

### **Short Term Tender Notice**

Sealed tenders are invited on prescribed tender form from the Service Providers of Standard Products/ Registered Societies/ Institutions for the Library Automation work-

- 1- Library Automation work (Comprising Classification, Datasheet preparation, Barcoding, Label Pasting, Data Entry, etc.)

All the terms and conditions are stipulated in the tender form. Tender documents may be had on any working day between 2.12.11 to 17.12.11 upto 2:00 pm on payment of Rs. 1000/- in cash or through DD drawn in favour of the **AAO, Kumaun University, SSJ Campus, Almora** payable at Almora. Add Rs. 50/- for tenders by post. The duly filled in tenders shall be accepted up to 4:00 pm on **22.12.11** by registered post/speed post. University will inform the bidder about bid opening date and time later on. The university shall not be responsible for any postal delay or otherwise and reserves the right to accept/reject any tender or part thereof without disclosing any reason. All the Information regarding earnest money etc against work/supply items are enclosed with tender form. Tender form may be obtained through our website [www.kuntl.in](http://www.kuntl.in). Bank Draft of Rs. 1000.00 is to be enclosed with downloaded tender form.

DIRECTOR

KUMAUN UNIVERSITY SSJ CAMPUS, ALMORA

## **TENDER DOCUMENT**

1. (a) Tenders should be send in sealed cover in the Office of the Director, Kumaun University, SSJ Campus,Almora-263601 (Uttarakhand), duly written on the top of the sealed envelop  
“TENDER FOR **Library Automation Work**.  
(b) Tenderers will send tender in sealed cover by Registered post/speed post only. However, the University takes no responsibility for postal delays.
2. **The tenderers should quote the rates in figures as well as in words and total amount tendered by them in the prescribed column.** Alteration, if any, unless legibly attested by the tenderers, with their full signature shall invalidate the tender. Each page of tender should be signed by the tenderer himself/themselves or by his/their authorised agent on his/their behalf. In case the tender is signed by the agent, the authority letter in his favour must be enclosed with the tender.
3. Sealed tenders are to be submitted along with the earnest money deposit, failing which the tenders shall be rejected. The terms and conditions shall also accompany the tender documents indicating the compliance of the party with the same.
4. Tenderers are advised to submit technical and financial bid separately with the remark “Technical Bid for Library Automation Work” and “Financial Bid for Library Automation Work” on the top of the cornered envelop.
5. It is made clear that the financial bid of only technically qualified bidder(s) will be opened by the University, tenders who do not qualify in the technical bid will not be entertained.
6. The University reserves the right to ask for technical presentation for technically qualified tenderers, if needed, before opening the financial bid.
7. The tenderers should take care that the rates/amounts are written in such a way that interpolation is not possible. No blank should be left which would otherwise make the tender liable for rejection.
8. The tenderers submitting their tenders would be deemed to have considered and accepted all the terms and conditions. No enquiries, verbal or written shall be entertained in respect of acceptance or rejection of the tender.
9. The quantity shown in the schedule is tentative and may be increased or decreased to any extent depending upon the actual requirement.

10. The tender shall specify after-sales service facilities within the guarantee period and after the guarantee period. The warranty period will be extended for the period for which instruments/ Services remaining out of order during warranty period.
11. The tenderers shall also confirm the free installation/commissioning, demonstration and on-site training to the concerned staff of the University, if so required.
12. The tenderer shall submit the pre-requisite information, like electrical details etc. within two weeks from the date of receipt of establishment of letter of credit/purchase order.
13. The University reserves the right to cancel/reject in full or any part of the tender without assigning any reason.
14. Any action on the part of the tender to influence anybody of the University will make his tender liable to rejection.

#### **COMPLETE AGREEMENT :**

15. The tenderers shall submit offer with the original copy of the tender document duly signed by them on each page. Item wise rating, indicating units can be offered on letterhead of the firm.
16. The University may, in writing make any revision or change in the work order, including additions or deletion from the quantities originally ordered in the specifications or drawing. If any such revision/changes affect the price or delivery, the same shall be subject to the adjustment of price or delivery, where required, on a reasonable basis by mutual agreement in writing which should be communicated.

#### **CANCELLATION :**

17. The University reserves the right to cancel the work order in whole or any part thereof and shall be entitled to revise the contract completely or in part by a written notice to the vendor, if:
  - (a) the vendor fails to comply with the terms of the work order including specifications and other technical requirements.
  - (b) the vendor becomes bankrupt or goes into liquidation.
  - (c) the vendor fails to deliver the goods/complete the work in time and/or does not replace the rejected goods promptly.
  - (d) a receiver is appointed for any of the property owned by the vendor.

