

GOVERNMENT OF ASSAM
DIRECTORATE OF TRAINING
ASSAM ADMINISTRATIVE STAFF COLLEGE
JAWAHARNAGAR;KHANAPARA;GUWAHATI – 781 022

NOTICE INVITING TENDER

No.AASC(L)226/2017-18/37

Dated Guwahati the 19th of September, 2017

Sealed tenders in two- bid system affixed with non-refundable court fee stamp of **Rs.8.25/- (Rupees Eight and twenty five paisa only)** only are invited from reputed registered vendors or their authorized dealers/manufacturers for supply of the following item/items-

Sl	Description of the job	Specifications	Quantity
1	Installation and configuration of latest version of a library management system on server with multiple independent library instances, each having its own OPAC located in library building of Assam Administrative Staff College.	Library management system	1 as per requirement and capacity

The tenders will be received till 02.00 pm of 11th of October, 2017 and will be opened on the same day at 03.00 pm. In case that day happens to be a holiday, the tenders will be opened on the next working day. The firms or their authorised representatives may be present at the time of the opening of tenders.

The interested firms may collect the tender documents from the Administrative Officer, Assam Administrative Staff College during office hours on cash payment of Rs 500.00 which will be non-refundable till 9th of October, 2017.

The tender documents may also be downloaded from the website, www.aasc.gov.in. However, the payment of Rs 500.00 only in cash only will have to be made in any case.

The Director of Training, Assam Administrative Staff College reserves the right to accept or reject any or all tender papers without assigning any reasons thereof.

Sd/-
Director of Training
Assam Administrative Staff College
Guwahati – 781 022

TENDER DOCUMENT

LIBRARY MANAGEMNT SYSTEM

**ASSAM ADMINISTRATIVE STAFF
COLLEGE
JAWAHARNAGAR, KHANAPARA,
GUWAHATI, ASSAM
781022**

Web Site: www.aasc.gov.in

TERMS AND CONDITIONS

1. Sealed tenders should be submitted in two-bid system with technical and financial bid in two separate covers distinctly marked accordingly and superscribed with the tender notice number and date
2. Tenderer should enclose upto date registration certificate/trade license.
3. Tenderer should have PAN and registration under GST. A copy of certificate of PAN and registration under GST should be enclosed.
4. Tenderer should submit copy of the up to date tax clearance.
5. Tenderer should have done similar jobs during last 3 years in Govt./Semi Govt. institutions/Govt. of India undertakings/autonomous body and should furnish copies of such work orders executed during the last 3 (three) years.
6. Item-wise rates should be quoted in words as well as figures. Quoted rates should be inclusive of all charges, including admissible taxes and should be valid for a period of 1 (one) year.
7. The firm should have an annual turnover of Rs. 10.00 lakh or more per year during the last 3 years i.e.2014-2015, 2015-2016 and 2016-2017.
8. Items will be delivered free at consignee's end, including freight, forwarding and insurance charges where necessary. Assam Administrative Staff College will not pay separately for the above mentioned charges and it will be the vendor's responsibility for ensuring the safe arrival of goods in satisfactory and good condition.
9. All supplied items shall be covered by comprehensive onsite warranty for a period of at least 1 (one) year from the date of commissioning. All parts (consumable as well as non-consumable) shall be covered under this comprehensive onsite warranty.
10. This office does not bind itself to accept the lowest tender and reserves the right to reject any or all the tenders received without assigning any reason whatsoever. Tenders in which any of the particulars and prescribed information is found inadequate or incomplete in any respect or the prescribed conditions are not fulfilled are liable to be rejected. Canvassing in any form by the tenderers will result in rejection of their tenders.
11. Tenderer or his authorized representative may choose to be present at the time of opening of bids.
12. Financial Bid of only technically-qualified vendors shall be opened.
13. Technical compliance will be examined by a committee to be constituted by the authorities.
14. **Dispute** : In case of dispute, the matter shall be settled mutually, failing which the decision of the Director of the Assam Administrative Staff College shall be final and binding on the bidders
15. Earnest Money: **Rs.5,000/-** (refundable) – to be deposited along with technical bid in the form of a Demand Draft in favour of “**Director, Assam Administrative Staff College Society**”. **Tenders without earnest money shall be rejected.**
16. Tender Fee: **Rs.500/-** (non-refundable) - to be deposited in cash. **Tenders submitted without Tender Fee Receipt shall be rejected.**

The Director has the right to accept / reject any one or all tender papers without assigning any reason thereof.

