

GOVERNMENT POLYTECHNIC, DHENKANAL, ODISHA- 759001

Phone No.06762226541

(EOI FOR LIBRARY AUTOMATION & LIBRARY OPERATION ON OUT SOURCING BASIS)

Expression of Interest is invited from eligible registered firms/organizations having experience of similar nature in managing the Library Automation work on turn-key basis for automation, digitization and outsourcing of library of the institution. The details of terms and conditions are available in institution website www.govtpolytechnicdhenkanal.org. The interested firms are required to apply along with copies of valid VAT clearance, registration certificate and other documents by SPEED POST/COURIER on or before **17.6.2014** by **4 PM**. An EMD of Rs.10000/- (Rupees Ten thousand only) in shape of BD in favour of Principal, Government Polytechnic, Dhenkanal, payable at Dhenkanal should be submitted along with the quotation failing which the same shall not be accepted. The quotations shall be superscribed on envelope as "EOI for Library". The same will be opened on **18.6.2014** at **11 AM**. The interested firms may visit the institution to assess the physical position of the library of the institution. The undersigned reserves the right to cancel the tender without assigning any reason thereof.

Sd/-
Principal I/C
Govt. Polytechnic, Dhenkanal.

EXPRESSION OF INTREST (EOI)
FOR
Library Automation
OF
Government Polytechnic, Dhenkanal

Sealed EOI are invited from reputed Organisation / Company / Service Provider to provide Library Management package on turnkey Basis.

EOI should be accompanied with refundable Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees Ten Thousand Only) in shape of Demand Draft in favour of Principal, Government Polytechnic, Dhenkanal, on any Nationalized Bank payable at Dhenkanal.

The EOI Document shall be downloaded from the website (www.govtpolytechnicdhenkanal.org)

The last date and time of submission of Expression of Interest (EOI) is 17.6.2014 by 4.00 PM at Government Polytechnic, Mahisapat, Dhenkanal-759001. EOI received after due date and time shall not be accepted.

The undersigned, reserves the right to accept or cancel all bids without assigning any reason.

Sd/-
Principal,
G.P.DHENKANAL

Seal & Signature of Bidder

**Government Polytechnic
Dhenkanal**

Invitation of

EXPRESSION OF INTREST (EOI)

FOR

Library Automation

OF

Government Polytechnic, Dhenkanal

GENERAL INSTRUCTIONS FOR BIDDERS

1. Government Polytechnic, Dhenkanal, Odisha, requires the Services of reputed, well established and financially sound Service Providers to provide Library Management on turnkey basis including Software & hardware Package with Manpower for one year.
2. The interested Service Providers should submit the tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs. 10,000/- and other requisite documents by **17.06.2014 up to 4.00 PM** at Government Polytechnic, Mahisapat, Dhenkanal-759001.
3. The EOI sealed envelopes should be super scribed "**EOI for Library**".
4. The successful bidder will have to deposit a Performance Security Deposit of Rs. 1,00,000/- (Rupees One lakh Only) in the shape of Bank Guarantee from any Nationalized Bank drawn in favour of **Principal Govt. Polytechnic, Dhenkanal**, covering the period of contract.
10. The conditional bids shall not be considered and will be out rightly rejected in very first instance.
11. All entries in the EOI form should be legible and filled clearly. If, the space for furnishing Information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Bid Form. In such cases, the EOI shall be summarily rejected.
12. The **Principal, Govt. Polytechnic, Dhenkanal**, reserves the right to annul all bids without assigning any reason.

Seal & Signature of Bidder

TECHNICAL REQUIREMENTS FOR THE TENDERING SERVICE PROVIDER

1. The tendering manpower service provider should fulfill the following technical specifications:
 - (a) The registered office or one of the branch offices of the manpower service provider should be located within the State of Odisha.
 - (b) It should have experience in providing Software & Manpower Services to (Central / State) Government Departments.
 - (c) It should have their own Bank Account;
 - (d) It should be registered with Income Tax , Sale Tax and Service Tax departments;
 - (e) It should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
 - (f) It should be registered with Labour Department, i.e. License under Contract Labour (Regulations and Abolition) Act, 1970.
 - (g) Annual Turnover of the service provider/ bidder should not be less than 10.00 Lakhs for last two years.
 - (h) It should have executed similar work of library automation work in at least three reputed Government Institutions.

