Memo No: 550/23   Date: 29.08.2023

NOTICEINVITING TENDER
NITNO: WBHED/ABNSC/NIT-04/2023-2024 (Retender)

E-TENDER NOTICE INVITING QUOTATIONS FOR ENGAGEMENT OF FIRM / AGENCYFOR AUTOMATED LIBRARY SYSTEM (A.L.S.) AS PER REUISITE OF A.B.N. SEAL COLLEGE, COOCHBEHAR, WEST BENGAL, PIN-736101

Quotations are hereby invited by the Principal, A.B.N. Seal College, Cooch Behar from reputed and experienced registered/licensed service provider through www.wbtenders.gov.in in strict adherence to the guidelines of e-tendering for the supply of the following items and/or services for the FY 2023-2024.

Interested parties may follow the instructions as given below for submission of their tenders in online mode. Price should be quoted in INR currency inclusive of all taxes.

SL NO.	Name of the Work	EMD Amount
1.	Automated Library System (A.L.S.) work related Book processing, MARC 21 data entry Barcode, Spine label generation and tagging in books, shelving in classified order	Rs.1000/- **All Agencies have to deposit Initial amount of Rs.1000/-(Online) during online bidding, through NEFT/RTGS or NETBANKING** As per Finance order No: 3975F(y) Dated: 28/07/2016. **The excess amount (as Payment of 2% of total quoted rate as Earnest Money Deposit is mandatory) will be deducted form L1 bidder's final bill after calculating L1 price in the tender.**

General Instructions:

In the event of e-tendering, intending bidder may download the tender documents from the website: **http://wbtenders.gov.in** directly with the help of Digital Signature Certificate (DSC).

A. Submission of bids:

Both Technical bid and Financial Bid are to be submitted concurrently. All papers must be submitted in English language.

B. Eligibility for submitting e-tender:

Bonafied, reputed, professional and Government registered Firms/Agencies having valid Registration certificate, GST Registration certificate, PAN card in the name of the company, Current Trade license, P. Tax, PL & BS and IT return submitted for the last three financial years, other related licenses and registration certificates, if any, and also credentials and considering the nature of work minimum 3-year experience in reputed Govt. and Govt. aided Colleges under the Department of Higher Education, Govt. of West Bengal or Higher Educational Institutions of National importance.

SL.NO.	ITEMS/SERVICE REQUIRED	SPECIFICATION
I	Automated Library System (A.L.S.) work related Book processing (Classification), MARC 21 data entry, Barcode, Spine label generation and tagging in books, shelving in classified order for 20,000 Books	For details see the PDF file attached
II	Barcode/ Spine label sticker 65L/48L	10 packs
III	Transparent cello tape (1inch)	120 nos.
IV	Ink/cartridge etc.	5 nos.
V	Barcode scanner	2 nos.

C. Rules and Regulations:

1. **The eligibility criteria are given below:** -
   a. The rates should remain valid for the period up to March 2024.
   b. Rate to be quoted inclusive of all charges. No other charges other than the contractual amount will be entertained.
   c. No Conditional/incomplete rate will be accepted under any circumstances.
   d. EMD exemption will be allowed for bidders with valid MSME / Udyam Registration certificate.
   e. Copy of PL & BS and Income Tax returns submitted for the last three financial years, GST Registration certificate, PAN No., Current Trade license, P. Tax, other related licenses and registration certificates, if any, and also credentials are to be submitted by the bidders while bidding.
   f. The tender inviting authority shall verify the above-mentioned documents (In original) which are mandatory for the participation before issuance of the work order.
   g. The prospective bidders should have experience of working on at least 5 cloud hosted Koha LMS systems in the last 3 years and should be able to demonstrate the data quality of these past works to the competent authority.
   h. The vendors should submit the tender papers for individual items on company letter pad.
   i. Quotation must be submitted mentioning of levies, taxes, installation etc. along with any other cost thereon; failing which tender will be summarily rejected. All other legal documents must be furnished along with quotations.
   j. In case two or more technically qualified firms quote the same lowest price, i.e. more than one L1, then, the firm with superior credentials in the technical bid shall be awarded the contract.

k. No prescribed form relating to this quotation is available in the College. Self-made format is acceptable.
l. Payment of bills on its production will be made after successful completion of requisite services as per availability of fund from Govt. of West Bengal and through IFMS portal.
m. GST TDS will be deducted as per Government rules.
n. As per Government rules Income tax shall be deducted at source for payments against bills submitted.
o. The tender bid will be out rightly rejected if it comes to the notice of the tender inviting authority during scrutiny that the credential or any other paper of a tender is fabricated etc.
p. The under signed reserves the right of accepting or cancelling the tender without assigning any reason.
q. The violation of any of the conditions will entitle cancellation of the order.
r. All quotations shall remain valid up to 31st March, 2024.

