Ref. No.................

Date......................

Ref.No: MMCC/Lib-Koha/27/2025

NOTICE INVITING QUOTATION

Sealed quotations are invited from qualified software vendors for '**Data Entry, Barcoding, Spine Labelling and Shelving (Proper arrangement) of Books in the Central Library**'.

The quotation should be as per format mentioned in the tender document, and should be addressed to "The Teacher in-charge, Maharaja Manindra Chandra College, 20, Ramkanto Bose Street, Kolkata -700003" and it should be sent latest by 06.02.2025 at 3.30 P.M

Teacher- in-Charge

Amaxumdar. 27.1.'25

(Dr. Amita Mazumdar)

Teacher-in-charge
M. M. C. College, Kolkata-3

For any clarification please contact:

Dr. Soumen Kayal, HOD & Librarian (Ph-7980395363)

Shamba Dutta, Librarian (Ph- 9641511574)

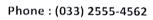# Maharaja Manindra Chandra College

20, RAMKANTA BOSE STREET, KOLKATA-700 003

(NAAC Accredited)

Ref. No................   *Date......................*

Annexure-I

Sub: Invitation of quotation for "Data Entry, Barcoding, Spine Labelling and Shelving/Arrangement of Books in Library".

SL. No.	DESCRIPTION	SPECIFICATIONS	QUANTITY
1.	**Data Entry of Books**	**Data Entry of Books:** Data Entry of all bibliographic data Directly from Books in MARC 21 format in Koha ILMS , (**Fields selected by Librarian**) Classification of book as per DDC 23RD Edition (Book No. + Author Mark)	30,000 books **(apprx.)**
2	**Bar-coding , Spine labeling and Shelving/arrangement of Books**	**A. Bar-coding:** Work Flow: Generation of bar-code from software – Printing of 2 barcodes in Barcode Label Stickers* – Sticking of 2 barcode in one book **B. Spine Labeling & Shelving (Proper Arrangement):** Work Flow: Generation of Spine labels from software –Printing of 1 spine label in Spine Label Stickers* – Sticking of 1 spine label in one book C. Shelving of books and Rack arrangements as per all number	30,000 books **(apprx.)**

Terms & Conditions:

1. Quoted Price:

    a.   Price should be quoted on Unique Title and Copies based

    b.   All duties, taxes and other levies payable by the bidder shall be included in the quoted rate. GST if any should be quoted separately.

    c.   The rates quoted for each item/service shall be fixed for the duration of the contract and shall not be subject to adjustment.

    d.   Each bidder must submit only one quotation.

    e.   The Institute reserves the right to reject any vendor(s) without assigning any reason thereof for the interest of the institute and lowest rate may not be the only criteria for the selection of the bid.

2. Validity of quotations:

    a.   Proposals received beyond the deadline will not be opened.

    b.   Email or Facsimile quotations are not acceptable.

    c.   The quotation shall remain valid for a period not less than 60 days after the deadline fixed for submission of quotations.

3. Eligibility Criteria (Documentary Proof should be attached with Technical Bid)

    a.   The Vendor should have an office for Manpower support in Kolkata.

    b.   The Vendor must be registered under Companies Act of Indian Government.

    c.   The Vendor should provide valid PAN, GST Registration Certificate, Trade License and ISO for Standard Quality.

    d.   The Vendor should have done Data entry project in at-least 30 libraries of Higher Education Institute in West Bengal. Kindly attach valid Purchase order or Completion certificate/s.

    e.   The Vendor should have done Data entry project work in Particular Koha Software, Creation of Barcode and spine from Koha Software in at-least 30 libraries of Higher Education Institute in West Bengal. Kindly attach valid Purchase order or Completion certificate/s.

    f.   Data entry work must follow MARC 21 compatibility with the required metadata tags therein.

    g.   It must follow the Web 3.0 standard.

    h.   It must have the RSS (Real Simple Syndication) feed burners included therein.

    i.   It must follow the PICS (Platform for Internet Content Substance) accreditation parameters prescribed therein.

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j. No restrictions on number of records & Housekeeping users should be kept.
k. Must be able to generate and print Barcode labels and Spine Labels.
l. Must be able to generate and print Bar-coded Patron Cards.
m. Must be able to perform Full-Text Search.
n. Must be able to perform Automatic Indexing.
o. It must enable Flexible reporting & Faceted Search.

Teacher in-Charge

Amazumdar, 27.01.'25

(Dr. Amita Mazumdar)