



# CENTRAL UNIVERSITY OF KASHMIR

Nowgam Campus, Srinagar – 190 015

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## **Tender for Library Automation**

In view of the poor response against the Tender Notice No. Cukmr/Lib/F.No.095/15/07 dated 29.05.2015, the said tender is hereby re-advertised. Sealed tenders from the reputed I.T Firms/service provides for the automation of library of Central university of Kashmir accompanied by EMD of Rupees Twenty Thousand (Rs 20,000) in shape of Demand Draft favouring Central university of Kashmir should reach by or before 07-08-2015 to the office of Registrar, Central university of Kashmir Transit Campus, Sonwar, Srinagar (190004). The Tender document and other terms & conditions can be downloaded from University website: [www.cukashmir.ac.in](http://www.cukashmir.ac.in)

Bidders who have already applied in response to the earlier advertisement need not apply.

Sd/-  
Registrar

Cukmr/Lib/F.No.095/15/07/II

Dated:- 16 -07-2015

## **Terms and conditions of tender for the Library automation.**

### **Scope Of Work**

The Central University of Kashmir library is having about 25,000 books in English and Urdu languages and about fifteen hundred members/users. The proposed Library automation shall include the following, Job on SOUL (Software for University Libraries).

1. Generation of Data of books and Journals with complete bibliographic details using following standards:
  - (a) Dewey Decimal classification 22<sup>nd</sup> Edition for classification of documents.
  - (b) Anglo American Catalog Rules (AACR II) for cataloging with local variations.
  - (c) Sears list of subject Heading for deriving subject Headings with at least three key words / subject headings for each book.
  - (d) Book number to be assigned as per Cutter Table with local modifications.
2. Creation of database of the data generated as per specifications given at 1 above.
3. Generation of bar codes and printing the bar code labels (three) for each book which are to be pasted at three different pages of the book.
4. Preparation of Web OPAC (Online Public Access Catalogue) and posting it on University Website.
5. Printing, supplying & Pasting of Date labels of books to be printed as per our specifications.
6. Providing and Pasting of Spine labels (cloth based with transparent stickers) highlighting the Class Number and Book Number of each book.
7. Generation and printing of students /borrowers cards with barcodes duly laminated.

**Note:** The SOUL (Software for University Libraries). Shall be provided by University.

### **Technical Requirements**

1. The tendering agency should have an office or its branch within the jurisdiction of Central university of Kashmir.
2. It should have experience in similar work in any university or College for which documentary evidence is to be attached with the tender.
3. The firm should be registered with Income Tax and Sales Tax Departments, for which proof is to be attached.
4. Annual turnover of the firm should be Rs.10 lac or above for last three financial years (documentary evidence is to be attached )

### **Mandatory Conditions:**

1. The job is to be undertaken at different locations viz, Nowgam campus, Sonwar campus, Magarmal Bagh campus etc.
2. The agency shall have to arrange its own equipments viz, computers, UPS, Bar code printers, Scanners etc for the creation of Database.
3. The University shall provide power supply and for backup purpose the agency shall have to make its own arrangements.
4. The job is to be completed within 30 days and the progress report shall have to be submitted after every week along with demonstration.
5. The data retrieval and data entry is to be made only by qualified professionals in the field under the supervision of University Librarian.
6. The agency shall have to incorporate any correction in the database without any extra cost.
7. The agency shall have to make all the modules of the SOUL software workable for which demonstrations are to be given to the library staff.
8. The tender document should be accompanied with a Demand Draft worth Rupees Twenty Thousand in favour of Central University Of Kashmir payable at Srinagar

### **General instructions**

1. The tender should be sealed and super scribed "Tender for Library Automation for Central university of Kashmir" which should reach by or before 07-08-2015 and shall be opened by the Library purchase Committee on 10-08-2015 at 2 p.m at Transit Campus, Sonwar, Central university of Kashmir Sonwar Srinagar. The interested bidders may also attend the tender opening as per above schedule.
2. The conditional tenders shall not be considered and will be out rightly rejected in very first instance.
3. All the entries in the tender document should be legible and filled clearly. If the space for furnishing the information is insufficient a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the tender.
4. For any clarification call on 9419000360 on all working days from 10.am to 5.30pm
5. The Central university of Kashmir reserves the right to reject any or all tenders without assigning reasons thereof.

**Central University Of Kashmir, Srinagar**

**Tender Document for Automation of Library**

1. Name of Agency/Firm:\_\_\_\_\_
2. Details of Earnest Money Deposit: DD No.\_\_\_\_\_ Date\_\_\_\_\_  
Of Rs.\_\_\_\_\_ drawn on Bank \_\_\_\_\_.
3. Name of Proprietor/Partner/ Director:\_\_\_\_\_
4. Address of Registered Office:\_\_\_\_\_
- E-mail address:\_\_\_\_\_ Telephone/Fax No.\_\_\_\_\_
5. Full address of operating/Branch Office within the jurisdiction of Central University of Kashmir:\_\_\_\_\_
- E-mail address:\_\_\_\_\_ Telephone/Fax No.\_\_\_\_\_
6. Name and telephone no. of authorized officer/person to liaise with University  
\_\_\_\_\_
7. PAN.\_\_\_\_\_
8. Service Tax registration no.\_\_\_\_\_
9. Financial turnover of the tendering Agency:

Financial Year	Amount ( Rs. Lakh)	Remarks if any
2012-2013		
2013-2014		
2014-2015		

(If the space [provided is insufficient, a separate sheet may be attached)

10. Rate offered per Book Rs.\_\_\_\_\_ (Rupees \_\_\_\_\_ in words)  
for whole job inclusive of material as mentioned in terms and conditions.
11. Rate offered per membership card inclusive of material and printing  
\_\_\_\_\_

Date:

Place:

Signature of authorized person

Full Name:

Seal

Seal and Signature of Bidder

DECLARATION

I \_\_\_\_\_ Son/Daughter/Wife of  
Shri \_\_\_\_\_ Proprietor/ Director/Authorized signatory of the  
agency, mentioned above, am competent to sign this declaration and execute  
this tender document:

1. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
2. The information /documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we, am/are well aware of the fact that furnishing of any false information /fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
3. We have not been black listed by any (Central/State) Government/ PSU Departments.

Date:

Place:

Signatory of authorized person

Full Name:

Seal

Seal and signature of Bidder