

MoES Integrated Digital Knowledge Resource System

(Digital India Initiative)

Tender for

Establishing, Automating and Networking of State of the Art knowledge Resource Centers (KRC) in MoES Headquarters and other MoES Institutes under MoES Knowledge Resource System

Last Date and Time of Tender: 01/03/2018 at 3PM



सत्यमेव जयते

**GOVERNMENT OF INDIA
MINISTRY OF EARTH SCIENCES**

**Prithvi Bhavan,
Lodhi Road, New Delhi-110003**

Website: www.moes.gov.in

06.02.2018

Tender for Establishing, Automating and Networking of State of the Art knowledge Resource Centers (KRC) in MoES Headquarters and other MoES Institutes under MoES Knowledge Resource System

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Information about this E-Tender:-

Last Date for Submission of Bids:- On or before 01/03/2018 3PM at MoES Prithvi Bhawan, Lodhi Road, New Delhi-110003.

1. This is an E-Tender and the Technical and Financial Bids are to be submitted on-line only.
2. The instructions for on-line Bids submission are given at Annex-H.
3. A Pro-forma for 'Tender Acceptance Letter' is given at Annex. **G and “check list” Annex P which is also to be filled in and submitted with Technical Bid.**

Note: - 1. The interested Tenderers will be required to participate in e-Tendering and all the Tenderers **should have a Digital Signature** for the purpose of participation in the E- Tender process.

2. The Earnest Money Deposit (EMD) of Rs. 3,65,000/- in original is required to be posted/couriered / deposited in person to the Tender processing section (General Section) of this ministry latest by the last date and time of bid submission. The details of the Demand Draft/Banker's Cheque/FDR etc, physically sent must tally with the details available in the scanned copy. Otherwise, the uploaded bid will be rejected. EMD received after the last date and time will not be entertained.

SUBMISSION & OPENING OF TENDERS:-

1. The bid shall consist of two parts-**Technical bid** and **Price Bid**. All information sought under the head "Eligibility Criteria" and other related information and also information in Proforma at Annexure A is to be submitted with the Technical Bid. The Financial Bid should consists of information sought in prescribed format only. The Technical Bids and Financial Bids shall be opened on-line only. The Technical Bids will be opened 24 hrs after the last date and time of tender i.e. on 05/03/2018 at 3PM. The Financial Bids of only those Bidder shall be opened which qualify the Technical Bid Evaluation Criteria. The Bidders who qualify the Technical Bid shall be informed about the date and time for opening of their Financial Bids and they can participate in the opening of their Financial Bids.
2. Two separate sealed envelopes should be used for submitting
 - a. Earnest Money and
 - b. Samples of Binding materialSuper-scribing
 - a. “Earnest Money for Establishing, Automating and Networking of State of the Art knowledge Resource Centers (KRC) in MoES Headquarters and other MoES Institutes under MoES Knowledge Resource System”
 - b. Sample of binding Material for Establishing, Automating and Networking of State of the Art knowledge Resource Centers (KRC) in MoES Headquarters and other MoES Institutes under MoES

Knowledge Resource System on the cover of respective envelopes.
Both the two envelopes are to be kept inside a single envelope and it should be specifically written outside the envelopes.

All the two envelopes must be submitted only on the enclosed Performa. Every page must be signed and stamped by the authorized official of the quoting firm failing which it is liable to be rejected.

The Earnest Money Deposit (EMD) of Rs. 3,65,000/- in original is required to be posted/couriered / deposited in person to the Tender processing section (General Section) of this ministry latest by the last date and time of bid submission. The details of the Demand Draft/Banker's Cheque/FDR etc, physically sent must tally with the details available in the scanned copy. Otherwise, the uploaded bid will be rejected. EMD received after the last date and time will not be entertained.

3. The tender may be sent by post / courier / By-Hand sufficiently early so as to reach the Ministry of Earth Sciences Prithvi Bhavan, Lodi Road, New Delhi-110003 with in time.
4. The tenderer is expected to examine all the instruction, Performa's terms & conditions and specifications in the tender documents. Failing to furnish all information required by the tender document in any respect will be at tenderer's risk and may result in the rejection of the tender.
5. The tender must be received not later than the dates & time specified for submitting the same. In case, the date of submitting the tender will be declared as holiday by the Govt. of India then the next working day will be treated as due date of tender.

(Dr. Prabir G. Dastidar)
Scientist 'F'
Tel:- 24669589/24669520

MoES/15/KRC-6/2012

**Government of India
Ministry of Earth Sciences**

**Ministry of Earth Sciences
New Building (Prithvi Bhavan)
I.M.D.Complex, Lodhi Road
New Delhi-110003
Dated: 12.01.2018**

E-tenders in the form of two bid systems (Technical and financial), are invited by MoES on behalf of the President of India from reputed firms/companies for Development and Implementation of KOHA library management system (LMS), Integration of digital library solutions through KRC Web Portal, integration of digital repository – Dspace, document classification, processing & stock taking of library resources for the Knowledge Resource Centre of KRC of MoES Headquarters and Network Institutes(Ministry of Earth Sciences), New Delhi-110003. The tender should be submitted in prescribed format as laid down in the tender document. **The tender documents, duly filled in and complete in all respect should be addressed to In charge MoES Knowledge Resource Centre (KRC), (Prithvi Bhavan), Lodi Road, New Delhi and are to be submitted online only before 01/03/2018, 3PM . The tenders thus received will be opened at 05/03/2018** Tenderers or their representatives, who wish to be present during the tender opening, may do so. Tender document can be downloaded from Central Public Procurement Portal (CPP Portal) <http://eprocure.gov.in/>. The tender document can also be downloaded from the Ministry website <http://www.moes.gov.in/>. **The tenderer will also have to deposit Rs. 3,65,000/- towards EMD in the shape of DD/Pay Order drawn in favour of DDO, MoES, New Delhi along with their technical bid.**

In charge KRC

Ph. 24669520

Copy to: - 1. Computer Division, of Ministry of Earth Sciences with the request to display the above tender notice on the web site of this Ministry and to upload the tender notice on the Central Public Procurement Portal of Govt. of India at www.eprocure.gov.in

2. All Ministries/Departments with the request to give due publicity for the above tender among the contractors working with them.

E-Tender Time Schedule

Tender Document No	MoES/15/KRC-6/2012
Name of office	Ministry of Earth Sciences
Date of issue	
Date & Time up for availability of Tender Online	08/02/2018,3PM
Last date & Time of receipt of bids	01/03/2018, 3PM
Pre-Bid Meeting	A pre-bid meeting will be held on 15/02/2018 11AM at Prithvi Bhavan, Lodhi Road, New Delhi-110003
Date & time of opening of Technical bids (on- line only)	05/03/2018,3PM
Date & Time of opening of financial bids (on- line only)	To be intimated later
Place of opening of bids	Ministry of Earth Sciences, Prithvi Bhavan, Opposite Indian Habitat Center, Lodhi Road, New Delhi
Address for communication	Knowledge resource Center (KRC) / Library In charge, Ministry of Earth Sciences, (Prithvi Bhavan), Lodhi Road

Note:-

1. The Bids received on-line shall be valid for a **period of 120 days** from the last date for receipt of Bids(on-line).
2. Any change or corrigendum regarding tender document will be uploaded on MoES Website www.moes.gov.in.

Ministry of Earth Science invites E-Tenders under 2 bid system for Development and Implementation of KOHA library management system (LMS), Integration of digital library solutions through KRC Web Portal, integration of digital repository – Dspace, document classification, processing & stock taking of library resources for the Knowledge Resource Centre of KRC of MoES Headquarters and Network Institutes(Ministry of Earth Sciences), as per the technical specifications and Schedule of Rate (SOR) given in tender enquiry. Vendors are requested to download the tender form from MINISTRY OF EARTH SCIENCE's website- www.moes.gov.in or CPP portal (www.eprocure.gov.in) and submit their offer as per the scheduled due date and time.

1. **Introduction**

MoES intends to avail the services in this regard from professionally competent and experienced firms for the Development and Implementation of KOHA library management system (LMS), Integration of digital library solutions through KRC Web Portal, integration of digital repository – Dspace, document classification, processing & stock taking of library resources for the Knowledge Resource Centre of KRC of MoES Headquarters and Network Institutes(Ministry of Earth Sciences). In view of this, MoES invites sealed ONLINE tenders in two bid pattern (Technical and Financial) from qualified firms for the Development and Implementation of KOHA library management system (LMS), development and integration of digital library solutions, document classification, processing & stock taking of library resources for the Knowledge Resource Centre (KRC), Ministry of Earth Sciences.

NOTE: The firms who have failed to execute the job before with MoES are not permitted to compete in this bid.

2. **Scope of Work**

A) Installation and configuration of Koha LMS

- i. Installation and configuration of Koha LMS on centralised server with multiple independent library instances, each having its own OPAC, staff client and independent databases along with Union Catalogue of all libraries and full maintenance for two years. The OPAC should be boot strap enabled.
- ii. Installation should be done on the server to be provided by MoES. Number of independent library instances may be 3 or more. Setup should be able to provide Koha Software as a Service (SaaS) to libraries spread all over India under MoES. Maintenance may be done remotely or physically if required.
- iii. Centralized Koha installation for minimum 3 or more libraries having holdings ranging from 3000 to 20000 books/documents (approximately) and journals – from 1000-40000 issues (approximately) in each institutes.
- iv. The project will be executed in two phases as mentioned below.
- v. Work will be done sequentially in the institutes mentioned below in the same order. Any other institute may be added as per requirement. Decision of the committee / competent authority will be final in this regard.

vi. Location of Knowledge Resource Centre (Library)

Phase 1

- a. MoES-New Delhi
- b. IMD Delhi
- c. NCMRWF-Noida

Phase 2

- d. NCESS-Trivandrum
- e. INCOIS-Hyderabad
- f. IITM-Pune
- g. NCAOR-Goa
- h. CMLRE-Kochi
- i. ICMAM-Chennai
- j. NIOT-Chennai
- k. National Center for Seismology (NCS)
- l. Bore-hole Geophysics Research Laboratory Kharad

vii. After satisfactorily completion of work at MoES HQ, along with recommendation of KRC monitoring committee, subsequent institutes may be taken up in part or in full at the discretion of competent authority of Ministry. Timelines and modalities will be decided as per requirement.

viii. Phase II will be taken up after successful implementation of Phase I and its acceptance by the Project Monitoring Committee.

B) Setting up of Mirror Server

- i. Setting up of mirror server at defined library location for their own instance.
- ii. Each library / institute will be one instance from the central server of Koha. Each institute / library will access Koha from central server.
- iii. In case of failure or any other issue in central server immediately mirror / local server should start functioning automatically and seamlessly.
- iv. The functions of the libraries in institutes should not be disturbed or disrupted at all.
- v. Mirror / local server should be updated with complete data from central server and vice versa every 8 hours. The last updated time and date should be continuously displayed as notification. In the event of connectivity failure or

server problem the library operation should continue, Mirror Server will be provided by Institutes.

- vi. When the central server starts working again the transactions from local mirror server should be updated in central server immediately.
- vii. The connectivity will be through VPN.

C) Development of KRC Web Portal

- i. A portal (website) will be developed by the vendor for integration of Koha LMS and D-Space. A conceptual draft design is kept at Annexure – M for a broad understanding about the project. (This is not final design.)
- ii. **Forthcoming Seminars & Symposiums**- a mechanism has to be developed to input data on forthcoming seminar/symposium and other information etc appropriately into the KRC Web Portal for display in various formats such as date wise, month wise, institute wise etc. This information will be taken from existing websites of MoES & its institutes. It will be displayed under “Today’s Events in MoES Institutes” and “Forthcoming Events in MoES Institutes”
- iii. **API Development**- APIs should be developed, wherever required, to access subscribed e-journals by the MoES consortium or other MoES digital resources.
- iv. The portal (website) will be a responsive website.
- v. The portal will be developed according to guidelines for Indian Government Websites.
- vi. The KRC Web Portal will be automatically updated when information in the institutes’ sites is updated.
- vii. The KRC Web Portal will also be storing pdf’s and other document / image format data.
- viii. The vendor will consult award giving departments like Web Ratna of Ministry of Information Technology etc, before starting of the project and also during project execution, so that all evaluation parameters of the department, like design, function, technology, communication etc., are adequately considered for the KRC website development.
- ix. Within 10 days of obtaining the work order, in the first monitoring committee meeting the vendor will present the dummy KRC website. The website will be developed in consultation with ministry. Award winning sites should be consulted for it look, technology and functions.
- x. The vendor will study the websites of MoES institutes and make a consolidated list of services & products provided by MoES institutes which will be discussed in monitoring committee meeting and appropriately linked in KRC Web Portal.
- xi. Option of searching within the web portal along with proper hierarchical site map should be made available on the portal.

- xii. Temperature, Humidity etc will be given as per location. Spatial weather forecasting, extreme weather warning etc will be taken from IMD for the portal. (This activity will be done in consultation of IMD)
- xiii. The Web portal may also be developed in Hindi and the decision for the same will be taken by KRC monitoring committee and when the entire project is completed.

D) D-Space (Institution Repository)

- i. Databases migration to Digital Repository software D-Space.
- ii. Data Entry / Migration from other digital repository to D-Space.
- iii. The metadata creation of D-Space records is to be done. The metadata fields will be finalized by the monitoring committee.
- iv. On uploading digital papers/reports etc., a unique number will be generated, which can be used for other purposes.

D-Space Reports

- v. Options for generating reports with all/selected items in user defined formats. The formats will be approved and finalized by the monitoring committee.
- vi. Reports may be generated document type wise, project wise, institute wise, year wise, keywords etc. Detailed bibliographic reports will be generated.
- vii. The reports should also have a facility of adding different types of graphs such as bar graph, line graph, pie chart, combination of different chart types etc.

E) Data Migration

- i. Data migration and validation from existing proprietary Library Management System (LMS) to Koha. If direct migration not feasible then individual data entry will be done.
- ii. It should include Circulation history data, patron record data.
- iii. Data migration and validation from existing Digital Repository software to D-Space. If direct migration not feasible then individual data entry will be done.

F) Data Entry

- i. It is expected that data entry for around 96000 records (approx) is to be entered in the database, after migrating from existing database maintained in e-granthalaya / other software's. However payment will be made per record wise.

