

**Office of University Library, University of Agricultural Sciences, GKVK,
Bangalore- 560 065**

**INVITATION FOR QUOTATIONS FOR SUPPLY OF GOODS/EQUIPMENT
/SERVICES UNDER NATIONAL SHOPPING PROCEDURES**

To:

Date:29.09.2011

M/S

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Dear Sirs,

Sub: Invitation of quotation for supply of “**Implementation, support services on KOHA Library Management System**”.

1. Sealed competitive quotations are invited by the undersigned for the following items of goods/equipment/services.

Sl. No.	Brief description of goods/ equipment	Brief Specifications	Quantity	Delivery Period	Place of delivery
1.	Hosting & maintenance of KOHA LMS for library services on annual basis.	Hosting should be on high performance, high availability (minimum 99.95%) server (e.g. Amazon EC2 or Tier-3 data center).	Koha installation for 1,50,000 catalogue records, 500 issue/return per day.	1 month	UAS Library, Bangalore
2.	Support and help desk facilities for Library staff for day to day use of Koha LMS, on annual basis.	Support may be provided through Email and Phone.	Average 10 library staff	1 year	UAS Library, Bangalore

2. Government of India has received a Credit from the International Development Association (IDA Credit No. 4161-IN & 4162-IN) towards the cost of National Agricultural Innovation Project and intends to apply part of the proceeds of this credit to eligible payments under the contract for which this invitation for quotation is issued.

3. **Quoted Price:**

- (a) The bidder shall quote for items in the format of quotation attached;

- (b) All duties, taxes and other levies payable by the bidder (other than Sales tax on the finished goods) shall be included in the item rate. Sales tax if any should be quoted separately.
- (c) The rates quoted for each item shall be fixed for the duration of the contract and shall not be subject to adjustment.
- (d) Rates or partial quantity of an item is not acceptable.
- (e) Corrections if any shall be made by crossing out, initialling, dating and rewriting.
- (f) Telex or Facsimile quotations are not acceptable.

4. Each bidder must submit only one quotation.

5. Validity of quotations:

The quotation shall remain valid for a period not less than 20 days after the deadline fixed for submission of quotations.

6. Evaluation of quotations:

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e., which are properly signed, and conform to the terms and conditions and specifications in the following manner.

- (a) The evaluation will be done excluding the sales tax. If the bidder has included the sales tax in his quotation for the item rate, it will be treated as though it is exclusive of the sales tax and no down loading of sales tax will be made;
- (b) The evaluation would be done for all the items put together. The items for which no rates have been quoted would be treated as zero and the total amount would be computed accordingly. The bidder who has quoted for partial quantity of any one or more item(s) would be treated as non-responsive. Purchaser will award the contract to the responsive bidder whose total cost for all the items put together is the lowest.

7. Award of contract:

- (a) The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest price as per para 6(b) above.
- (b) The Purchaser reserves the right at the time of contract award to increase or decrease the quantities of items indicated in para 2 above by 25% without any change in the unit price or any other terms and conditions.
- (c) The Purchaser prior to the expiration of the quotation validity period will notify the bidder whose quotation is accepted of the award of contract. The terms of the accepted offer shall be incorporated in the Purchase order.
- (d) Payment shall be made immediately after the delivery of the goods and their acceptance.
- (e) Normal commercial warranty/guarantee shall be applicable to the supplied goods;
- (f) Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.

8. Last date and time of receipt of quotations:

You are requested to submit the sealed quotations superscribed on the envelope as "Quotations for the supply of Koha Software Due on 19.10.2011"

Other Terms & Conditions:

- 1) Latest stable version of open source Library Management Software (LMS) should be implemented.
- 2) Data Backup: Regular data backups should be made available.
- 3) Data Privacy, Confidentiality & Security: Vendor should strictly ensure privacy, confidentiality and security of all clients' data.
- 4) 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.
- 5) Standards compliance: MARC21, Z39.50, UTF8/Unicode, SIP2
- 6) Vendor should have minimum five years experience in implementation, maintenance of KOHA as Library Management System in Academic/ Public libraries and organizing trainings for librarians.
- 7) Vendor should have implemented of KOHA in at least 25 academic/public libraries or consortia of Academic/public libraries with documented evidence.
- 8) 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.
- 9) Annual turnover of the company should be minimum Rs. 3 crore for last three years.
- 10) Offline circulation facility is required in case of failure of internet connectivity for short time.
- 11) Vendor should provide details of Customer base/references and Management profile of the company.
- 12) ISO 9001 certified processes should be provided.
- 13) It must be completely Web based on both OPAC & Staff Client.
- 14) It must be able to export all data in delimited format.
- 15) No restrictions on software usage based on no. of users, no. of servers, no. of modules used or any other such criteria.

We look forward to receiving your quotations and thank you for your interest in this project.

Yours Sincerely,
CCPI & University Librarian
UAS Library, UAS,
GKVK, Bangalore

FORMAT OF QUOTATION

Sl. No	Brief description of goods/ equipment	Brief Specifications	Quantity	Unit	Unit Rate (Rs.) in Figures	Unit Rate (Rs.) in Words	Total Amount in Figures	Total Amount in Words
1.								
2.								
3.								
4.								
5.								

Gross total Cost: Rs..... (in figures)

Rs (in words)

We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs(in figures) (Rs (in words) within the period specified in the Invitation for Quotations.

We also confirm that the normal commercial warranty/guaranteeof months shall apply to the offered goods.

(Bidder)

Name :

Signature :

Date :