



Subject: Quotation for Maintenance etc. of KOHA in the University Library, Dada Lakhmi Chand State University of Performing and Visual Arts, Rohtak

Sir/Madam,

Quotation is invited in sealed cover for the **Maintenance etc. of KOHA** in the **University Library, Dada Lakhmi Chand State University of Performing and Visual Arts, Rohtak** subject to the following terms & conditions:

1. Quotation must be submitted for: (a) latest version of KOHA (an open source software); (b) and installation of the same on our server (Xeon processor, 32 GB RAM and 2 TB HDD). Supply and installation of latest version of UBUNTU (an open source LINUX version) shall also be the responsibility of the successful bidder.
2. The vendor shall customise KOHA as per our requirements in terms of framework for data entry, OPAC display format, journals module, circulation module, web-enabling and other library functions.
3. KOHA was implemented in the Library four years back and has ever since been using it. All its data of books etc. is available in KOHA environment.
4. We are using international third party server in cloud mode. The appointed vendor shall migrate the data of the books in the customised version on our server/ third party server.
5. As of now, there are about 20000 titles/ 30000 volumes of books in the database, which is likely to increase at the rate of 4000 titles/ 5000 volumes per year.
6. The bidders shall quote rates as under:
 - a. Cost of customization, installation and migration/uploading of data in KOHA software including installation of UBUNTU on our server. However rates may also be quoted for hiring of Cloud space on Microsoft Azure/Amazon/Google/any Indian reputed company, separately. Selection of server or cloud space will be the sole decision of the Committee.
 - b. Per title cost of migration of data with full integrity.
 - c. AMC (Annual Maintenance Contract) charges per year as well as for a period of five years, renewable/payable annually in case AMC is made for more than one year subject to satisfactory service.

7. Free training will be provided to the Library staff locally at Dada Lakhmi Chand State University of Performing and Visual Arts, Rohtak.
8. Back up of the data will be provided to the library on the last day of every month. This will be applicable if the Committee decides to hire space on third party server.
9. Data will be the property of the University, in case space on third party server is hired.
10. The vendor shall quote rates inclusive of all taxes. Tax, not mentioned in the quotation, shall not be paid.
11. Complaint, if any, regarding working of KOHA shall be lodged to the firm by e-mail/ WhatsApp /landline phone/Mobile.
12. In case of any technical problem, the vendor shall resolve the same within 24 hours, but failure of “circulation services” shall be restored immediately but not later than 01 (one) hour.
13. The vendor shall provide all updates of KOHA that will be released/ available during the Contract/Agreement period.
14. No advertisement/publicity of any firm/product etc. shall be allowed on KOHA.
15. Payment shall be made to the vendor through NEFT/RTGS/DD/Cheque after the successful installation of software, migration of data, training of staff and satisfactory report of the Inspection Committee.
16. No advance payment (full or partial) shall be admissible.
17. The vendor shall complete the job (customisation, installation, staff training, migration of data and other related work) within fortnight (15 days) from the date of order.
18. The vendor must not have been blacklisted by any govt. office/ Govt. Institute/Govt. funded autonomous body due to any reason whatsoever.
19. The Service Provider/Vendor should have PAN/GST numbers.
20. Turn over of the firm should be atleast 25 lakhs per annum during the last three years. Attested copies of ITR must be attached with the quotation.
21. The vendor must have experience to supply, install, implement, and customisation KOHA in atleast 10 Central/State Universities/ Deemed Universities/ other equivalent bodies and shall submit proofs for satisfactory completion of work alongwith copies of orders.
22. Performance warranty may be obtained from the appointed/hired service provider @ 5% of the annual maintenance charge with an expiry date till the end of the service period.
23. The vendor must be listed in KOHA Community Support companies.

24. Quotations should be addressed to the **Consultant (LMS), Dada Lakhmi Chand State University of Performing and Visual Arts, Rohtak (Haryana)**.
25. The quotation in sealed cover must reach the undersigned on or before **02.08.2023** on any working day before **4.00 p.m.** either by post or in person. The University will not be responsible for any postal delay. It may kindly be noted that Saturdays and Sundays are holidays in the University.
26. Quotations will be opened on **03.08.2023** at **11.a.m.** in the office of the undersigned. The bidders/ their authorized representatives will be permitted to attend the quotation opening meeting.
27. Quotation received after due date shall not be accepted.
28. The jurisdiction for the dispute, if any, shall be Judicial Courts at Rohtak. The jurisdiction for legal redressal mentioned in the invoice of the supplier/vendor shall not be applicable.

Yours sincerely,

Convener
Purchase Committee