- ii. Rate should be quoted per record wise.
- iii. Data entry of books /Journals/ CDs /DVDs records and patrons will be done by vendor.
- iv. Data entry of the books/ Journals / CDs /DVDs which are not present in library (weeded out) will be done by the vendor from accession register. The accession register will be accessed only in presence and with prior approval of the library in-charge.
- v. The fields of the catalogue records will be decided after discussion with KRC monitoring committee. (All the records will have the fields of accession register)
- vi. Proper and complete details of books should be entered.
- vii. The draft printout of records will be given to program division for final clearance.
- viii. Entry of Hindi books will be done in both Hindi and English.
- ix. Proper Subjects, Keywords should be given to the Books/ Journals / CDs /DVDs in Koha records.
- x. Cover Image should be added in Koha records by scanning of all the books / Journals/ CDs /DVDs cover or may be taken from OCLC etc. (Cover of actual book in library should be the one added in the records not any other edition cover.)
- xi. Patron Record will also be entered in the system (Koha & D-Space) by the vendor.
- xii. After data entry gets completed at one institute then the database backup of the same will be handed over to the institute.

G) Data Rectification & Review

- i. **Koha**
In case data entry already done, information from the old database should be migrated into KOHA, validated , data rectification and additional information, if any such as fields selected under MARC21 format and any mandatory information, should be entered. The UDC classification present in the records of the old database should be checked and changed if not as per the latest UDC guidelines.
- ii. **D-Space**
Information from existing Digital Repository software to D-Space has to be done. It should be validated, data rectification is to be done and any additional information required should be entered.

H) Book Processing

- i. Document Classification using UDC classification system (Latest Version).

- ii. Physical Stock verification of documents / books / Journals and other library materials (The details of books weeded out and other books current not present in the library will be taken from library and put in the stock verification report.).
- iii. The physical stock verification may be done by arranging all the books / documents / journals accession number wise or using any other method as required by each institute. The format of stock verification report will be approved by the committee.
- iv. Shelving as per UDC system. Pasting of shelve labels. If proper furniture is not available then this will be done after furniture becomes available.
- v. Pasting of book pockets & Issue Return Slip (material will be supplied) on each book. This has been completed on some books.
- vi. Spine label printing and pasting. This will be done after the format for the same will be approved by the monitoring committee. Old labels are needed to be removed without damaging the books.
- vii. Rate should be quoted per book / document wise.

I) Book Binding & Repair

- i. If during book processing vendor comes across books which need to be repaired or is in mutilated condition the books will have to be repaired and binded after approval from monitoring committee.
- ii. The books whose binding / spine / front or back cover is torn / burnt / loose pages / in mutilated condition will be binded by the vendor.
- iii. Books which require small repairs such as torn pages / cover etc will also be repaired by the vendor.
- iv. The Journals will also be binded into bound volumes.
- v. Rate should be quoted for 2000 Books.
- vi. Details regarding Book Binding & Repair are mentioned in Annexure-N.

J) Training

- i. 5 Day Training (Theory and Hands-On) will be held before User Acceptance Testing (UAT).On-site training on KOHA, D-Space and KRC Web Portal has to be done for library staff in all locations. (For each site).
- ii. Training may be combined for two or more institutes as per requirement.

- iii. Training on all features of the software for successful functioning of the library automation including maintenance.
- iv. Proper detailed documentation / manual (for users and administrators) for Koha, D-Space and KRC Web Portal has to be done by the vendor for each institute.
- v. Webinars will also be conducted once every quarter for 1 hrs a day for 2 consecutive days. The webinars will have to be archived by the vendor for anytime use by the ministry and its institutes.

K) Guarantee / Warranty and AMC

- i. Support and help desk facilities for day to day use of Koha LMS, on annual basis. Support should be provided through Email, Phone, query management system, and physical appearance (To each institute) every quarter at no extra cost during the period of 1 year of warranty / guarantee and AMC period.
- ii. An web application to be developed for submitting problems / issues with report generation option as per the requirement of the ministry.
- iii. Failure to rectify the problem within 18 business hours of reporting will attract penalty 2% of AMC / Performance Guarantee amount per hour.
- iv. Quote should be given for year wise warranty for additional five years.
- v. The period of AMC will start after the expiry of warranty / guarantee.

L) RFID

- i. Vendor will provide a declaration as per format mentioned in Annexure K stating that the application developed will be compatible with RFID which may be taken up in future.
- ii. Vendor will give detailed explanation of all issues associated with hardware, software, middleware etc of RFID.
- iii. Any precautions to be taken up while implementing RFID should also be advised and taken.

M) Cyber Security Clearance / Audit

- i. After satisfactory completion of the application development and testing the MoES KRC monitoring Committee will clear the application for obtaining security clearance, the vender will obtain security clearance certificate of the application by Cert-In empanelled agencies (http://www.cert-in.org.in/PDF/Empanel_org.pdf) so that the entire application (KOHA,D-Space, KRC Web Portal) gets qualified for its hosting on NIC server.

- ii. The vendor will bear expenses for obtaining cyber security clearance.

3. **Koha / D-Space Based MoES Library Automation Technical Specification**

The technical specification is attached in Annexure I.

4. **Time Schedule**

- i. Vendor shall be required to complete the entire project within 5 months (Phase 1) period from the date of LOI/order from MINISTRY OF EARTH SCIENCES. Total Application development etc should be completed in 5 months (Phase 1) and clearance from KRC monitoring committee should be obtained for conducting the user acceptance testing (UAT) on the software.
- ii. UAT will be conducted for a period of 2 months. User acceptance testing should be done as per international standards. Test report will be discussed with the monitoring committee regularly Any changes required will be done and documented by the vendor. After completion of UAT, KRC monitoring committee will give clearance for obtaining security clearance.
- iii. On obtaining clearance from KRC monitoring committee after UAT has been done and changes if any have been documented, the vendor will organize training, hands on workshop, get security clearance from NIC empaneled institutions and get ISO certification for the application, within 30 days failing which the penalty as mentioned under point vi will be charged.
- iv. Time for completion of the project is the essence of the Contract and shall be firm and binding.
- v. In the event the developed application is not conforming to the order specification the tender will be rejected without paying any price/compensation. The decision of MINISTRY OF EARTH SCIENCES in this regard will be final.
- vi. The entire work should be completed in 5 months (Phase 1). In case of delay in contract fulfilment and liquidated damages beyond stipulated 5 months (Phase 1) at Rs. 500/- per day for 10 days and beyond that Rs. 1000/- per day will be levied by the Ministry for the delay. Additional 2+1 months are for UAT and for obtaining security clearance.

5. **Estimated Cost**

The estimated cost of the work is Rs. 73 lakhs.

6. **Selection of Vendor**

Two bid system will be followed to select the vendor.

The vendor should score minimum 70 marks out of 100 for qualifying the **technical bid stage**.

The **financial bid** of the qualified vendors will be opened for selecting lowest quoted vendor.

7. **Pre-qualification Conditions**

- i. Pre-qualification will be based on meeting the minimum criteria regarding the agency's experience and financial credentials, as demonstrated by the agency's responses in various forms attached along with the Letter of Application (Annexure - A). The details should be of the vendor / agency themselves only. The experience and financial credentials of associates and value chain partners won't be considered.
- ii. The agency must be having experience in successful completion of similar works during the last 3 years ending last day of month previous to the one in which application are invited and should furnish documentary proof of the same (Annexure -C)., as per the following:-
 - (a). Three similar completed works costing not less than Rs.29,20,000/- in each work;

OR
 - (b). Two similar completed works costing not less than Rs. 36,50,000/- in each work;

OR
 - (c). One similar completed work costing not less than Rs. 58,40,000/-

Note:- Similar works means:

- Integrated RFID Complaint Koha Library Automation
 - Experience in Deploying DSpace
 - Experience in Deploying RFID
in a Central Govt./State Govt Deptt./ PSUs / Nationalized Banks / Reputed Organization. Services rendered with list of such Central Govt./State Govt Deptt./ PSUs / Nationalized Banks / Reputed Organization with duration of service shall be furnished.
- iii. The agency must have average annual financial turnover for related works (turnover of the bidder from Development and Implementation of KOHA library management system (LMS), development and integration of digital library solutions, document classification, processing & stock taking of library resources etc) during the last three

financial years ending 31st March 2017 as Rs. 70 lakhs. The turnover should be of the vendor / agency themselves associates and value chain partners wont be considered. Fill enclosed Annexure – B and furnish documentary proof of the same.

- iv. The agency must have their Head Office or Regional Office in Delhi or in adjoining municipalities of Gurugram, Faridabad and Noida for at least 2 years. Documentary proof of the same needs to be enclosed.
- v. The Agency / Vendor must have ISO Certification. Documentary evidence of the same must be submitted.
- vi. The Agency / Vendor must have Koha Patches accepted by the Koha community. Documentary evidence of the same must be submitted.
- vii. The Agency / Vendor must have performed User Acceptance Testing (UAT) for previous implementations of Koha / D-space. Documentary evidence of the same must be submitted. The vendor will submit undertaking regarding UAT.
- viii. The agency must be a registered firm under the relevant laws. It must also be registered with Trade and Taxes/Sales Tax and Service Tax Department. Copies of Certificates of Incorporation, VAT/Sales Tax, Service Tax and PAN must be enclosed.
- ix. Copies of original registration certificate documents defining the constitution or legal status, place of registration and principal place of business; written power of attorney of the signatory of the bid to commit the bidder. Appropriate business licences/registrations:
 - a) Service Tax registration certificate
 - b) PAN number
 - c) Copies of EPF, ESI, and Labour license
 - d) Copy of valid license under the Private Security Agencies (Regulation) Act, 2005 or the similar Act/Rules promulgated by State in which the service is performed (in case of Security Service).
- x. Total monetary value of services performed for each of the last five years;
- xi. Copies of work orders and experience in services of a similar nature and size for each of the last three years and details of services under way or contractually committed; and names and address of clients who may be contacted for further information on

those contracts;

- xii. Evidence of adequacy of working capital for this contract (access to line(s) of credit and availability of other financial resources);
- xiii. Audited financial statements for the last three years (copies of the Profit and Loss (P/L) statements along with Balance Sheet for the concerned period);
- xiv. Bank Account details should be submitted
- xv. The ministry will be having authority to seek references from the bidder's bankers;
- xvi. Information regarding any litigation, current or during the last five years, in which the Bidder is involved, the parties concerned and disputed amount should be provided.
- xvii. Information regarding cancellation / withdrawal from work during the last five years, in which the Bidder is involved, the parties concerned and cost of project. Documentary evidence of the same should be submitted.
- xviii. Proposals for subcontracting components of the services amounting to more than 10 (Ten) per cent of the contract price should be submitted.
- xix. Vendor should have experience in implementing RFID based Library Automation System & integrating RFID with KOHA software. Required experience certificate shall be attached.
- xx. Vendor should have ability to migrate data from proprietary software's to KOHA.
- xxi. Experience of at least one successful and live implementation on centralized server with multiple independent library instances, each having OPAC, staff client and independent databases or similar networking application. (Documentary proof of the same should be furnished.) Experience in executing similar projects in multiple sites will be added qualification.

8. **Evaluation Criteria for Technical Bid**

- i. The Ministry defines minimum Technical marks as 70 for qualifying the technical

evaluation stage. The Technical evaluation of the bidder/vendor will be done on following criteria:

S.No.	Category	Description	Sub-Category	Max. Marks
1.	Manpower (Team Leaders of each category of manpower)	1) If same manpower is in position during 30 th April 2016 and 30 th April 2017 then for Master Degree holder– 10 Marks will be awarded and for Graduate Degree – 6 Marks will be awarded 2) If different manpower is in position during these dates for Master Degree – 6 Marks will be awarded and for Graduate Degree – 4 Marks will be awarded	Leader for Computer / Software development activity	10
			Leader of the Library & Information Science	10
			Leader of the Management Team	10
2.	Koha Patches	1) Number of patches accepted by Koha Community developed by the manpower of the organization as mentioned in Point 1. (1 Mark per patch will be given for accepted patches to a maximum of 40 Marks). The documentary evidence for the same is to be submitted	Submitted and Accepted to Koha Community	40
3.	Previous Similar Work **	1. If cost of similar work completed is more by 25% then 3 Marks will be awarded. 2. If cost of similar work completed is more by 50% then 5 Marks will be awarded. 3. If cost of similar work completed is more by 75% then 7 Marks will be awarded. 4. If cost of similar work completed is more by 100% then 10 Marks will be awarded.	Similar works as mentioned in Point 6(ii)	10
4.	User Acceptance Testing (UAT)	For each successful UAT 1 Mark will be given. Maximum 5 Marks will be given.	Extensive UAT done at institutes (implementation sites)	5
5.	Annual Turnover (Last 3 Years)	1) If turnover amount is 70-90 Lacs - 8 Marks will be given. 2) If turnover amount is more than		15

		90 lacs - 15 Marks will be given.	
			Total Marks 100

** Previous Similar Work Calculation Matrix (example)

Consider Estimated cost of 30 lakhs

S.No.	No. of Work Done	Cost of Work Done	Total Cost	Increase	Points
1.	1	Rs. 24 lakh (80% of estimated cost)	Rs. 24 lakh X 1 = Rs. 24 lakh	(25%) 24+(.25*24)= 30 lakh	3
2.	2	Rs. 15 lakh (50% of estimated cost)	Rs. 15 lakh X 2 = Rs. 30 lakh	(50%) 30+(.50*30)= 45 lakh	5
3.	3	Rs. 12 lakh (40% of estimated cost)	Rs. 12 lakh X 3 = Rs. 36 lakh	(75%) 36+(.75*36)= 63 lakh	7

Supporting documents should be provided by the vendor for above mentioned points. Proper page numbers should be given for all supporting documents along with check list. (Annexure P)

- ii. The Tender will be Awarded to the Bidder who Quotes overall Lowest rate for the above said items and in case two or more firms Quotes the same price, the Tender will be awarded to the firm which has got more experience and qualification. The decision of the Tender committee will be final in this regard.

9. **Sale of Tender**

- i. Tender document containing requirements, terms, conditions and technical specifications etc. can be downloaded from Central Public Procurement Portal (CPP Portal) <http://eprocure.gov.in/>. The tender document can also be downloaded from the Ministry website <http://www.moes.gov.in/>.
- ii. Bidder should see the document for details of the tender conditions and pre-qualification criteria in their own interest, at the website, which will be available from the date of publication of tender notice in leading newspapers.

10. **Pre-Bid Meeting**

- i. A pre-bid meeting will be held on 15/02/2018 11AM at Prithvi Bhavan, Lodhi Road, New Delhi-110003
- ii. In pre-bid meeting vendor will give information about new development and existing functionalities in Koha / D-Space / KRC Web Portal etc. along with proper documentation.
- iii. Vendor will clearly mention about the quantum of additional work to be done over and above the readily available features.
- iv. The vendor will give details about their past projects with proper documentation.
- v. In-case of failed projects, details of the case history has to be submitted to the committee. The vendor will submit a written case history of the cases regarding failed projects. (Annexure – C3)
- vi. During Pre-Bid meeting the vendor will clarify all doubts if any, and submit a detailed timeline. Vendor has to submit a detailed documentation towards execution of project.

