# GOVERNMENT COLLEGE OF ENGINEERING, KENDUJHAR

ସରକାରୀ ଯାନ୍ତ୍ରୀକ ମହାବିଦ୍ୟାଳୟ, କେନ୍ଦୁଝର

**(An Affiliated College of BPUT, Odisha)**

*At: Jamunalia, P.O.: Old Town, Dist., Kendujhar, Pin: 758002 (Odisha)*

**Web:** www.gcekjr.ac.in / Mail id- principal@gcekjr.ac.in

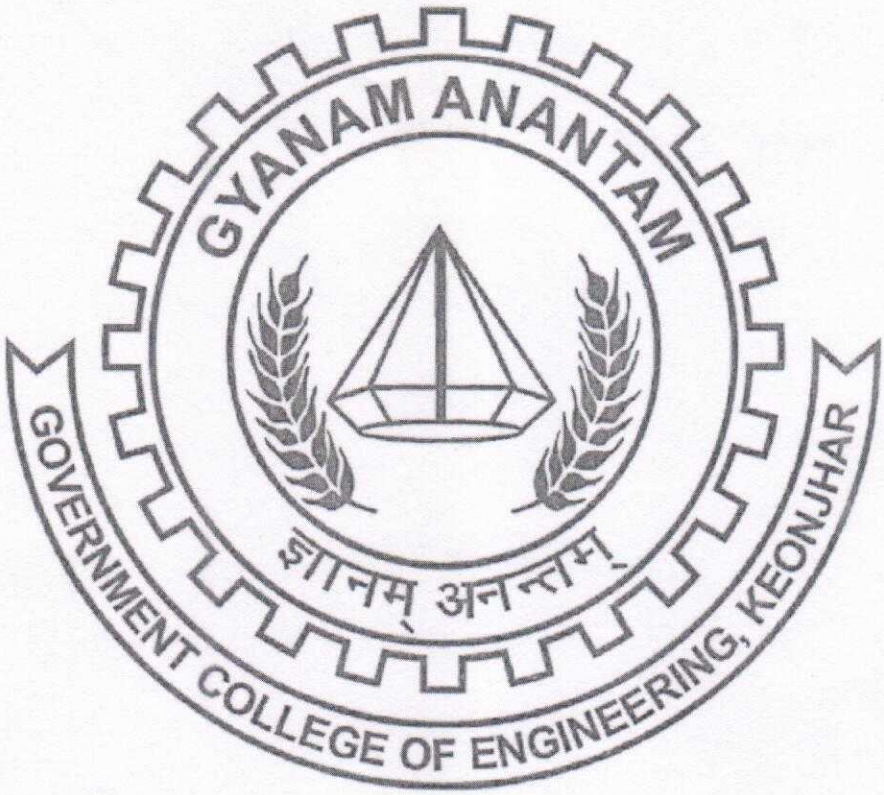

**No.** 1862 **Date** 26-11-2026

## TENDER CALL NOTICE

The Government College of Engineering, Kendujhar, intending to automate its outlaying College Central Library and invites sealed tender from reputed and registered Library Automation Agencies/ Vendor/ Firms containing the complete documents super-scribed as **"Automation of Central Library of GCE, Kendujhar"** with valid GST and PAN. Interested party/parties may apply in the prescribed tender documents only downloaded from the Institution website i.e. **www.gcekjr.ac.in.**The last date and time of receiving sealed tender through Registered/Speed post by 17/12/2026 up to 04.00 PM. The tender documents received beyond the due date and time shall be summarily rejected. The Institution shall not be responsible for postal delay if any. The undersigned reserves the right to extend the date and accept or reject any or all tenders without assigning any reason thereof.

