.......................................
Seal :

DECLARATION

1. I/we have read all the terms and conditions of the tender carefully and these are acceptable to me/us.

2. I/we hereby declare that our firm/company is registered for the above work. I/We have technical infrastructure and technical staff for smooth and effective execution of the above work.

3. We have not been black listed by any Central/State Government /University/College/Undertakings etc.

Name of the Tenderer:
Address:

Signature of the Tenderer
With seal and date