

Prof. Hans Raj
Principal



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**OFFICE OF THE PRINCIPAL GOVT. DEGREE COLLEGE,
KHOUR, Distt. Jammu (J&K).**

TENDER FOR AUTOMATION OF LIBRARY

For and on the behalf of Hon'ble Lieutenant Governor, UT of J&K, Sealed tenders affixed with revenue stamps worth Rs 6/- are invited from registered firms/ Agencies for the Automation of Library of the Govt. Degree College Khour, UT of J&K. The tender application should be accompanied by a CDR of Rupees Five thousand only (Rs. 5,000.00) in favour of the Principal, Govt. Degree College Khour, J&K, payable at Chak Malal. Tender as per the prescribed format and appended by the necessary documentation should reach the office of the undersigned within 15 days of publication of this notice in the newspaper. The terms and conditions and specification can be downloaded from the college website (www.gdckhour.com)


Principal
Govt. Degree College
Khour

TERMS AND CONDITIONS OF TENDER FOR THE LIBRARY AUTOMATION

Scope of work : The Government Degree College Khour Library is having about 7000 books of science and arts with about 600 members /users.

The proposed Library automation shall include the following :

A. Work Description Details:

- 1. Cataloging :** Data entry or Data Fed up as a AACR2 and MARC21 with Unicode, ISO 2709 Standard and Fully database of English and Multilingual Books e.g. English, Hindi, Sanskrit, Dogri, Urdu, Punjabi etc.
- 2. Data entry :** ISBN /ISSN, price, main entries, title, subtitle, author responsibility, edition, imprint (place, publishers, years) physical description (pages, dimensional sizes, a companion materials etc.) series, general note, bibliography and index notes, added entries and sub self-self numbers (location). Data base standard as a library of congress.
- 3. MARC 21 :** Leaders, fixed field, indicators, tags, related code, country code, language code, institution name, biblio, source information code.

Multilingual books data entry with original text and transliteration with search OPAC in English typing.

Typing options in different languages in addition to English.

Books location, shelf and subshelf number also in database and on spine to find the books on shelf very easy way.

Created database also supported in RFID and import/export to any standard library software (e-Granthalaya, KOHA etc.)

- 4. Classification :** DDC (Deewy Decimal Classification Scheme by experienced Team).
- 5. Subject Heading :** LCSH (Library of Congress Subject Heading) scheme by experienced team.
- 6. Barcode :** Supply with Spine Stickers of call number, accession number, location, shelf and sub shelf number and institution name.

Barcode for circulation (issue and return) and stock verification.

7. **Database** uploading for online catalogues on our institution website to access our database from anywhere.

Technical requirements

1. The firm should have experience in similar work in any university or college for which documentary evidence is to be attached with the tender.
2. The firm should be registered with Income Tax and Sales Tax Department, GSTIN number for which proof is to be attached.

Mandatory Conditions

1. The job is to be undertaken at Library Government Degree College Khour.
2. The job is to be completed within 30 days and the progress report shall have to be submitted after every week along with demonstration.
3. Data retrieval and data entry is to be made only by qualified professionals in the field under the supervision of Librarian.
4. The agency shall have to incorporate any correction in the database without any extra cost.
5. The agency shall have to make all the modules of the Library software workable for which demonstrations are to be given to the library staff.
6. The tender document should be accompanied with a CDR worth Rupees Five Thousand only (Rs. 5000) in favour of Government Degree College Khour payable at Chak Malal.

General instructions

1. The tender should be sealed and super scribed "Tender for Library Automation for Government Degree College Khour" which should reach by or before 15 days from the publication of this tender notice in the newspaper and shall be opened by the Library Committee on next day at 11 a.m. at Government Degree College Khour.
2. All the entries in the tender document shall 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.

3. For any clarification call on 7006171068 on all working days from 9 a.m. to 3 p.m.
4. The Principal Government Degree College Khour reserves the right to reject any or all tenders without assigning reasons thereof.

S. No.	Work Description	Cost
1	Data entry, classification and cataloguing of Books (Rate in Rs. Per Book)	
2	Pasting of Spine Labels, Barcode stickers on Books (Rate in Rs. Per Book)	
3	AMC of the Library Automation	
4	Database creation with Import/Export to any standard Library Software.	
5	Customization and Report.	

Date :

Signature of authorized person

Place :

Full Name :

Seal and Signature of Bidder

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TENDER DOCUMENT FOR AUTOMATION OF LIBRARY

1. Name of Agency/Firm : _____
2. Details of Earnest Money Deposit DD/CDR 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

6. PAN No. _____
7. GST No. _____

Date :

Signature of authorized person

Place :

Full Name :

Seal and Signature of Bidder

DECLARATION

I _____ Son/Daughter/Wife
of Shri _____ Proprietor/Director/Authorized 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 of the tender and undertake to abide by them.
2. The information/documents furnished alongwith the above application are true and authentic to the best of my knowledge and belief. I/We, am/are well aware of the fact that 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 by any (Central/State) Government/PSU Departments.

Date :

Signature of authorized person

Place :

Full Name :

Seal and Signature of Bidder