



KAZI NAZRUL UNIVERSITY

Nazrul Road, Kalla More, P.O. – Kalla C. H.
Asansol – 713340, Dist.-Paschim Barddhaman, West Bengal
Phone No.: 0341-227 0456, FAX: 0341-2271024,
Website: www.knu.ac.in

Ref. No. : Tend/KNU/Lib/064/17

Date : 17.10.2017

Tender

For data feeding in 'University Automation Software' application package to develop library database

The Kazi Nazrul University [a state aided University of Govt. of West Bengal] having its Administrative Office at KAZI NAZRUL UNIVERSITY, Nazrul Road, Kalla More, P.O. – Kalla C. H. Asansol – 713340, Dist.- Paschim Bardhaman, West Bengal. Kazi Nazrul University invites Quotation in below mentioned format from experienced individual or firm for data feeding in 'University Automation Software' application package to develop library database. However, Kazi Nazrul University expects that the individual/firm will be responsible in completion of data feeding job in time bound programme. Individual or firm who wish to participate should meet the following eligibility criteria:

- Experience in Library and Information Science works and preparation of library database in computerized environment and in working different library application package.
- Priority should be given who will able to furnish certificate in data feeding in library application package in any University/College
- Preferences will be given to those also who have either local presence or resides in Asansol in and around the University.

The document submitted to Kazi Nazrul University should be complete and comprehensive with explicit documentary evidence in support of all the prequalification criteria. Individual or firm should submit the following as part of their bidding:

- BIODATA

- Copy of experience, if any.

- Expected charge/remuneration in Indian rupee(₹) either per unit or in lump sum for preparation of Accession number, Call number, data entry, labelling, barcode generation etc.

Based on the documents submitted with the tender, University will short list individual or firm. The University reserves the right to reject any or all the offers without assigning any



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reason thereof. The tender document together with all the enclosures may please be delivered not later than 12: 00 hrs. 31.10.2017 ,in a sealed cover super scribing subject of the tender "TENDER FOR DATA FEEDING inUniversity Application Package " along with the words "Not to be opened before31.10.2017 at12: 00 hrs." to the following address:

The Librarian, Kazi Nazrul University, KAZI NAZRUL UNIVERSITY, Nazrul Road, Kalla More, P.O. – Kalla C. H. Asansol – 713340, Dist.- Paschim Barddhaman, West Bengal

Last date of receiving tender document either by hand or by post: 31.10.2017 up to 12:00 hrs. Bidders must comply the Terms and Conditions as mentioned in the Tender Documents.

Note: For any sorts of query, please contact the undersigned at ictknu@gmail.com

Sample Datasheet

Title	
Subtitle	
First Author Full Name	
Second Author Full Name	
Title Call Number	6) ISBN
Publisher Name with place	
Editor Full Name	
Item Type	10) Volume
Publication Year	12) Edition
Classification Code	
Accession Number	
Actual Price	
Remark	
Rack /Subject	



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Job Description

- 1) Physically data capture from book and make data sheet
- 2) Making call no by DDC
- 3) Writing call no in books
- 4) Data entry in prescribed format given by the University
- 5) Making Spine and Barcode
- 6) Printing and pasting Spine and Barcode with cello-tape

DETAILS OF BIDDER

Name of the Bidder

2. Address of the Bidder

3. Contract No.

4. Fax No.

5. Mobile No.

6. Email

7. Name of Authorized Signatory

8. GST No.

9. Income Tax No.PAN

10. Yearly Turnover for Last Three Years

11. Year of Establishment

12. Banker details(IFSC,A/c no. etc.)

13. List of clients

Price bidding format

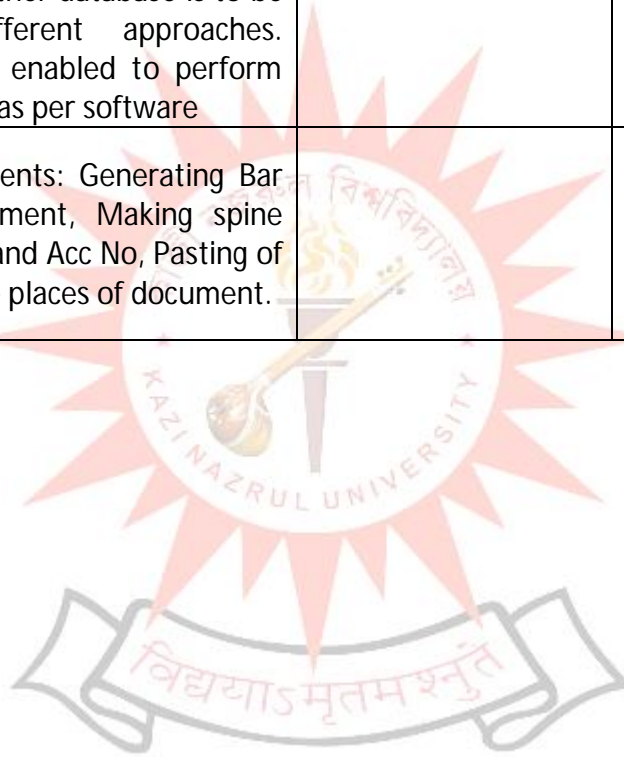
	Unit Price @ Per Document For Single Title/Multiple Title(Library has approx 15000 number of titles)=Unit rate x 15000=A	GST=B	Total = A +B
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Technical Processing of Documents (Classification according DDC 22nd Ed, Analysis of Bibliographical Information for Cataloguing purpose as per MARC 21 format, providing minimum four keywords from the document.			
Database creation of Documents (All the data extracted in the Technical Processing are to be used for the purpose of creation of database through the different modules of the Library Software package provided by the University, Further database is to be maintained by different approaches. System shall also be enabled to perform computerized service as per software			
Bar-coding of Documents: Generating Bar code for each document, Making spine label bearing Call No and Acc No, Pasting of Label on at least three places of document.			



Sd/-
Librarian
Kazi Nazrul University,
Asansol -713340