11. **Bid Validity:** Bid shall remain valid for 120 days from the date of opening of the tender.

12. **Earnest Money Deposit (EMD)**

- i. An EMD of **Rs. 3,65,000/-** in the form of Demand Draft/Banker's Cheque/Fixed Deposit Receipt / Bank Guarantee drawn in favor of the DDO, Ministry of Earth Sciences, and payable at New Delhi, from any of the Commercial Banks in India must be submitted along with the technical bid.
- ii. Bids not accompanied by EMD shall be rejected as non-responsive.
- iii. No interest shall be payable by the Ministry for the sum deposited as EMD.
- iv. EMD of the unsuccessful bidders would be returned back within one month of signing of the contract/agreement with the successful bidder or any decision on the tender.
- v. EMD shall be forfeited by the Ministry in the following events:
 - (a) If the bid is withdrawn during the validity period.
 - (b) If the bid is varied or modified in a manner not acceptable to the Ministry after opening of bids, during the validity period.

- (c) If the bidder tries to influence the evaluation process.
 - (d) If the successful bidder fails to sign the contract within the time stipulated by the Ministry during award of Letter of Acceptance.
- vi. Exemption from submission of EMD shall be allowed to the firms who are eligible for such exemption under the provisions of General Financial Rules, 2017 or as per Govt. of India's instruction on this subject.
 - vii. In place of bid security, the bidders can submit a **bid securing declaration** accepting that if they withdraw or modify their bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, they will be suspended for a period of 2 years from being eligible to submit bids for contracts with the Ministry of Earth Sciences (Annexure -L).

13. Performance Guarantee

- i. On award of the contract, a security deposit of an amount equivalent to 10% of the total contract value, in the form of Bank Guarantee or Fixed Deposit Receipt (FDR), from a Commercial Bank in India, drawn in favor of DDO, Ministry of Earth Sciences and payable at Delhi will be required to be deposited by the successful bidder within 15 days from the date of award of contract. The performance security shall be refunded after two months of date of successful completion of the contract obligation (i.e. after completion of 1 year of guarantee) without any interest payable thereon. After depositing the Performance Guarantee and signing of the Contract Agreement, EMD amount would be released to the successful bidder. In the event of the agency failing to comply with any provision of the contract, Performance Guarantee shall stand forfeited.

14. Submission of Bids

The online submission of bids must be completed before the last date and time.

A Demand Draft/Banker's Cheque towards Earnest Money Deposit (EMD) must reach the tender inviting authority by post/courier or to be dropped in the sealed tender box kept in the Ministry premises latest by the last date and time of bid submission. **Any request for extension of submission date will not be considered.**

The complete tender under 2-bid system is to be submitted online containing the documents mentioned in 7, 8 & 12.

15. **Technical Bid:**

- i. Tender Acceptance Letter as per Annexure – G.
- ii. Documents as mentioned in pre-qualification conditions.
 - a. Annexure A: Letter of Application
 - b. Annexure B: Annual Turnover
 - c. Annexure C1, C2 & C3: Details of Work Completed of Similar Nature
 - d. Annexure F: Price Bid
 - e. Annexure J1 & J2: Qualification of Manpower
- iii. An instrument as mentioned in clause 10 above of **Rs. 3,65,000/-** in favor of the DDO, Ministry of Earth Sciences, payable at New Delhi, from any of the Commercial Banks in India, as Earnest Money Deposit (EMD) or Bid Security Declaration as per Annexure L.
- iv. Bidder should prepare the tender fee as per the above-specified instructions. The original should be posted/couriered/deposited in person to the tender processing section of the Ministry latest by the last date and time of bid submission. No delay on postal/courier etc. will be considered. The details of the Demand Draft /Banker's Cheque / Bank Guarantee / FDR , physically sent must tally with the details available in the scanned copy and data entered during bid submission time otherwise the uploaded bid will be rejected. Tender received without tender fee shall be rejected.
- v. Declaration as per Annexure –D, E and K.
- vi. Bidder will put page number and authorized signature on each page (both side) compulsorily of all the Annexures / Supporting Documents uploaded and in absence of it, the bids are liable to be rejected.
- vii. Bidder has to demonstrate similar applications they have developed for other organization or submit a proof of this experience to take up the MoES assignment.
- viii. Bidder will submit evidence of their successful implementation of RFID-Koha integration in libraries and running successfully for 3 years.

16. **Financial / Price Bid:**

- i. The duly filled Price Bid as per proforma given in the tender document at Annexure – F would be required to be submitted electronically / online separately under two cover system. **Conditional price bid is liable to be rejected.**
- ii. Quantities mentioned are for indicative purpose only and may vary upon requirement.
- iii. One Year commercial warranty / guarantee will be provided by the vendor. The period of commercial warranty / guarantee will start after the entire application has obtained security clearance, ISO certification and is installed and functioning in NIC server.
- iv. The Rates quoted will be valid till the time entire project is completed (Successful Implementation for Phase 1 and Phase 2)

17. **Opening of Bids**

- i. Technical Bid will be opened **online** on **05/03/2018** in which the bidders or their representatives can participate. Price Bid will be opened only of those bidders whose Technical Bid is found to be in order. Such technically qualified bidders shall be intimated about date and time for opening of price / financial bid.

18. **Right to accept any tender and to reject any or all tenders:** The Ministry reserves the right to accept or reject any tender, and/or to annul the bidding process and/or reject all tenders at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for Ministry's action.

19. **Signing and Commencement of Contract:**

- i. Successful bidder shall be intimated regarding the Ministry's decision to award the contract to it through a Letter of Acceptance (LoA). Should the bidder accept the LoA, it shall be imperative upon it to sign the contract agreement with the Ministry's representative within the time period allowed as per LoA and after fulfilling all conditions of the tender and submission of Performance Guarantee.
- ii. The contract shall come into force as soon as the successful bidder accepts the LoA. The contract can be terminated by giving one-month notice without assigning any reason by the Ministry.

20. **Performance Monitoring and Implementation**

- i. Within 10 days after obtaining the work order, the vendor will submit a work plan for 5 months (Phase 1) within which the project has to be completed. Proposed developments in 10 days block period should be submitted.
- ii. The progress of the project will be monitored by an “monitoring committee” in every ten days. Minutes of meeting will be maintained for future reference.
- iii. The vendor will submit documentation (in soft copy & hard copy) for progress of work in every 10 days, subsequently which will be compiled together to develop the manual of the application by the vendor. The report shall clearly define all major activities completed during the previous 10 days.
- iv. The PMC members may visit KRCs during implementation phase to review the progress and ascertain future course of action.
- v. The report of progress will be presented in PMC Meeting for taking appropriate action for development.

21. **Project Milestones and Payment Terms (Phase 1)**

S.No.	Milestone	Time Period	Location
Pre-Requisites			
1.	SRS (software requirement specification) Document as mentioned in Technical Specification along with proposed timeline of the entire project	2 Weeks	
2.	<ul style="list-style-type: none"> • Migration of all library database backup on the Koha test bench server (provided by vendor) • The membership data should be entered in the software and the application should be made operational with MoES headquarters data with all available features. • The skeleton KRC Web Portal should be developed as per the draft information given in the tender document. 	2 Weeks	
Library Book Processing and Data Entry			
3.1	<u>Book Processing</u> <ul style="list-style-type: none"> • Book Binding • Book / Document /CD/DVD Processing <ul style="list-style-type: none"> ○ Classification (UDC) ○ Spine Labelling 	2 Months	It will be done at all location simultaneously

	<ul style="list-style-type: none"> ○ Book Pocket & Issue Return Slip pasting ○ Manual Stock verification 		
3.2	<p><u>Data Entry in LMS</u></p> <ul style="list-style-type: none"> ○ Data Entry & verification ○ Data Review ○ Data Rectification ○ Book / CD / DVD Cover scanning ○ Data Migration 		
Automation			
4.1	<p><u>D-Space Digital Repository</u></p> <ul style="list-style-type: none"> ○ Development of New Features ○ Installation and customization ○ Metadata Review ○ Metadata Rectification ○ New Metadata Creation ○ Data Migration 	1 Month	
4.2	<p><u>Development of KRC Web Portal</u></p>	1 Month	
5.	<p><u>Koha Development</u></p> <ul style="list-style-type: none"> ○ Development & customization of New Features ○ Installation and configuration at each institute ○ Data backup of entire Koha application will be submitted by the vendor. 		
6.	<ul style="list-style-type: none"> ● Training <ul style="list-style-type: none"> ○ Theoretical and hands on ○ Vendor will submit two colour printed and spiral binded copies of the user manual developed to each institute before training commences. 	5 Days / 4 Hours / Per Day / Per Institute	
7.	User Acceptance Testing	2 month	
8.	<ul style="list-style-type: none"> ● Obtaining Security Clearance from Cert-In 		
9.	<ul style="list-style-type: none"> ● Obtaining ISO Certification for library & the application 		
10.	Hosting of entire application on NIC Server in RedHat or any other operating		

	system as specified by Ministry of Earth Sciences.		
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Payment Terms (Phase 1)

- i. On successful work completion to the satisfaction of the Project Monitoring Committee (PMC) of this Ministry, only 2 (Two) part payments shall be considered by this Ministry during the whole project period subject to following Terms & Conditions:-
 - The part payment shall not be more than 50% of the work completed till the date of submission of the claim which shall be based on pro-rata basis on 3.1 and 3.2, based on the rates quoted in the Price Bid of the Tender.
 - The work completion should be certified by the PMC based on the reports received from the concerned Institutes.
 - The amount recommended by the PMC for release as 1st or 2nd instalment shall be final.
- ii. Each institute will give work completion report to the KRC monitoring committee. The committee will verify, validate and appropriately recommend for payment as per terms & conditions.
- iii. A total of 70% payment of the entire project cost shall be made after the successful delivery of the services / application and its acceptance by the monitoring committee. This payment will include payment released during the completion of milestones. This payment will be released only after the entire application is hosted on NIC Server after security Audit.
- iv. The rest 20% after 5 months of satisfactory performance. All functions as per technical specification should be made functional. Remaining 10% payment will be made after 12 months.
- v. Ministry will deduct applicable TDS (WCT and IT) and other statutory levies, if any, from the payments.
- vi. Taxes/Levies - Sales Tax/VAT or any other tax on materials and Service Tax on services - in respect of this contract shall be payable by the agency and it shall be deemed to have been included in the quote.
- vii. If any further tax or levy is imposed by statute, after the last stipulated date for the receipt of tender, including extensions if any and the agency thereupon necessarily and properly pays such taxes/levies, the agency shall be reimbursed the amount so paid.

- viii. Proper detailed documentation along with user manual (for users and administrators) for Koha, D-Space and KRC Web Portal has to be done by the vendor for each institute. Copy of code developed should also be given. Soft Copy and Two Hard copies should be submitted to each institute.

22. **Project Milestones and Payment Terms (Phase 2)**

Phase 2 implementation will be taken up after successful implementation of the project in phase 1 institutes. The implementation plan will be finalized in consultation with the Project Monitoring Committee (PMC) of this Ministry.

The Project Milestones in Phase 2 will be as follows:

- a. Installation and configuration of Koha LMS
- b. Setting up of Mirror Server
- c. Data Migration
- d. Data Entry
- e. Data Rectification & Review
- f. Book Processing
- g. Book Binding & Repair
- h. Training etc.

The vendor has to complete one implementation per month per institute.

The payment terms and conditions for the phase 2 institutes will be same as phase 1. Implementation strategy will be as per phase 1 and in consultation with PMC.

23. **Penalty**

- i. Financial penalty shall be imposed in case of an un-excused delay or non-performance or misconduct by the agency during performance of its obligations under the contract.
- ii. In case of delay in contract fulfilment and liquidated damages beyond stipulated 5 months (Phase 1) at Rs. 500/- per day for 10 days and beyond that Rs. 1000/- per day will be levied by the Ministry for the compensation due to delay.
- iii. In case delay goes beyond one month this Ministry may consider cancellation of the contract without any compensation for the completed work.
- iv. If vendor leaves or withdraws from the project at any time during the project then no payment will be released to the vendor, performance guarantee will be forfeited and Ministry may debar / blacklist the vendor.

24. Negligence, Default And Risk Purchase

- i. If the Contractor fails to execute the contract with due diligence or expedition or shall refuse or neglect to comply with any order given in writing by MINISTRY OF EARTH SCIENCES under the Contract, MINISTRY OF EARTH SCIENCES may give notice in writing to the Contractor to make good the failure, neglect or contravention within such time as may be deemed reasonable and in default of the compliance with the said notice, MINISTRY OF EARTH SCIENCES without prejudice to its rights under the Contract, may rescind or cancel the contract holding the Contractor liable for the damages that MINISTRY OF EARTH SCIENCES may sustain in this regard.
- ii. Should the Contractor fail to comply with such notice within a reasonable period from the date of serving thereof, MINISTRY OF EARTH SCIENCES shall have the option and shall be at liberty to take the supply work wholly or in part out of the Contractor's scope and may get the same executed by alternate agency at Contractor's risk and cost. This shall be without prejudice to MINISTRY OF EARTH SCIENCES's rights under other clauses of this Contract.

25. Rejection of Defective Work

If the application or any portion thereof, after it is accepted or taken over, be found defective or fail to fulfill the requirements of the order, this ministry shall have the right to get the application redeveloped from the bidder without any additional cost. In case the bidder does not develop it within a reasonable time, this Ministry shall forfeit the Performance Guarantee.

26. Liquidation, Death, Bankruptcy etc.

If the Contractor shall die, dissolve or become bankrupt or insolvent or cause or suffer any receiver to be appointed of his business or any assets thereof **compound with his Creditors, or being a corporation commence to be wound up, not being a member's voluntary winding up** for the purpose of amalgamation or reconstruction, or carry on its business under a Receiver for the benefits of its Creditors any of them, MINISTRY OF EARTH SCIENCES shall be at liberty:-

- i. to terminate the order forthwith upon coming to know of the happening of any such event as aforesaid by notice in writing to the Contractor or to the Receiver or liquidator or to any person on whom the order may become vested,

OR

- ii. to give such Receiver, Liquidator or other person the option of carrying out the order subject to his providing a guarantee upto an amount to be agreed upon by MINISTRY OF EARTH SCIENCES for due and faithful performance of the order.

