

**OFFICE OF THE PRINCIPAL - SOVARANI MEMORIAL COLLEGE
JAGATBALLAVPUR, HOWRAH, WEST BENGAL – 711408**

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***E-TENDERING FOR LIBRARY AUTOMATION SOFTWARE UNDERGRANT OF DEPARTMENT
OF HIGHER EDUCATION, GOVERNMENT OF WEST BENGAL***

Notice Inviting E-Tender No.: SMC/05/08/25

Dated : 01/08/25

The Teacher-in-Charge (TIC), on behalf of Sovarani Memorial College, is inviting **e-Tender (Under Grant of Department of Higher Education, Government of West Bengal) in two Bids (Technical & Financial Systems- laid down in Rule 47C of WBFR regardingTenders) at discount rates** for thepurchase and installation of Library Automation Software for the Central Library of Sovarani Memorial College as per the **BOQ** in annexed list from the **Bonafide Publishers / Authorized Distributers / Reputed Vendors** with financial capability of having executed similar jobs within the last 5 (five) years as mentioned in the NIT below in any Govt. /Govt. Sponsored / Govt. Aided Colleges / Universities / Research Institutes.In the e-tenderingprocess, intending bidders may download the tender documents free of cost from the website :<https://wbtenders.gov.in> directly with the help of **Digital Signature Certificate**. Necessary earnestmoney may be remitted in favour of the Principal, **Sovarani Memorial College**, strictly **throughonline mode only** in accordance with the **G.O. No. 3975-F(Y) dated 28.07.2016** and **G.O. No. 2320-F(Y) dated 07.06.2022** of the Finance Department, Government of West Bengal. All bidders are hereby requested to peruse the guidelinesmeticulously before participating in the e-tender and comply with the terms and conditions containedin this tender document in letter and spirit.

Sl. No.	Name of Work	Total Cost for Items to be Supplied	Earnest Money Deposit (EMD) 2%	Time of Completion of Delivery	Remark
1.	Supply & Installation of Library Automation Software	299591/- (Two lac ninety nine thousand five hundred ninety one	5992/- (Five thousand nine hundred ninety two)	30 Days from the date of issuance of work order	

**SD/-TIC
Sovarani Memorial College**

Tendering Schedule

Sl. No.	Particulars	Date & Time
1	Date of uploading of e-NIT & other documents (online) (Publishing Date)	03-11-2025 6.00 P.M.
2	Documents download opening date (online)	03-11-2025 6.00 P.M.
3	Bid submission opening date (online)	03-11-2025 6.00 P.M.
4	Documents download closing date	23-11-2025 3.00 P.M.
5	Bid submission closing date	23-11-2025 3.00 P.M.
6	Technical Bid opening date	25-11-2025 3.00 P.M.
7	Uploading of final list of Technically qualified bidders	To be notified later
8	Financial Bid opening date	To be notified later
9	Uploading of Financial Bid evaluation sheet	To be notified later

INSTRUCTIONS TO BIDDERS

1. Tender Document

All information posted on the website consisting of the NIT and related documents including the annexure, BOQ, Corrigendum etc. shall form part of the tender document.

2. Registration of Supplier

Any supplier willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system, through logging on to <https://wbtenders.gov.in> (the web portal of Higher Education Department). The supplier is to click on the link for e-Tendering sites given on the web portal.

3. Digital Signature Certificate (DSC)

Each supplier is required to obtain a Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) on payment of the requisite amount. DSC is given as a USB e-Token.

4. The supplier can search & download NIT & Tender Documents electronically from WB e-Tender Portal: <https://wbtenders.gov.in> once he logs on to the website mentioned above, using the Digital Signature Certificate. **This is the only mode of collection of e-Tender Documents.**

5. Participation in more than one supply

A prospective bidder shall be allowed to participate in the **supply & installation of library automation software** either in the capacity of the individual or as a partner of a firm. If he is found to have applied multiple times in various capacities, all his applications will be rejected.

