



Indian Sign Language Research and Training Centre (ISLRTC)

Department of Empowerment of Persons with Disabilities, Divyangjan

Ministry of Social Justice & Empowerment, Govt. of India

A- 91, 1st Floor, Nagpal Business Tower, Okhla Ph- II, New Delhi- 20

Telephone: 26387558/59, Email- islrtnewdelhi@gmail.com

NOTICE FOR INVITING TENDER

Tender No. ISLRTC/Tender-02

Subject: - Tenders are invited for procurement of KOHA LIBRARY AUTOMATION SOFTWARE / LIBRARY MANAGEMENT SYSTEM in two part bid system for ISLRTC – regarding.

The bids are invited from reputed firms for procurement/installation of KOHA LIBRARY AUTOMATION SOFTWARE / LIBRARY MANAGEMENT SYSTEM automation for Library in two part of bids system for ISLRTC who are having experience of more than 2 years of selling/dealing with the KOHA LIBRARY AUTOMATION SOFTWARE / LIBRARY MANAGEMENT SYSTEM software or to work with Government organizations. The details of required items are as follows:-

Sl.No.	Item	Qty.
1	KOHA LIBRARY AUTOMATION SOFTWARE / LIBRARY MANAGEMENT SYSTEM	1

(A) Instructions for Bidders :-

(i) Tender Schedule :-

Tender No.	33-7(ISLRTC)/2017tender-01/2019
Tender Forms Available at Website	http://eprocure.gov.in/ / http://www.islrtnic.in
Date and Time of Issue/ Publishing	5th July, 2019, 4:00 PM
Document Download/Sale Start Date & Time	5th July, 2019, 4:00 PM
Bid Submission Start Date & Time	6th July, 2019, 4:00 PM
Bid Submission Last Date & Time	23rd July, 2019, 4:00 PM
Date and Time of bid opening	24th July, 2019, 5:00PM
Place of bid opening	ISLRTC, A-91, 1st Floor, Nagpal Business Tower, Okhla Phase-II, New Delhi-110020.

(ii) The bids should contain the following documents (Tenderer should invariably mention his/her Name, Address with FAX and E-mail):-

- Copy of the Registration of the firm.
- Copy of the GST Registration Certificate.
- Earnest Money Deposit (EMD) of ₹.5,000/- in the form of Demand Draft/Bankers cheque. Without EMD the quotation of the tenderer will be summarily rejected.
- Copy of supply/ work order issued by any Government organization if any, as a proof of experience.
- Proprietary certificate and/or authorization letter, if any, may be included.

(iii) The rates are to be quoted in the prescribed proforma given at Annexure-A. The eligible contractors should submit their bids **on or before 23rd July, 2019 till 4:00PM.**

(iv) Tender document is to be submitted in a sealed cover duly supercribed “Tender No.....date.....due on.....for.....” the sealed cover should have complete details otherwise tender may not be opened/considered. Preferably the tender document is to be submitted by Speed Post addressed to the Section Officer, ISLRTC, A-91, 1st Floor, Nagpal Business Tower, Okhla Phase-II, New Delhi-110020. The envelop should have the Name of

the Company quoting the tender. Each and every page of the tender document should be separately numbered and duly signed.

- (v) All the documents in support of eligibility criteria are also to be enclosed. The Tenderers are advised in their own interest to submit the desired papers/documents with their bids failing which their bids may be declared non-responsive.
- (vi) It is to be ensured that all the requisite applicable documents are enclosed as per the check list given at **Annexure 'C'**.
- (vii) **Time Schedule for Delivery of required item:** The items are required to be delivered at ISLRTC, A-91, 1st Floor, Nagpal Business Tower, Okhla Phase-II, New Delhi-110020 **within 15 days from the date of issue of supply order.** Transportation, packaging and forwarding charges is to be borne by the supplier.
- (viii) **Mode of Payment:** Payment will be made through NEFT against the Invoice submitted by selected firm within 15 working days of receipt of the items at the ISLRTC, New Delhi subject to, the items are supplied as per the required specification and delivered in accordance with the terms and conditions of the tender.
- (ix) If Goods and Service Tax is required to be paid by the Institute, it should be mentioned separately and clearly in the quotations to be submitted by the supplier with your GST Number.
- (x) **Earnest Money Deposit:** An earnest money deposit (EMD) of ₹.5000/- (Rupees Five Thousands only) in the form of Demand Draft/Bankers cheque in the favour of **ISLRTC, New Delhi payable at New Delhi** shall accompany the tender. The bid security deposit is normally to remain valid for a period of 45 days beyond the final bid validity period. **Without EMD the quotation of the tenderer will be summarily rejected.** The EMD exemption to NSIC registered firms will be allowed.
- (xi) In the event of a tie among two or more bidders having quoted the same price, the firm having more experience and the firm having more turnover for previous year will be considered. Necessary documents to evaluate the same shall be enclosed.
- (xii) The bidder has to provide a declaration on his letter head of the agency/firm in the prescribed Proforma as per **Annexure 'B'**.