27. **Force Majeure**

- i. Notwithstanding the provisions stated above, agency shall not be liable for forfeiture of its security deposit, penalty or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.
- ii. For purposes of this clause, “Force Majeure” means an event beyond the control of the agency and not involving agency’s fault or negligence and not foreseeable. Such events may include, but are not be limited to, acts of God, wars, revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- iii. If a “Force Majeure” situation arises, agency shall promptly notify the Ministry in writing of such conditions and the cause thereof. Unless otherwise directed by the Ministry in writing, agency shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the “Force Majeure” event.
- iv. Time for performance of the relative obligation suspended by “Force Majeure” shall then stand extended by the period for which such cause lasts.

28. **Termination of Contract**

- i. The contract may be terminated on any one of the following reasons by giving one month notice by the Ministry:
- ii. The agency not performing its duties satisfactorily;
- iii. If the Contractor fails to comply with the provision/ provisions of the order.
- iv. If the Contractor is involved in any action involving moral turpitude.

- v. Foreclosure of contract due to abandonment or reduction in scope of work
 - a. If at any time after acceptance of the tender, the Ministry shall decide to abandon or reduce the scope of the work for any reason whatsoever and hence not require the whole or any part of the work to be carried out, the Ministry shall give notice in writing to that effect to the agency and the agency shall act accordingly in the matter. The agency shall have no claim to any payment of compensation or otherwise whatsoever, on account of any profit or advantage which he might have derived from the execution of the work in full but which he did not derive in consequence of the foreclosure of the whole or part of the work.

vi. MINISTRY OF EARTH SCIENCES may at any time temporarily stop the work under the order or any part thereof by notice in writing to the Contractor. MINISTRY OF EARTH SCIENCES will not be liable to the Contractor for any damage or loss or idle wages caused by such period of suspension of work.

29. **Arbitration:** All disputes or differences arising out or in connection with the contract shall be settled by bilateral discussions. If any dispute cannot be settled by mutual discussions within thirty days an independent arbitrator shall be appointed by the Secretary of this Ministry. The arbitration proceedings shall be held under the provisions of the Arbitration and Conciliation Act 1996 and any of its subsequent amendments. The arbitration proceedings shall be in English and the venue of arbitration shall be New Delhi.

30. **Applicable Law**

- i. All matters connected with this contract shall be governed by Indian law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Indian Courts at New Delhi.
- ii. No alternative offer shall be considered.
- iii. Ministry reserves the right to accept/reject any bid and to cancel the bidding process at any time and reject all bids, at any time prior to placement of order, without assigning any reason.

31. **General Terms and Conditions**

- i. Any corrigendum/addendum regarding this tender will be available in Central Public Procurement Portal (CPP Portal) <http://eprocure.gov.in/eprocure/app> and Ministry website <http://www.moes.gov.in> only.
- ii. The bids and all correspondence and documents shall be written in English.
- iii. The tender is not transferable. The vendor will have sole responsibility for completion of work in the mentioned time period.
- iv. No advance shall be provided for executing the work.
- v. The rates quoted by the bidder should be inclusive of all payments to be made by the bidder to all manpower and all costs toward workmen compensation, PF, insurance etc.
- vi. The rates shall remain firm for the period of contract from the date of award.
- vii. No Sales Tax exemption forms shall be issued by the Ministry to the agency.
- viii. All work shall be carried out to the entire satisfaction of the supervising personnel of the Ministry. Any work found to be carried out without approval or work, which is considered to be unsatisfactory or of poor quality, shall be rectified by the vendor without any additional cost to the Ministry.
- ix. The vendor shall complete and fulfill all formalities with the statutory authorities having jurisdiction in the area.
- x. The vendor shall attend review meetings called by the Ministry at vendor's own cost.
- xi. The vendor shall provide status/progress report/documentation in duplicate every 10 days. The report shall clearly define all major activities completed during the previous 10 days.
- xii. Any equipment, materials or supplies which may not be specifically mentioned but are necessary for carrying out the contract work are in the scope of the Contractor and the systems must be complete in all respects with guaranteed performance, as per the Technical specification and published documents.
- xiii. MINISTRY OF EARTH SCIENCES shall have power to vary or alter the extent, scope and/or technical character of the work under the Contract and the Contractor shall be bound thereby as if the same occurred in the technical specifications.
- xiv. Ministry reserves the right for termination of the contract at any time by giving one month written notice, if the services are found unsatisfactory and also has the

right to award the contract to any other agency at the cost, risk and responsibilities of the agency and excess expenditure incurred on account of this, will be recovered by the Ministry from the security deposit (performance guarantee) or pending bill or by raising a separate claim.

- xv. Ministry reserves the right to give work order for full or partial job.
- xvi. The MoES reserves the right at the time of contract award to increase or decrease the quantities of items in brief description of work above without any change in the unit price or any other terms and conditions.
- xvii. Latest stable version of open source Koha Library Management Software (LMS) should be implemented.
- xviii. Data Backup: Regular data backups should be made available, online and offline.
- xix. Data Privacy, Confidentiality & Security: Vendor should strictly ensure privacy, confidentiality and security of all clients' data.
- xx. Freedom from vendor lock-in: Customer will own both software and data and should be able to switch the vendors at any time. In case, for any reason, if vendor discontinues the arrangement of hosting and maintenance of clients data for some reason or client wants to run their own server, a notice of minimum three months should be given from either side and vendor should facilitate smooth transfer of data to customer's server, so that library services are not disrupted at any point of time.
- xxi. Standards compliance: MARC21, Z39.50, UTF8/Unicode, SIP2 etc.
- xxii. KOHA being on open source software, any customization and configuration details as per requirements of client should be documented and provided to client for future references.
- xxiii. Offline circulation facility is required in case of failure of internet connectivity for short time.

- xxiv. Vendor should provide details of Customer base/references and Management profile of the company. (Annexures A,C1,C2,C3)
- xxv. For the purpose of this contract all the work associated with the tender will be done within office hours - 09.00 AM to 05.30 PM.
- xxvi. Vendor will bear own travel cost required for providing training & software installation etc. if any.
- xxvii. Vendor will clearly state compliance to above points and/or submit documents wherever applicable.
- xxviii. The bidder/vendor will state clearly mode of implementation of the project. In case, the bidder is from outside Delhi, the bidder will state clearly how the project will be coordinated. A coordinator based in Delhi will be preferred.
- xxix. The Vender should give documentary evidence of having qualified technical manpower with bachelor/Master degrees in engineering from reputed and Government recognised institutes with minimum working experience of 3 years. The same and manpower should be involved in the project execution, and appropriate undertaking by the short listed vendor should be given as per annexure J1 & J2.
- xxx. The vendor will bear expenses for obtaining security clearance.
- xxxi. Once the integrated KRC application receives security clearance and becomes functional, it will be hosted on NIC Server preferably in LINUX Red Hat or any other variant of Linux.
- xxxii. The Vendor will obtain ISO Certification (Quality, Service, Management etc.) for the entire software application (Koha, DSpace and KRC Web portal).
- xxxiii. The Vendor will bear the cost involved for obtaining ISO certification.
- xxxiv. The entire application should work in LINUX environment including Red Hat.

- xxxv. During development the vender will provide all logistics including development server space, UDC Classification Manual, printing of labels, scanner, computer/laptop, printer, label sheet, all stationary items, all materials / items required during binding and repair of books, internet connectivity, meeting expenses for visiting to other MoES institutes etc. MoES and other institutes will only provide space for working within premises.
- xxxvi. After satisfactory completion of the application development and testing the MoES KRC monitoring Committee will clear the application for obtaining security clearance, the vender will obtain security clearance certificate of the application by Cert-In empanelled agencies (http://www.cert-in.org.in/PDF/Empanel_org.pdf) so that the application (KOHA,D-Space, KRC Web Portal) gets qualified for its hosting on NIC server.
- xxxvii. The entire application including customization and the patches will be property of MoES. The copyright of the entire new development will be with MoES. The written declaration will be given by the vendor to the ministry describing in detail all the new developments done for the ministry's project.
- xxxviii. Once the application functions satisfactorily, it may be submitted to Koha / D-Space community for global use as a contribution from MoES.
- The decision in this regard will be taken by the competent authority in the ministry.
- The entire documentation / effort required for sending customization and patches to koha / D-Space community will be borne by the vendor.
- xxxix. During Pre-Bid meeting the vendor will clarify all doubts if any, and submit a detailed timeline. Vendor has to submit a detailed documentation towards execution of project.
- xl. **Site Visit:**
The bidder, at the bidder's own responsibility and risk, may be encouraged to visit at their own cost and examine the site of required services and its surroundings and obtain all information that may be necessary for preparing the bid and entering into a contract for the services.
- xli. **Restrictions regarding Personnel Deployed:**

The quoted rates shall not be less than the minimum wage fixed/notified by the State Government – where the service is performed and shall include all statutory obligations. However bids without any element of cost over and above such minimum wage (or below it) shall be treated as 'Nil' price quotation and would be rejected. The service provider shall be liable for all kinds of dues payable in respect of all personnel provided under the contract and the Procuring Entity shall not be liable for any dues for availing the services of the personnel. The service provider should ensure that persons to be deployed are not alcoholic, drug addict and not indulge in any activity prejudicial to the interest of the Procuring Entity. The service provider shall ensure to get the Police verification for all the manpower deployed by them and the contractor should ensure that the manpower deputed should bear good moral character.

ANNEXURES

LETTER OF APPLICATION

[NOTE: This Letter of Application is to be given on the letter head paper of the Bidder including full postal address, telephone no., fax no., and email address]

To,
Ministry of Earth Sciences,
Prithvi Bhavan,
Lodhi Road, New Delhi – 110 003

Sir,

1. Being duly authorized to represent and act on behalf of (hereinafter referred to as "the Bidder") and having reviewed and fully understood all the pre-qualification information provided, the undersigned hereby applies for the following:

“Tender for Establishing, Automating and Networking of State of the Art knowledge Resource Centers (KRC) in MoES Headquarters and other MoES Institutes under MoES Knowledge Resource System New Delhi-110003”.

2. Attached to this letter are copies or original documents defining:
 - (a) the Bidder's legal status:
 - (b) the principle place of business; and
 - (c) the place of incorporation (for Bidders who are corporations) or the place of registration and the nationality of the owners (for Bidders who are partnerships or individually-owned firms).
3. Your office and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Letter of Application will also serve as authorization to any individual or authorized representative or any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourself to verify statements, and information provided in this application, or with regard to the resources, experience, and competence of the Bidder.
4. Your office and its authorized representatives, may contact the following persons

for further information.

General, Personnel, Technical and Financial Enquiries		
Contact 1	Telephone 1	Email 1
Contact 2	Telephone 2	Email 2

5. This application is made in the full understanding that:
- (a) Bids by pre-qualified Bidders will be subject to verification of all information submitted for pre-qualification at the time of bidding.
 - (b) Your office reserves the right to:

Amend the scope and value of the contract/bid. In such event, bids will only be called from pre-qualified Bidders who meet the revised requirements and reject or accept any application, cancel the pre-qualification process, and reject all applications without assigning any reason thereof; and
 - (c) Your office shall not be liable for any such action and shall be under no obligation to inform the Bidder.
6. Appended to this application, we give details of the participation of each party including capital contribution and profit/loss agreements, to the joint venture or association. We also specify the financial commitment in terms of the percentage of the value of the contract, and the responsibilities for execution of the contract.
7. The undersigned declare that statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed
Name
For and on behalf of

GENERAL INFORMATION:

All individual Bidders applying for tender are requested to complete the information in this

form. Information to be provided for all owners or Bidders who are partnerships or individually owned firms.

1.	Name of firm:	
2.	Head office address:	
3.	Registered office address:	
4.	Regional office(s) address:	
5.	Telephone:	Contact:
6.	Fax:	E-mail:
7.	Place of incorporation/ Registration No.	Year of incorporation / registration

STRUCTURE AND ORGANIZATION

1. The Bidder is
 - (a) an individual
 - (b) a proprietary firm
 - (c) a firm in partnership
 - (d) a Limited Company or Corporation

2. Attach the Organization Chart

showing the structure of the organization, including the names of the Heads and position of officers

3. Have you ever left the work awarded to you incomplete: (If so, give name of project _____ and reasons for not completing the work)

Seal and Signature of Bidder
(Name and Designation of the authorized signatory)

ANNUAL TURNOVER

FINANCIAL YEAR	TURNOVER AS PER AUDITED BALANCE SHEET(IN INR)
2013-2014	
2014-2015	
2015-2016	
2016-2017	
Average Annual Turnover	

Note: The above data is to be supported by CA Certificate.

Seal and Signature of
Bidder (Name and Designation of the authorized
signatory)

ANNEXURE-C1

DETAILS OF COMPLETED ALL WORKS OF SIMILAR NATURE

(During last five years)

S. No.	Work 1	Work 2	Work 3	Work 4
Name of the contract					
Name of the client					
Brief Description of the contract					
Date of Start					
Date of Completion as per contract					
Date of actual completion					
Value as per contract (Rs.)					
Name, Mobile, Landline, Email and address of the Contact Person and Head of Organization					
Remarks (if any)					

Note: Please attach supporting documents for the above furnished information.

Seal and Signature of Bidder
(Name and Designation of the authorized signatory)

DETAILS OF ALL WORKS OF SIMILAR NATURE

(During last five years)

S. No.	Work 1	Work 2	Work 3	Work 4
Name of the contract					
Name of the client					
Brief Description of the contract					
Date of Start					
Date of Completion as per contract					
Work Status (Successfully Completed / Starting / Cancelled / Withdrawn / In-Process)					
Value as per contract (Rs.)					
Name, Mobile, Landline, Email and address of the Contact Person and Head of Organization					
Remarks (if any)					

Note: Please attach supporting documents for the above furnished information.

Seal and Signature of Bidder
(Name and Designation of the authorized signatory)

Details of failed / cancelled / withdrawn projects and details of debarment / blacklisting of Vendor

- Name of the Contract
- Name of Client
- Contact details of client
 - a. Name
 - b. Mobile and Landline
 - c. Complete Address of organization
 - d. E-Mail address
 - e. Contact details of head of organization
- Brief Description of the contract
- Date of Start of contract
- Time Duration of the contract
- Date of completion as per contract
- Value of Contract
- Detailed description of the case along with documentary proofs

NO DEVIATION CONFIRMATION

Declaration letter on official letterhead stating the following:

We understand that any deviation/exception in any form may result in rejection of bid. We, therefore, certify that we have not taken any exceptions/deviations anywhere in the bid and we agree that if any deviation/exception is mentioned or noticed, our bid may be rejected.