**Earnest Money :**

18. Earnest money of Rs. 50,000 shall be paid in the shape of bank draft drawn in favour of the **AAO, Kumaun University,SSJ Campus,Almora**, payable at **Almora** along with the tender bid. After the finalization of the tenders Earnest money so deposited shall be refunded to the party concerned.

**SECURITY :**

19. The firm in whose favour the tender shall be accepted and to which order is placed shall be found to deposit an FDR as security, pledged in the name of AAO, Kumaun University, SSJ Campus, Almora, for the Guarantee/Warranty Period. The amount of the FDR is given below in the table.

S.N.	Work	Amount (in RS.)	Period
1-	Library Automation Work	60,000	Guarantee/Warranty Period

**Price :**

20. Unless otherwise specified in the order, the order price shall remain firm and will not be subject to escalation on any description during the pendency of the order, notwithstanding the change in the cost of materials and components that may take place while the order is under execution even if the execution of the order is delayed beyond the completion date specified in the order for any reason whatsoever.

**VALIDITY :**

21. All goods or materials shall be supplied by the tenderers whose tender is accepted, strictly in accordance with the specifications, drawing data sheets.
22. All materials furnished by the seller pursuant to this order (irrespective of whether engineering design, data or other information has been furnished reviewed or approved by the owner) are guaranteed to be of the best quality of their respective kind (unless otherwise specifically authorised in writing by the owner) and shall be free from faulty design (to the extent such design is not furnished by the owner) workmanship and materials and to be of sufficient size and capacity and of proper materials so as to fulfil in all respects and operating condition, if any, specified in this order.

23. If any trouble or defect originates with the design, material, workmanship or operating characteristics, of any materials arise at any time covering a period of twelve (12) months from the date of satisfactory handing over the equipment duly installed, commissioned or eighteen (18) months from the date of last shipment of good/materials, whichever period shall expire last and the seller is notified thereof, the seller shall be bound to take corrective measures at his own expenses and as may be necessary to permit the materials to function in accordance with the specifications and to fulfil the foregoing guarantee.
24. The University may at the option, remove such defective materials if the seller does not make alternation, repairs and replacement, at the seller's expenses in which event the seller shall, without any cost of the instrument/part and as promptly possible, furnish and install proper materials, Repaired or replaced materials shall be similarly guaranteed for a period of not less than eighteen (18) months from the date of shipment.
25. In the event that the materials supplied do not meet the specifications and are not in accordance with the drawings, data sheets or the terms of this order, rectification is required at site, the University shall notify to the seller giving full details of difference. The seller shall attend the site within seven days of receipt of such notice to meet and agree with representative of the University, the action required to correct the deficiency.
26. If the seller fails to attend meeting at site within the time prescribed above, the University shall immediately get that rectified. The work/materials, and seller shall reimburse the University all costs and expenses incurred in removing such trouble or defect. The offer must be accompanied with offer for AMC (with or without spares). Warranty of equipments with all spares must be mentioned/indicated clearly. The seller will also enclose an undertaking for after sale service after the expiry of warranty/AMC.

#### **PAYMENTS :**

27. Time delivery as mentioned in work order shall be essence of the order and not variation shall be permitted except with prior authorization in writing from purchaser.
28. Payment would be released monthly based on the progress report.

#### **FORCE MAJEURE :**

29. Shall mean and be limited to the following :
  - (a) Any war/hostilities
  - (b) Any riot or civil commotion
  - (c) Any earthquake, flood, tempest, lightning or other natural physical disaster.

- (d) Any strike, or lockout (only those exceeding ten continuous days in duration) affecting the performance of the sellers' obligations.
30. The seller shall advise the University by a registered letter duly certified by local Chamber of Commerce or statutory authorities the beginning and end of the above causes of delay within seven (7) days of occurrence and cessation of such force majeure conditions in the event of delay lasting over one month, if arising out of causes of force majeure, the University reserves the right to cancel the order and the provisions governing termination stated under Article shall apply.
31. For delays arising out of Force majeure, the seller shall not claim extension in completion date for a period exceeding the period of delays attributable to the causes of Force Majeure and neither the University nor the seller shall be liable to pay extra provided it is mutually established that Force Majeure conditions did actually exist.
32. The seller shall categorically specify the extent Force Majeure conditions prevalent on his works (such as power restriction etc.) at the time of submitting the bid and whether the same have been taken into consideration or not in the quotation.

