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NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR  
MAHATMA GANDHI AVENUE  
DURGAPUR – 713209, WEST BENGAL  
[www.nitdgp.ac.in](http://www.nitdgp.ac.in)

### CENTRAL LIBRARY

Ref. No. 16/NITD/Lib./Koha/2017-18

Date: 25.02.2019

### NOTIFICATION

#### Implementation, Support Services, Data Migration on Koha

To

All Vendors,

Applications are invited to Implement, Support Services, Data Migration on Koha ILMS from proprietary ILMS at Central Library, NIT Durgapur. Tenders are invited through **CPPP (Central Public Procurement Portal)**.

Tender application documents will not be accepted directly by the Central Library except Demand Draft (DD). Interested and eligible bidders can apply through CPPP.

For any query contact:

*Assistant Librarian  
Central Library  
National Institute of Technology Durgapur  
Mahatma Gandhi Avenue  
Durgapur – 713209, West Bengal*

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Jitendra Kumar

Asst. Librarian

जितेन्द्र कुमार/Jitendra Kumar  
सहायक पुस्तकालयाध्यक्ष/Assistant Librarian  
केन्द्रीय पुस्तकालय/Central Library  
राष्ट्रीय प्रौद्योगिकी संस्थान दुर्गापुर-७१३२०९  
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Ref. No. 02/NITD/Lib/Koha/2018-19/

Date: 25.02.2019

**INVITING QUOTATIONS**

*Submit your competitive bid in sealed envelopes super scribing  
“Implementation, support services, data migration on Koha”.*

Subject: Invitation of bid for “Implementation, support services, data migration [approx. 1, 80,000 items (Approx. 65000 records)] and training on Koha Library Management System (LMS)

Schedules		
1	Pre-bid survey	12 <sup>th</sup> – 19 <sup>th</sup> March - 2019
2	Bid submission last date	1 <sup>st</sup> April – 2019, 17:00 hours
3	Bid closing date	1 <sup>st</sup> April – 2019, 17:00 hours
4	Pre-bid meeting	20 <sup>th</sup> March – 2019, 15:00 hours
5	Bid Opening date	4 <sup>th</sup> April – 2019, 16:00 hours

To

All Vendors,

Sealed competitive quotations from reputed, experienced vendors/agencies, service providers invited for the subject cited above as per the following details:

Sr. No	Description / Requirement / Specification of Koha LMS for Central Library NIT Durgapur	Quote the Rate of Work/ Services
1	Version of Koha software package, database and dependencies. (As per recommendation of the Koha developer’s community)	NIL
2	Installation of Operating System Software using Linux, preferably Ubuntu/Debian with suitable version.	NIL
3	Installation of Koha with the necessary settings. 1. Email configuration 2. Admin creation 3. IP setting from localhost to public IP provided by Library.	NIL

	<ul style="list-style-type: none"> <li>4. Koha OPAC/Web OPAC</li> <li>5. Self-user registration activation</li> <li>6. Moderation of comments</li> <li>7. Other as per requirements of the library</li> </ul>	
4	Minimum H/W requirement (Server/workstation) and S/W	<b>NIL</b>
5	<p>Basic customization/localization(without any further development)</p> <ul style="list-style-type: none"> <li>i. Institute Name</li> <li>ii. Library Name</li> <li>iii. Logo</li> <li>iv. Header and footer content</li> <li>v. Book jacket setting</li> <li>vi. Feedback Link</li> <li>vii. Other as per requirements of the library</li> </ul>	<b>NIL</b>
6	<p>Important Link at Left or Right_sides_navbars</p> <ul style="list-style-type: none"> <li>i. Hypertext links as per the Librarian's requirement (to be opened in next tab)</li> <li>ii. Interface for editing the links (For the admin.)</li> </ul> <p>The code should be made using bootstrap coding.</p>	<b>NIL</b>
7	<p>Adding bootstrap carousel or slider in OPAC/ Web OPAC main area. Following content should show/move/rehearse in to with a medium level of speed (Dynamic):</p> <ul style="list-style-type: none"> <li>i. Newly added books/New Arrivals</li> <li>ii. Highly issued books</li> <li>iii. Least issued books</li> <li>iv. Related information should flow with the link to catalogue and Book jacket</li> <li>v. Logo of subscribed e-resources with the link should be displayed.</li> </ul>	<b>NIL</b>
8	<p>Enable of Plug-in, such as Quote of Days, Dictionary support etc.</p> <p><b>[OPTIONAL]</b></p>	<b>NIL</b>
9	Copy cataloguing feature enabling the features from various sources as provided by default in Koha	<b>NIL</b>
10	Activation of Social Media, Altmetrics and Mendeley index link and dynamic data to be shown in OPAC with the individual bibliographic record as updated AND altered.	<b>NIL</b>
11	<p>MOPAC: Mobile application for OPAC/Web OPAC at different platforms (Smart phones /Tablets/Etc)</p> <p>The system must display "see" and "see also" references, scope notes, reference notes, and general information notes in Library Public Access Catalogue and staff displays.</p>	<b>NIL</b>
12	Data Migration (from Libsys 4.0 LMS) per Bibliographic data cost including all Current Circulation Records such as Issue/Return, Users' profile data, Fine/Dues, etc.	

	<b>[Vendors are invited to survey before bidding]</b>	
13	Quote the rate of mobile phone/SMS alert service activation and update around 50000 SMS. Message content of: <ul style="list-style-type: none"> <li>i. Issue/ return</li> <li>ii. Due date</li> <li>iii. Total no. of books issued with the accession number.</li> </ul> Other useful/important messages composed by the Librarian (Please quote in separate) <b>[OPTIONAL ITEM]</b>	
14	Report, Statistics and customization (report based on the entire modules, all possible reports are to be modified and localized as per the requirement of NIT Durgapur Library.	<b>NIL</b>
15	<b>Annual Maintenance Charge (AMC):</b> Quote the rate of annual maintenance charge (start and end date should included 365 days).	
16	<b>Acceptance of Free Post Installation Support</b> Free and uninterrupted support for 365 days from the date of successful deployment of Koha.  The vendor has to provide one-year uninterrupted support in functioning, reporting/report generation, execution etc. of the entire process during the installation year.	<b>Accepted / Not Accepted</b>
17	<b>On-site Training for library staffs:</b> Vendor has to provide one-week Training on Koha on all modules including day to day work and issues faced by the staffs and also to issue a certificate to each participant. The number of participants is 10-15.  Expenses for Boarding and lodging are to be taken care of by the vendor. However, NIT Durgapur may help in getting guest the house on payment based. There is no provision of any kind of payment or honorarium.	
18	Customization and Design of the templates for User's card with barcode/QR Code	
19	Smart Card Printer and 5000 PVC cards (Please quote price with Printer name & model number in separate) <b>[OPTIONAL ITEM]</b>	
	<b>TOTAL COST</b>	

- 1. Pre-Bid Survey:** Interested bidders may have a survey of the Central Library NIT Durgapur before quoting the price between the dates mentioned above.

2. **Pre-Bid Meeting:** Bidders who have submitted their competitive quote are requested to attend the pre-bid meeting on date and time mentioned above at Central Library NIT Durgapur.
3. **The bid has to be submitted in two parts:** Technical Bid and Price Bid.
4. **EMD:** Rs. 21000.00 (Rupees twenty-one thousand only) to be deposited through Demand Draft (DD) drawn in Favor of “**Director NIT Durgapur**” Payable at **State Bank of India, RE College (NIT) Durgapur Branch (Code: 02108)**. The same will be returned to the bidders after 90 days from the date of successful installation of Koha.
5. The bidder has to clearly state whether the firm is under the composite scheme of GST or regular GST registration or not.

