



GOVERNMENT OF WEST BENGAL  
GOVERNMENT GENERAL DEGREE COLLEGE LALGARH  
*Office of the Principal*

LALGARH

JHARGRAM

**NOTICE INVITING e-TENDER (NIT)**

**NIT NO.-LGC/ET-LAS(23)/01/23-24**

**Memo. No.: 246/CL/AS(23)**

**Date: 27.09.2023**

**NOTICE INVITING PRE-QUALIFYING DOCUMENT-CUM-TENDER (TWO COVER SYSTEM)**

For and on behalf of the **Purchase and Library Sub-committee** of Government General Degree College, Lalgarrh, the Officer-in-Charge, Government General Degree College, Lalgarrh Lalgarrh, Jhargram invites online item rate e - tenders for the following works through two cover system. Prequalifying documents in a separate cover and Bid documents with BOQ rate in another cover are to be submitted by the Qualified Service-Provider or any other eligible bidders who satisfy the terms and conditions in Pre-qualifying documentation regarding e-tender for the work mentioned and detailed in the table below. Intending bidders may download tender documents from e-procurement portal of the Government Website [www.wbtenders.gov.in](http://www.wbtenders.gov.in). The pre-qualifying and bid documents duly filled in all respects should be submitted on-line through our e-portal (**as per Server Time**). Government General Degree College, Lalgarrh, Lalgarrh, Jhargram does not take any responsibility for the delay caused due to non-availability of internet connection or poor connectivity, etc. for online bids.

<b>Name of the Work:</b>	<b>Installation of Library Automation Software koha with Cloud facility for 5 years at Government General Degree College Lalgarrh, Lalgarrh, Jhargram, 721516</b>
<b>Name and Address of the Office:</b>	<b>Government General Degree College Lalgarrh, Lalgarrh, Jhargram, 721516</b>
<b>Company / Agency eligible for submitting Quotations:</b>	<ul style="list-style-type: none"><li>• Reputed, resourceful, experienced &amp; registered Agencies having experience of Library Automation at least 10 libraries of Higher Education Institutes/ Colleges/ Government Libraries.</li></ul>

	<ul style="list-style-type: none"> <li>• Kindly attach valid Purchase order or Completion certificate.</li> </ul> <p><b>In case of same rate is quoted by multiple agencies, selection will be made on basis of</b></p> <p><b>i) more number of Govt. General Degree Colleges (under Higher Education Department, Government of West Bengal, other than Government General Degree College Lalgarh) served by the agency and then ii) total year of their service period and experience (year of experience will be counted only when number of colleges served will be same for multiple agencies quoted same financial bid), and, ultimately, if those factors mentioned above would turn out same, iii) the Distance of the Office of the Company/Agency from Government General Degree College Lalgarh</b></p>
<p><b>Documents to be submitted</b></p>	<p>1 The Vendor must be registered under Companies Act 1956/2013 of Indian Government. Documentary proof have to attached</p> <p>2. GST Registration Certificate</p> <p>3. Copy of the Pan Card / Aadhar Card of the License Holder</p> <p>4. The Vendor should have worked at least 10 libraries of Higher Education Institutes/ Colleges/ Government Libraries. Kindly attach valid Purchase order or Completion certificate.</p> <p><b>10. Declaration by the agency in a letter head about details of serving Government General Degree Colleges (as stated above) with total service period details (format given below). (Agencies are instructed to upload only the relevant documents as stated above)</b></p>
<p><b>Quotation papers</b></p>	<p><b>e-Tender as per format given in Annexure-I</b></p>

