INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH (IGIDR)
(AN ADVANCED RESEARCH INSTITUTE ESTABLISHED BY THE RESERVE BANK OF INDIA)
(DEEMED UNIVERSITY)

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FAX	: 022 – 28402752/28416399	Filmcity Road, Goregaon (E), Mumbai : 400 065.
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QUOTATION FOR

Implementation, Data Migration, Training and Support Services on Koha (Open Source Library Management Software)

QUOTATION No. 2017/LIB

QUOTATION DOCUMENT TO BE SUMITTED

AT

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH (IGIDR)
GEN.A.K.VAIDYA MARG, FILMCITY ROAD, GOREGAON (EAST)
MUMBAI 400 065

Last date to submit sealed quotation : June 20, 2017, 14.00HRS

Indira Gandhi Institute of Development Research, Mumbai

<u>Inviting Quotation for Implementation, Data Migration, Training and Support Services on Koha</u>
<u>(Open Source Library Management Software)</u>

Eligibility Criteria for Vendors:

1. The vendor shall have minimum one year experience in Implementation, Data Migration, Training and Support Services on Koha (Open Source Library Management Software) on Linux platform as Library Management System in libraries and organizing trainings for day to day running of the software.;

2. The vendor must have installed, configured and commissioned Koha (Open Source Library Management Software) on Linux platform as Library Management System in at least *3 libraries (having minimum collection of fifty thousand documents)*. The vendors shall attach copies of purchase order and certificates of work completion as proof in the technical bid; You are also requested to provide us list of your major customers;

3. The vendor shall have *minimum turnover of Rs. Fifty lakhs* per annum during each of the last two years. Attested copies of income tax returns must be submitted with the technical bid;

4. The vendor should possess *valid VAT/CST/Service Tax Number*. Attested copies of the same must be submitted with the technical bid;

Technical Requirements:

1. Installation and configuration of Koha Open Source Library Management Software (latest stable/tested vanilla version) on Linux server.

2. Data migration from MySQL dump file of Libsys7 software to Koha with UNICODE and MARC21 support
   - Migration of Bibliographic records of catalogued, accessioned but not catalogued and those records on order and records of all document types, (around 1.1 lakh records).
   - Circulation data – members profile, documents borrowed, titles and members history of borrowing
   - Administrative data such as bills, orders, exchange rates, vendor, order date, accession number, accession date, etc. available in MySQL dump file.

3. Configuration and implementation of all the Koha supported modules such as Acquisition, Circulation, Cataloging, Serials, OPAC, Course Reserves, Reports, Administration, Patron, Tools, Lists, Authorities, RFID, Barcoding, and other standard utilities available in the Koha latest stable version.

4. Configuration of E-mail notifications through Gmail;

5. Please also mention fee for hosting the service on cloud, if provided;

6. Providing of certain SQL commands to generate reports as per the requirement of the library;

7. Onsite training for 3 days (2+1), 2 days training immediately after installation and testing and one day training at a later date;

8. The complete documentation on system setup, parameter setting,backend structure, software installation, trouble shooting, users' guides, etc., for the corresponding version used for installation;

9. AMC for one year after the successful commissioning of the software which includes upgrade to next stable version (subject to release), minimum of Six onsite visits and unlimited remote or online help through ticketing system; **AMC Charges will be paid half yearly.**

10. Delivery period - The project need to be completed within 15 days immediately after placing the orders.

    Last date to submit sealed quotation :   June 20, 2017 upto 14.00hrs

General Conditions:

a. Institute reserves the right to accept or reject any tender offer without assigning any reason, whatsoever. The Institute is not bound to accept the lowest price offer.

b. Current and valid Income Tax Certificate, Service Tax Registration, Sales Tax Clearance Certificate dispensed with Sales Tax Registration no. (if any) or VAT and Valid Trade License Certificate should be submitted along with the quotation.

c. The quoted rates should be inclusive of all taxes.

d. Quotations not conforming to the Terms and Conditions and specifications mentioned in the tender documents are liable to be rejected.

e. The Institute is exempted from payment of Custom/Excise duty.

Price Validity:

Three months from the date of opening of the price bid.

1) Interested firms may contact,

   Tele No. 022 – 284 16 528/ 022 – 284 16 547 between10.00 a.m. to 5.00 p.m. for any clarification

2) The tender document may be downloaded from website http://www.igidr.ac.in. The tender document shall not be issued by post.

5) The validity of the tender will be 90 days from the date of opening of Price bid.

6) Last date / Time and place for submission of sealed tender.

   Last Date of submission   : 20/06/2017 upto 14.00 hrs

   Opening of Tender   : 20/06/2017 by 14.30 hrs

   Tenders will be opened as indicated in the presence of the Tenderers or their authorized representatives, who wish to be present. If the date of opening of the tenders does not materialize due to the reasons beyond our control, the same will be opened on the next working day at the same time and place.

7) Any bid received by IGIDR after the deadline for submission of bids, will be summarily rejected and returned unopened to the Bidder. IGIDR shall not be responsible for any postal delay or non-receipt / non-delivery of the documents. No further correspondence on this subject will be entertained.

Proforma for Tenderer's Profile

Information about Tenderer (To be submitted along with the Tender):

1. Name of the Firm:

2. Registered Address:

3. Contact Phone Number (s):

4. FAX Number:

5. Whether the Firm a:

i) Central /State Government Undertaking:

ii). Sole Proprietary Company or Partnership Firm/(P) Ltd. Company:

6. Name of Sole Proprietor OR Names of Partners/Directors:

7. Name of person authorized to sign Tender Bid & negotiate and the capacity in which he is authorized:

8. Permanent Income Tax A/C No:

9. Engaged in the Business of Manufacture/Supply of the items since when:

10. Company profile indicating level of Expertise available, with supporting reference (Extra Sheet/s may be attached):

11. Annual Turnover for last two years quantity of work-wise: + in number of executed Work Orders + the Bill Amounts.

12. A list (with full addresses) of prominent organizations where the bidding firm have undertaken similar supplies.

Sd/-

FINANCIAL BID SHOULD BE SUBMITTED ON THE COMPANY'S LETTER HEAD INCLUSIVE OF ALL CHARGES.

<u>Submission of Tender</u> :

Quotations are to be submitted in prescribed form in sealed envelope super scribing:

"Quotation for Implementation, Data Migration, Training and Support Services on Koha (Open Source Library Management Software)"

To,

The Registrar ,

Indira Gandhi Institute of Development Research,

Gen.A.K.Vaidya Marg, Film City Road,

Goregaon (East) : Mumbai 400 065.

OR

The same can be dropped in the Quotation box kept in the Administration at the above address.

On or before the 20th June, 2017 by 14.00 hours