

Sealed Tenders are invited from qualified software vendors for "Installation of KOHA library management system along with all Data migration from Soul to Koha". The tender document should be addressed to "To The Principal, Mahishadal Girls' College, Rangibasan, P.O. Mahishadal, Dist. Purba Medinipur, PIN 721624" and it should be sent latest by 08.05.2025 at 17:00 hours.

SCOPE OF WORK

"Installation of KOHA library management system along with all Data migration from SOUL to Koha"

Sr. No	DESCRIPTION	SPECIFICATIONS	QUANTITY
1.	Installation	Installation of the latest Stable version of KOHA and configuration of KOHA LMS on a centralized cloud server [owned, maintained & located on cloud by the service provider with 24/7 availability) with Cloud subscription maintenance & support for 1st year.	01
2.	Data Migration	Data migration from existing Soul Software running in the Local server to latest version of Koha ILMS in the cloud.	20,816
3.	Customizations	<ul style="list-style-type: none"> • Patron category creation • Patron Data importing • Item type creation • Circulation fine rules setting • Cataloguing framework customization • Barcode and Spine setting • Patron Data upload • Patron card design • Various Report creation • Email setting • OPAC Design(as a library web page) • Logo setting in staff page 	01
5.	Training	3 days online training for unlimited staff	3 days
6.	Support and help desk facilities for Library staff or day to day use of Koha LMS on annual basis (from project completion date).	<ul style="list-style-type: none"> • Managing backup of the contents of the Koha ILMS for smooth recovery(in case of any failure of the present service) • Koha upgrades and security updates must be applied regularly during the support period(As and when released by the Koha Community) • Unlimited off-site support through e-mail/ telephone/ remote login. • Site should provide 'Any Desk' or remote login access to their library server/workstation(s) to facilitate support activities. • 24x7 Call login support via Online Ticketing System. 	1year

Terms & Conditions:

1. Quoted Price:

- a. All duties, taxes and other levies payable by the bidder shall be included in the quoted rate. GST if any should be quoted separately.
- b. The rates quoted for each item/service shall be fixed for the duration of the contract and shall not be subject to adjustment.
- c. Each bidder must submit only one quotation.
- d. 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.

2. Validity of quotations:

- a. Proposals received beyond the deadline will not be opened.
- b. Email or Facsimile quotations are not acceptable.
- c. The quotation shall remain valid for a period not less than 60 days after the deadline fixed for submission of quotations.

3. Eligibility Criteria for KOHA software (Documentary Proof should be attached with Technical Bid)

- a. The Vendor should have an office for KOHA support in West Bengal. Kindly attach valid address proof.
- b. The Vendor must be registered under Companies Act of Indian Government.
- c. The Vendor should provide valid PAN, GST Registration Certificate, and Trade License.
- d. The Vendor should be a listed vendor in Koha Community also. So that they can upgrade the Koha Software time to time. Documentary proof has to be attached.
- e. The Vendor should have implemented & automated at-least 30 Higher Education Institutes/Colleges in West Bengal including 10 libraries of Colleges in Both Medinipur and also at least 4 Universities using Koha in West Bengal. Kindly attach valid Purchase order or Completion certificate/s.
- f. The software must follow MARC21compatibility with the required metadata tags therein.
- g. Total software solution should be FOSS based.
- h. 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.
- i. It must follow the Z39.00 international protocol standards
- j. It must have the Radio Frequency Data Identification (RFID) qualities.
- k. It must have the MySQL server to follow the international standard.
- l. It must have the data conversion capability.
- m. It must follow the Web3.0 standard.
- n. It must have the in-built APACHE.
- o. It must follow the PICS (Platform for Internet Content Substance) accreditation parameters prescribed therein.
- p. The software must have the tight security measures both at the administrative level and the sub modular level also.
- q. It must be enabled with Google Jacket.
- r. No restrictions on number of records & Housekeeping users should be kept.
- s. Must be able to generate and print Barcode labels and Spine Labels.
- t. Must be able to generate and print Bar-coded Patron Cards.
- u. Must be able to perform Full-Text Search.
- v. Must be able to perform Automatic Indexing.

- w. It must enable Flexible reporting & Faceted Search.
- x. It can work in consortia, multi-branch or single-branch mode.
- y. It can generate automated overdue notices either by email or SMS.
- z. It can email issue slips instead of printing them at point of circulation.
- aa. It should have an offline circulation module
- bb. It must be user friendly.
- cc. Biometric Integration with Koha ILMS for easy Check-in/Check-out.

FORMAT OF PRICE BID

Sr. No.	Description	Units	Unit Rate (Rs.)	Taxes (Rs.)	Total Amount (Rs.)
1.	Installation and configuration KOHA ILMS on Cloud as per Scope of Work <ul style="list-style-type: none"> • Customization as mentioned in the Scope of work • 3 days Training for Unlimited Staffs • Support and helpdesk facilities for Library staff for day-to-day use of Koha LMS, on annual basis (from project completion date). 	01			
2.	Data Migration from Soul to Koha				



Sany 25.4.2025
Principal

Mahishadal Girls' College
Vill.: Rangibasan
P.O. + P.S.: Mahishadal
Dist.: Purba Medinipur
PIN-721624
West Bengal, India

Principal
Mahishadal Girls' College

DECLARATION

(to be furnished in the Company's official letter pad with full address & contact no.)

We agree to execute the above project in accordance with the technical specifications for a total contract price of Rs (In figures) (Rs (In words).

We also confirm that the normal Support Service of months shall apply to The offered goods.

(Bidder)

Name:

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Signature:

Date:

Address: