

Maulana Azad
National Institute of Technology Bhopal- 462 003
(An Institution of National Importance under MoE, Govt. of India)



TENDER DOCUMENT
FOR
CUSTOMIZATION OF KOHA (LIBRARY MANAGEMENT FREWARE) WITH
DATA MIGRATION

Website: www.manit.ac.in
Email Address: info@manit.ac.in

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Maulana Azad
National Institute of Technology Bhopal- 462 003

(An Institution of National Importance under MOE, Govt. of India)

No. MANIT/S&P/2022:240

Date:26/05/2022

NOTICE INVITING TENDERS

Sub: ***Customization of KOHA (Library Management Freeware) with Data migration.***

Tenders in single bid system are invited for Customization of KOHA (Library Management Freeware) with Data migration. Interested Company/Partnership firm/Proprietary firm/ Agency may log on Institute website www.manit.ac.in and CPPP website www.eprocure.gov.in/epublish/app for further details. Tender Document can be downloaded and the duly completed be submitted to the Assistant Registrar, Stores & Purchase, Maulana Azad National Institute of Technology- Bhopal- 462 003.

Last date of receipt of complete tender document is 13/06/2022 up to 15.00 hours. The Director of the Institute reserves the right to accept or reject any or the entire tender in full or in part without assigning any reason whatsoever.

Registrar

Maulana Azad

National Institute of Technology Bhopal- 462 003

IMPORTANT INFORMATION AT A GLANCE		
Tender No & Date	No. MANIT/ S&P/2022:240	
	Date: 26/05/2022	
SCOPE OF TENDER		
Brief Description of Goods/Items	Quantity	Remarks
Customization of KOHA (Library Management Freeware) with Data migration	---	
Estimated cost of Tender	Rs. 3,50,000.00 (Inclusive of all taxes)	
Location of Supplies & Installation	Institute Library.	
TENDER DOCUMENT		
Tender Document can be downloaded free of cost from Institute website www.manit.ac.in and CPPP website www.eprocure.gov.in/epublish/app		
Last Date & Time of Submission of Tender	13/06/2022 up to 15:00 hours	
Date & Time of Opening of Bids	14/06/2022 at 15:30 hours	
Tender Validity period	60 days from the date of opening of the Technical Bid	
Delivery/ Supply period	04 to 06 weeks from the date of issue of Supply Order	
Warranty Period	One year (s) from the date of successful Customization, Installation, Testing & Training of software.	
Bid Security/ EMD	NIL	
Performance Security	NIL on Total value of PO	
Details of Contact Persons for Query if any		
Name: Shri Pankaj Sharma Designation: Assistant Librarian Tel No: 0755- 4051381 & 82 Email: pancajsharma@gmail.com	Name: Shri Harish Vaidya Designation: Asstt. Registrar- S&P Tel No: 0755- 4051040 Email: arstores@manit.ac.in	

INSTRUCTIONS TO BIDDERS		
1	Scope of Supplies & Work:	
a	Bidders are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders as to the nature of the ground and sub-soil (So far as is practicable), the form and nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. A bidder shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed.	
b	Customization & Installation of Library Management Software (KOHA) on Institute Data Centre.	
c	Migration of Complete Data from existing Library Management Software TLSS to KOHA	
d	On-site training to Library staff for 10 days	
e	The bidder shall resolve complaint on the same day and should not be prolonged for more than 24 hours otherwise suitable penalty may be imposed.	
f	The bidder shall ensure that the software remains functional through-out the warranty period.	
g	The bidder shall maintain the software during the AMC period of two years after completion of one year warranty period. In the AMC period if any additional customization is required, shall also be performed by bidder.	
h	The bidder shall handover the charge of software in working condition on the expiry of warranty and AMC period.	
2	Delivery of Supplies & Installation:	
a	The Institute interested for complete customization of software along with Installation, Testing, Commissioning and training within the period as mentioned at IMPORTANT INFORMATION AT GLANCE sheet. However, the bidder has an option to submit the best delivery with installation time.	
3	Warranty & After Sales Services:	
a	The bidder shall offer on-site comprehensive warranty of software as mentioned at IMPORTANT INFORMATION AT GLANCE sheet at the designated location & shall cover each and every part of the software. The Institute is not liable to pay any extra charges on any account during warranty period.	
b	The bidder shall ensure service support during the warranty & AMC period to the satisfaction of Institute.	
c	The performance security as mentioned at IMPORTANT INFORMATION AT GLANCE sheet is required in favour of Institute for the warrantee period plus sixty days extra.	
d	The bidder should ensure to extend service support at least for 03 (three) years, after the specified warranty & AMC period at separate commercial terms mutually agreed upon.	
4	Eligibility Criteria:	
a	Bidder should have registered with appropriate Authority.	
b	Bidder should have minimum annual turnover (Double value of estimated cost of tender) in last year. CA certification in this regard is to be submitted.	
c	Bidder should have GST Number & Income PAN both.	
5	Amendment of Tender Document:	

