

**Dr Ambedkar International Centre,
15 Janpath, New Delhi-110001.**

F.No.: 17020/37/2018/SCD-VI/DAIC

Dated: 24-12-2019.

Invitation of quotation for Installation, Support Services, Data Migration, Customization and Training on KOHA Library Management System & RFID Tag etc from the local vendors.

1. Sealed quotations are invited by Dr. Ambedkar International Centre from the outsource vendors who have expertise in the field of automation of library activities particularly KOHA-LMS and can also undertake the following job work at DAIC library:

S. no	Brief description of the item	Brief specification	Quantity	Rates to be quoted	Delivery Period
1.	Installation and Configuration of KOHA LMS for library management and services with Linux O S System	Installation and Configuration of KOHA LMS under client server environment at IGFR I server for implementing of all house activities	one		
2.	Customization	<ol style="list-style-type: none">1. Automatic new arrival on OPAC page.2. Email/ SMS facility must be provide including 6000 SMS free.3. Multilingual search4. Logo menu on OPAC page5. Approval process and generate order in prescribe format6. Generate ACCR2 catalog card from.7. Librarians must have the ability to define if records are immediately available for the Library Public Access Catalogue or must be hidden for a specified period of time.8. It must be possible to link directly from an item to a MAP of the library (virtual model of the library, shelves, racks and documents.			

		9. It must be possible to link directly from an item to a MAP of the library (virtual model of the library, shelves, racks and documents In: 10. In /out member entry must be generate in koha			
3.	On-site training on KOHA for library Staff	Training on KOHA for all in-house activities like, cataloguing, circulation, periodical management, acquisition, statistics, etc	All library staff		
4.	Data Entry as per accession register/book	8-10 field into KOHA-LMS	7000		
5.	1 year AMC	1 year warranty and support			
6.	RFID Tag	a. Personalization b. pasting on books	7000		
7.	Smard Card	Library	50		

Terms and conditions:

1. The bidder should submit the sealed quotations super-scribed on the envelope as Quotation for **Installation, Support Services, Data Migration, Customization and Training on KOHA Library Management System under Linux operating system** within 10 days from the date of issue, latest by 03-01-2020 till 4.00 PM to Dr. Ambedkar International Centre Library, 15 Janpath, New Delhi-110001. After due date and time, quotation will not entertain by this office.

2. All duties, taxes and other levies payable by the bidder shall be included in the quoted amount.

3. The rates quoted for the work shall be fixed for the duration of the contract and shall not be subject to adjustment.

4. Corrections, if any shall be made by crossing out, initialling, dating and rewriting.

5. Only sealed quotations will be accepted.

6. Each bidder must submit only one quotation.

7. Validity of Quotations:

The quotation shall remain valid for a period not less than 45 days after opening of the quotations, date and time.

8. Last Date and Time of Receipt of Quotations, and Their Opening Date and Time:

a. The last date of receipt of sealed quotations is 03-1-2019 upto 4.00 p.m only. It should be addressed to the Director, Dr. Ambedkar International Centre , New Delhi. Quotations received after due date and time will not be considered and rejected. Quotations will be opened by the committee and finalize the successful lowest bidder of the same.

9. The bidder should submit the following required document with the quotation

- a) Brief profile of the bidding firm.
- b) Registration of the firm.
- c) GST registration.
- d) PAN of the firm.

10. The bidder shall quote their rates for all the work.

11. Other Terms and Conditions:

a. Latest stable version of open source Library Management Software KOHA should be implemented.

b. Data Backup: Regular data backups should be build up.

c. Standards compliance: MARC21, Z39.50, UTF8/Unicode, SIP2

d. Vendor should have minimum 5 years' experience in implementation, maintenance of KOHA as Library Management System in academic/public libraries and organizing training for librarians.

e. Vendor should have implemented KOHA in at least three academic/public libraries or Consortia of academic/public libraries with documented evidence.

f. KOHA being open source software, any customization and configuration details as per requirements of Dr. Ambedkar International centre should be documented and provided to the Dr. Ambedkar International centre for future references.

g. Any problem related to the KOHA should be solved within three days.

12. The work would be done as and when required and accordingly payment may be released on submission of bill as per job done.

13. No payment will be made to the firm, if the work is not found satisfactory.

14. Dr. Ambedkar International Centre reserves the right to cancel the rate contract at any time during the period of contract by giving one month's notice.

15. Quotation will be opened in meeting constituted by competent authority.

Date.....

Signature.....