Yours faithfully,

Seal and Signature of Bidder
(Name and Designation of the authorized signatory)

DECLARATION

Declaration letter on official letterhead stating the following:

1. We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this tender.
2. We are not blacklisted by any Central/State Government/Public Sector Undertaking/Corporations in India.

Yours faithfully,

Seal and Signature of Bidder
(Name and Designation of the authorized signatory)

FORMAT OF PRICE BID

Sl. No	Items as per scope of work (Detailed Description in Scope of Work)	Quantity (Approx)	Unit Price	Tax in Unit Price	Total Amount in rupees (Including Tax)
1	Development of KRC Web Portal	1			
2	Development of Application, customization, testing of Koha LMS (including documentation)	1			
2.1	Installation and configuration of Koha LMS (Quote Per Institution)	10			
3	Development of Application, customization, testing of D-Space (including documentation)	1			
3.1	Installation and configuration of D-Space	1			
4	Setting Up of Mirror Server (Koha)	10			
5	Training (Quote Per Training Per Institution)	10			
6	Obtaining cyber security clearance from Cert-In empaneled agencies.	1			
7	Obtaining ISO Certification for the library & application	1			
8.1	Data Entry & Verification into LMS	95000			
8.2	Complete Data Review (For old Records) in LMS	95000			
8.3	Complete Data Rectification (For old Records) in LMS	95000			
8.4	Book Cover Scanning for entry in LMS	95000			

Sl. No	Items as per scope of work (Detailed Description in Scope of Work)	Quantity (Approx)	Unit Price	Tax in Unit Price	Amount in rupees (Including Tax)
9.1	Metadata Review in D-Space	95000			
9.2	Metadata Rectification Review in D-Space	95000			
9.3	New Metadata Creation Review in D-Space	95000			
10	Data Migration (LMS)	95000			
11	Data Migration (D-Space)	1			
12.1	Classification (UDC) (Including Review & Rectification of classification of old records)	95000			
12.2	Spine Labeling Quote for Laminated Spine Label	95000			
12.3	Book Pocket & Issue Return Slip Pasting	3000			
13	Manual Stock Verification	50000			
14	Book Binding	2000			
15	Annual Maintenance Contract (AMC) (year-wise, beyond one year) (Quote for 5 years) (Koha, DSpace and KRC Portal , All Locations)	1			
16	Development cost per hour for additional development (during AMC)	1			

Grand Total =
(For Items at S.No 1 – 16 above)

Rs. (in figures).....

Total Cost (in words) : Rs.....

Date:

Signature of authorized person

Place:

Name

(Company Seal)

In the capacity of _____

Duly authorized by _____ (Enclose Authorization Letter)

Selection Criteria:-

The Tender will be Awarded to the Bidder who Quotes overall Lowest price (S.No. 1-16) for the above said items and in case two or more firms Quotes the same price, the Tender will be awarded to the firm which has got more experience and qualification. The decision of the Tender committee will be final in this regard. *(Para 7, Point ii)*

ANNEXURE-G

TENDER ACCEPTANCE LETTER (To be given on Company Letter Head)

Date:

To,

Ministry of Earth
Sciences, Prithvi Bhavan,
Lodhi Road,
New Delhi – 110 003

Sub: **Acceptance of Terms and Conditions of Tender**

Tender Reference No.: **MoES/15/KRC-6/2012** dated

Dear Sir/Madam,

1. I/We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

as per your advertisement, given in the above mentioned website(s).

2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I/we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter.

4. I/We hereby unconditionally accept the tender conditions of above - mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. In case any provisions of this tender are found violated, then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

6. I/We agree to execute the above project in accordance with the technical specifications for a contract price mentioned in the price bid document within the period specified in the tender document.

Yours Faithfully,

Seal and Signature of Tenderer
(Name and Designation of the authorized signatory)

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/> app.

REGISTRATION

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/>) by clicking on the link "**Online Bidder Enrollment**" on the CPP Portal which is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (DSC) (Class II or Class III Certificated with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g.SifyITCS/nCode/eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to other which may lead to misuse.
6. Bidder than logs on to the site through the secured long-in by entering their user ID/password and the password of the DSC/ e- Token.

SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the requirement documents/ tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS/e-mail in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents- including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready with the bid documents to be submitted as indicated in the tender documents/schedule and generally, they can be in PDF/XLS/RAR/DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. To avoid the time and effort required in uploading the same set of standard document which are required to be submitted as part of every bid, a provision of uploading such standard documents (e.g.PAN card copy, annual reports, auditor certificates etc.)has been provided to the bidders. Bidders can use "My Space" or "Other important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender documents.
3. Bidder has to select the payment option as "offline" to pay the tender fee/EMD as applicable and enter details of the instrument.
4. Bidder should prepare the EMD as per the instructions specified in the tender documents. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in their tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has given as a standard BoQ format with the tender documents, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it only online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
6. The server time (which is displayed on the bidder's dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this

- time during bid submission.
7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using bidders/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
 8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
 9. Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
 10. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1. Any queries relating to the tender documents and the terms and conditions contained therein should be addressed to the Tender inviting Authority for a tender or the relevant contract person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CCP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 180030702232.

Koha / D-Space based MoES Library Automation Technical Specifications that should be incorporated for KOHA software & Services.

After the completion of the project these services are needed to be demonstrated to the monitoring committee by the vendor.

Koha Technical Specification

General System Requirements	
1	Total software solution should be based on Boot-Strap Technology and RFID compatible with advance protocols like NCIP/SIP2.
2	There should be Module-wise configuration
3	Software should be enabled with one screen technology
4	<p>There should be scalable/flexible reports in the reports section.</p> <ul style="list-style-type: none"> • Libraries must have the ability to generate statistical reports for all data relating to the use of library materials, borrowers, and other data needed for operations of a library. • Options for generating reports with all/selected items in user defined formats. • Options for generating notes for note sheets/A4 size papers etc. with all/selected items in user defined formats. • Circulation must provide reports of the number and type of transactions on a variety of library defined criteria, such as daily, weekly, monthly, annually, time, location, workstation, user type, material type, classifications, reciprocal borrowers, and all reports must be sorted by library defined parameters. • The system must allow reports to be generated by any authorized library or computer staff. • The system must support customizable report generation and production functions that will allow library and computer staff to prepare customized reports as necessary. • The system must support a variety of standard reports and notices for users based on library defined parameters such as over dues, fines and fees, lost books. • Capability to produce fund summary reports that include fund allocations, amount encumbered and expended, and remaining percentage free for a given fiscal year. • Monthly reports: generation, verification, payment. • Year-end reports: year-end process, fund summary, year-end carry forward Process. • Reports generated will be in doc, pdf, csv or any other format as required.

	<ul style="list-style-type: none"> • The reports should also have a facility of adding different types of graphs such as bar graph, line graph, pie chart, combination of different chart types etc. • Examples of some reports are mentioned below:- <ul style="list-style-type: none"> ○ Accession Register with Item Type ○ Budget report ○ Keyword / Subject Report ○ Checkout Report ○ Check-in report ○ Usage Report ○ Fine Outstanding ○ Fine Paid / Exempted Report ○ List of Active Patron ○ List of previous Patrons ○ NOC Issued Report ○ Weeded out books Report ○ Lost Books Report ○ Book Suggestion Report <ul style="list-style-type: none"> ▪ Title wise ▪ Patron wise ▪ Publisher wise ▪ Designation wise
5	There should be SSL and HTTPS Access and protected from hacking.
6	Staff must be able to manage the system without vendor intervention and be able to shut down and restart the system without vendor intervention. The system must check the integrity of the entire file system during each restart of the system and servers must log errors by date and time.
7	The system must provide protection for all data files through the use of locally defined passwords or other security measures so that information critical functions cannot be performed without proper authorization. That is, the system must allow the restriction of specific functions to specific users.
8	Procedures and programs must be established which enable rapid data recovery from software failure.
9	Provision of Remote Database Back-up system should be provided with one click. Backup should be made available in following formats: <ul style="list-style-type: none"> a) CSV File Report b) SQL Backup c) Automatic Periodic Backup Should be done
10	The system must provide different levels of security: Network, Database, and Application.
11	The system must allow automatic remote mirroring and periodic backup of data and program files, if necessary.
12	The system must not restrict the number of workstations that can access programs as long as equipment requirements are met and operating system license limits are not exceeded.

13	The system must allow restriction of access to local or remote databases based on the IP address of the user and User's log-in ID.
14	The system must be able to authenticate users by user name & password/RFID cards/SIP and retain the user's authorization as he or she navigates among databases. There should be an option available with the users for forgot password / password recovery / Password reset.
15	Libraries must be able to set individual parameters for material types, locations, patron types, checkout periods, fines, and other library policies.
16	Libraries must have the ability to generate statistical reports for all data relating to the use of library materials, borrowers, and other data needed for operations of a library.
17	The system must allow printing/email/SMS of various alerts/notices.
18	ILS must check each user's access privileges at login, and automatically disable or enable client functions (in real time) based upon the user's profile.
19	ILS should not require a separate login to access different subsystems; the initial login should set all privileges for all subsystems.
20	Integration with open source citation and indexing softwares like Mandelay, etc. which should be accessible from the KRC web portal.
21	Linking of MoES e-journals consortium resources like Science-Direct, SCOPUS, Web of Science (WoS) or any other digital resources which ministry may be subscribing should be accessible from MoES-ESSO Knowledge Resource System portal.
22	Provisions to access API (s) applications, if any, from the MoES-ESSO Knowledge Resource System (KRC) digital portal.
23	Development of digital library solutions using D-Space etc. and integration with KOHA library automation system.
24	The implementation strategy, reviewing mechanism system on daily basis on the progress of work will be formulated in consultation of the ministry before starting of the project which will be followed strictly.
	Cataloguing, Database, and Authority Control Requirements
25	The module must allow for MARC record downloads into the catalogue records directly. Field(s) filtering is required.
26	The Cataloguing interface must support context sensitive hyperlink help functionality that can connect directly to a locally loaded or Internet accessible Cataloguer's reference database.
27	Librarians must have the ability to define if records are immediately available for the Library Public Access Catalogue or must be hidden for a specified period of time.

28	When editing records / changing the status of books to withdrawn / changing the status of users to membership cancelled, restrictions must occur when records have fines or fees due, holds pending, or pending action from Acquisitions with a message alert for staff with the reason why the record cannot be edited and a choice to either abort or continue, stating the results of editing, i.e. "if the status is changed, fines will also be deleted".
29	Item records must link in real-time to due date (if checked out), the last check-in date, number of circulations since a specified date, and holds against the item and display that information in staff programs, displaying borrower information.
30	The system must support global updates of all occurrences of a heading in a bibliographic file with a single machine transaction. Cataloguing must include a global editor. It must be possible to globally edit any field within the MARC record.
31	The system must allow authorized headings or entries to be added, changed, or deleted as part of a new bibliographic record.
32	The system must display "see" references, scope notes, reference notes, and general information notes in Library Public Access Catalogue and staff displays.
33	The system must support customized label printing of spine call numbers, property stamps, and other appropriate labels.
34	The real-time update of Catalogue records that are imported throughout the rest of the subsystems and modules.
35	The retrieval of records by at least accession number, title control number, title, author, ISBN (both 10 & 13 digits), and ISSN etc.
36	It must be possible for the brief MARC record to automatically be updated to a full MARC record from a hierarchy of defined sources.
37	The Cataloguing module must have the abilities to create and edit by: (a) A full screen MARC edits view. (b) The use of templates in MARC format that contain required and recommended bibliographic fields. (c) An interface for staff members unfamiliar with MARC. The data from this interface must be stored in MARC format allowing it to be retrieved, indexed, and searched the same as full MARC records.
38	Ability to change item type (e.g. Book to sound recording).
39	10 and 13 digit ISBN searching.
40	Indexing of 505 subfield codes.
41	URL checker for 856 tags.
42	Ability to edit item records regardless of circulation status (e.g. Checked out, on hold)
43	The library OPAC and other applications should be integrated with social media to keep members informed about the new arrivals and other required information. (Flashing / Scrolling of new arrivals on KRC Web Portal)
44	KOHA application should be integrated with digital archive (D-Space) digital archives (open source). Provisions should be kept to upload

	<p>photographs, videos. Some functions are as follows with provisions for onsite training.</p> <ul style="list-style-type: none"> • Customization includes: <ul style="list-style-type: none"> • Customization of submission process • Metadata Input Form • Welcome message • Creation of appropriate E-Groups and E-People etc • Configuration of CNRI Handler and OAI-PMH • Software must meet network & security requirements • Run on latest Red Hat Linux Version/or any other Linux version on which KOHA application will be developed, along with KOHA on the same server • Institutional repository should be enables with web 2.0 features such as; <ul style="list-style-type: none"> • RSS Feeds • Current News • Feedback • Email alerts • User statistics • Complete Documentation
	<p>Public Access Catalogue and User Portal Requirements</p>
<p>45</p>	<p>The general functions of the Online Public Access Catalogue (OPAC) are:</p> <ul style="list-style-type: none"> • The portal must be custom designed by the vendor based on the specifications of library staff. It is desirable for the vendor to offer a template or templates, but not to limit the library to templates only. • Patrons must be able to what type of search strategy they want to use. • Patrons must be able to limit search by format, language, call number, and publication date. • It should be possible to perform search across all institutes (Union Catalogue), a single institute or by selecting two or more than two institutes. • Integrated searching involving all electronic resources (meta and full text) available in KOHA and Digital Repository etc., which are a part of MoES Knowledge Resource System. Output format will be decided in consultation with monitoring committee. • OPAC must interact with the circulation system in real time. • Catalogue enrichment such as book jackets (stored locally or remotely) and reviews are available. It should be hyperlink to the library Catalogue. • If no cover art image is available the system must display a “generic” cover art image as an option • <u>It must be possible to link directly from an item to a MAP of the library (virtual model of the library, shelves, racks and documents).</u> • It must be possible to configure a MAP of the library to highlight holdings by using call number range or collection.

