



IUCML 317/2014-15

01/11/2014

DIRECTOR,
Inter University Centre for Malayalam Language (IUCML)

QUOTATION – NOTICE

The Malayalam Department Library has at present a total collection of about 75,000 reference books including PhD theses, M.Phil. and M.A dissertations etc. The major portion of the collection includes Malayalam books and the rest are in English. Moreover the collection includes many very old and rare collections of Malayalam and English books. We wish to make our Department Library most effective and attractive in all the sense. For the aim, we have decided to automate or computerize the library in-house activities such as acquisition of books; classification of books; circulation of books; journals subscription and OPAC (Online Public Access to Catalogue) with the help of KOHA Integrated Library System. The initial task (to create required databases for documents as well as the members) in the conversion of existing traditional library works into machine readable form involves heavy manual work and is very time consuming. Thus we have decided to seek such help and support from an outside agency which is engaged and is an expert in the field of library automation by using KOHA software and Malayalam keyboard.

Hence the Department has inviting sealed quotations from reputed agencies to undertake the whole work of our library automation and to complete the same in a stipulated time. The quotations shall be addressed to the Director, IUCML, Department of Malayalam, University of Kerala, Kariyavattom Campus and the same may be submitted in person or by post to the Office of the Dept of Malayalam on or before **14 -11-2014**; 4 .00 pm.

The Library automation work includes the following:

1. Installation of open source KOHA in our system and creation of the Dept. Library homepage.
2. Data entering of the bibliographic details (Author/s (upto 3); Title; subtitle; Series if any; Edition; Publisher; Place; Year and Price) of the library documents. Multiple copies are present for many books.
3. For Malayalam books the bibliographic details should be entered in Malayalam fonts.
4. Classification of books according to the DDC 23rd Edition. (Maximum length of the Class No. of each book should not be exceeds 8 digits; Book No. may be either alphabetical or chronological)
5. Since our core and maximum collection is in Malayalam language & literature, creation of a depth classification in this area is required.
6. Preparation of spine labels for the documents and its proper pasting on books.
7. Preparation and pasting of book data labels for bar-coding facilities.

8. Proper re-arrangement of the whole documents according to the new assigned call number of books. Hence the related books in each subject should come closer and together on the shelves. The accepted and useful local variations in the classification can be admissible only after consultation with the Librarian and the Faculty. The ultimate new arrangement of books in the library should be in the most useful manner to our users.
9. Prepare and paste shelf and panel labels (laminated),
10. Provide the facilities of the Online Public Access to the Dept. library Catalogue (OPAC) through LAN etc.
11. Preparation of Member/User database with images.
12. Preparation of Member/User ID cards for bar-coding facilities.
13. Installation support & training service in future too.

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- The maximum period for the completion of this work is 6 months (Holidays can be made use for the work).
 - Any type of anonymous discontinuances of work during this period may leads to the cancellation of contract.
 - You may submit a work completion agreement between us before its beginning. The violation of this agreement if any may lead to legal proceedings.
 - The authorities in the Department must have all the rights for taking any decision at any stage in this regards.
 - No partial payments in any circumstances.
 - The full payment must be distributed only after satisfactorily completing the assigned work.
 - We must provide 5 Systems with Linux OS for the data entry work. (No UPS)
 - You must create the additional network facilities among these systems.
 - You must take necessary arrangements for all types of print outs.
 - You may provide a list of your successful customers.
 - You must provide as much demonstrations as we require.
 - We shall assure you a fully fledged working atmosphere, co-operation, technical, professional and moral support to the team concerned who will be engaged in the work of library automation here.
 - You may please feel free to specify your cost of charges, terms and conditions etc. of your work here in detail.

Thanking you.

Yours faithfully,

DIRECTOR