

OFFICE OF THE PRINCIPAL

GOVT DEGREE COLLEGE RAMBAN
(NAAC ACCREDITED)

Email: Principalgdcramban@gmail.com
[Http://www.gdcramban.com](http://www.gdcramban.com)

TENDER NOTICE

Sealed tenders are invited from the reputed I.T Firms/ service providers for the Automation of the college Library of Govt degree college Ramban accompanied by EMD of Rs Twenty five Thousand (25,000) In shape of Demand Draft favouring Govt Degree college Ramban should reach by or before 22/04/2021 to the office of the Principal..The detailed tender document can be obtained from the from the above mentioned college website. The tender are to be submitted within three weeks from the publication of this notice.

Gdcr:Lib/req.F.no (01) 03/05/2020

Dated:

Principal
Govt degree college
Ramban

TERMS AND CONDITIONS OF THE LIBRARY AUTOMATION.

SCOPE OF WORK: - The Govt degree college Library Ramban is having about 13000+ books in English, Hindi and Urdu Languages and about 700+ Member s/Users.

The proposed Library Automation Shall includes the following job on SOUL (Software for university libraries) for Automation in college Library.

1: Generations of data of books with complete bibliographic details using the following standards:

- (A) Dewey decimal classification 23rd Edition for classification of Documents.
- (B) Anglo American catalog Rules (AACR 2ND) For cataloguing with Local variations.
- (C) Sears List of subject headings for delivering subject headings with at least three key words /subject heading for each book.
- (D) Book number to be assigned as per cutter Table with Local modifications.

2: Creation of Databases of the data generated as per specifications given at 1 above.

3: Generation of bar codes and printing the bar code labels (Three0 for each book which are to be pasted at three different pages of the book.

4: Preparation of web OPAC (Online Public Access Catalogue) and posting it on college website.

5: Printing, supplying & pasting of Data labels of books to be printed as per our specifications.

6: Providing and Pasting of spine labels with transparent stickers highlighting the class number and book number of each book.

7: Generation and printing of students / borrowers cards with barcodes duly laminated

NOTE: - SOUL (software for university libraries) for Automation in libraries shall be provided by college .

TECHNICAL REQUIREMENTS

- 1: The tendering agency should have an office or its branch within the jurisdiction of j&k.
- 2: The firm should have to experience in similar work in any university or college for which documentary evidence is to be attached with the tender.
- 3: The firm should be registered with income Tax and Sales Tax Departments, for which proof is to be attached.
- 4: Annual turnover of the firm be Rs. 10 lac or above for last three financial years (Documentary evidence is to be attached).
- 3: The firm should be registered with income Tax and Sales Tax Departments, for which proof is to be attached.
- 4: Annual turnover of the firm be Rs. 10 lac or above for last three financial years (Documentary evidence is to be attached).

MANDATORY CONDITIONS

- 1: The job is to be undertaken at Gov t degree college Ramban .
- 2: The agency shall have to arrange its own equipments viz, computers, UPS,barcode printers,scanners etc as per your need for the creation of database.
- 3: The college shall provide power supply and for backup purpose the agency shall have to make its own arrangements.
- 3: The job is to be completed within 30 Days and the progress report shall have to be submitted after every week along with demonstration.
- 4: The Data Retrieval and Data entry is to be made only by qualified professionals in the field under the supervision of College Librarian.
- 6: The agency shall have to incorporate any correction in the database without any extra cost.
- 7: The agency shall have to make all the Modules of the SOUL software executable/workable for which demonstration are to be given to the Library staff.
- 8: The tender document should be accompanied with a Demand Draft/ CDR Worth Rupees Twenty five thousand (25.000) in favour of principal Govt Degree College Ramban.

GENERAL INSTRUCTIONS

1:- The tender should be sealed and super scribed “ Tender for Library Automation for Govt degree college e Ramban “which should reach by or before 15 days from the publications of this tender notice in the news paper and shall be opened by the Library purchase Committee on next day at 10 a.m at Govt degree college Ramban .The interested bidder may also attend the tender opening as per above schedule.

2:- The conditional tenders shall not be considered and will be out rightly rejected in very first instance.

3:- All the entries in the tender document should be legible and filled clearly .if the space for furnishing the information is insufficient a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the tender .

4:- For any clarification call onon all working days from 10:00 am to 3.30 pm .

5:- The Principal Govt degree college Ramban reserves the right to reject any or all tender’s without assigning reasons thereof.

OFFICE OF THE PRINCIPAL GOVT DEGREE COLLEGE RAMBAN

TENDER DOCUMENT FOR AUTOMATION OF LIBRARY

1:- Name of Agency /Firm:.....

2:- Details of Earnest Money Deposit :DD NO.....Date of Rs
.....drawn on bank

3:- Name of proprietor/partner/Director:.....

4:- Address of Registered Office:

Email address :..... Telephone/Fax no.....

5:- Name and Telephone no of authorized officer/person to liaise with college
.....

7:- PAN

8:- GST no

9:-Financial turnover of the tendering Agency :

Financial year	Amount (Rs .lakh)	Remarks if any
2017-2018		
2018-2019		
2019-2020		

(if the space provided is insufficient , a separate sheet may be attached)

10:- Rate offered per book Rs(Rupeesin words)for
which job inclusive of material as mentioned in terms and conditions .

11:- Rate offered per membership card inclusive of material and printing

Date:

Place:

**Signature of authorized
Person**

Full name:

Seal:

DECLARATION

I

Son/Daughter/Wife of Shri

Proprietor/Director/Authorised signatory of the agency mentioned above, am competent to sign this declaration and execute this tender document:

1:- I have carefully read and understood all the terms and conditions if the tender and undertake to abide by them.

2:- The information/Documents furnished along with the above application are true and authenticate to the best of my knowledge and belief .I /we ,am /or well aware of the fact the furnishing of any false information /Fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law .

3:- We have not been black listed any (Central/State) Govt/PSU Departments.

Date.....

Signatory of authorised person

Place.....

Full Name :

Seal.

Seal and Signature of Bidder