## **Terms & Conditions:**

### **A. General:**

1. The bid consists of **Technical Bid** (to be submitted in a separate sealed envelope super scribing **Technical Bid** and **Financial Bid** (to be submitted in a separate sealed envelope super scribing Technical Bid/Financial Bid) should be send to:  
**The Assistant Librarian, Central Library, National Institute of Technology Durgapur, Mahatma Gandhi Avenue, Durgapur 713209, West Bengal, INDIA** and should be reach on or before **01.04.2019** at 17:00 hours.
2. Vendors may be called at the time of opening Technical/Financial bids to clarify the query of the Committee members if any.
3. The Institute reserves the right to reject any or all including the lowest quotation without assigning any reason whatsoever, if situation arises.
4. The Central Library reserves the right to change or modify or amend or substitute any clause(s) in the “Terms and Conditions”, if required, at any time with the consultation of Director/Registrar/Committee.
5. All disputes and differences arising out or concerning the work shall be subject to the sole arbitration of Director NIT Durgapur or his nominee. The decision of the arbitration shall be final & binding on both the parties. The tender notice will be interpreted under Indian Laws and disputes adjustable within the jurisdiction of court of law of Durgapur.

### **B. Quoted Price:**

1. Taxes should be quoted separately with justified proofs and encloses.
2. The rates quoted for each item/service shall be fixed for the duration of the contract and shall not be subject to adjustment.
3. Payment will be made as per the actual unique bibliographic record migrated
4. Rates or partial quantity of an item is not acceptable.
5. Each bidder must submit only one quotation.
6. 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.

### **C. Validity of quotations:**

1. Proposals received beyond the deadline will not be entertained.
2. Email or Facsimile quotations are not acceptable.
3. The quotation shall remain valid for a period of not less than 90 days after the deadline fixed for submission of quotations.

### **D. Complete Backup and recovery responsibilities:**

1. Daily Auto Backup and setting for automatically uploading the data into hard drives or Google drive or linked to the external hard drives provided by the Librarian or both. It must have the option of single button data backup.

### **E. General Criteria for Vendors**

1. The Vendor must be registered under Companies Act. in India (Proof is to be enclosed)
2. The Vendor should provide valid PAN, Service Tax Registration Certificate, GST Registration Certificate and Trade License whichever is applicable.
3. Vendor should have minimum three years experience in implementation, maintenance of Koha and DSpace as Library Management System in Academic libraries and organizing trainings for day to day running the software.
4. The Vendor should have migrated from proprietary Library Automation Software to Koha and implemented in more than 10 libraries of government organisations, universities, research institutes of higher educational institutes using Koha. Attach the feedback given by the concern Librarian/or System Administrative. **(List of customers with present installation link/live link must be mentioned as ANNEXURE)**. Purchase Order will not be accepted in place of feedback.
5. List of customers (University, Institutes etc.) with their verified Public OPAC links. The concern public OPAC will be checked and tested the level of work done.
6. Initially all the works will be done on a test machine/PC later on when system stabilized and verified by the library after that it should be transferred to Main Server which should be done under AMC/support period. Library will run two systems parallel during the testing and verification. The consistency of both the system should be ensured.

### **F. Other Terms & Condition**

1. Vendor will never use any data or piece of information for any kind of third party activities, analysis, marking, advertisement without prior permission in writing from NIT Durgapur.
2. Vendor will have to submit the detailed report of the task they performed during the service period.
3. Server will be maintained by the Institute. However, vendor may be asked for coordination if needed during the maintenances and other up-gradation time.