**ELIGIBILITY :**

33. Tender envelopes should be sealed by sealing wax and should reach this office on or before prices should be neatly typed or hand written in words as well as in figures.
34. Sales Tax/other taxes Registration certificate's attested true copy by a Gazetted Officer should also be enclosed.
35. Sales Tax/Income Tax clearance certificate shall be submitted along with the tender documents.
36. In case of a quotation submitted by a dealer, authorization certificate in favour of the dealer from Original Manufacturer for the sales and Service support (as applicable) shall be submitted.
37. Both F.O.R. and C.I.F. rates should be quoted. The place of work shall be Central Library, Kumaun University, S S J Campus Almora.
38. Tenderer are required to go through the draft of MOU (Attached) to be signed.
39. Procedure of purchase and procurement shall be guided by Uttarakhand procurement rules 2008
40. Bidder should have at least two year experience in the field of Library Automation work.

Vendor's Seal Full Signatures.

### **Draft of MOU**

1. The university will provide the stationary items (Such as pen, Pencil etc.) for automation work. Library will not provide data sheets to agency.
2. The workers deputed by agency will follow all the library instructions more specifically as working hours, Entrance and exist permission, and shall also ensure the security of Library property during the working hours.
3. The Library tools (Such as DDC 22nd Ed., AACR-2, etc) used for the work will be arranged by the agency.
4. All library requirements will be full filled by agency for creation of data bases and the demo of complete database shall be shown to library. Payment would be released monthly based on the progress report .The final payment of the work will be released after taking no objection from the library.
5. The university will have to right to deduct the amount of Rs. 5000/- per month, if the work not completed within scheduled time. No any request in this regard will be accepted.
6. The university (Library) will try to provide possible necessary facility for working. No any objection in this regard will be raised by the agency.
7. All filled data form and print out of all databases will be provided to the library by the agency.
8. In case of legal matters the jurisdiction will be Almora.

9.

Annexure – 01

**LIBRARY AUTOMATION, Central Library, K.U. S S J Campus Almora**  
**SCHEDULE OF QUANTITIES & COST OF WORK WITH DETAILED DESCRIPTION**

Sl. No.	Description of Work	Qty	Rate (In Rs.)	
			For single Title	For Multiple copies
1	<b>Technical Processing of Books/Monograph:</b> (Work include analysis of bibliographical Information for cataloguing purpose as per AACR-II R, Classification as per DDC 22 <sup>nd</sup> Ed., Providing minimum four Key Words from content page of the book)	Approx 1,50,000 Nos. Documents		
2	<b>Database creation of Books/Monographs at Sl. No. 1:</b> (All the data extracted in the work at Sl. No. 1 are to be used for the purpose of creation of database through the different modules of the Library Software package provided by the University. Further database is to be maintained to provide extensive searches of library documents by different approaches. System shall also be enabled to perform computerized circulation (issue/returns) of documents.	Approx. 1, 50,000 Nos. Documents		
3				
5	<b>Bar-coding of Documents at Sl. No. 1 :</b> Making Spine Label bearing the Class No., Book No. & Acc. No. Pasting of Label on the spine of book	Approx 1, 50,000 Nos. Documents.		

Note:-

1. Tenders from Registered Organizations will be accepted.
2. The University will have full right to analyze the Capacity of bidder before ordering. The physical checking of data bases will be completed day to day basis.
3. The library tools (such as DDC 22nd Ed., AACR 2R etc.) used for the work will be arranged by the bidder.
4. All library requirements will be full filled by bidder for creation of data bases and the demo of complete database shall be shown to library. The final payment of the work will be released after taking no objection from the library.
5. The work not completed within scheduled time of the order, university will have to right to deduct the amount of Rs. 5000/- per month.

**KUMAUN UNIVERSITY,SSJ CAMPUS, ALMORA**

Sl. No. ....

Dated : .....2011

**For Library Automation work**

TENDER DOCUMENT	
Date of Issue	-----
Number of pages	-----
Fee of the Tender form	Rs. 1000.00 (One Thousand Only) (Rs. 50/- T.T. included)
Name & address of the Firm	-----
With mobile no.	----- ----- -----
-----	
Signature and Date of the Vendor/Party	
(Signatures of the authorised representative)	
N.B. : Please go through the terms and condition thoroughly before you offer your rates.	

**Rates (in figures & words) must be quoted in the prescribed column(s) against each work/item list enclosed with the Tender form and be attached in original with the offer falling which the tender may be liable for rejection.**

**List of contents :**

1. Notice for inviting Tender
2. Tender document
3. Annexure 01- Library Automation

Director  
Kumaun University,  
SSJ Campus Almora