	a	At any time prior to the date submission of bids, the Institute, may, for any reason, whether at its own initiative or in response to a clarification sought by a prospective bidder, amend bid document by issuing corrigendum. The corrigendum will be notified/ published in e-tendering website www.eprocure.gov.in/epublish/app and Institute website only.
6	Price Bid	
	a	The Prices should be quoted in Indian Rupees only.
	b	Bidder shall take into account all costs including unloading at the location of Institute, cartage etc. for giving delivery of material at site(s) before quoting the rates. In this regard no claim what so ever shall be entertained.
	c	The bidders are advised not to indicate any separate discount. Discount, if any, should be merged with the quoted unit prices.
	d	The price quoted in price bid shall be firm but subject to change in rate of applicable taxes if any.
	e	The Bidder should avoid the use of vague term such as “Extra as applicable”. Such offers shall be treated as non-responsive.
	f	No extra payment shall be paid on account of any discrepancy in nomenclature of items. The bidder shall seek clarifications if any before submitting the tender.
7	Bid Submission:	
		The tender must be placed in a properly sealed envelope super-scribed “ Tender for Customization of KOHA (Library Management Freeware) with Data migration. ” with tender inquiry number and its due date addressed to The Director, Maulana Azad National Institute of Technology- Bhopal- 462003 and must reach the office of The Assistant Registrar- Stores & Purchase, Maulana Azad National Institute of Technology, Bhopal on or before as mentioned at IMPORTANT INFORMATION AT GLANCE sheet. The sealed Envelop should be consisting of followings:
	a	Copy of Certificate of Registration of firm, GST Number and Income Tax PAN.
	b	Certificate mentioning of Turnover for the last year
	c	BOQ Annexure-I and Price Bid Annexure-II duly filled and signed.
8	Evaluation of Bids:	
		The Institute shall evaluate all the items together or separately depending upon nature of items of circumstance and compare the quotations determined to be substantially responsive i.e. which
	a	are properly signed;
	b	Confirm to the eligibility criteria of the vendor; and
	c	Confirm to the terms & conditions, and technical specifications.
	d	In case, required goods/items in this tender are independent and complete in nature. Institute may evaluate independently as far as price is concerned for placing order(s).
9	Validity of Tender:	
	a	The tender shall be valid as mentioned at IMPORTANT INFORMATION AT GLANCE sheet. Terms and financial details submitted in the bid shall be treated as firm during the validity period.
	b	In exceptional circumstances, prior to the expiry of the bid validity period, the Institute may request bidders to extend the period of validity of their bids. The request and the responses shall be made in writing.
10	Notification of Award:	

	a	Prior to the expiry of the period of bid validity, the Institute shall notify the successful bidder, in writing, that its bid has been accepted. The notification letter shall specify the sum that the Institute will pay to the bidder in consideration of the <i>Supply of Goods/ Services</i> with the details of selected location.
11	Penalty Clause:	
	a	The bidder shall indicate the period within which the ordered quantity will be supplied along with Installation & Commissioning of Goods/ Items. The bidder shall note that in case bidder fails to do so within the period of delivery indicated by the bidder in price bid of this tender, penalty @ 0.50 % on total value of the PO per week of delay would be levied subject to maximum 20 weeks. It means, the bidder shall have the liability of delayed supply to the maximum of 20 weeks after expiry of scheduled delivery date.
12	Terms of Payment:	
	a	Institute shall pay 50% after customization of software and migration of data. Remaining amount shall be paid after smooth functioning of complete software duly recommended by committee.
	b	The payment of AMC shall be staggered over the period of AMC and be made at the end of each Quarter.
13	Jurisdiction:	
	a	In the event of any dispute the legal matter shall be subjected to the jurisdiction of Bhopal court only.

*Maulana Azad***National Institute of Technology Bhopal- 462 003****BILL OF QUANTITY**

SN	Scope of Work	Remarks
1	<ul style="list-style-type: none"> ➤ Customization & Installation of Library Management Software (KOHA) on Institute Data Centre. ➤ Migration of Complete Data from existing Library Management Software TLSS to KOHA ➤ On-site training to Library staff for 10 days ➤ Resolution of complaint on the same day and should not be prolonged for more than 24 hours otherwise suitable penalty may be imposed. ➤ The bidder shall ensure that the software remains functional through-out the warranty period. ➤ The bidder shall maintain the software during the AMC period of two years after completion of one year warranty period. In the AMC period if any additional customization is required, shall also be performed by bidder. ➤ The bidder shall handover the charge of software in working condition on the expiry of warranty and AMC period. 	

We confirm with our acceptance to the technical specification as given above.

Date:

**BIDDER'S NAME &
SIGNATURE WITH SEAL**

		ANNEXURE- II
FORMAT FOR SUBMISSION OF BID PRICE		
To, The Director MANIT- Bhopal- 462 003		

Sub:	Price Bid with reference to Tender Document No: MANIT/S&P/2022:240 dated 26/05/2022
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SN	Product Description with make & Model	Discounted Price	GST	Total Price
1	2	3	4	5(3+4)
1	Customization of KOHA (Library Management Freeware) with Data migration			
2	Two year AMC amount			
Total offered Price				
Total (In Words):				
Delivery Period required:				
The followings things are confirmed and undertake by us that:				
a	The price quoted above are inclusive of basic price, statutory levies and taxes, duties, Transportation, Purchase of cloud space Incidental services (including Insurance, Loading/ unloading, Packing & Forwarding charges, Installation etc.) at site.			
b	Taxes are subject to change/ revision.			
c	We agree with the terms and conditions specified in “Instructions to Bidders” and if selected, the execution of supplies would be made in compliance.			

Date:	Signature of Authorized Bidder with proper rubber stamp
	Name:
	Designation:
	Mobile No: