



REF:NIT/68/G-51

DATE: 15.03.2024

NOTICE INVITING TENDER



Tender is hereby invited by the **Office of the Principal, Taki Government College** from reputed, registered, and professional agencies for ***“Upgradation of Koha LMS (version 22.05 or any later stable) on Ubuntu 22.04 LTS in Local Server and other associated work including customization of Staff Client and Web-OPAC, e-mail Alert Configuration, Server Maintenance, Remote Support of Koha, etc. at Taki Government College.”*** Prequalifying documents in a separate cover and Bid documents in another cover are to be submitted by the eligible bidders who satisfy the terms and conditions detailed below. The pre-qualifying and bid documents duly filled in all respects should be submitted in the College Office **within office hours of 23.03.2024**. The College Authority at Taki Government College does not take any responsibility for the delay caused by unprecedented or unavoidable circumstances.

1.	Name of the Work	Upgradation of Koha LMS (version 22.05 or any later stable) on Ubuntu 22.04 LTS in Local Server and other associated work including customization of Staff Client and Web-OPAC, e-mail Alert Configuration, Server Maintenance, Remote Support of Koha, etc. at Taki Government College.
2.	Name and Address of the Office where the Service to be provided	Taki Government College, Taki, P.S.- Hasnabad, Dist-North 24 Parganas, West Bengal; Pin- 743429.
4.	Company/Agency eligible for submitting Quotations	Vendors must have extensive experience and expertise in Koha LMS (version 22.05 or any later stable) on Ubuntu 22.04 LTS in Local Server and other associated work including customization of Staff Client and Web-OPAC in at least THREE reputed educational institutions of higher education in India with a minimum 03 (THREE) years of such working relationship.

1. General Instructions:

a. Selection of agency will be made on the basis of quoted rate (in INR) only. No enhancement of rate is admissible during the contract period. The agency will not be entitled to withdraw the agreement without serving a three months' notice.

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b. No additional allowance charges will be entertained for the persons engaged for implementation. Any additional cost not mentioned in the tender will be borne by bidder.

d. Incomplete and/or Conditional Bids will be summarily rejected without assigning any reasons thereof. In case of any dispute, the decision of the Office of the Principal, Taki Government College shall be final and binding on the bidders.

e. Vendors shall be entirely responsible for all taxes, duties, and license fees etc., incurred until completion of the contracted Services.

f. Payment of bills will be made after successful completion of requisite services within reasonable timeframe and for continuing necessary support services on a given deadline.



2. Submission of bids:

Financial Bid in sealed cover is to be submitted by the Company personnel at the College Office **within office hours of 23.03.2024**. All papers must be submitted in English language. The tender inviting authority shall verify the technical documents along with the credentials which are mandatory for the participation before issuance of the Award of Contract (AOC).

3. The eligibility criteria are given below: -

- a. Vendors must have extensive experience and expertise in Koha LMS (version 22.05 or any later stable) on Ubuntu 22.04 LTS in Local Server and other associated work including customization of Staff Client and Web-OPAC in at least THREE reputed educational institutions of higher education in India with a minimum 03 (THREE) years of such working relationship.
- b. Copy of form of Income Tax return for the last three financial year, GST Registration certificate, PAN No., Current Trade license, Govt. of West Bengal, other related licenses and registration certificates, if any, other credentials have to be submitted.
- c. The tender bid will be outrightly rejected if it comes to the notice of the tender inviting authority during scrutiny that the credential or any other paper of a bidder is false or have been fabricated etc.
- d. The undersigned reserves the right of accepting or cancelling the tender without assigning any reason.

4. Statutory Documents:

Technical Folder:

Sl No.	Category	Sub-category	Sub-category Description
1.	Certificates	Certificates	PAN Card of the Bidder 1.GST Registration Certificate

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2.	Company/Firm Details	Company Details	1. Latest Trade License.
3.	Credential	Credential 1	Copy of the work order for having experience in similar nature of work in at least THREE reputed educational institutions.



Financial Folder :

Sl No.	Description of Work	Rate (in INR)	Taxes (in %)	Total Amount
1.				
Total Expenditure (in INR)				
2.	AMC (in % and in INR)			

5. Disposal of Disputes:

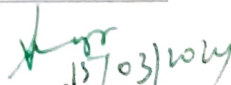
In case of any dispute, the College's decision will be treated as final and conclusive.
All legal issues are subject to Kolkata jurisdiction only.

6. Discretion of the College:

- College may take decision about non-hiring of the said services even after selection of vendor due to fund constraints, change in Government policy etc.
- College may seek documents from the bidder in addition to the documents sent by them at the time of submitting technical bid for verification and evaluation of tender.
- College reserves the right to relax any clause as stated herein above for selection of responsive vender.

7. Date and Time Schedule of the Tender:

Sl. no.	Particulars	Date & Time
1	Start of Submission of Bid at College Office	From 15-03-2024
2	End of Submission of Bid at College Office	23-03-2024 Till 1.30 PM
3	Bid opening date at the College	27-03-2024 at 1:30 PM


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