2. Discretion of the College:

a. College may seek documents from the bidder in addition to the documents sent by the mat the time of tender.
b. The Principal, A.B.N. Seal College, reserves the right to accept/reject any or all the quotation without assigning any reason thereof.

D. Date and Time Schedule of the E-tender:

Sl. No.	Particulars	Date & Time
1	**Date of uploading of Tender Notice & other Documents (online)** **(Publishing Date)**	**31-08-2023**
2	**Bid submission start date (Online)**	**31-08-2023 AT 11.00 AM**
3	**Last date and time of submission of quotations (Online)**	**08-09-2023 AT 3.00 PM**
4	**Date and time of opening of quotations**	**11-09-2023 AT 3.00 PM**

Principal
A.B.N. Seal College

FURNISHING BASIC INFORMATION

(To be furnished in the Company's official letter pad)

1	**Name of the Bidder**	
2	**Address for Communication**	
3	**Contact Number(s)**	
4	**E-mail ID**	
5	**Trade License No. (Please enclose copy of Trade License)**	
6	**PAN (Please enclose copy of PAN Card)**	
7	**GST No. (Please enclose copy of GST)**	
8	**Do you have previous experience for supplying equipment at Educational Institute of Higher Learning (Please enclose copy of Purchase order & user list, if yes)**	**Yes/No (Please put tick mark)**
9	**Annual Turnover as per Audited P/L ACCOUNTS & BALANCE SHEET**	**FY2020-21: Rs………………………** **FY2021-22: Rs………………………..** **FY2022-23: Rs………………………….** **Average Annual Turnover: Rs…………………..**

I hereby declare that the above information is true and correct to the best of my knowledge and belief. In case of any false/wrong/misleading information, I shall be bound to take the decision taken by the College.

Signature of the Bidder (With Seal)

<u>**Detailed Service Requirement for Automated Library System (A.L.S.)**</u>

1. The bidder should have experience of working on at least 5 cloud hosted Koha LMS systems in the last 3 years and should be able to demonstrate the data quality of these past works to the competent authority.

2. The job entails for 20,000 volumes – **PART 1:** (a) Classification as per DDC 23rd ed. (b) Cataloging in MARC 21 format with authority control (c) Barcode generation and tagging (2 barcodes per book) (d) applying cello tape guard to barcode stickers (e) spine labels generation and pasting (f) shelving in classified order. (g) providing regular job report MIS data (h) Patron data upload (i) bibliographic data migration (if required). If any error is noticed in the output of the reports, the same would be made good by the selected vendor without the application of any extra charges.

   PART 2: Supply of barcode/spine label stickers 65 L/ 48 L, Transparent cello tape, Ink cartridge, Barcode scanners.

3. The data entry should follow the following parameters in terms of metadata standard defined below for (a) Bibliographic records; (b) Item holding records; and (c) authority control records for [i] Personal Names; [ii] Corporate Bodies; [iii] Meeting Names; [iv] Topic Terms; [v] Geographic Names; [vi] Uniform titles etc.

4. **Bibliographic Record Framework**

S/N	MARC Field	Data Capture Parameter
a)	LDR	Bits 5, 6 and 7 need to correctly set in each record
b)	003	Valid globally unique MARC21 organisation code from LOC
c)	008	1) Must match bit 7 in LDR 2) Bit 6 should be correctly set with proper date type 3) Date 1 and Date 2 should be set as required 4) Bits 15-17 should be correctly set as required 5) Bit 34 – Literary form should be correctly set as required 6) Bits 35 – 37 – Language code should be correctly set. 7) Any other bits deemed necessary by the librarian should also be set
d)	020 $a	Only normalised ISBN to be captured
e)	020 $c	ISO 4217 currency code should be prefixed to the price
f)	041	Must be indicated in case of bi-lingual / multi-lingual titles *e.g. Bi-lingual dictionaries, multi-lingual translated texts.*
g)	100 / 110 / 111	Must be authority controlled along with relator code indicated *Indicators should be set as required.*
h)	245	No ISBD punctuation to be entered especially the "/" separator.
i)	250 $a and $b	Place name and publisher should be from authorised value list
j)	250 $c	Only numerical 4-digit date. Non-Gregorian to be noted in 046

S/N	MARC Field	Data Capture Parameter
k)	300	$a must be captured and where needed $e – accompanying met.
l)	490	$a must be captured if available; $v also if applicable.
m)	500	As applicable
n)	505	Must in case of multiple contributor anthologies
o)	526	If required by the librarian or competent authority
p)	600 / 650	Must be authority controlled
q)	653	*See section #11 below for details*
r)	700 / 710 / 711	Must be authority controlled along with relator code indicated *Indicators should be set as required.*
s)	856 $u	Wherever applicable
t)	942 $c	Bibliographic item must be correctly indicated

