

OFFICE OF THE PRINCIPAL GOVT. COLLEGE, SUNDARGARH

Invitation of Quotation for Library Management System (LMS)

No.: 2498

Date: 17/10/2022

Sealed quotations were invited from reputed and registered Library Automation Agencies/Vendor/Firms for LMS. The sealed quotation superscripted as "Automation of Library of Govt. College, Sundargarh" should reach the Principal Govt. College, Sundargarh, At/P.O: Rangadhipa , Sundargarh , Pin-770002 by Registered Post/ Speed Post/ Ordinary Post/Courier Service/ By Hand. The last date and time of submission of the sealed quotation is 31.10.2022 by 5.00 PM. The quotation received beyond the due date and time shall be summarily rejected. The undersigned reserved the right to extend the date and accept or reject any or all quotations without assigning any reason thereof.

General Information

1	Last date for receipt of Quotation	:	31.10.2022; 5 .00 PM
2	Date, Time, and Venue of opening of Tender Documents	:	31.10.2022, 5.10 PM, Principal's Chamber

  
Principal

Govt. College, Sundargarh

Memo NO. 2499 Date 17/10/2022

Copy to /Members Purchase Committee/ S.O/ Account Section/Sri. S.K. Patel, DEO to upload in website/ DIPRO, Sundargarh for wide circulation.

  
Principal

Govt. College, Sundargarh

## TERMS AND CONDITIONS

### A. General and Establishing the Eligibility for Qualifications:

1. The sealed tender envelope shall be addressed to "The Principal, Government College, Sundargarh, At: Rangadhipa, PO: Rangadhipa, Dist: Sundargarh, Odisha, Pin- 770002".
2. The bidder must be a registred firm/ library automation agencies or service provider having valid GST registration certificate and PAN.
3. The Vendor should be sole supplier of all the products and services. No third party/ joint venture/ subsidiary will be entertained.
4. 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.
5. Implementation and training for five days for the library staff on site and additional on-line training within the project period for 3 days at free of cost within the contract price.
6. 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.
7. Free of cost software updating during the contract period at contract price.
8. Any supply of the items/software will be deliverable at the library of this institution during the Office hours.
9. The contract shall remain in force for **one** year which may further be extended as requirement of services.
10. **Contract price remain fixed for the entire contract period.**
11. All jobs of the library automation to be completed within a period of one month.
12. No advance payment will be made to the firm. Final payment will be made after completion of the work
13. 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 anytime.
14. **Any legal disputes if arise will be subject to the jurisdiction of a court in Sundargarh .**
15. The Principal, Government College Sundargarh reserves the right to accept or reject any or all quotation in part or full, without assigning any reasons thereof and his decision will be final in all cases in respect of acceptance/rejection.
16. The order may be terminated in case of breach of any terms of agreement or unsatisfactory/ insufficient working on the part of the service provider


  
21.10.22



## WORK SPECIFICATIONS

Details specification of the work for Automation of the Central Library of Govt. College, Sundargarh.

Sl. No.	Description	Specifications	Quantity
1.	LMS installation and implementation	LMS installation and implementation	01 Unit
2.	<b>Data Entry and data Migration / Data Conversion</b>	Data entry of records for Integrated Library Management systems (ILMS) from Shelf	50000aprox
3.	<b><u>Library Services:</u></b>		
a.	Classification of Books	Searching and Assigning Call no. using DDC Scheme of Classification 23 <sup>rd</sup> edition	50000aprox
b.	Bar-Coding	Generation of bar-code from Software Printing of 2 barcodes in Barcode Label Snickering- Sticking of 3 barcode in one book	50000aprox
c.	Labelling and Shelving of books	Generation of Labels from software and stickering of books. Sticking of Labels in one book- Shelving of books as per the call no.	50000aprox
4.	Profiling of Users	Entry of user details and designing of Library.	700 Approximately

  
17.10.22  
Principal  
Govt. College, Sundargarh

## Format of Application

**Sub: Automation of Library of Government College Sundargarh.**

1. Name of the Firm/ Service provider:
2. Complete Postal Address:  
  
Telephone No:.....  
Email:.....
3. Are you an authorized Library Automation Agencies/ distributor/ vendor//preferred Agent? If so attach the authority letter(s) issued by the appropriate bodies in support of your claim.....
4. PAN No.....(Attach a copy)
5. GSTIN No..... (Attach a copy)
7. **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.

Date:  
Place:

**Authorized Signatory  
on behalf of the Firm**

  
17.10.22

**FORMAT FOR PRICE BID**

Sl. No.	Description	Unit	Unit Price	Total	Remarks
1	LMS installation and implementation	01			
2	Data Entry and Data Migration.				
3	Library Services: Classification of Books	50,000			
4	Bar- Coding	50,000			
5	User Profiling & Online ticket system for smooth supportservice	700			
	Taxes (if any)				
	Total				

**Authorized Signatory  
& Seal of the Firm**

  
17.10.22