4. Entire OPAC coding has to be done same as specified feature of OPAC provided/recommended by Koha.
5. NIT Durgapur Library, reserves the right of choosing firm for AMC.
6. At the time of handing over vendor have to give all the User IDs & password wherever applicable.
7. Vendor has to handover the backup data in MARC, CSV/World or any other Koha compatible format once the AMC/ Contract is over. Vendor will not charge for the same/ or claim in any court of law.
8. Once the AMC contract is over vendor will wipe out the data if any restored at their system hard-drive or any other storage media.
9. If any dispute arises decision of the Institute authority will be final.
10. Institute authorities reserve the right to cancel any bid without assigning any reason.
11. Data filtration (Write off books) must be separated; list of withdrawn books, binding books must be generated separately with date if required along with complete Accession Register.
12. Library hours, Circulation hours, borrowing limits should be displayed on OPAC page including new arrivals.
13. Online database, e-Journals, e-books, List of print journals should be displayed on the OPAC page.
14. As and when, whenever backup data is required it should be provided on the same day/ within time as requested.
15. In future any customization required as per the situation arises it should be done within the AMC (Annual Maintenance Cost) no extra charges will be applicable.
16. Payment will be processed after complete inspection and satisfaction of the library within 90 Days after the successful installation.
17. Vendors will not lock/suppress anything as per ethics of open source solutions.
18. NIT Durgapur will have right to share any of the local customization codes/features etc. to anyone.
19. Vendor will have to provide immediate solution to any problems/bug without waiting for next release of Koha versions and upgrade accordingly later on.

#### **G. Obligations of Vendors**

1. Vendor has to be highly committed and ready at every stage of service.
2. Data Privacy, Confidentiality & Security: Vendor should strictly ensure privacy, confidentiality and security of all clients' data.
3. 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.
4. Standards compliance: MARC21, Z39.50, UTF8/Unicode, SIP2 etc.
5. Koha- RFID SIP2 package installation (to be made and demonstrated as ready for RFID integration).

6. Koha being open source software, any customization and configuration details as per requirements of client should be documented and provided to client for future references including system logs.
7. Off-line circulation facility is required in case of failure of internet connectivity for short time. Must be demonstrated properly and record should be verified too.
8. Specification has been given based on the practical functionality of LMS however; in future library may ask to adhere the features provided in Koha.
9. This technical specification is prepared based on the operational things; however, vendor has to complete all the feasible things in a row, if anything is out of these parameters.
10. In case, if there is any difference in bibliographic data from the printed Accession Register/LibSys 4.0 record vendor is liable to correct it.
11. Some features available in LibSys 4.0 may need to customise in Koha if required.

**Please Note:**

1. Application will not be entertained if it is retyped/ in other format or on vendor's letter head.
2. All credentials should be attached in proper order mentioning the page number and total attachments on each page.
3. Please specify what other services you can provide within the quoted price.
4. Vendors have to give the consent of acceptance of "**Terms and Conditions**" in writing on `10 Non-Judicial Stamp paper.
5. Quote for the Optional Items may be put separately.

**The Application and Technical Bid must be addressed and send to:**

*To*  
*The Assistant Librarian*  
*Central Library*  
*National Institute of Technology Durgapur*  
*Mahatma Gandhi Avenue*  
*Durgapur – 713209, (W. B.), India*  
**Ph. +91 9434788004**

Sd/-

Dr. Jaydeep Howlader  
Prof. In-Charge Library

Sd/-

Jitendra Kumar  
Asst. Librarian





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Email: [jitendra.kumar@admin.nitdgp.ac.in](mailto:jitendra.kumar@admin.nitdgp.ac.in)

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**CENTRAL LIBRARY**

**ANNEXURE-I**

Sl. No	Particulars	Details
1	Name of the Firm	
2	Name of the Proprietor	
3	Name of the Representative, if any	
4	Registered Contact Address	
5	Contact Number (Phone/ Mobile)	
6	Email address	
7	Firm's Registration Number (Attach self attested photocopy)	
8	PAN/GST Number (Attach self attested photocopy)	
9	Whether composite scheme of GST?	
10	Whether minimum specification mentioned in tender notice are fulfilled	
11	Whether rates quoted are inclusive of all taxes and services	
12	Whether Demand Draft for EMD Rs 21000/- has submitted? Mentioned Drawer Bank Name and Branch	
13	List of customers with present installation link/live links (Attach separate page)	

(Signature of the authorized signatory with Seal)

Date:

Name:

Signature Not Verified

Digitally signed by JITENDRA KUMAR  
Date: 2019.02.25 12:35:31 IST  
Location: eProcure