Sd/-
Director of Training
Assam Administrative Staff College
Jawaharnagar, Khanapara, Guwahati – 781 022

Warranty and post installation support:

The successful tenderer must furnish a warranty for providing free post installation comprehensive support during a warranty period of **1 (one) year** from the date of successful installation and commissioning. Information from the old database should be migrated into the latest LMS, validated and additional information, if any, should be entered. Vendor should migrate data from existing LMS to the selected LMS including catalogue data, users data and daily transaction data etc. and other data required for an integrated LMS.

Training and documentation:

On successful commissioning of the entire system, the agency shall impart training for day-to-day operation to the chosen staff of Assam Administrative Staff College free of cost. In case the training needs outstation visit, board and lodging has to be arranged by the supplier free of cost. The agency will also provide a full user and technical manual to operate the devices and the software.

Annual Maintenance Contract:

1. Along with the tender bid the tenderer must quote charge for comprehensive Annual Maintenance Contract (AMC) applicable after the expiry of the period of warranty.
2. Any tender without quote for the AMC shall not be considered.
3. The AMC shall include cost of transportation and halts of the servicing staff of the SUPPLIER if any and cost of any components that might be required to be replaced in course of clearing faults.
4. Assam Administrative Staff College reserves the right for third party maintenance after expiry of the warranty period.
5. The manufacturer/supplier should give undertaking that all component/spares would be made available and comprehensive support will be provided on the whole

Software Specifications:

1. Details of the operating system (Windows all version including 7/8/10 and Linux Server Standard 32-bit) and LMS software that will be used should be clearly mentioned in the "Technical Bid".
2. The software must follow MARC 21 compatibility with the required metadata tags therein.
3. The source code for all the solution components to be used/integrated for the proposed deployment must be freely available under an open source license.
4. It must follow Z39.50 international protocol standards.
5. It must have Radio Frequency Data Identification (RFID) qualities.
6. It must have the MySQL server to follow international standards.
7. It must have data conversion capability.
8. It must follow Web 2.0 standard.
9. It must have inbuilt APACHE.
10. No restrictions on the number of records and housekeeping users should be kept.
11. Must be able to generate and print barcode labels, bar coded patron cards and spine labels.
12. Must be able to perform full text search and auto indexing.
13. Should work in consortia, multi-branch or single-branch mode and be user friendly.
14. Latest stable version of open source LMS should be implemented.
15. Data Backup: Facility for easy regular data backup by the library personnel.
16. Offline circulation facility is required in case of failure of internet connectivity for short time.

Technical Specifications:

The LMS should consist of the following modules:

1. Acquisition
2. Cataloguing
3. Circulation
4. Serial Control
5. Article Indexing
6. Web OPAC
7. Budgetary Control
8. Administration
9. Reports

TECHNICAL BID FORM

Name of Tenderer				
Name of the Firm				
Name of Authorised				
Registered office Address				
Year of Establishment				
Type of Firm	Public Ltd. Co	Private Ltd.Co.	Partnership Firm	Traders/Authorised dealers/Distributor
Please Tick				
Telephone Number(s)				
E-mail Address/website				
Fax No.				
Mobile Number				
Registration Number				
Total Annual Turnover				
GST Certificate	Reg. Number	Issue date	Valid till date	
PAN Number				
Trade License	License Number	Issue date	Valid till date	
Earnest Money Deposited through	Bank Details	Amount (Rs)	D.D. Number	Date

Experience Details (in Govt./ Semi Govt./ Govt. of India undertaking/ Autonomous body)	Name of the work	Types of equipment supplied/ installed	Cost (in Lakh)
Number of Service Engineers			
Authorized Service Provider Details			

The following documents must be enclosed with the bid form:

1. Registration Certificate.
2. Trade License.
3. PAN card.
4. Experience certificate.
5. Authorized service provider details.
6. Amount quoted details (item wise).
7. List of Hardware and software specification details.
8. List of service engineers.
9. Money receipt of the tender fee paid to “Assam Administrative Staff College”.
10. Earnest money deposit details.
11. GST Registration.

Place :

Date :

Authorized signature

Seal of the firm

FINANCIAL BID FORM

Name of Tenderer		
List of Hardware and software details		
Sl. No.	Items	Amount Quoted(Rs.)
	Total amount(in Rs)	
	AMC Details	Amount Quoted (Rs.)
	Total amount(in Rs)	

Place :

Date :

Authorized signature

Seal of the firm