	<ul style="list-style-type: none"> • It must be possible to highlight various call number ranges or collection(s) on a MAP with differing colors and shapes. • The System must link Library Catalogue, Remote Resources including news feeds & websites, and Subscription Databases together. • OPAC must provide English, Hindi versions.
	Circulation, Inventory, Holds, Fines, and Fee Requirements
	General Functions
46	Circulation must manage all basic Circulation operations of the library -- check-out, check-in, renewal, fine and fee processing, managing holds and recording statistical usage of library collection and borrowers.
47	Circulation must allow librarians to profile circulation parameters using types of materials, types of borrowers, overdue thresholds, and various fines, maximum fines and fees.
48	An offline circulation product must be available to enable the check out and check in of materials on a circulation workstation or portable device and to be able to load these transactions to the online system at a later time and within the circulation interface.
49	At the time of new borrower registration, the system must perform a duplicate check to determine if there are existing records that meet the criteria being entered.
50	Borrower records must contain at least name, borrower id, permanent address and telephone, secondary address and telephone, cell telephone number, e-mail address(s), and must be searchable by all of these fields.
51	Circulation must support a calendar function to define closed days and automatically adjust check-in times accordingly.
52	Provision should be made to enter details of the documents and other materials written in Hindi, English and other Indian official languages.
53	An automatic update in the Catalogue of item status when it is checked in or checked out etc.
54	Statistical records kept for all transactions.
55	The system must produce a "purchase alert" for titles when certain number of holds is place on certain numbers of copies. This ratio should be a library defined ratio.
56	Patron record does not lock if accessed on multiple staff workstations
57	Permissions that can be set by staff role and workstation to restrict access and/or modification to patron records.
58	Support patron types tied to different expiry periods.
59	Support ability for the Library to specify which kinds of materials can be borrowed by specific patron types.
60	Support ability for the Library to specify limits on number of items held and/or the type of items held by a patron at any one time; this limit to be set by the Library for each patron type/item type.
	It should be possible to change patron type at any given point.

	It should support backdate changing of patron type.
	Checkouts
61	System must be able to check out items when the online system is not operational.
62	The system must treat each checkout as a separate transaction but be able to list all checkouts for each person on one receipt.
63	The system must check all items for outstanding holds, charges, and circulation restrictions before allowing them to be checked out.
64	The system must allow for ephemeral records to be created to check out and count statistics, but not create an inventory trail, for items such as periodicals, brochures, and other library defined materials.
65	Circulation must support expiration dates for borrower privileges and must automatically message library staff when that date is approaching and not check out items beyond that date.
66	Circulation must support extension of expiration dates with a simple keystroke at the time of checkout or access to the user's record.
67	If a claims returned, missing, or lost items are scanned during inventory, in library use, or at check-in or check-out, a message must be shown to the library staff and a provision should be made to update the status on shelf or checked out status.
68	Circulation must restrict checking out of materials designated as non-circulating and allow library staff intervention to proceed with a single keystroke.
69	The system must display at least the following on the checkout screen: Patron name, Borrowing category, Lending status, Item identification number, Short title, Call number, Due date, Outstanding blocks (if any), Comment field on Patron's record.
70	The system must alert (audio and text) staff if the item being checked out is already checked out to another patron. Staff must also have the ability to override the alert and checkout the item.
71	Staff must be able to check out items in case internet/system is down for some reason. And will be able to enter into the system with appropriate time and date when the system resumes its normal functions.
72	Support in house check out/in to track materials used within the Library.
73	Check-ins
74	Circulation must allow manual reset of check-in date to accommodate book drop check-in and unexpected closures.
75	Circulation must support a batch check-in that does not message and require action for each fine transaction calculated during check-in.
76	The system must support retention of the last four borrowers for each item in order to manage problems such as damages, at the library's option.
77	If an item is deemed to be damaged, the system must allow the operator to identify the responsible borrower and invoke a message to be sent through standard notification parameters.

78	Staff must be able to check in items by title, membership number or RFID/library card.
79	The system must display at least the following on the checkout screen Patron name, Title, Due date, Shelving location, Overdue alert (if any).
80	During check-in the system must alert (audio and text) staff if an item is on hold and give the option to print a hold slip.
	Blocks
81	The block functions of the circulation module are: The system must provide automatic restriction of borrower privileges for Library-defined criteria, That blocks can be overridden by staff, That blocks alerts must be audio and/or visual, Fines must be able to be paid easily from the same window, System must block patrons with overdue materials and unpaid fines from placing holds, borrowing, or renewing items.
82	The system must automatically block borrowers from continued privileges based on library defined parameters such as over dues, fines, claims returned, and lost books with a display message with the entire reason for the block without the need for library staff to conduct other inquires, and with the ability for the operator to proceed with a single keystroke.
83	The system must allow library staff to quickly and easily place manual blocks with explanation note ("need address update," etc.) with a display message with the entire reason for the block without the need for library staff to conduct other inquires, and with the ability for the operator to proceed with a single keystroke.
84	Authorized library staff must be able to override restrictions on borrowers or on materials by using one keystroke without leaving the transaction in progress.
	Holds, Renewals
85	<p>The holds and renewal functions of the circulation module are:</p> <ul style="list-style-type: none"> • That it must generate e-mail/sms notifications when items become available. • System must block the placing of holds on lost, missing items, available item, or non-circulating items. • System must allow staff view and alter the sequence of holds in a queue, • System must automatically activate the next hold in the queue when a hold is removed and generate a hold notice to the next patron in the queue. • System must monitor the length of time that an item sits on the hold shelf. • System must automatically print hold slips when items on hold are checked in. • System must allow the Library to restrict the number of renewals.

86	Circulation must allow for a library defined number of renewals, for renewals in person, via access to the user's record from any location and the calculation of the new due date when items are renewed.
87	The system must allow for renewal of all items or individual items for a borrower with a single command.
88	The system must allow library defined blocks of renewals if the patron is delinquent, the title has a hold registered against it, the renewal limit has been reached, or an item is restricted in some other way.
89	Circulation must allow library staff to place holds from staff workstations or borrowers to place holds as part of the User Portal from any library or remote location if no restrictions are on the material or the user.
90	Circulation must alert the operator when placing holds that a borrower is blocked, their privileges have expired, or if materials have restrictions against holds and allow the operator to proceed with a single keystroke.
91	The system must allow librarians to define individual copies and/or titles that may not have holds placed on them so they always go to the shelf, available for borrowers who prefer to browse shelves.
92	The system should allow library staff to remove a hold by a simple straightforward action. Librarians must have the ability to move a copy up or down in the hold list and define a priority for filling holds
93	The system must support holds for "on shelf" items
94	The system must allow staff to initiate a recall for specific titles or copies with a recall message notice produced and managed with standard notice procedures.
95	Support ability for the Library to specify limits on the total number of hold requests any patron may have at any given time; limits to be set by each patron type.
96	Ability to automatically delete all cancelled, unfilled or expired hold requests after a library specified period of time.
	Fines, over dues
97	<p>The fines and overdue functions of the circulation module are:</p> <ul style="list-style-type: none"> • That it must generate e-mail/sms notifications of overdue notices. • System must allow the Library to set the parameters for overdue and bill notices. • Fines must be calculated at the time of check-in, renewal, or checkout. • System must allow full or partial payment of fines with receipts. • Staff must have the capability to exempt fees and fines. • System must automatically cancel the lost status when an item is returned. • System must keep a history of patron fine and fee payments.
98	Circulation must support library defined fines and fees with automatic calculation of fines when items are checked in late and calculation of estimated fines due if overdue books were returned today by borrower.

99	The system must support a cash register function and print receipts for collections of fines, fees, <i>lost</i> books, etc.
100	The system must produce an overdue notice for the hold shelf so library staff can manage those items not retrieved by borrowers in a timely manner with library defined parameters.
101	Alert staff of overdue fines on incoming items, allowing staff to pay, waives or charge such fines to the patron's account.
102	Support ability to account for closed days and holidays or grace periods in the calculation of overdue fines; grace periods being defined by library.
103	Support ability to manually add a charge to a patron record and for staff to be able to select a reason for the added charges from a list originating from the Library.
104	Keep all completed account transactions in a patron account history for a library-determined length of time.
105	Store and display a history of overdue notices and invoices sent to the patron for all items currently overdue or billed, and include an item's title, date of notice sent and method sent (email, mail or text message on mobiles).
	Notifications (Print/Email/SMS)
106	Circulation must support printing of date due slips, fine and fee payments, hold flags, or other system alerts to an assigned printer that prints formats (such as a cash register type format).
107	Circulation must produce "expiration date notices" to be sent to users when their expiration date approaches using the standard notice delivery parameters.
108	Circulation must support communicating channels of notification to registered library users through e-mail, phone notification, and printed notices and the ability to define a hierarchy of notices to be sent, i.e. e-mail notices sent first, if e-mail addresses are contained in borrower's record, then phone notification (SMS), and if not an adequate result, a printed notice to be mailed.
109	The library must have the ability to create a mailing list from the borrower's file and to create its own message for notification to users.
110	Borrower records are managed by library defined profiles which link to and display at least the following information when accessed: name, id, borrowing restrictions, patron type code, fines and fees owed, outstanding materials, hold requests, last activity date, expiration date, notes field, and personal identification number.
111	Support and permit customization, but not be limited to, each of the following notices and be able to exclude from notices certain patron groups (staff): Alert (issued prior to an item's due date), overdue, fine, hold pickup, hold cancellation, registration to expire in 30 days, non-use of library card in specified period of time, holiday/closure notices
112	Inventory Control
113	Circulation must support item status of missing with library staff action invoking status of missing.

114	Circulation must support item status of lost, which is automatically invoked after a library defined period of time of being overdue, or can be invoked by library staff, at which time the borrower is sent a bill for lost item.
115	Library staff must have the ability to define whether or not lost items are displayed in the Library Public Access Catalogue.
116	When copies are flagged as missing, claims returned, or lost, a report must be automatically routed to the technical services staff defined by the library.
117	When items in the lost, claims returned, or missing status are withdrawn from the system, any fines and fees owed and the associated titles should be retained in the patron's history until they are paid.
118	Reports and Notices Requirements. <ul style="list-style-type: none"> Options for generating reports with all/selected items in user defined formats. Options for generating notes for note sheets/A4 size papers etc. with all/selected items in user defined formats.
119	Circulation must provide reports of the number and type of transactions on a variety of library defined criteria, such as daily, weekly, monthly, annually, time, location, workstation, user type, material type, classifications, reciprocal borrowers, and all reports must be sorted by library defined parameters.
120	The system must retain circulation history of individual items but not of individual borrower's information to protect the privacy of patrons.
121	Circulation must compile a list of overdue, missing, claims returned and lost items for searching shelves, which can be printed, downloaded, or e-mailed.
122	The system must allow reports to be generated by any authorized library or computer staff.
123	Libraries must be able to design report and notice formats.
124	The system must allow for a variety of library defined notices to be generated for notification using mail, e-mail, or SMS.
125	The system must support customizable report generation and production functions that will allow library and computer staff to prepare customized reports as necessary.
126	The system must support a variety of standard reports and notices for users based on library defined parameters such as over dues, fines and fees, lost books.
127	The system must support the ability to send user notifications by email, SMS, and print through mail and must allow librarians to define a hierarchy to send e-mail notices first (if e-mail is in the user record), phone notices second, and print notices as the last resort.
128	Circulation must send an alert message at check-out, renewal, or check-in, or any other transaction that accesses the borrower records that items are available on the holds shelf and accumulated fines etc.
Acquisitions Requirements	

129	The Acquisitions program must manage the entire Acquisitions process including duplicate check, preparation of approval list, selection lists, and purchase orders, receiving, claiming, and processing invoices, fund accounting, accessioning and payments.
130	<ul style="list-style-type: none"> • Selection lists must be able to be converted to purchase orders or imported into the purchase order format. • Users will have option to submit suggestion for purchase which will be stored in database and report can be generated for administrative purposes. • Adding Book suggestion from users should be available and fields such as Title, Author, ISBN, Publisher, URL (Multiple), Keywords etc should be present. • A summarized and detailed report should be generated month-wise, Author-wise, user-wise, Year-Wise etc. • If multiple user recommend same book then it will be listed only once in the list but the name of all person suggesting that book should be mentioned.
131	Acquisitions must allow for adequate security and password features so that authorized staff has rights to perform only those functions for which they are authorized.
132	Acquisitions must detect duplication and perform de-duplication of records in the library local Acquisitions orders database with options to create a new order record, not add the record, or attach a new order to the existing bibliographic record.
133	Acquisitions must support viewing of effects on the fund before, during, and after an order is sent.
134	Acquisitions must support entry of brief title records that will be overlaid by full MARC records when each title is received and Catalogued.
135	Acquisitions must be integrated with the library Public Access Catalogue and, at the library's discretion, display title-specific on order status information so holds may be placed.
136	The ability to print labels by individual accession numbers and/or range of accession numbers.
137	The library should have the option to display items in the OPAC automatically when the order is released, transmitted, received, approved, or not at all.
138	It should support different order types including firm orders, subscriptions, and gifts.
139	Can it handle Repeat Order?
140	Ability to support multiple overlapping fiscal periods in fund accounting structure.
141	Ability to create, manipulates, and order/receive in multiple fiscal years.

142	Capability to produce fund summary reports that include fund allocations, amount encumbered and expended, and remaining percentage free for a given fiscal year.
143	Ability to adjust amount encumbered and expended in a fund, and ability to transfer monies between funds.
144	Ability to search orders/requests, approvals, main Catalogue, Cataloguing working file.
145	Ability to retrieve last/previous order worked on.
146	Ability to track an item.
147	Ability to place orders using overspent funds.
148	Ability to receive items not ordered via acquisitions module (e.g. local purchases).
149	Ability to receive and pay for incomplete orders.
150	Ability to edit amounts and funds when paying, which automatically adjust encumbrances.
151	Ability to receive a partial order.
152	Ability to receive items without purchase order.
153	Ability to suppress on-order items and on-order bibliographic records from displaying in OPAC depending on order type.
154	Ability to detect duplicate orders and provide alert of duplication at the time order is created.
155	Acquisition status report that include encumbrances, expenditures, and funds available (e.g. outstanding orders).
156	Monthly reports: generation, verification, payment.
157	Year-end reports: year-end process, fund summary, year-end carry forward Process.
158	Ability to delete items from order or re-order with different vendor.
159	Ability to add new title to existing P.O. or change quantities.
160	Ability to deal with duplicate invoice #'s.
161	Ability to transfer outstanding item from previous years to new year.
162	Serials Control Requirements
163	The Serials module must notify staff when a subscription is about to expire.
	The Serials module must support prediction patterns and notify staff automatically if a new prediction pattern, based on the check in, is needed.
164	The Serials module must support claiming from a list or individual claims.
165	The Serials module must support binding.
166	The Serials Control module must include a fully integrated database with check-in tracking of all periodically published materials.