5. Item Holding Record Framework

S/N	MARC Field	Data Capture Parameter
a)	952 $0	Must be indicated if the item has been withdrawn.
b)	952 $1	Must be indicated if the item has been lost.
c)	952 $4	Must be indicated if the item is damaged.
d)	952 $5	Must be indicated if the item is on restricted access.
e)	952 $7	Must be indicated if the item is not for loan.
f)	952 $8	Must be indicated of the item is part of a specified collection.
g)	952 $a	**[MANDATORY]** Home branch
h)	952 $b	**[MANDATORY]** Holding branch
i)	952 $c	Must be indicated if the librarian decides to use shelving codes.
j)	952 $d	**[MANDATORY]** Accession date
k)	952 $f	*See section #11 below for details*
l)	952 $g	Purchase price; decimal value in Indian Rupee denomination.
m)	952 $h	Volume and issue information for serial items.
n)	952 $o	**[MANDATORY]** Full call number
o)	952 $p	**[MANDATORY]** Accession number
p)	952 $t	Must be indicated if the item spine label utilised copy numbers.
q)	952 $v	MRP of the item in Indian Rupee denomination; Decimal only.
r)	952 $x	To be added if required
s)	952 $y	**[MANDATORY]** Item level type; may be different from 942$c
t)	952 $z	To be added if required

6. Authority File Framework – PERSONAL NAMES

S/N	MARC Field	Data Capture Parameter
a)	003	Valid globally unique MARC21 organization code from LOC
b)	100 $a	Only capture the name data, do not indicate relator code here. *Indicators should be set as required.*
c)	400 $a	See From Tracing to be set as required for alternative non authorized spellings, including those in other languages **Example:** 100 $a Ray, Satyajit [Authorized Heading] 400 $a Satyajit Ray 400 $a রায়, সত্যজিৎ 400 $a সত্যজিৎ রায়
d)	500 $a	See Also From Tracing to be set as required

7. Authority File Framework – CORPORATE NAMES

S/N	MARC Field	Data Capture Parameter
a)	003	Valid globally unique MARC21 organisation code from LOC
b)	110 $a	Only capture the name data, do not indicate relator code here. *Indicators should be set as required.*
c)	410 $a	See From Tracing to be set as required for alternative non authorised spellings, including those in other languages **Example:** 110 $a Government of India 410 $a ভারত সরকার 410 $a Govt of India 410 $a GOI
d)	510 $a	See Also From Tracing to be set as required

8. Authority File Framework – MEETING NAMES

S/N	MARC Field	Data Capture Parameter
a)	003	Valid globally unique MARC21 organisation code from LOC
b)	111 $a	Only capture the name data, do not indicate relator code here. *Indicators should be set as required.*

S/N	MARC Field	Data Capture Parameter
c)	411 $a	See From Tracing to be set as required for alternative non authorised spellings, including those in other languages
d)	511 $a	See Also From Tracing to be set as required

9. Authority File Framework – TOPICAL TERMS

S/N	MARC Field	Data Capture Parameter
a)	003	Valid globally unique MARC21 organisation code from LOC
b)	150 $a	Only capture the name data, do not indicate relator code here. *Indicators should be set as required.*
c)	450 $a	See From Tracing to be set as required for alternative non authorised spellings, including those in other languages **Example:** 100 $a Economics[Authorised Heading] 450 $a অর্থনীতি 450 $a অর্থশাস্ত্র 450 $a অর্থবিজ্ঞান
d)	550 $a	See Also from Tracing to be set as required

10. Use of language in cataloging work for non-English titles [IMPORTANT]

In case of titles while are published in Bengali or other non-English Indian languages, the vendor should capture only245 $ain the non-English language. In such cases, 245 $b should be denoted with "=title in phonetic romanized English"

Example:

245 $a গল্পগুচ্ছ

245 $b =Golpoguccho

All other fields with the exception of 500 (General Notes) should be strictly catalogued in English language. Fields that deal with numbers e.g. 260 $c **MUST** be entered using Hindu-Arabic numerals which are commonly known as English numerals.

11. **Special handling of subject headings and departmental purchase tagging of items.**

   While entering the bibliographic records, the 653 $a field will be used to identify the primary subject that the title belongs to. This is be used as non-repeatable field and the value will be populated using the authorised value drop-down list – PL_653. For keeping track of which department holds / requisitioned / funded which copy the field 952 $f will be utilized.