(B) Terms and Conditions of the tender:-

1. Tender document is to be submitted in a sealed cover duly supercribed "Tender No.....dt.....due onfor....." the sealed cover should have complete with all details otherwise tender may not be opened/considered.
2. Incomplete or conditional tenders will not be entertained. The Institute reserves the right to accept or reject any tender, in whole or in part thereof without assigning/specifying any reason thereof.
3. The acceptance of tender, will rest with the Director, ISLRTC, New Delhi, who does not bind himself to accept the lowest tender and reserve to himself the authority to reject/cancel the tender at any time/stage or relax/amend/withdraw any of the terms and conditions contained in the tender documents without assigning any reason thereof. **Any enquiry, after submission of the bid shall not be entertained. In case of withdrawal of bid, the EMD shall stand forfeited.**

4. The bid shall remain open for acceptance for a period of 90 days from the date of receipt.
5. Director, ISLRTC, New Delhi, shall not be liable for postal delays. The incomplete tenders or the tenders received after due date will not be considered.
6. The bidder should install and configured latest and stable version of KOHA LIBRARY AUTOMATION SOFTWARE / LIBRARY MANAGEMENT SYSTEM-LMS a the local server / cloud server of the institution / company.
7. Each module must be configuring properly and on-site training should be provided for all modules present in KOHA LIBRARY AUTOMATION SOFTWARE / LIBRARY MANAGEMENT SYSTEM-LMS with 4 weeks of receiving the purchase order (Needed infrastructure will be provided readily).
8. Bidder should provide necessary assistance in suggesting hardware / software configuration required for KOHA LIBRARY AUTOMATION SOFTWARE / LIBRARY MANAGEMENT SYSTEM implementation.
9. Bidder should follow International Standards (ISO.NISO or other) and should provide relevant certificate.
10. Bidder should apply proper performance tuning to run the system in high usage environment.
11. Bidder should do necessary OPAC customization, based on preferred language, colour, image and structure, as per requirement of the library during the installation and configuration.
12. Bidder will provide clear details regarding onsite visit charges.
13. Bidder should provide clear details regarding non OPAC customization charge and confirm the cost per hour/ per day to be charged for future customization of any features / functions as required by the library, keeping in view that this software will be in use for long term.
14. Bidder should confirm cost per hour / per day to charges for successful Integration of certain functionalities with other system used in Institute and library, (Eg: RFID, D-Space, Coral etc.)
15. Bidder should have experience of more than Three years of implementing KOHA LIBRARY AUTOMATION SOFTWARE / LIBRARY MANAGEMENT SYSTEM in libraries with large and varied collections.
16. Bidder should have helped KOHA LIBRARY AUTOMATION SOFTWARE / LIBRARY MANAGEMENT SYSTEM users through knowledge building resource creation. (Provide online link to resource created)
17. The bidder should be listed in KOHA LIBRARY AUTOMATION SOFTWARE / LIBRARY MANAGEMENT SYSTEM Community Support companies.
18. The bidder should provide a test/guest environment/account to library staff to get familiar and efficient at KOHA LIBRARY AUTOMATION SOFTWARE / LIBRARY MANAGEMENT SYSTEM functionalities without risking live data.
19. The bidder shall provide assistance in migration process to identify the potential duplicate Bibliographic data.
20. The Bidder shall provide all necessary documentation/operational manuals/ instructions required for optimum use of the software.

