



MUZAFFAR AHMED MAHAVIDYALAYA

Estd. : 1986

P.O. - Salar ❖ Block - Bharatpur - II, Salar ❖ Sub-Div - Kandi

Dist. : Murshidabad ❖ West Bengal ❖ PIN - 742401

QUOTATION / TENDER

Ref. No. : MAM/NIQ/06/2024

Date : 29.08.2024

Sealed quotations are invited from qualified software vendors for **“Development and Implementation of Automated Library along with Barcoding and Cataloging of documents”**.

The Quotation should be as per format mentioned in the tender document, and should be addressed to “The President, Governing Body, Muzaffar Ahmed Mahavidyalaya, Salar, Murshidabad” and it should be sent latest by **05.09.2024 (02:00 pm)**

The college authority reserve the right to accept or reject any tender without assigning any reason whatsoever.

Schedules/ Important dates:

1. **Date of Advertisement on College Website** : 29.08.2024
2. **Date of Advertisement in the Newspapers** : 29.08.2024
3. **Last date and Time of submission of Tender** : 05.09.2024 (02:00 pm)
4. **Date, Time & Place of opening of Tender** : 06.09.2024 at 01:00 pm in Principal's Chamber of Muzaffar Ahmed Mahavidyalaya

No Bid will be accepted after the stipulated Date & Time .

Address for communication/ Submission of Bids at:

The President, Governing Body
Muzaffar Ahmed Mahavidyalaya
Salar, Murshidabad

Delivery of Service at: -

Library, Muzaffar Ahmed Mahavidyalaya
Salar, Murshidabad

Risk Purchase & Penalty: -

In the event of failure to provide the service intended for within the stipulated time, it shall be deemed that the contractors are unable to provide the requisitioned service.

1. The articles obtained from other sources will not at the contractor's risk and the cost so incurred over and above the contract rates shall be paid by the contractors or in any other legal matter.
2. Tenders must be sealed cover superscripted **“Development and Implementation of Automated Library along with Barcoding and Cataloging of documents”** for Muzaffar Ahmed Mahavidyalaya Central Library and the Name of the tendered on the left-hand side of the Sealed Cover.
3. The Prices should never exceed the M.R.P. normal Market rate.

Delivery of Service

45 days from the issue of work order.





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General Terms and Conditions: -

1. All the intending Tenders are requested to verify the item with specification prior to submission of the Tender.
3. Throughout the tender documents the terms "SUPPLIER" shall mean successful Tenderer.
4. Draw of Lots will be done in case of equal price bids in any item.
5. This Notice inviting Tender will be treated as a part of the Tender Documents.
6. Catalogue be attached with the tender.
7. Attached Annexure-I, II and III should be duly filled and submitted.
8. In case of any day, meant for this tender, appears to be an unscheduled holiday, the next working day will be treated as scheduled/ prescribed day for the same purpose
9. No preconditioned tender will be accepted.
10. **PENALTY CLAUSE:** In case of any delay in delivery of the items within the time period. Tendering Committee will have the right to charge penalty for the late delivery @ 5% of the contact value per week.
11. Institute will not be responsible for any postal delay.
12. Partial Tenders will not be considered.
13. Rates should be valid for at least six months from the last date of receipt of the tender.
14. The price schedule should reflect all the taxes levied separately. Basic Price and Taxes should be quoted separately.
15. **The bidder must not have been debarred during the period of last 10 years by any of the following:**
 - (a) Central and/or state Ministry / department
 - (b) Central and/or state governmental organization / institution
 - (c) Central and/or state PSUs
 - (d) ULBs

Eligible bidder(s) must enclose a declaration on their company letterhead signed by their head of the organization stating that they have not been debarred by any of the above during the period of last 10 years, with their bid document.





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Part – I

Cataloging and Barcoding of approximately 15000 documents including 10000 titles.

Quotations are being invited from competent library technical processing service providers with proven experience.