167	Serials Control must support access to serials information by using standard searches that are available in other programs.
168	Serials Control must keep complete check-in history files of all issues received and automatically update without the need for staff to enter data.
169	Serials Control must keep complete check-in history files of all missing or claimed items and automatically produce notifications for staff review without the need for staff to enter data.
170	Check-in history must be sorted and displayed in issue date order so that issues checked in out-of-order do not skew the receipt history.
171	The system must produce claiming notices and allow claiming of missing and late issues.
172	Serials Control must provide a option to track claims and subscription extensions.
173	Serials Control must automatically create a summary holdings statement to be displayed in the Library Public Access Catalogue
174	Ability to check in and check out items by scanning the SICI (Serial item and contribution identifier)
175	The user to override the predicted number if the received issue is not the expected issue but does conform to the prediction pattern.
176	Ability to combine issues that arrive unexpectedly as a combined issue.
177	Ability to undo the check-in of issues erroneously checked in.
178	Ability to manage subscriptions (additions, renewals, cancellations).
179	Ability to view a subscription list, indicating all subscriptions eligible to be renewed.
180	Ability to cancel or reopen a subscription.
181	Allow automatic claiming or mediated claiming.
182	Claim notices must be available in print and electronic formats.
183	Claiming data must include: supplier information, subscription ID, claim response, claim reason, notes, claim history, issue claimed, number of issues claimed.
184	Ability for staff to claim issues from a list of pending claims.
185	Ability to show missing volume/issues along with bound volume data.
Training, Documentation and Technical Supports	
186	Describe and provide a copy of its training plan.
187	Provide a minimum of three five-hour, consecutive days of onsite training in the use of the system modules, features, and administration.
188	Must train the Library and system administration staff to manage and operate the system on a day to day basis including: (a) Start-up and shutdown. (b) Monitor system performance and perform routine management tasks. (c) Handle emergencies. (d) Troubleshoot and resolve routine problems.

	<p>(e) Load bibliographic and patron records.</p> <p>(f) Perform backups, restoration, recommended preventive maintenance, and security measures.</p> <p>(g) Provide documentation updates and release notes electronically.</p>
189	Should have an "Email Support" where a customer will be provided a user ID and password wherein he/she can log-in and launch a support ticket. The support call will be recorded and support services will be provided as per the requirement at the earliest possible time. These records can be used for future reference too. The Up-time & Down-time will be calculated and further penalty will be imposed on the vendor if they are not able to provide the services as required within the 18 Business Hours.
190	Complete documentation manual in international format with a chapter on indexing with page number.
191	<p>Digital Audit</p> <p>Usage statistics of all functions should be generated under this head:</p> <ol style="list-style-type: none"> a. Access from which IP address b. International and National <ol style="list-style-type: none"> i. Country ii. State iii. City iv. Organization c. Time of access d. Basic graphs and visualisations e. Type of usage f. Most popular features g. Successful search terms h. Missed search terms i. Twitter j. Facebook k. Turn-back report should be generated.

Digital Repository D-Space Technical Specification

- 1) When digital papers/reports etc. are uploaded into the D-Space, a unique number will be generated, which can be used for other purposes. The format of the unique number will be approved by the committee.

Reports

- 2) Various options for generating reports with all/selected items in user defined formats should be available. The formats will be approved and finalized by the monitoring committee.
- 3) Reports may be generated document type wise, project wise, institute wise, year wise, keywords etc.

- 4) Detailed bibliographic reports will be generated, along with author index, keyword index, organization index, subject index, year index etc.
- 5) All reports should also have a facility of adding different types of graphs such as bar graph, line graph, pie chart, combination of different chart types etc.
- 6) Reports based on keyword searches / downloads with/without login details will be generated.
- 7) Reports generated should be in formats such doc, pdf, csv etc.

8) Digital Audit

Usage statistics of all functions should be generated under this head:

- a) Access from which IP address
- b) International and National
 - i) Country
 - ii) State
 - iii) City
 - iv) Organization
- c) Time of access
- d) Basic graphs and visualisations
- e) Type of usage
- f) Most popular features
- g) Successful search terms
- h) Missed search terms
- i) Turn-back report should be generated

Retrieval of documents from database

Following control Vocabulary will be used in D-Space

- a) Author Keyword and MoES Control Vocabulary for database development and retrieval.
- b) There should be a provision to generate user-defined thesaurus at any given point of time.
- c) On retrieving documents/entries from databases, listing of the available keywords will come in one screen. The user should be in a position to arrange the broader, narrow and associated terms in a user defined way. There should be ways to merge keywords or increase the levels of display. The final listing should come with the location of the document, like Content Page of a document.

D-Space Development & Validation

- 9) Sample database development will be done with
 - a) Indian Antarctic Science Expedition information since inception in 1981 will be used.

- b) Record preparation and report generation will be done by the vendor.
- 10) A directory of participants / expedition members since inception to be created.
- 11) Integrated searching involving all electronic resources (meta and full text) available in KOHA and Digital Repository etc., which are a part of MoES Knowledge Resource System. Output format will be decided in consultation with monitoring committee.

NIC Technical Specification (For Hosting on NIC Server)

The following technical details may be considered while hosting the KRC applications in the NIC Data Center (NDC), Shastri Park, New Delhi.

- a) The Koha Client Server of MoES will be hosted in the NDC, Delhi and all other centres of MoES will be accessed from their respective places.
- b) The centralised Koha server also accessed from NDC, Shastri Park, New Delhi.
- c) All client servers will be synchronised their Koha data with the Central Server of NDC, New Delhi at the specified times every day through VPN connectivity of NIC.
- d) All applications viz Koha, Dspace, and Website of KRC should be **Security Audited** before hosting the same in the NDC, New Delhi.
- e) The Software Requirement Specification (SRS) document may be prepared for all the above applications before developing/ customising/ configuring the software. The SRS document should contain the following items in details.
 - i) Data Flow Diagram of all applications
 - ii) Inputs screens, Query screens and Reporting Screens of all modules in the KRC website, Koha, D-Space Server.
 - iii) Centralised Union Catalogue system in the KRC website.
 - iv) Centralised Management Module for KRC applications through Admin Screen.
 - v) The Admin screens will be accessed through SSL Certificate (HTTPS), the SSL Certificate should be arranged by the vendor.
 - vi) User Acceptance Testing (UAT) (2 months), User acceptance testing should be done as per international standards. Test report will be discussed with the monitoring committee regularly
 - vii) Hands on Training and Documentation for all KRC applications (date and time)
 - viii) Hosting of applications in the NDC, New Delhi with the help of NIC.
 - ix) Go Live (date)

QUALIFICATION OF MANPOWER

Detail of Personnel in the payroll of company to be deployed for the execution of this contract. (Details of the actual staff implementing and working the complete project)

S. No.	Name and Address of the Employee	Technical Qualification	Post Held	Date of Employment
Computer Manpower				
Library & Information Science Manpower				
Management Manpower				

Seal and Signature of Bidder
(Name and Designation of the authorized signatory)

CURRICULUM VITAE OF “Team Leader”

Important:

- 1 The information in each column must be filled in.
- 2 In case of nil information, NIL should be filled in.
- 3 Additional sheets can attached, wherever space provided is not considered enough.
- 4 The information will be given will Team Leaders of Computer , Library & Information Science , Management Manpower

S.No.	Key Personnel	
1.	Name	
2.	Date of Birth	
3.	Qualification B.Tech/M.Tech/M.Sc./Other Mention subject and year of acquisition	
4.	Specialization	
5.	Length of General Professional Experience (Details of companies served, name of projects executed, details of experience in chronological sequence from latest to oldest assignments.)	
6.	Length of specialized experience in execution of similar work (Details of companies served, name of projects executed, details of experience in chronological sequence from latest to oldest assignments.)	
7.	Period of continuous employment with Applicant firm	

Certificate:

The information furnished above is true to my knowledge and belief. I am aware that any Misinformation or its concealment, shall make it liable for any action against the firm, which would include termination of the agreement and/or blacklisting.

(Name and signature of the Key Personnel
Key Personnel)

(Name & signature of or Alternate
authorized Signatory of the Bidder
Firm with seal)

RFID Declaration

Declaration letter on official letterhead stating the following:

The application developed by us will be RFID compatible. It will be compatible with the following global standards of RFID:-

1. SIP / SIP2
2. NCIP

Yours faithfully,

Seal and Signature of Bidder
(Name and Designation of the authorized signatory)

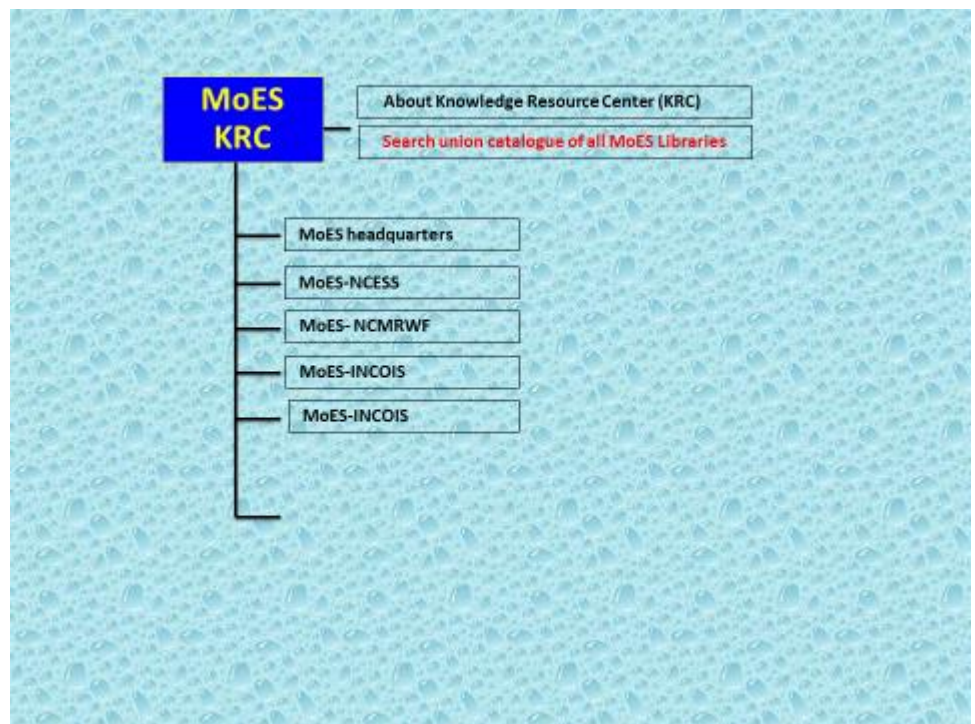
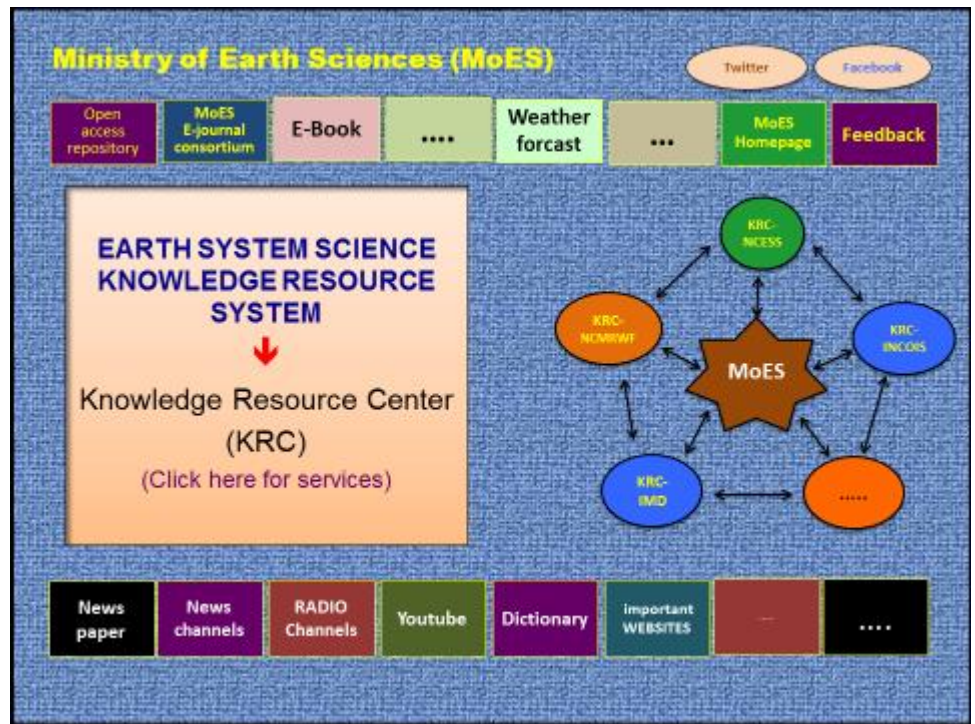
BID SECURITY DECLARATION

