



CENTRAL UNIVERSITY OF KASHMIR

Nowgam Campus, Srinagar – 190 015

Tender for Library Automation

Sealed tenders are invited from the reputed I.T Firms/service provides for the automation of library of Central university of Kashmir. The tender accompanied by EMD of Rupees Twenty Thousand in shape of Demand Draft favouring Central university of Kashmir should reach by or before 15-06-2015 to the Office of Registrar, Central university of Kashmir Transit Campus, Sonwar, Srinagar (190004). The Tender document and other terms & conditions can be down loaded from University website:www.cukashmir.ac.in.

Registrar

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

Dated:- 29 -05-2015

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 22nd 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 15-06-2015 and shall be opened by the Library purchase cum Development Committee on 16-06-2015 at 2 p.m in the Office of Registrar , Central university of Kashmir Sonwar Srinagar.
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

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

