

# University of Kerala

## Tender Notice

**Tender No. Pl. A1/3375/2019/UOK**

**Date: 03.02.2021**

Competitive bids are invited from reputed firms for “Data Entry works on KOHA (Open Source Library Management Software)” in the University Study Centres in Kollam, Pandalam, and Alappuzha and some teaching departments both in Kariavattom and Palayam Campus. The bidder should arrange the required infrastructure facilities like computer/laptop, mobile Internet devices, etc.

Last date and time of submission of Bids : 04.03.2021 05.00 PM

Date and time of opening of Bids : 05.03.2021 11.00 AM

The bids shall be submitted to the office of : The Registrar  
University of Kerala,  
Palayam (P O)  
Thiruvananthapuram.695 034

For technical details contact : Dr. T. Ajikumari,  
Deputy Librarian in charge,  
University Campus Library,  
University of Kerala,Kariavattom  
Thiruvananthapuram  
Phone : 0471 2308169  
E-mail : dlcampuslibrary@gmail.com

For further details logon to [www.keralauniversity.ac.in](http://www.keralauniversity.ac.in)

### **Annexure-1 Terms and Conditions**

1. Every Tenderer should submit an Earnest money Deposit (EMD) of Rs. 4,000/-.
2. Successful bidder will be required to execute an agreement in the Kerala Stamp Paper worth Rs. 200/-.
3. The rate quoted must be inclusive of all charges and taxes. It should be the responsibility of the successful bidder to install the equipment at respective sites and no extra charges will be paid on that account. **(Please see Annexure-II).**

4. The configurations given are minimum configuration that is/are required. Vendors may choose to apply higher /better/enhanced systems, but their financial quotes shall be treated as if they have been offered for the specified configuration only.
5. The bid shall be typed and shall be signed on all pages by the bidder or a person duly authorized to bind the bidder to the contract.
6. The bidder is expected to examine all instructions, forms, terms and conditions, and technical specifications in the tender documents. Failure to furnish all information required by the tender documents or submission of a bid not substantially responsive may result in the rejection of its bid.
7. During the execution of the project, the bidder shall initially provide on site technical support personnel who are fully trained and certified by the bidder to reduce downtime. The remote support via e- mail and telephone shall be provided as and when needed, free of cost.
8. All prices should be in INR.
9. Tenders once received will not be returned.
10. Offer shall be valid for six months.
11. The payment shall be released only after the successful implementation of the project.
12. Scope of work given in **Annexure -II**.
13. **The sealed tenders should be addressed to the ‘Registrar, University of Kerala’ superscribing “Tender for the Data Entry works on KOHA (Open Source Library Management Software)” in connection with the implementation of the Project "Development of a Database of the Whole Collections of the University Campus".**

#### **Qualification criteria of the bidder**

1. The firm must have expertise in automating the library using KOHA for few years. Please specify the number of years of expertise and share the PO/Work order in support of this claim.
2. The Agency should have skilled manpower (professionally qualified) to carry out data entry work according to the bibliographic frame work for concerned records.
3. The firm should have never been blacklisted / debarred due to any unethical practice or poor performance by any Central/State government and/or any PSU and/or any Central/ State Government Autonomous Bodies.

## Annexure-II

### SCOPE OF WORK AND REQUIRED SPECIFICATION OF WORK

#### 1. SCOPE OF WORK

Automation of Library Books, Back volumes of journals, Theses and Dissertations using Koha.

- i.. The scope of the work includes:
  - a. Cataloging – Data Entry (Unicode)
  - b. Sorting and arranging books and other documents in book shelves according to call number of the document.
  
- ii. The collection consists of Books / Journals /Theses and Dissertations/ Manuscripts, of three study centres of the University of Kerala at Kollam, Alappuzha and Pandalam and some teaching departments of the University of Kerala at Kariavattom Campus and Palyam Campus, Thiruvananthapuram. Most of the books are in English, Malayalam, Sanskrit, Hindi and Tamil language. The data entry should generally be done in English and for other languages use transliteration in the title filed and the corresponding language of the document in other tag for the parallel title.
  
- iii. **The approximate number of records available in different Departments approximately amounts to 40,000. This number may increase or decrease depending upon the availability of the fund.**
  
- iv. Data Entry and other works to be done at the concerned Departments/Centres by installing the equipments and infrastructure at the space provided by the authority.
  
- v. Perform quality checking of each record and document.

#### 2. SPECIFICATIONS

- i. Data entry as per the international standard cataloging rules provided by the Kerala University Library.
- ii. The agency should be in a position to process minimum 10,000 books or more in one month and may finish the entire project within 3 months.

#### 2.5. Data Entry

Records should be created for Books, Journals, Theses and Dissertations and Manuscripts according the direction of concerned Department Librarian.

### ANNEXURE-III

#### Financial Bid Format

With reference to your Quotation No. -----dated ..... on the automation of department libraries of the University of Kerala , I/we quote the rate, including the service charge and service tax, for above mentioned work as under:

Sl.No.	Scope of work	Rate Per Document /Record(Rs.) including all taxes
	<b>A</b>	<b>B</b>
3	Cataloguing - Data Entry of approximately 40,000 books	

*Total Bid Value (inclusive of all taxes) (In Words):*

**Note :**

The vendor will be selected on the basis of the value B

Authorized Signatory

Place :

Date :

Common Seal of company

**Declaration:**

I agree that in-correct furnishing of information and in-correct quoting of statutory payments and non- furnishing of copies of documents/certificates shall render my tender liable for rejection and I agree that no claim shall be made by me on this account.

**Date:**

**Signature of Tenderer with seal**

**Place:**