## ANNEXURE-I

01.	<b>Description of work</b>	<ul style="list-style-type: none"> <li>✓ Installation and configuration of Koha ILMS on Cloud Server for 5 years(3-6GB Server High Scale RAM, 50 GB SSD, Debian Cloud, Latest Stable Version of Koha)</li> <li>✓ Basic &amp; Advanced customizations of the software as per need of library</li> <li>✓ Re-designing for Screen Adaptation</li> <li>✓ Designing of WebOPAC</li> <li>✓ Boot-strap Technology assistance for OPAC</li> <li>✓ Customized reports</li> <li>✓ <b>Setting up of email alerts</b></li> <li>✓ <b>Automatic online back-up system</b></li> <li>✓ <b>Koha database backup-enabled from Koha user interface(Export Database Backup)</b></li> <li>✓ Other required customizations</li> </ul>	
3.	3 days Training for Staffs	Training on every module of Koha software(online/offline)	3 days
4.	Support and help desk facilities for Library staff for day to day use of Koha LMS, on annual basis (from project completion date).	Support may be provided through unlimited Email, Phone, Remote Access and Skype/Google Video Chat. <b>It includes <i>Upgradation of the Koha Software time to time as per released by Koha Community</i></b>	5 years
5.	<b>Data Entry of Books</b>	Data Entry of Books in MARC 21 format in Koha ILMS, (Fields selected by Librarian) Classification of books as per DDC 23rd Edition (Book No. + Author Mark) <b>Bengali Books data in Bengali Front</b>	4000 books (approx.)
6.	<b>Bar-coding and Spine labeling of Books</b>	Generation of bar-code from software Printing of <b>3 barcodes</b> in Barcode Label Stickers Sticking of 3 barcodes (one book Spine labels, one on Title page, one at the end page of the book) from software Printing of 1 spine label in Spine Label Stickers Sticking of 1 spine label in one book	4000 books (approx.)
7.	<b>Shelving of Books and Rack arrangement as per Call No.</b>	Shelving of books and Rack arrangements as per call number	4000 books (approx.)
8.	<b>Barcode Scanner (wired)</b>	Barcode Scanner (wired)	01 unit

Name of the Agency :

Mailing address :

Telephone No :

Mobile No :

Signature of the Agency Authority  
(Designation of the signing authority with seal)

##Format of self declaration by the agency about their experience in serving Government General Degree College (Should be submitted in letterhead along with other documents):

Sl. No.	Name of the Government General Degree College	Tenure of Service Provided	Experience (in Year and Month) -----year-----month

### General Terms and Conditions

1. The accepting authority reserves the right to reject any or all the quotations without assigning any reasons thereof.
2. The participating bidders are required to quote their rate in details both in figure and words.  
*N. B. :: The prospective bidder needs to deposit the consolidated amount of EMD of Rs. 4000.00 (Rupees Four Thousand only) through Online as per the government guidelines as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.*
3. If multiple agencies quoted same reasonable, logical and convincing service charge, then selection will be made on the basis of i) more number of Government. General Degree College (under Higher Education Department, Government of West Bengal, other than Government General Degree College Lalgarh) served by the agency and then ii) total year of their service period experience (year of experience will be counted only when no. colleges served will be same for multiple agencies quoted same financial bid),and, ultimately, if those factors mentioned above would turn out same, iii) the Distance of the Office of the Company/Agency from Government General Degree College Lalgarh
4. The period of contract will be usually for five years.
5. No conditional / incomplete rate will be accepted under any circumstances.

6. The agency engaged for this work will have to maintain a regular contact with the college authority.
7. T.A. / D.A. / will not be paid. .
8. The agency will be fully responsible for any losses, shortages, damage of Government property and the cost of the same as fixed by the concerned authority will be recovered from bills of the agency.
9. The agency will keep itself ready to take up the work within seven (7) days from the date of issuance of work orders or from any other special date, as or when, will be mentioned.
10. The undersigned reserves the right to terminate the agreement at any time without assigning any reason what so ever.
11. Filled NIT without e-mail ID and contact details will be cancelled.
12. The decision of the college authority in selection of the agency will be final and binding. The supporting documents of the Lowest Bidder are to be submitted to the office of the Officer-in-Charge of the College.

**:: Date and Time / Schedule:**

Sl. No.	Particulars	Date & Time
01.	Date of uploading of N.I.T. & other Documents (Online) (Publishing Date)	29.09.2023
02.	Documents download/sell Start (Online)	29.09.2023 – 04.00 PM
03.	Bid submission: Starting date (On line)	29.09.2023 – 04.00 AM
04.	Bid Submission Closing (On line)	05.10.2023 – 04.00 PM
05.	Bid opening date for Technical Proposals (Online)	07.10.2023 – 04.00 PM
06.	Date of uploading list for technically qualified bidder(Online)	To be Notified Later
07.	Date & place for opening of financial proposal (Online)	To be notified later
08.	Date of uploading of list of bidders along with their rates through (Online), also if necessary for further negotiation through offline for final rate.	To be notified later

Sd/-  
 Officer-in-Charge,  
 Government General Degree College Lalgarh  
 Lalgarh, Jhargram, 721516.