



Tender Notice No. : MPM/01/Lib.

Date: 05.12.2023

**TENDER NOTICE FOR PURCHASING OF KOHA SOFTWARE FOR COLLEGE LIBRARY**

Sealed quotations are invited from reputed, registered organizations / developers / suppliers / vendors for supplying Koha Library Management Software (Cloud Server) for automation of Munshi Premchand Mahavidyalaya Library as per the following details:

1.	<b>Name of Work</b>	Providing latest version of <b>Koha Library Management Software</b> (Koha on Cloud) for Central Library, Munshi Premchand Mahavidyalaya for 2 years.
2.	<b>Name and Address of the Office</b>	The Principal, Munshi Premchand Mahavidyalaya, Sevoke Road, Siliguri - 734001
3.	<b>Eligible to Submit Quotation</b>	Reputed, registered organizations / developers / suppliers / vendors having experience of installation of Koha in at least 25 Govt. Institutes/Organizations/Libraries. Vendor must have Trade License, GST, MSME, and ITR of last 3 financial years.
4.	<b>Last Date &amp; Time of Submitting Quotation Papers</b>	13 <sup>th</sup> December, 2023 up to 3.00 pm.
5.	<b>Opening of quotations</b>	15 <sup>th</sup> December, 2023, 1.00 pm (This Time and Date of the opening of quotations is subject to last minute changes for any unforeseen condition.)
6.	<b>Documents to be submitted along with the application</b>	1. Copy of TRADE LICENSE 2. Copy of PAN Card 3. Copy of GST Registration 4. Copy of Service Tax registration 5. Credentials
7.	<b>Quotation Papers</b>	On company letterhead with required sign and stamp
8.	<b>Data entry &amp; Book preparation</b>	<ol style="list-style-type: none"><li>1. Formation of call numbers of Approx 4, 000 books as per latest edition of DDC.</li><li>2. Data entry and creation of database of approximate 1000 titles.</li><li>3. Formation of stack location</li><li>4. Barcode and spine label creation and pasting</li><li>5. Shelves arrangement according to call no. along with subject wise pasting of shelves names.</li></ol>



#### TERMS & CONDITIONS:

1. Koha Library Management Software (Koha on Cloud) supplied must be of the latest version.
2. Software is to be installed within 15 days after the date of receipt of supply order.
3. Please mention description and specification of all support services including maintenance of Koha software.
4. Date of opening of quotations is at 1.00 pm on 15<sup>th</sup> December, 2023 in the Principal's Chamber.
5. Corrigendum, if any, will be placed only on the college website. You are advised to check it on a regular basis.
6. Selection of Supplier will be made on the basis of lowest quotation rate provided.
7. No conditional / incomplete rate will be accepted under any circumstances. Incomplete quotation or ones submitted after due date will be rejected. Moreover, the College Authority will not be responsible for any postal delay because of whatsoever reason.
8. The authority reserves the right to accept or reject any or all tenders without assigning any reason and the rights to add, alter or delay any of the terms & conditions as lay above.
9. The receipt copy of Challan (original) shall have to be submitted along with triplicate bill for payment.

*[Handwritten Signature]*  
5.12.23

Principal  
Munshi Premchand Mahavidyalaya  
Siliguri

Principal  
Munshi Premchand  
Mahavidyalaya  
Siliguri