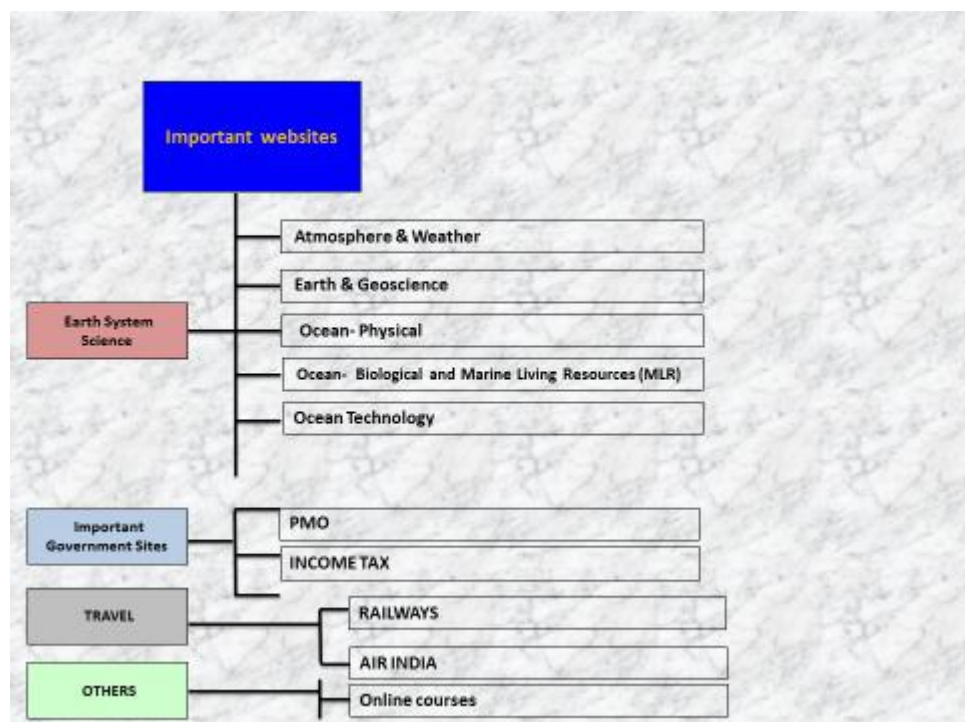
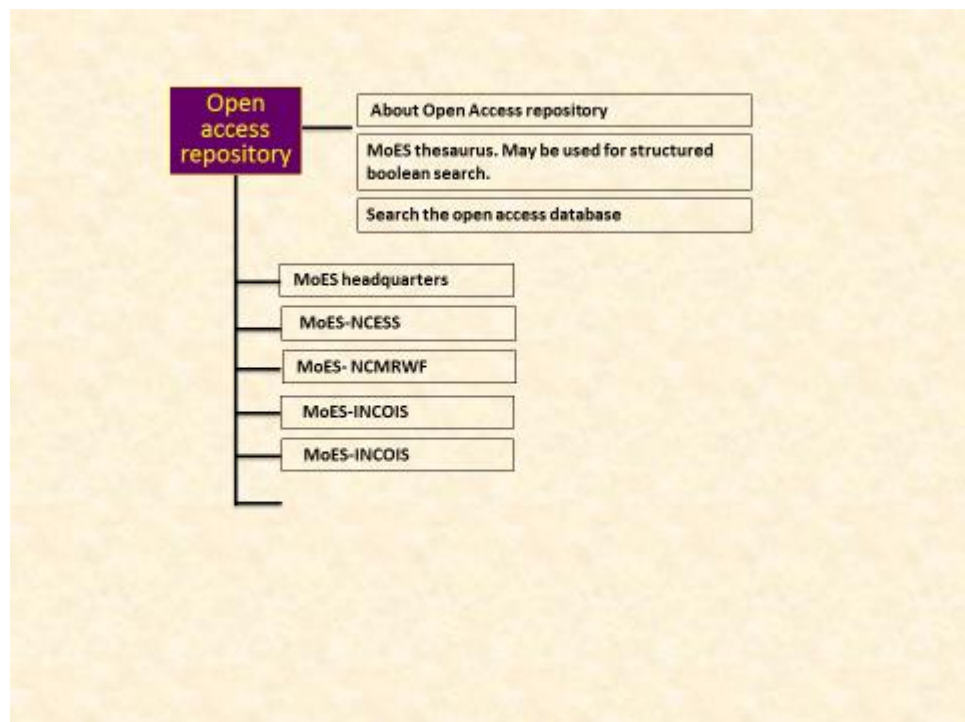
(Undertaking in place of EMD)

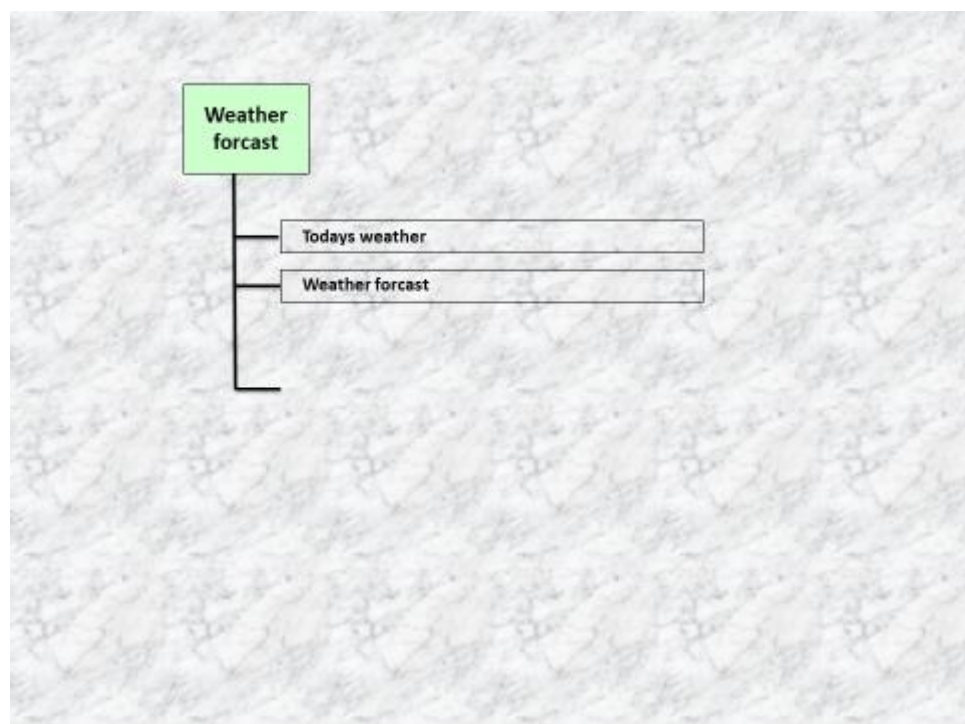
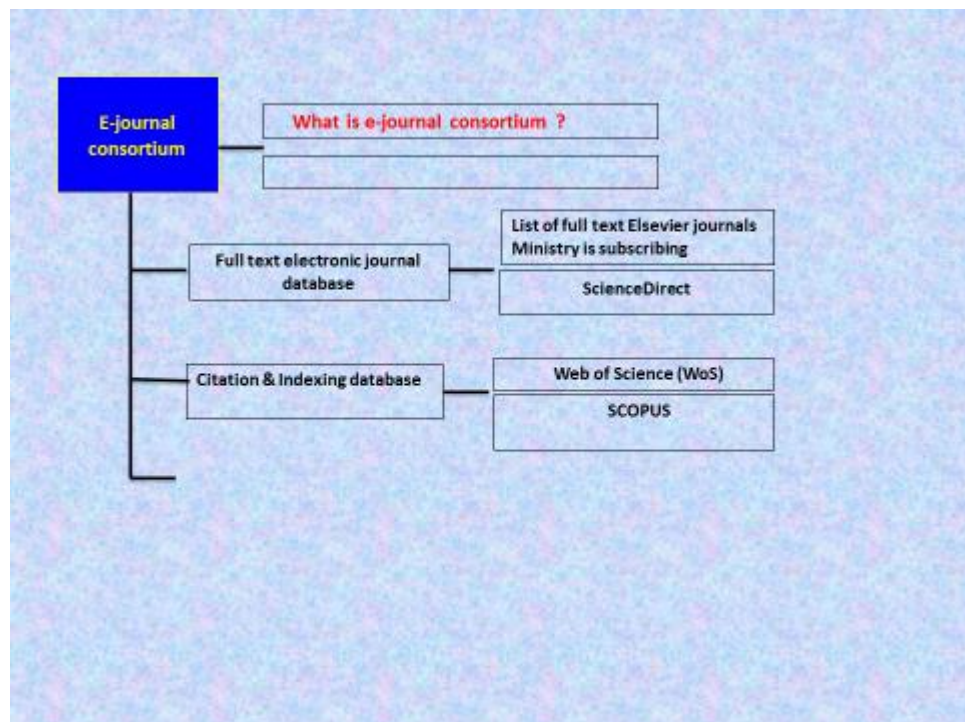
I/We hereby accept that if I/we withdraw or modify my bids during the period of validity, or if my firm is awarded the contract and I/we fail to sign the contract, or to submit a performance security before the deadline defined in the request, my/our firm will be suspended for a period of 2 years from being eligible to submit bids for contracts with the Ministry of Earth Sciences.

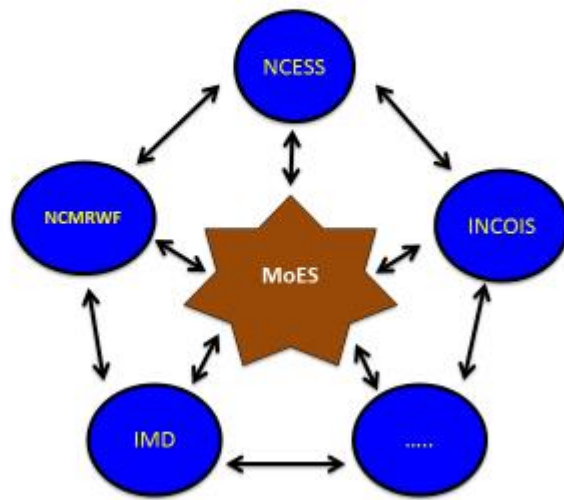
Signature of Tenderer
With full address.

Conceptual Draft of KRC Web Portal









Work Specification for book / journal binding

1. All the repair and binding work will be done in institute(s) premises only.
2. Binding of Journals, Reports & Books
 - Half leather with cloth rexine Gold printing and proper stitching

Specification of the Material

<u>S.No.</u>	<u>Material</u>	<u>Specifications</u>
1.	Split Board	Good quality single ply free mill board binding cover is to be used.
2.	Leather	Good quality goatskin leather free from acidic effects should be used and it should have colour which is fast with respect to the light and moisture.
3.	Thread	Strong and durable threads of some standard mill, 6 cords Cotton thread for small and medium weight & 9 cords nylon thread for all periodicals and book of bigger size and heavy weight.
4.	Tape	Good quality unbleachable cotton tape of 1 c.m. width
5.	Cloth Rexine	Good quality rexine cloth of fast colour and fine finish to be used. Imitation or plastic cloth/paper is not to be used at all.
6.	Tooling Gold leaf	Should be good quality.
7.	Adhesives	Best quality flexible glue due quantity of insecticide.

TECHNICAL NOTES ON REINFORCED LIBRARY BINDING

The binding in its materials and craftsmanship should be sufficiently durable to stand the pressure of heavy use.

<u>S.No.</u>	<u>Material</u>	<u>Specifications</u>
1.	Assembling	Checking for completeness of the documents and the correct sequence of the pages & sections. No payment will be made for binding of any damaged or imperfect volume; the same should be returned to the library unbound.
2.	Sewing	Damaged leaves are to be repaired neatly before sewing. Books printed on paper of good quality are to be sewn all along one section on, unless the thinness of paper makes it necessary to sewn two sections on. The sewing is to be done with suitable thread over cotton tapes according to the height of the books, there should be number of tapes in the Books. <div style="display: flex; justify-content: space-around;"> <u>Height in cms.</u> <u>No.of Tapes</u> </div>

		1. Not more than 15 2 2. Between 15 & 25 3 3. Between 25 & 35 4 The tapes, in excess of two, are to be equally spaced between the stitching nets near the head and tail of the book. Straight line machine stitching is not to be used. Sewing is to be so done that when the book is opened, the pages of its two halves lie flat on a flat surface.
3.	Forwarding	Three side edges of the book are to be cut accurately. If Any printed matter or map of plate is damages in cutting, the binder shall have to replace the book or pay its cost. Headbands may be worked or pieces of string may be inserted into the turning of the leather at the head and tail in the place of headbands
4.	Finishing	Tooling should be durable and easily readable and the surface may be varnished with shellac or cellulose or any other material not harmful to the covering material. In addition, the book seal/slips and pockets (provided by the Library) are to be pasted in each book.

Work Specifications :

- a. Tooling will be done horizontally and in exceptional cases lettering may be done i.e., side down along with spine-length of the books etc.
- b. Language mark (except English and Hindi books etc.,) should be tooled on the upper edge of the spine as specified in the binding list.
- c. The binder is bound to refix the Bar Code Label on each document on his own expenses otherwise the bound books will be considered incomplete and no binding charges will be paid.
- d. The binder shall affix due date slips and book pockets alongwith his rubber stamp and date on each book.
- e. Tape : to be best unbleached linen, of close strong texture and of the specified width of 1/2" should be used in the books as per detail below :

Books	10-20 cms	= 2 tapes
	20-30 cms	= 3 tapes

For books of larger sizes the number of tapes to be increased proportionately. The tapes at the extremity shall be within 1-1/2" of the head and tail of the books.

- f. Four papers of white colour bond paper should be provided in the beginning and end of each book. One paper will be passed on the board and two papers will be pasted together. Buckram cloth and sewing thread should be of white colour. It is to be the best unbleached linen and suitable thickness. Sectional stitching should be done on both sides of the Buckram with white thread.
- g. A fine Buckram should be pasted on the spine of the book. Pasting of old dhoti on the spine will not be accepted at all.
- h. A lined edge band should be provided on both sides of the book.
- i. A guide tape of book mark of ¼” width of any dark suitable colour of fine quality should be provided in each book. It should be one inch long from the length of the book.
- j. The binder shall cut the edges of books accurately and take care to leave margin as wide as possible. Unless other instructions are given, the edges are to be sprinkled or tinted with a colour harmonizing with the colour of the materials used for covering. If any printed matter is eliminated in cutting, the binder shall have to replace the book or pay its cost as per our rules.
- k. Lettering shall be of appropriate size and easily readable. Small lettering will not be accepted except on very thin books. No extra charges will be allowed up to and including fifty letters or/and figures.
- l. Boards to be good quality mill boards.

AMC Terms & Conditions

- b) The period of AMC will start after the expiry of warranty / guarantee.
- c) 5% Performance security for AMC is to be submitted by the vendor at the time of refund of performance security for the tender.
- d) AMC will include support and help desk facilities for day to day use of Koha LMS, on annual basis. Support should be provided through Email, Phone, query management system, and physical appearance (To each institute) every quarter at no extra cost during the AMC period.
- e) At any point of time during AMC if Ministry or any other institute wishes some additional reports or any new development then the same has to be developed by the vendor.
- f) Failure to rectify the problem within 18 business hours of reporting will attract penalty 2% of AMC / Performance Guarantee amount per hour.
- g) Quote should be given for year wise warranty for additional three years extendible upto 5 years on same rates. (Taxes as per Govt. of India Rules)
- h) The Ministry reserves its right to terminate the maintenance contract at any time with 1 month notice without assigning any reason. The vendor will not be entitled to claim any compensation against such termination.
- i) The quote will be given for change request after completion of project. The quote will be given as development cost per man hour. Such change request will be discussed in the monitoring committee and final cost will be finalized on committee recommendation.

Check List

1. Two separate sealed envelopes should be used for submitting
 - a. Earnest Money and
 - b. Samples of Binding material

2. Annexures to be attached:
 - a. Annexure G:Tender Acceptance Letter
 - b. Annexure A: Letter of Application
 - c. Annexure B: Annual Turnover
 - d. Annexure C1, C2 & C3: Details of Work Completed of Similar Nature
 - e. Annexure F: Price Bid
 - f. Annexure J1 & J2: Qualification of Manpower
 - g. Annexure D: Declaration
 - h. Annexure E: Declaration
 - i. Annexure K: Declaration

3. Bidder will put page number and authorized signature on each page (both side) compulsorily of all the Annexures / Supporting Documents uploaded and in absence of it, the bids are liable to be rejected.

4. The checklist should be duly filled and signed. Proper page number for all documents should be mentioned else tender will not be evaluated.