21. The bidder shall be responsible to provide remote assistance through phone call, chat, email. In exceptional case institute may insist bidder to conduct onsite visit.
22. The bidder shall be responsible to upgrade the new version of KOHA LIBRARY AUTOMATION SOFTWARE / LIBRARY MANAGEMENT SYSTEM with necessary patches & customizations already active in previous version of KOHA LIBRARY AUTOMATION SOFTWARE / LIBRARY MANAGEMENT SYSTEM, at no extra cost.
23. The bidder should provide necessary support to integrate Institutional Repository / ERP System when needed with KOHA LIBRARY AUTOMATION SOFTWARE / LIBRARY MANAGEMENT SYSTEM-LMS.
24. Bidder accepts that, decision to award the tender will be final and may not be solely based on the lowest price.
25. Standard Interchange Protocol (SIP 2) should be provided.
26. Bidder will be enabling automatic and manual backup.
27. In case of KOHA LIBRARY AUTOMATION SOFTWARE / LIBRARY MANAGEMENT SYSTEM on cloud bidder will configure email and SMS notification for alerts and reminders.
28. The Quotation should be provided in the prescribed format given at Annexure - 'A' signed by the authorized person with his full name along with the Official seal of the firm.
29. At any point of time any of the document furnished by the firms/Vendors/Suppliers/Publishers found to be false, it would be deemed to be a breach of terms of contract making the firm concerned liable for legal action besides termination of contract.
30. The Director, ISLRTC, Delhi, reserves the rights to amend or withdraw any of the terms and conditions contained in the tender document or to reject any or all the tenders in whole or in part without giving any notice or assigning any reason.
31. Incomplete and conditional Quotations are liable to be rejected summarily. Quoting unrealistic rates will be treated as disqualification.
32. Quotations received after due date and time will not be considered.
33. All duties, taxes, packing and forwarding charges (if any), and other levies payable and all other charges connected to delivery and other allied items at the destination shall be included in the price. All such price components may be shown in the quotation clearly.
34. Each bidder shall submit only one quotation.
35. Income Tax, Permanent Account No. (PAN) of the Supplier / Vendor must be provided.
36. The prices should be correctly charged in accordance with the Publisher's/Importer's/Distributor's Invoices and Publisher's Catalogues.
37. The exchange rate as per bank rates RBI/SBI, New Delhi, will be calculated as on date of invoice.
38. Payment will be made through NEFT within 15 working days after installation of KOHA LIBRARY AUTOMATION SOFTWARE / LIBRARY MANAGEMENT SYSTEM software

39. The order may be terminates at any time without assigning any reason thereof.

40. All litigation relating to this matter, if any, shall have the jurisdiction of Delhi Courts.

(C) Schedule of Requirements:-

The required items are to be delivered at ISLRTC, A-91, 1st Floor, Nagpal Business Tower, Okhla Phase-II, New Delhi-110020 **within 15 days from the date of issue of supply order.**Transportation, packaging and forwarding charges is to be borne by the supplier.

(D) Specifications for procurement of KOHA LIBRARY AUTOMATION SOFTWARE / LIBRARY MANAGEMENT SYSTEM (Hard Copy) are as follows:-

S.No.	Name	Initially Installation
1.	KOHA LIBRARY AUTOMATION SOFTWARE / LIBRARY MANAGEMENT SYSTEM Software	Two computers
2.	Specification <ul style="list-style-type: none">• Cloud Server• Full MARC 21 and UNIMARC support for professional cataloguing• Multi lingual and Multi user support• Library standards and protocols• Industrial standards and protocols• Z 39.50 server• Customizable web based OPAC, Circulation system• Online reservation• Barcode / QR code complaint• Export and import records, ISO 2709• Module:<ul style="list-style-type: none">• ** Catalogue, Parton management, Serials, Reporting, OPAC, Administration: Gloab Preference; Local preference	

Deputy Director (Admin)

Format for the submitting Quotation for KOHA LIBRARY AUTOMATION SOFTWARE / LIBRARY MANAGEMENT SYSTEM Software

(Quotations should be submitted in the format given below on letter head)

S.No	Name of the Vendor	
1.	Full Address	
2.	Telephone / Mobile No	
3.	E-mail	
4.	Fax No.	
5.	PAN No.	
6.	Name of the Software	
7.	Version	
8.	Price	
9.	Institutional Discount if any	
10	Any other Information	

(Signature)

Name:-

Designation:-

(Of authorized signatory **with stamp/seal** of the company)

Date: _____

DECLARATION

It is declared that our firm namely M/s_____

has not been blacklisted by any Ministry, Department, Public Sector Undertaking or Autonomous Body under Government of India.

(To be signed by the authorized signatory
Of the firm with seal of the firm)

CHECK LIST

- a) Copy of the Registration of the firm. Yes / No
- b) Copy of the GST Registration Certificate. Yes / No
- c) Earnest Money Deposit (EMD) of ₹.5,000/- in the form of Demand Draft/Bankers cheque. Yes / No
- d) Copy of supply/ work order issued by any Government organization if any, as a proof of experience. Yes / No
- (e) Proprietary certificate and/or authorization letter, if any, may be included. Yes / No

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**TENDER FOR PROCUREMENT OF KOHA LIBRARY AUTOMATION
SOFTWARE / LIBRARY MANAGEMENT SYSTEM Software FOR ISLRTC
TENDER NO. ISLRTC/tender-02**

ISLRTC invites bids in sealed cover from reputed firms having experience of more than 2 years in the selling/dealing to work with any Government organizations.

The interested bidders can view & download the tender document from our website www.islrtc.nic.in or [from www.eprocure.gov.in](http://www.eprocure.gov.in). The quotation/bid in the prescribed format may be submitted on or before 23rd July, 2019 by 04.00 PM to the address given in the notice of the tender. ISLRTC reserves the rights to modify/cancel in full or part of the content of the tender without assigning any reason thereof.

Deputy Director (Admin)