6. Submission of Tenders

Tenders are to be submitted through online in two folders at a time for each supply, **one in Technical Proposal & the other in Financial Proposal, before the prescribed date & time using the DigitalSignature Certificate (DSC)**. The documents are to be uploaded as virus scanned copies duly **Digitally Signed**. The documents will get encrypted (transformed into non-readable formats).

A. Technical Proposal

The technical proposal shall include scanned copies of the following documents contained in two covers (folders), namely, **Statutory** and **Non-statutory**.

a) Statutory Cover shall contain the following documents :

1. NIT
2. Addendum/Corrigendum
3. List of items to be purchased
4. Form- I, II and III
5. Receipt of Earnest Money Deposit (EMD)
6. Credentials of having executed similar works in at least three educational/research institutions as mentioned above.

(Download the NIT & Corrigendum, if any, properly and upload the same Digitally Signed).

b) Non-statutory Cover shall contain the following documents (copies):

1. Voter Card
2. PAN Card.
3. GST Registration Certificate.
4. I.T. Return of the last financial year.
5. Trade License
6. P-Tax Registration Certificate.
7. Bank guarantee relating to financial solvency.

B. Financial Proposal

The rates (including charges for supply, installation and services during warranty period, if any) will have to be quoted in the Bill of Quantity (BOQ). Quoted discount rates will be encrypted in the BOQ under "Financial Bid". No additional claim will be entertained in any circumstances.

7. Experience / Credential & Financial Solvency

The prospective bidders must have supplied and installed **Library Automation Software** as mentioned in the BOQ prior to the date of issue of this Notice to at least three Government College / Government Aided College / State or Central University / Research Institute. The prospective bidders shall also have financial solvency for completing the work. At least four documents have to be uploaded online, one of which shall be a bank guarantee relating to financial solvency.

Note : Inadvertent mistakes, if any, in the tender document may be ignored and e-Tendering rules of the Govt. will prevail in all cases.

General Terms and Conditions:

1. The entire work to be handled as a single Turn-key Project and the total cost of the project will be computed as a single value project cost. Hence, the bidder/OEM should quote for all the items mentioned in the tender. The rates should be quoted for a single unit and for the total quantity required by the College. The price should include the Delivery, installation, training charges, etc..
2. All RFID equipment should be from one manufacturer only and must be from Indian OEM (Original Equipment Manufacturer) having ISO & CE Certification.
3. Bidder/OEM will be required to show a demo of the hardware with SOUL 3.0 using SIP2 / NCIP protocol at the library for qualify technical round before the Price bid opening.
4. The bidder/OEM should have successfully implemented RFID based library automation solution in at least 5 (five) Libraries having 30,000 or more books in each of the libraries across India should be implemented with SOUL LMS. Out of those 5 (five) libraries at least 1 (one) Library must be from West Bengal.
5. The selection of the Agency will be made on the basis of both technical and financial bids.
6. The quantity of the above items may defer subject to the requirements of the Library.
7. Specifications of the hardware items given in this bid document are the minimum requirements. The bidder may offer items with higher specifications and all hardware should be work with SOUL LMS.
8. The Bidder/OEM should submit Certificate of Authorization from the Principal Manufacturing Company and self-declaration in case of OEM Bidding to quote the Tender. A dealer's sub-resellers are not allowed to bid for the project. Letter of authorization from Original Equipment Manufacturer (OEM) specific to this tender should be enclosed. The letter should mention OEMs contact numbers, email addresses and website with whom authenticity of letter can be cross checked. To verify the authenticity of the items quoted in the tender. The RFID equipment with technical datasheet must be available on OEM's website.
9. The Bidder/OEM should be certified by INFLIBNET for smooth integration of their RFID System with SOUL LMS using SIP2/NCIP.
10. The Bidder/OEM must be a registered Firm in India with Registrar of Companies and in business for the last 15 years or more.
11. The Bidder/OEM must have support office in West Bengal. Office proof needs to be submitted with the Bid.
12. The PRINTED CIRCUIT BOARD (PCB) of the Staff Station Reader should have the OEM Logo/Name & Part code SKU embossed on it as proof of Manufacturer Status.
13. The Technical Bid and the Financial Bid both will have to be submitted concurrently duly digitally signed in the website: <https://wbtenders.gov.in>
14. It is mandatory for all the Bidders to deposit **EMD online** through **NET BANKING/CHALLAN** according to **G.O. No. 3975-F(Y) dated 28.07.2016** and **G.O. No. 2320-F(Y) dated 07.06.2022** of the **Finance Department, Government of West Bengal**.
15. The discount rate must be kept valid for 120 days from the date of submission. It may be extended if required.
16. **Defective Library Automation Software** shall not be accepted in any case. Replacements have to be made by the supplier within **7 (seven) days** of the date of delivery.
17. ***The College Authority reserves the right to accept or reject any bid or/and cancel the bidding process at any time prior to the award of contract without assigning any reason and without thereby incurring any liability to the affected bidder or bidders.***
18. **Delivery Period:** The supply, installation of **Library Automation Software** should be made **within 30 days** or the time prescribed by the college, which will be mentioned in the **Work Order** to be issued by the college authority.

Special terms and conditions:

1. **No advance payment shall be made at any circumstance.**
2. Payments will be made after satisfactory delivery and installation of **Library Automation Software** by the college authority.
3. The payment will be made by **Department of Higher Education, Government of West Bengal through college.**
4. Conditional and incomplete tenders are liable to be summarily rejected.
5. **Penalty for late supply :** In case of delay in delivery/installation of **Library Automation Software**, the competent authority has the right to deduct the amount @1% of total order value and the same may be increased to maximum of 5 % of order value.
6. The quantity for purchase of items may be increased or decreased in the final order.
7. During evaluation, the Tender Inviting Authority may summon the tenderers & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if they are not produced within the stipulated time frame, their bid may be liable to rejection.
8. **There shall be no provision for arbitration.**
9. **Legal jurisdiction for solving disputes, if any, shall be settled in the Honorable Court of Sub Divisional Judge, Howrah, West Bengal.**
10. The e-NIT shall form part of the contract agreement. On acceptance of the bid, the successful bidder(s) shall have to sign the contract agreement consisting of e-NIT, instructions to bidders, special terms and conditions, specifications, BOQ, rate quoted, Letter of Acceptance(LOA) and the Tender Form-I, Form-II and Form-III.
11. Tenderers must specifically take note of all the addendum /corrigendum related to the tender, if any, and upload the latest documents as part of the tender.
12. **If the L-1 bidder does not agree to execute the job after opening of Bid, the Earnest Money will be forfeited without any further intimation and may be construed as an attempt to disturb the tendering process and will be dealt with accordingly legally.**
13. Tenders may be summarily rejected if any item in the statutory and non-statutory covers is not uploaded.
14. **Taxes & duties to be borne by the Contractor :** All types of taxes including Income Tax, GST and Other Taxes as per Govt. Rule shall have to be borne by the contractor and the rate should be quoted accordingly after consideration of all these charges.
15. No additional payments whatsoever shall be made to the contractor.
16. **Site inspection before submission of tender :**

Before submitting the tender, the intending tenderers should make themselves acquainted thoroughly with the local conditions prevailing at the site by actual inspection of the site and taking into consideration all factors and difficulties likely to be involved in the execution of work in all respects including transportation of materials, communication facilities, market rate etc. and no claim whatsoever will be entertained on these account afterwards. In this connection intending tenderers may contact the office of the Principal concerned with the work between 11.30 hours to 2.30 hours on any working day prior to date of submission of tenders.

17. The BOQ contains the list of **Library Automation Software with specifications**. Bidders must give their rates in the BOQ considering four Items (Item No. 1: Library Staff Station, Item No. 2: Self Adhesive RFID Tags (for Book), Item No. 3 : Institution Labels, Item No. 4 : Integration Module / Middleware Features) as mentioned in **Technical Specifications** as a single item “ Item Description: Supply & Installation of Library Automation Software ”

List of Library Automation Software *(for Rs. 299591/- (Two lac ninety nine thousand five hundred ninety one)) Attached in List of Library Automation Software.pdf*

Note – Clarifications, if any, may be sought regarding the matters which seem incomprehensible in the Library Automation Software List.

SD/-TIC
Sovarani Memorial College

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FORM -I (Application in respect of e-NIT)

[To be furnished on Firm's Letter Head]

To

The Principal/TIC

Sovarani Memorial College

P.O. Jagatballavpur, Howrah – 711 408; W.B.

e-NIT No. & Date

Name of Work:

Estimated Amount:

Dear Sir,

Having examined the Statutory, Non-statutory & E-NIT documents, I/We hereby like to state that I/we willfully accept all your conditions and offer to execute the works **(Supply & Installation of Library Automation Software)** as per Tender No. and Serial No. mentioned in the said E-tender. I/We also agree to remedy the **defects** after/during execution of the above work in conformity with the conditions of contract, specifications, bill of quantities (BOQ) and addenda.

1. Full name of applicant (In block capitals) :
2. In the capacity of owner/partner(s):
3. Duly authorized to sign bids for & on behalf of the Firm.

Name of Firm in block capitals:

4. Office address (In block capitals):
5. Telephone No.(s) (Office):
6. Mobile No. linked to the Bank Account
7. E-mail ID:

Signature of the proprietor(s)/authorized person(s) of the Firm:

Date & place

Designation of the signatory,

Name of the Firm with Seal

FORM -II**Organization Details****A. Head Office :**

1. Name of Contact Person :
2. Office Address :
3. Telephone No :
4. Mobile No :
5. Email Id :
6. Bank Details :

(i) Name and address of Banker :

(ii) Account No. and type of A/C(SB/Current):

(iii) Type of A/C(SB/Current):

(iv) IFSC:.....MICR Code :

(v) Mobile No. linked to the Bank Account

(vi) Attach a cancelled cheque (colour photo copy):

B. Branch Office & Service Centre in/nearby Kolkata/ Howrah

1. Name of Contact Person :
2. Office Address :
3. Telephone No :
4. Mobile No :
5. Email Id :

Signature of the proprietor(s)/authorized person(s) of the Firm:.....

Date & place

Designation of the signatory,

Name of the Firm with Seal

FORM -II (Affidavit Format)

One Affidavit before **1st class Magistrate/Notary** will have to be submitted mentioning the correctness of the documents and Declaration of penalty, debarment etc. faced by the declarant under any Govt. / Semi-Govt. / Autonomous Body / Institution / Local Body / Corporate House in hard copy along with serial No. & date within stipulated date & time.

Declaration to be furnished in the AFFIDAVIT

I/We (Name), son/daughter of (Father's Name)....., residing at (Residential Address), having office at (Business Address), do hereby solemnly affirm and declare as follows :

i) Ownership/authorized Partnership Details:

ii) Reference: (E-NIT No. with date, Sl. No.)

iii) All Documents submitted by me/us are genuine, authentic, true, and valid.

iv) All information provided is true to the best of my/our knowledge & belief. The college authority has got full right to cancel the application for participation in the E-tender with penal measures, if any, in case any of the statements is proved false.

v) Neither any penalty or debarment was made against me/us nor against my/our firm in any way at any Govt./Autonomous Body/Institution/ Corporate house.

vi) That I am a citizen of India.

Signature of the proprietor(s)/authorized person(s) of the Firm:.....

Date & place

Designation of the signatory,

Name of the Firm with Seal

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