**Sd/-**
**Principal**
**Government College of Engineering,**
**Kendujhar**

# BIDDING DOCUMENTS AND INSTRUCTIONS FOR AUTOMATION OF CENTRAL LIBRARY OF GCE, KENDUJHAR




**GOVERNMENT COLLEGE OF ENGINEERING, KENDUJHAR**
**[An Affiliated College of Biju Patnaik University of Technology]**
**Jamunalia, Old Town, Kendujhar– 758002**

# INVITATION FOR BIDS

Principal, Government College of Engineering, Kendujhar, invites sealed tender from reputed and registered Library Automation Agencies/ Vendor/ Firms containing the complete documents for Automation of Central Library of GCE, Kendujhar. Interested eligible Bidders may obtain detailed information and a list of items with technical specifications from the website of the College **www.gcekjr.ac.in**

Particulars about the submission of the bidding document are as follows:

| | |
|---|---|
| Tender No. / Date | No. Date |
| Period of Contract | One Year |
| Tender document available on website | **www.gcekjr.ac.in** |
| First date of availability of Bidding | 27/11/2026 |
| Last date and time for submission of bids | 17/12/2026 |
| Time and date of opening of bids | 18/12/2026 |
| Price of bidding document | Rs1000/- (Service Tax is included) (non-refundable) |
| EMD (Interest free Refundable): | Rs.10,000/- (Rupees Ten Thousand) |
| Place of opening of bids | Office of the Principal Government College of Engineering, Jamunalia, Old Town, Kendujhar-758002 |
| Address for communication | Office of the Principal Government College of Engineering, Jamunalia, Old Town, Kendujhar-758002 |
| Contact info. | Dr. Umakanta Behera, Professor-In-Charge, Library, GCE, Kendujhar<br>Mail Id: umakantabehera_fmn@gcekjr.ac.in<br>M: +91-9438706802 |

**Sd/**
**Principal**

## General and Establishing the Eligibility for Qualifications

The tender for automation of Central Library of GCE, Kendujhar, will be governed by the following 'Terms and Conditions':

1. The Principal, Government College of Engineering, Kendujhar reserves the right to accept or reject any or all tender(s) in part or full, without assigning any reasons thereof and his decision will be final in all cases in respect of acceptance/rejection.
2. Tenderers are advised to go through the tender document carefully before submitting the tender documents. It will be presumed that the tenderer has considered and accepted all the terms and conditions of this tender. No enquiry, what so ever verbal or written shall be entertained in respect of acceptance/rejection of the tender. BIDS MUST BE UNCONDITIONAL.
3. Incomplete tenders and the tenders received beyond the due date and time shall not be accepted.
4. The bidder must have its own establishment having valid up-to-date registration for Firms / Enterprise under Companies Act 1956/ Distributors / Authorized Dealers / Library Automation Agencies with valid GST and PAN. A proof Copy of GST/Sales Tax and Income Tax Clearance certificates issued by the concerned authority.
5. Annual turnover of the tenderer must be more than Rs. Ten Lakhs in the last two years. As a letter of support, the bidder should submit an audited balance sheet for the last two financial years.
6. The tenderer should have at least three years of experience of supporting to the implementation of the automation packages (especially open-source library Management software (LMS) with supporting services in at least 05 libraries educational institutions preferably in Odisha. The proof of such own credential should be furnished along with the tender. Provide at least 5 contact numbers of their existing clients for feedback purpose.
7. The tender should be accompanied by the required amount of (Bid Security) EMD and Tender cost (non-refundable) in shape of DD in favor of Principal, Government College of Engineering, Kendujhar, and Payable at Kendujhar from any Nationalized Bank. The EMD of the unsuccessful tenderers shall be



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returned after the successful tenderer enters into contract with the institution. The bid security is required to protect the purchaser against the risk of tenderers conduct which would warrant the security's forfeiture. The EMD of the successful bidder shall be returned after receiving the bank guarantee 3% of tender value which must be submitted within 15 days from the date of receiving work order else the contract will be cancelled.

8. Each and every page of the tender document attached there to should be signed by the tenderer.
9. The contract shall remain in force for one year which may further be extended as requirement of services.
10. The tenderer should have not been blacklisted by any Government or other organizations.
11. The sealed tender envelope shall be addressed to "The Principal, Government College of Engineering, Kendujhar, Jamunalia, Old Town, Kendujhar-758002".
12. Incomplete tender and insufficient documents with the tender shall be liable for rejection.
13. The Vendor should be sole supplier of all the products and services. No third party/ joint venture/ subsidiary will be entertained.
14. The vendor may be a listed paid support vendor of any open-source library Management software Community.
15. Implementation and training for three days for the library staff on site and additional on-line training within the project period for 3days at free of cost within the contract price.
16. One-year onsite Support of LMS will be provided by the service provider after implementation of the services at free of cost within the contract price.
17. Support services include maintenance of software, trouble shooting of operational problems, technical problems, unlimited off-site support through mail/ telephone/ remote access, onsite visit by the staff as per requirement at free of cost within the contract price.
18. Software updates during the period of contact free of cost within the contract price.
19. On-line ticket system for smooth support service at free of cost within the contract price.



