



INSTITUTE OF LEGAL STUDIES

Ranchi University
Morabadi Campus, Ranchi 834008

Ref: .I.L.S./2023/472

Date : ...5/4/23...

SHORT TENDER NOTICE

Seal Quotation invited for installing and maintaining cloud based KOHA ILMS SOFTWARE with cataloging

Scope Of Work:

The Institute of Legal Studies, Ranchi University (Morabadi Campus, Ranchi) library is having about 4,000 books in English, and Hindi languages and about 500 members/users.

The proposed Library automation shall include the following, Job on KOHA (Software for Automation in Libraries).

1. Install KOHA latest version on cloud and customized as per college requirement.
2. Generation of Data of books and Journals with complete bibliographic details using following standards:
 - (a) Bibliographic information based on MARC21 format recommended by National Library
 - (b) Sears list of subject heading for deriving subject Headings with at least three key words/subject headings for each book.
3. Creation of database of the data generated as per specifications given at 1 above.
4. Generation of bar codes and printing the bar code labels (two) for each book which are to be pasted at two different pages of the book.
5. Preparation of Web OPAC (Online Public Access Catalogue) and posting it on College Website.
6. Providing and Pasting of Spine labels with transparent stickers
7. Arrangement of shelves by book category or call no.

Technical Requirements

1. The firm should be register with Govt. and must have regular GST, GST certificate to be attached.
2. The firm should be registered with Income Tax and Sales Tax Departments, for which proof is to be attached.
3. Annual turnover of the firm should be Rs. 5 Lakh or above (document is to be attached).

Mandatory Conditions

1. The job is to be undertaken at The Institute of Legal Studies, Ranchi University.
2. The College shall provide power supply and for backup purpose.
3. The job is to be completed within 30 days and the progress report shall have to be submitted after every week along with demonstration.
4. The data retrieval and data entry is to be made only by qualified professionals in the field under the supervision of Librarian.
5. The agency shall have to incorporate any correction in the database without any extra cost.
6. The agency shall have to make all the modules of the KOHA software workable for which demonstrations are to be given to the library staff.
7. Remote desktop support
8. Rate of cataloging should be in per book and the rate will remain same for the year.

9. QUOTATION FORMAT

1. Name of the bidder	
2. Address for communication	
3. Contact no	
4. Email ID	
5. Trade licenses or GST No <i>(Photo Copy should be attached)</i>	
6. Last year Turn over Details	

I hereby declare that the above information is true and correct to the best of my Knowledge and belief. In case of any false/wrong/misleading information, I shall be bound to take the decision taken by the University.

Authorized Signatory
(Signature of Bidder with seal)

Format of Rate Quotation

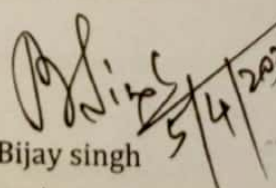
Sl. no	Name of Item/Service	Unit A	Unit Rate (Excluding GST) B	Subtotal C = A*B	GST D	Total E
1.	Installation and Customization of KOHA	1				
2.	Cloud Rent for a Year	1				
3.	Cataloging cost per Book	4000				
4.	Printing of Member card	500				
Grand Total						

Grand Total (Project Value)	
Grand Total in word	

Authorized Signatory
(signature of bidder with seal)

Note :-

1. A sealed Quotation should reached the ILS Office on or before 18/04/2023, at 02:00 P.M
2. Time for Quotation Opening :- 02:30 P.M Director Office, ILS.


5/4/2023
Prof. Dr. Bijay Singh
Director
Director
ILS, R.U., Ranchi
Institute of Legal Studies
Ranchi University, Ranchi-834008