



**GOVT. OF WEST BENGAL
OFFICE OF THE PRINCIPAL
JALPAIGURI GOVT. ENGG. COLLEGE
JALPAIGURI-735102**

Tender Notice No: JGEC/CPC/KOHA/2025-2_____dated:24.02.2025__

Sealed Tenders are invited from qualified software vendors for **“Implementation of Library Automation Software Koha on Cloud along with Data migration”**.

The technical and price bid should be as per the format mentioned in the tender document, and should be addressed to **“To The Principal, Jalpaiguri Govt. Engg. College, Jalpaiguri-735102”** and it should be sent by 04.03.2025 .at 17:00 hours. The quoted price must be less than Rs.1 Lakhs

For any clarification please contact:

Contact Person: **Librarian, JGEC**

Contact details : **Mobile no. 7318726152, Whatapps:9434450394,**

Email: ncdas4@rediffmail.com

Scope of Work

Sr. No	DESCRIPTION	SPECIFICATIONS	QUANTITY
1.	Installation and configuration KOHA ILMS on Cloud Server	4-8GB Server High Scale RAM, 50 GB SSD, Debian Cloud, Latest Stable Version of Koha	01 Unit
2.	Data Migration	All Migration of data from Libsys Software to Koha	50,000 Unit (Approx.)
3.	Customization: *Patron category creation *Item type creation *Circulation fine rules setting *Cataloguing framework customization *Barcode and Spine setting *Patron card design *Report creation *Email setting *OPAC Design *Linking all important links and E-resources *Logo setting in staff page	customization should be version independent and as per Librarian's Preferences	01 Unit
4.	3 days online Training for Unlimited Staffs in the college library premises	Training on every module of Koha software	3 days
5.	Support and help desk facilities for Library staff for day to day use of Koha LMS, on annual basis (from project completion date).	Support may be provided through unlimited Email, Phone, Remote Access and Skype/Google Video Chat. It includes updating KOHA & OS including any types of trouble shooting	1year

Terms & Conditions:

1. Quoted Price:

- a. **All duties, taxes and other levies payable by the bidder shall be included in the quoted rate. GST if any should be quoted separately.**
- b. Annual Charges for renewal of Cloud with maintenance and support service of KOHA Software for: **1(one) year, 3(three) years and 5(five) years to be quoted (with GST If any)**
- 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.
- f. **Payment: 100% payment would be made after successful installation of the Software.**

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 for KOHA software (Documentary Proof should be attached with Technical Bid)

- a. **The Vendor should have an office for KOHA support in West Bengal for Fast Support in Problem Solving (Company Profile to be attached).**
- b. **The Vendor should be a listed vendor in Koha Community.**
- c. **The Vendor must be registered under Companies Act of Indian Government.**
- d. **The Vendor should provide valid PAN, GST Registration Certificate, Latest Income Tax Return Documents and Current Trade License.**
- e. **The Vendor should have minimum 10 years experience in implementation and maintenance of Koha Library Management System in Higher Education Institutes/Colleges/Universities.**
- f. **The Vendor should have implemented & automated at-least 30 libraries of Higher Education Institutes/Colleges/Universities in West Bengal also at least 5 sites in North Bengal. Kindly attach valid Purchase order or Completion certificate/s as credentials.**
- g. **The Vendor should have experience of Successful Data migration from Libsys Software to Koha in at least 10 Higher Education Institutes/ Colleges / Universities. Documentary proof with contact details of the sites have to be attached.**

Other Terms & Conditions on services required:

- i. Latest stable version of open source Koha Library Management Software (LMS) should be implemented.
- ii. Data Backup: Regular data backups should be made available.
- ii. Data Privacy, Confidentiality & Security: Vendor should strictly ensure privacy, confidentiality and security of all clients' data.
- iii. Freedom from vendor lock-in: Customer will own both software and data and should be able to switch the vendors at any time. In case, for any reason, if vendor discontinues the arrangement of hosting and maintenance of clients data for some reason or client wants to run their own server, a notice of minimum three months should be given from either side and vendor should facilitate smooth transfer of data to customer's server, so that library services are not disrupted at any point of time.
- v. Standards compliance: MARC21, Z39.50, UTF8/Unicode, SIP2 etc.
- vi. Must be able to generate and print Barcode labels and Spine Labels.
- vii. Must be able to generate and print Bar-coded Patron Cards.
- viii. Must be able to perform Full-Text Search.
- ix. Must be able to perform Automatic Indexing.
- x. It must enable Flexible reporting & Faceted Search.



PRINCIPAL

Copy forwarded for information and necessary action to:

1. College Notice Board
2. College website www.jgec.ac.in
3. Guard file

FORMAT OF BID

Supplier ref. no.:

dated:

Name of the Firm:

Quotation for Implementation of Library Automation Software Koha on Cloud along with Data migration”.

Ref. no. *JGEC/CPC/KOHA/2025-2*

Dated: *24/02/2025*

Sl. No	Item name	Item Specifications /Features with brand	Quantity	Unit price
1				

Total (cumulative price considering minimum number/quantity of items mentioned)

1. (Total Amount in 1: Rupees only)

We agree to supply the above-mentioned items/works in accordance with the technical specification for a total contract price of (In words, Rupees.....)including taxes, Transportation, etc. within one week of the issue of the supply order.

2. We also confirm that the normal commercial warranty/guarantee shall apply to the supplied items.

3. We also agree and abide by the terms and conditions stipulated in the bid document.

(Signature of Bidder with Seal)

Name: Designation:

Address:

Contact No.:

Date:

Enclosure:

1. Copy of Establishment Registration Certificate/ valid Trade license in relevant field
2. Copy of PAN and copy of latest return
3. Copy of GST
4. Copy of PTAX enrolment certificate and copy of latest paid challan of PTAX
5. Detailed office address of the Agency with Office Telephone, Number, Fax Number Mobile Number and name of the contact person