1. The bidder should have experience of working on at least 5 cloud hosted Koha LMS systems in the last 2 years and should be able to demonstrate the data quality of these past work to the competent authority.
2. The job entails – a) Classification, (b) Cataloging (c) Barcoding (d) applying cello tape guard to barcode stickers, e) ISBN/ISSN, Price, Author, Call No, Title, Subtitle, Authors responsibility, Edition, Imprint (Place, Publishers, Years), Physical descriptions (pages, accompanied materials etc.), Series, Notes, Subject heading, Added entries, f) spine labels generation and pasting, g) shelving and h) providing regular job report MIS data. 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. (Unique titles and multiple copies)
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 | <ul style="list-style-type: none">Must match bit 7 in LDRBit 6 should be correctly set with proper date typeDate 1 and Date 2 should be set as requiredBits 15-17 should be correctly set as requiredBit 34 – Literary form should be correctly set as requiredBits 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 <i>e.g. Bi-lingual dictionaries, multi-lingual translated texts.</i> |
| g) | 100 / 110 / 111 | Must be controlled along with relator code indicated <i>Indicators should be set as required.</i> |
| h) | 245 | No ISBN punctuation to be entered especially the “/” separator. |





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| | | |
|----|-----------------|------------------------------------------------------------------------------------------------------|
| i) | 250 \$a and \$b | Place name and publisher should be from authorized value list |
| j) | 250 \$c | Only numerical 4-digit date. Non-Gregorian to be noted in 046 |
| 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 controlled |
| q) | 653 | <i>See section #11 below for details</i> |
| r) | 700 / 710 / 711 | Must be controlled along with relator code indicated <i>Indicators should be set as required.</i> |
| 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 if 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 | <i>See section #11 below for details</i> |





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| | | |
|----|---------|-------------------------------------------------------------|
| 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 |
| 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. Framework – PERSONAL NAMES

| S/N | MARC Field | Data Capture Parameter |
|-----|------------|----------------------------------------------------------------------------------------------------------------|
| a) | 003 | Valid globally unique MARC21 organisation code from LOC |
| b) | 100 \$a | Only capture the name data, do not indicate relator code here. <i>Indicators should be set as required.</i> |

7. 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. <i>Indicators should be set as required.</i> |

8. 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. <i>Indicators should be set as required.</i> |

9. 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. <i>Indicators should be set as required.</i> |





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

In case of titles which are published in Bengali or other non English Indian languages, the vendor should capture only 245 \$a in the non English language. In such cases, 245 \$b should be denoted with “=title in phonetic romanized English”

Example :

245 \$a

গল্পগুচ্ছ

246 \$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.

This is local decision. While entering the bibliographic records, the 653 \$a field will be used to identify the primary subject that the title belongs to. This is to 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.





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Annexure – I Price Bidding Format

| Sl. No. | Description | Units | Unit Rate (Rs.) | Service Tax (Rs.) | Total Amt (Rs) |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|-----------------|-------------------|----------------|
| 1 | a) Classification, (b) Cataloging (c) Barcoding (d) applying cello tape guard to barcode stickers, (e) ISBN/ISSN, Price, Author, Call No, Title, Subtitle, Authors responsibility, Edition, Imprint (Place, Publishers, Years), Physical descriptions (pages, accompanied materials etc.), Series, Notes, Subject heading, Added entries, f) spine labels generation and pasting, g) shelving and h) providing regular job report MIS data. (Described in page number 3 to 6) | Total 3000 documents (Unique titles) 3000 titles (Multiple Copies) | | | |

ANNEXURE-II

| Sl. No | Particular | |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 01 | Name of the Company/ Organization | |
| 02 | Registered Office Address and Complete Postal Address | |
| 03 | Telephone & E-mail ID | |
| 04 | Type of organization/ Firm (Proprietary/ Partnership/ Pvt. Ltd./ Public Ltd. (Tender has to provide relevant documents establishing the fact that the are Partnership/ Joint/ Limited/ Sole Proprietary Company) | |
| 05 | Date of Establishment and Experience in Business | |
| 06 | GST number | |
| 07 | PAN | |





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ANNEXURE-III

Check list of documents to be enclosed

| Sl. No | Description | Enclosed (Yes/No) |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| 01 | Registration certificate of the company issued under the company act or by any other competent authority in the case of proprietary/ Partnership firm etc. | |
| 02 | Copy of GSTIN Registration Number | |
| 03 | Copy of PAN | |
| 04 | Self-certificate that the bidder has never been black- listed by any of Government departments or any other agency/ establishment | |
| 07 | Income Tax submission & filing proof for last 3 years. | |

Signature

Name & Full Address of Tendered :

Phone No :

Email :

Office Seal of Tenderer :

Sd/-

President

Governing Body

Muzaffar Ahmed Mahavidyalaya

President

Governing Body

Muzaffar Ahmed Mahavidyalaya

O.- Salar, Dt.- Murshidabad