General Terms & Conditions

- (a) The bidder shall have to make a presentation on the details of features of the activities to be undertaken before a Committee on the date and time to be intimated to the bidders.
- (b) The successful bidder will be handed over all the Books, Journals etc and also Hardware, Software, Accessories, furniture & fixtures etc. under proper acknowledgement. Similarly, subsequent procurement of books, hardware & accessories shall be handed over to him also. However, these handed over items shall continue to be the properties of the institute and no part of these can be sublet/ utilized otherwise without the permission of the Principal.
- (c) On expiry of terms of assignment, the vendor will return all the books, software, hardware and accessories, furniture & fixtures to this institute unless the agreement is renewed/ extended otherwise.
- (d) The library & reading room shall operate from 9 AM to 6 PM on all working days.
- (e) The assignment shall be awarded for one year from the date of starting of Execution.
- (f) The Bidder is advised to visit Govt. Polytechnic, Dhenkanal to assess the requirements.

SCOPE OF WORK

Govt. Polytechnic, Dhenkanal has the students strength of 500 approximately and there are 30 numbers of faculties working in the institution at present. The proposed library automation on turn-key basis includes day to day management of the library and reading room, supply of web based OPAC software (such as Libsys school version) with integration of bar code solution and keeping the library open from 9 AM to 6 PM on all working days including the issue, receipt, cleaning of library, reading room & annex and upkeep of books, maintenance of computers and devices in the Reading Room and Library. The vendor shall have to supply the associated software required for running library management software, at the backend, if any.

Seal & Signature of Bidder

The Departments:

- | | | |
|---------------------------|---------------------------|---------------------|
| 1. Electrical Engg. Dept. | 2. Mechanical Engg. Dept. | |
| 3. ETC Engg. Dept. | 4. CSE Dept.. | 5. GD&FT Dept. |
| 6. MOM Deptt. | 7. Workshop .Dept. | 8. Math & Sc. Dept. |

The Branch of Study:

- | | |
|---------------------|---------------------|
| 1. Electrical Engg. | 2. Mechanical Engg. |
| 3. ETC Engg. | 4. CSE Engg. |

The type of Books:

- Books, Journals, Magazines.
- Printed Books and Journals
- Magazines and LR Materials.
- e-Books and e-Journals.
- Scanned copy of study materials developed by faculties.
- Others.

Type of Stock:

- General Stock.
- Book Bank.
- World Bank
- Book Bank for SC/ST students
- Others.

Management of Stock:

- Issue to/Return by staff & students.
- Generation of accession Number and Bar code, Printing & pasting on books, Ledgers & Library Cards.
- Generation of Data of Institute, Vendor, Fines, Media, Publisher & Membership ,etc.
- Reading & accessing Barcode.
- Searching of Books & Journals.
- Creation, Validation & Management of Data.
- Stock Entry of Books & Journals.
- Others.

Reports:

- Branch wise total book / journal/ magazine / LR material list.
- Branch wise book / journal/ magazine / LR material availability
- Library card for student & staff.
- Issue of books/ journal/ magazine / LR material
- Receipt of books/ journal/ magazine / LR material.
- Fine slip for late submission
- Gate slip/ issue slip/ receipt slip
- Unserviceable/ damaged books
- List of fine cases
- Defaulter list

Mandatory Condition on Scope of work

The Vendor has to sign MOU with the Govt. Polytechnic, Dhenkanal for Managing the above scope of work on turn key basis as per the standard agreement prepared by the Institute to complete the process of EOI.

APPLICATION - TECHNICAL BID

1. Name of Tendering Manpower Service Provider: _____
2. Details of Earnest Money Deposit: DD No. _____ date _____
Of Rs. _____ drawn on Bank _____
3. Name of Proprietor/Partner/ Director: _____
4. Address of Registered Office: _____
E-mail Address: _____ Telephone/ FAX No.: _____
5. Full address of operating/Branch Office: _____
E-mail Address: _____ Telephone/Fax No.: _____
6. Name & telephone no. of Authorized officer/ person to liaise with Field Office(s)

7. Banker of the Service Provider : _____
8. Telephone Number of Banker : _____
9. PAN / GIR No.: _____
10. Service Tax Registration No. : _____
11. E.P.F. Registration No.: _____
12. E.S.I. Registration No. : _____
13. Labour Registration No. : _____
14. Soft ware/ EDP work

| Financial Year | Amount (Rs. Lakh.) | Remarks, if any |
|----------------|--------------------|-----------------|
| 2012-2013 | | |
| 2013-2014 | | |

15. Financial turnover of the tendering Manpower service provider.

| Financial Year | Amount (Rs. Lakh.) | Remarks, if any |
|----------------|--------------------|-----------------|
| 2012-2013 | | |
| 2013-2014 | | |

(If the space provided is insufficient, a separate sheet may be attached)

Date:
Place:

Signature of authorized person
Full Name:
Seal

Seal & Signature of Bidder

DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID

1. Self attested copy of registration of agency;
2. Self attested copy of registered/branch office in the jurisdiction in Dhankanal or nearby place.
4. Self attested copy of PAN / GIR Card;
5. Self attested copy of the latest IT return filed by agency;
6. Self attested copy of the Sale Tax registration certificate; with VAT Clearance.
7. Self attested copy of Service Tax registration certificate; with proof of up to date Payment
8. Self attested copy of the E.P.F. registration certificate; with proof of up to date Payment.
9. Self attested copy of the E.S.I, registration certificate; with proof of up to date Payment.
10. Self attested copy of the Labour License, registration certificate; under contract Labour (Regulations and Abolition) Act, 1970
11. Self attested copy of Experience (Software, Data Processing & Manpower)/ clientele list .
12. Documents in support of entries in column 14 of Technical Bid application;
13. Copy of the all pages in EOI Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.

DECLARATION

I _____ Son / Daughter / Wife of Shri
 _____ Proprietor / Director / authorized signatory

Of the Service Provider, mentioned above, am competent to sign this declaration and execute this tender document;

1. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
2. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
3. We have not been black listed by any (Central / State) Government / PSU Departments.

Date;

Place;

Signature of authorized person

Full Name;

Seal

Seal & Signature of Bidder

APPLICATION - FINANCIAL BID

(For Providing Automation of Library Management for G.P.,Dhenkanal, Odisha)

1. Name of tendering Manpower Service Provider: _____

| Sl. No. | Work for Automation of Library | Price In Figure | Price In Words | Govt levy / cess if any to be charged. |
|---------|--|-----------------|----------------|--|
| 1 | (i) System study and development of web based software as per scope of work a) Off line b) On line (ii) Supply of library software with make & version (such as libsys-school version) | | | |
| 2 | Data entry of existing books on Web based Software, Integrating the barcode for around 9,000 stocks of Books & Journals and issue register for all staff and students .Acquisition, Processing, Circulation etc for one year. | | | |
| 3 | Supply of Barcode Printer of reputed make (make, specification) | | | |
| 4 | Supply of Barcode Scanner of reputed make (make, specification) | | | |
| 5 | Supply of laser printer of reputed make (make, specification) | | | |
| 6 | (a) Monthly salary of Librarian including service tax, EPF, ESI etc. as application for managing library from 9 AM to 6 PM on all library days.(The wages shall comply with wages as per govt. norms, with EPF & ESI) for 1 year. (b) Monthly salary of Attendant including service tax, EPF, ESI etc. as application for managing library from 9 AM to 6 PM on all library days.(The wages shall comply with wages as per govt. norms, with EPF & ESI) for 1 year. | | | |
| 7 | Cost of bar coded label for around 10,000 books | | | |
| 8 | Associated soft ware (items), if any to be used in the Backend. | | | |
| 9 | Cost of LAN. 15 nos. of PCs within the library. | | | |
| | TOTAL COST OF TURN KEY PROJECT | | | |
| | Terms and conditions (if any) | | | |

Seal & Signature of Bidder

Notes

- The Financial Bid must have the all-inclusive price on turnkey basis for procurement, design & implementing the Software, Hardware and man power as indicated above. The firm has to implement the software at G.P.,Dhenkanal with all logistic support of LAN in library and reading room. On the job training for two months have to be provided by the firm to designated persons of G.P.,Dhenkanal on the operation of the software.
- The server, computer, laser printer, UPS and furniture shall be provided by the institution.
- The bidder has to quote price for each item and the total cost of project will be the deciding factor.
- The vendor has to give a detailed plan for the project in a separate sheet.
- The vendor has to furnish the list of computer hardware & other software, laser printer, UPS etc along with the technical bid required for implementation of the project.
- The Purchase Committee shall decide whether to choose 1(i) or 1(ii) option in the Financial Bid after presentation of the Bidder is over. The bidder may quote for 1(i) or 1(ii) or both according to their capability.

Date:
Place

Signature of authorized person
Full Name:
Seal

Seal & Signature of Bidder