

DIAMOND HARBOUR WOMEN'S UNIVERSITY

Sarisha, Diamond Harbour Road, South 24 Parganas, Pin – 743368.

Phone: 03174-245801/245802 Website: www.dhwu.ac.in

Tender No...DHWU/REG/LTI/10/2018

Date: 16/11/2018

Limited Tender for Preparation of Bibliographic database with Library automation using Soul 2.0 library Software of 2000 Books and training for the Librarian for 6 days. .

Sealed Tenders are invited from the reliable and nationally renowned manufacturers / companies / vendors / dealers / firms for supply of the items and works enclosed in the **Annexure –I** with specifications. Intending bidder may download the tender documents from the University website www.dhwu.ac.in at free of cost.

Last date of submission of the Tender in the University Office: ...24/11/2018 up to 11.30 a.m.

Date and time of opening the Tender: ...26/11/2018. at 12 noon.

Tender will only be accepted in the University Office on all working days from 11 a.m. to 3 p.m and in holiday you can drop the sealed envelope in the designated tender box.

Registrar

Note: For further inquiry contact University Office on phone (03174-245801).

1. Eligibility Criteria:

- a) Bidders shall have been in existence for not less than three years.
- b) Bidders shall be having credentials of similar nature of work.
- c) Bidders shall have experience of supplying orders for Govt. Deptt./PSU/Universities/Colleges etc. for more than 3 years and shall have PAN/TAN number, GST registration. Bidders should not be blacklisted by any Ministry/ Department of the Government of India or any PSU or Govt. of West Bengal or any University or any other organization.

The bidder must submit documents related to eligibility criteria and detailed profile of the company and article of association along with the quotation.

2. Terms and Conditions:

- 2.1. Delivery Schedule: The Company shall be able to deliver the required items within 30 days of the receipt of order.
- 2.2. Warranty: The bidder must give warranty of at least 12 months of the products supplied and should undertake to rectify/attend to the complaints within 2 days, excluding Sundays/Holidays during the warranty period.
- 2.3. Payment: There is no provision for making advance payment to the Company/suppliers. Payment will be made after vendors submit the Job completion report signed by our inspection committee.
- 2.4. Purchase Order: The purchase order for the entire quantity can be placed either in one lump sum or as per the requirement through repeat order subject to availability of fund of the required items. The quantity shown is tentative and may increase or decrease.
- 2.5. The bidder should clearly indicate the availability of service and maintenance facilities at Sarisha, South 24 Parganas, West Bengal for the items quoted.
- 2.6. The above mentioned details particularly the GST or any other duty, if not quoted properly, the bid can be cancelled.
- 2.7. The bidders are required to quote for each item separately in terms of basic price and all other charges. Prices can be quoted in Indian Currency only.
- 2.8. Diamond Harbour Women's University, Sarisha, South 24 Parganas, reserves the right to reject any or all tenders without assigning any reason whatsoever.
- 2.9. No advance payment or payment against Pro forma invoice will be made. Payment will be made after receipt, inspection, and installation/testing.
- 2.10. All damaged or unapproved goods shall be returned at the bidder's risk and cost and the incidental expenditure thereupon shall be recovered from the concerned party.
- 2.11. On acceptance of tender, the date of delivery should be strictly adhered to otherwise the authority of the Diamond Harbour Women's University reserves the right not to accept the delivery in full or in part. In case the order is not executed within the stipulated period, the Diamond Harbour Women's University will be at liberty to make purchases through other sources.
- 2.12. Acceptance of this tender form and submission of the quote within the stipulated time would be treated as: (a) The tenderer has understood all requirements as described in the Tender document. b) Agreed to execute order to the satisfaction of Diamond Harbour Women's University.
- 2.13. Performance Security: The vendor selected would be required to furnish a Performance Security equal to 5% of the cost of material/product supplied in the form of Demand Draft/FDR/Bank Guarantee from any Scheduled Bank in favour of "Diamond Harbour Women's University" payable at "Diamond Harbour, South 24 Parganas".
- 2.14. No Part Bid Allowed: Bidders have to quote all the items mentioned in tender document. No part bid will be accepted. Otherwise, the bid(s) will be treated as cancelled.
- 2.15. Inclusion of freight & insurance: Price quoted should be inclusive of freight & insurance up to the delivery locations.
- 2.16. Governing Laws: This Tender Document and the contract shall be governed by and interpreted in accordance with Laws in force in India. The courts at Kolkata/Diamond Harbour shall have exclusive jurisdiction in all matters arising under the contract.
- 2.17. Late Proposals: Any proposal received by the University after the deadline for submission of proposals, as referred below shall not be accepted.
- 2.18. Language of Proposal & Correspondence: The proposal submitted by the Bidder should be in English language only.
- 2.19. Proposal Currency: Prices shall be quoted in Indian Rupees, inclusive of all prevailing taxes, levies, duties, etc.
- 2.20. The Agency Shall be solely responsible for any accident / Medical / Health related Liability / compensation for the labor deployed by them
- 2.21. No. of Books may be increase/decrease according to time.

3. Bidders must submit the following documents along with the quotations:-

- a) Copies of valid PAN along with I-T return documents, for last Financial Year are to be enclosed with the bid.
- b) Copy of Registration Certificate for GST is to be enclosed with the bid.
- c) Copy of valid Trade License is to be enclosed with the bid.

4. IMPORTANT DATES:

_ Last date of submission of the Tender in the University Office: 24/11/2018. Up to 11.30 a.m.

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Registrar

Note: For further inquiry University Office (03174-245801) may be contacted.

Annexure-I

To be filled up and submitted along with the tender document. Each page of this document should be signed by the authorized signatory

Scope
of
Works
:

Sl. No.	Works	Works Specification	Rate per Book inclusive GST Rs.
1.	Preparation of Bibliographic database with Library automation using Soul 2.0 library Software of 2000 Books and training for the Librarian.	<p>i) Processing of English & Multilingual; English/ Hindi / Sanskrit / Bengali / Arabic / Urdu etc. language Books/records in AACR2, MARC21 Format. Classification by DDC Scheme, Subject Heading by LC (Library of congress) Book No by Cutter Roles, data Fed up (data Entry in Library Software) with Unicode , ISO2709, Transliteration Title Statement of Bibliographic records ISO2709 created database Import/Export to any standard Library Software (Koha,Soul, VTLS, Lybsis etc.)Multilingual books search in English Typing if User don't know typing Hindi, Sanskrit, and Urdu etc. Books Location, self no & Sub self-Given in database to Easy way to find the Books on self, fully web Database and six days Training.</p> <p>ii) Two Barcodes & Spine Stickers and Pasting With Books Location, shelf No. & Sub Shelf (Easy way to find the Books)</p> <p>iii) Barcode Stickers for books</p>	

Rate per book including GST (In words)

Suppliers / Bidders should submit the following statement in seal envelope in the letterhead of their Firm.

To
The Registrar
Diamond Harbour Women's University
Sarisha, Diamond Harbour Road, South 24 Parganas
743368.

Date:

We agree to supply the above goods/equipment/products/Works in accordance with the technical specifications for a total contract price of Rs..... (Amount in figures)
(Rupees.....)

.....amount in words) within the period specified in the invitation for Quotations.

We confirm that the normal commercial warranty/guarantee ofmonths shall apply to the offered items and we also confirm to agree with terms and conditions as mentioned in the tender.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Signature of supplier/vendor

Name & Address.....

Contact No.....