



# RABINDRA MAHAVIDYALAYA

Affiliated to the University of Burdwan  
Champadanga, Hooghly, West Bengal, Pin.-712401

Estd.- 1971



Ref. No. R/M./68/23

Date. 21/3/23....

## TENDER NOTICE

(Displayed at College Notice Board)

### Invitation of Sealed Quotations for Supply of Installation and Configuration of KOHA ILMS on Cloud Server and Renewal Maintenance Package

1. Sealed quotations for Cost of Purchase not exceeding Rs. 99,000/- (Ninety Nine Thousand Only), including the GST preferably, with the required two breakups for a) **ILMS Installation on Cloud: 1 year Subscription** and b) **Renewal Maintenance of Cloud Server: 5 / 7 Years** with judiciously comparable rates in the physical and e-commerce (amazon.com, filpkart.com, ebay.com, snapdeal.com etc, if any) marketplaces for the stated **Category: "Installation and Configuration of KOHA ILMS on Cloud Server and Renewal Maintenance Package"** are invited from the leading Manufacturers/ Authorized dealers/reputed suppliers of the above item/s, and also having post-purchase maintenance and service facilities in the Hooghly District or Kolkata region, West Bengal for the supply of the same items (for details see **Annexure A** below) to the **Library** department of Rabindra Mahavidyalaya, Champadanga, Hooghly, W.B., PIN: 712401.
2. **One Set of complete and sealed quotation in a separate cover**, mentioning **"Installation and Configuration of KOHA ILMS on Cloud Server and Renewal Maintenance Package"** in the title of the envelope, is to be sent and reached accordingly to the college office. The said quotation/s should be sent either through **Speed Post** addressed to the Principal, Rabindra Mahavidyalaya, Champadanga, Hooghly or by messenger/s personally and reached at the said office or the same should be deposited at the **Tender Box** in the Ground Floor beside **Room No. 6** of the institution up to **11:30 a.m. of 27/03/2023 (Monday)**, and the same will be opened at **12:15 p.m. on 27/03/2023 (Monday)** at the Principal's Chamber in the College. Interested bidders are invited to be present at the Tender Opening meeting at the scheduled time either by sending their authorized representatives or by themselves.
3. The bidders are requested to compulsorily bid for the two breakups a) **"ILMS Installation on Cloud: 1 year Subscription"** and b) **"Renewal Maintenance of Cloud Server: 5 / 7 Years"** separately and clearly mention their rates and the coverage years (5 or 7 years) for the renewal service maintenance as well. A composite rate for the two breakups may not be allowed for consideration at the discretion of the tender inviting authority.
4. The sealed quotation should be accompanied with –(i) **qualifying document** of the legal registration of the firms, shop or dealership and the **Trade License** documents provided by the appropriate government authority; GST registrations; the other registration certificates from the statutory agencies; (ii) a copy of this Tender Notice; (iii) a list of the qualified quotation/s mentioning the features for the products/ services those are strictly met out of the Tender Notice; (iv) the Account details for electronic payment or banking transfers (optional), and for the others please see item no. 8.
5. **Any unauthorized person, vender, seller or dealer is barred to submit tender quotation/s for the above items and thereby, is prohibited to participate in the competitive bidding process.** Incomplete Quotations or quotations with insufficient information if received will be summarily rejected. On any aspect regarding the purchase process, the decision of the Purchase Sub-Committee of Rabindra Mahavidyalaya, Champadanga, Hooghly is final.
6. The respective Quotation Price should explicitly include the charges for configuration, installation, delivery, and all other incidental charges mentioned within the quotation itself. If the bidder/s does not mention any such costs, it will be assumed that it would incur no such costs. **There is no Tender Fee.**

  
Principal  
Rabindra Mahavidyalaya  
Champadanga, Hooghly



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7. An Earnest Money, if imposed, is refundable only on completion of the Work Order, and the same will be fixed on the tender opening date on a case to case basis by the Purchase Sub-Committee of the College.
8. A brief specification of the “**Installation and Configuration of KOHA ILMS on Cloud Server and Renewal Maintenance Package**” to be purchased through this tender notice is given in **Annexure A** and interested bidders may visit the college website [www.rabindramahavidyalaya.ac.in](http://www.rabindramahavidyalaya.ac.in) for the other details.
9. **Mandatory Eligibility Criteria for the Service Provider of KOHA software (Documentary Proof should be attached with the quotation):**
  - a) The Vendor should have an office for KOHA support in West Bengal.
  - b) The Vendor must be registered under Companies Act 2013.
  - c) The Vendor should provide valid PAN, GST Registration Certificate, and Trade License.
  - d) The Vendor should have implemented automated services at at-least 15 libraries of Higher Education institutes using KOHA in West Bengal. Kindly attach valid purchase order/s along with completion certificate/s.
10. **Available Customization should include the following technical environment for KOHA software (Documentary Proof should be attached with the quotation):**
  - a) The software must follow MARC 21 compatibility with the required metadata tags therein.
  - b) Total software solution should be FOSS based.
  - c) The source code for all the solution components to be used/integrated for the proposed deployment \*must\* be freely available under an open source license.
  - d) It must follow the Z39.00 international protocol standards
  - e) It must have the Radio Frequency Data Identification (RFID) qualities.
  - f) It must have the MySQL server to follow the international standard.
  - g) It must have the data conversion capability.
  - h) It must follow the Web 3.0 standard.
  - i) It must have the in-built APACHE.
  - j) It must have the RSS (Real Simple Syndication) feed burners included therein.
  - k) It must follow the PICS (Platform for Internet Content Substance) accreditation parameters prescribed therein.
  - l) The software must have tight security measures both at the Administrative level and sub-modular level also.
  - m) It must be enabled with Google Jacket.
  - n) No restrictions on number of records & Housekeeping users should be kept.
  - o) Must be able to generate and print Barcode labels and Spine Labels.
  - p) Must be able to generate and print Bar-coded Patron Cards.
  - q) Must be able to perform Full-Text Search.
  - r) Must be able to perform Automatic Indexing.
  - s) It must enable Flexible reporting & Faceted Search.
  - t) It can work in consortia, multi-branch or single-branch mode.
  - u) It can generate automated overdue notices either by email or SMS.
  - v) It can email issue slips instead of printing them at point of circulation.
  - w) It should have an offline circulation module
  - x) It must be user friendly.
  - y) Biometric Integration with KOHA ILMS for easy Check-in/Check-out.

  
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## 11. Other Mandatory Conditions:

- The product/s will be checked and verified by the respective office and/or departments of the College at the time of receipt of the equipments and after installation (if required) as well. On satisfaction, the process of payment will be initiated in favour of the bidder who has received the work order.
- The delivery and installation of the product/service has to be done within seven (07) days from the issue of the work order if not a relaxation in time period is offered in the Work Order. If the bidder fails to accomplish the work order, the Work Order will be treated as cancelled.
- If anything found in violation of the Tender Notice and the Work Order, the work order will be cancelled and the college authority will bear no responsibility for either of the vendor's preliminary delivery and/or installation cost or any other costs/charges thereof.

### Annexure A (Installation and configuration of KOHA ILMS on Cloud Server)

Sl. No.	Item	Make/ Model	Detailed Specifications	Quantity
1	<b>“Integrated Library Management System (ILMS) Implementation on Cloud Server and Renewal Maintenance Package”</b>  a) ILMS Installation on Cloud: 1 year Subscription b) Renewal Maintenance of Cloud Server: 5/7 Years	KOHA on Cloud (Latest Stable Version)	✓ Installation and configuration KOHA ILMS on Cloud Server with all data migration and Customization including 1-year free Support  <b>Customization:</b> a) Basic & Advanced customizations of the software as per need of library b) Re-designing for Screen Adaptation c) Designing of WebOPAC d) Boot-strap Technology assistance for OPAC e) Customized reports f) Setting up of email alerts g) <b>Automatic online real time back-up system</b> h) Other required customizations: ✓ 3 days Training for Unlimited Staffs ✓ Support and help desk facilities for Library staff for day to day use of KOHA LMS, on annual basis (from project completion date)	01

  
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