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20. **Purchase Orders:** Supply and implementation of the services have to be made strictly against the specifications of the Order. Acknowledgement receipt of the order will be taken as acceptance, preferably by e-mail. Any clarification/query regarding the order should be sought from the library committee head within five (5) days of receipt of the firm supply and service order.
21. **Price & Supply:** The price shall remain firm throughout the contract period. No request for hike in price shall be entertained. Any support services as per terms and conditions throughout the contract period is free of charges only any additional work may be claimed with legitimate contract. If a vendor is unable to supply services and support as per the contract the firm is liable for blacklisted and security deposit may be forfeited.
22. **Timeframe for supply, and cancellations:** The supply shall have to be delivered at our office during office hours which shall be inspected by authorized official of the institution and if found defective or not up to standard, shall be replaced free of cost.
23. **Invoicing procedure:** Invoice should be submitted in triplicate (3 copies) addressed to The Principal, Government College of Engineering, Kendujhar. Break up of cost and tax components shall be separately stated in the invoice.
24. **Payment Terms:** No advance payment is allowed by the purchaser to the supplier for any deal. Payment shall be done (subject to recoveries, if any) after successful supply and completion of the work with a certificate for successful operation of the software and supports.
25. **Termination of order:** The order may be terminated at the occurrence of any of the following event:
    a) In case of breach of any terms of agreement or unsatisfactory/ insufficient working on the part of the vendor, if at any time, found that the information provided by the vendor in any form about the supply, services and related matters are incorrect and result in losses in any form to the Institute.
    b) In such case(s), the institute will be at liberty to cancel the order without giving any prior notice to the vendor, and the Institute reserves the right to forfeit the security deposit submitted by that vendor.



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26. The Institute reserves the right to change or modify or amend or substitute any clause in the terms and conditions that are listed above if required, at any time.
27. All disputes and differences arising out or concerning the work shall be subject to the sole arbitration of The Principal, Government College of Engineering, Kendujhar or his nominee.
28. Jurisdiction of court of Law: Any Legal disputes that may arise out of the supply of books by Vendors shall be subject to the jurisdiction of a court in Kendujhar/ Hon'ble High Court of Odisha.
29. All jobs described in "Work Specification" have to be completed within 45 days of receiving the tender award.
30. **Procedure for Submission of Tenders:** Both sealed covers, Part I "Technical Bid" and Part II "Financial Bid," should be placed in a third cover and sealed. The sealed cover containing tender documents should be sent to the Office of the Principal, GCE, Kendujhar by Registered Post/Speed Post, addressed to the Office of the Principal, Government College of Engineering, Jamunalia, Old Town, Kendujhar-758002, within the due date and time as stipulated in the Tender. The sealed envelope must show the name of the tenderer and their address, and should be superscribed as "Tender for Automation of Central Library of GCE, Kendujhar" on the top of the envelope.

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## WORK SPECIFICATIONS

Details specification of the work for Automation of the Central Library of GCE, Kendujhar:

| Sl. No. | Description | Specifications | Quantity |
|---|---|---|---|
| 1 | LMS onsite Implementation: Installation, Configuration and general introduction, Testing and Implementation of Software on Cloud Server with Web OPAC | Cloud Storage 50GB SSD, All Customization should be version independent. The LMS software should be an open-source program. There must be provision for daily data backup automatically. Also, vendor should provide a monthly back up to the library mail. Email setting. Various types of Report should be customized by vendor. OPAC should be designed like Library KRC portal | 01 Unit |
| | Support and help desk facilities for Library staff for day-to-day use of LMS, on annual basis (from project completion date) | Support may be provided through unlimited Email, phone, Remote Access / Google Video Chat. It includes updating & OS including any types of trouble shooting and onsite visit by the staff as per requirement. | |
| | Training & Implementation | Onsite training for 5 days to the library staff and additional on-line training within the project period for 3 days | |
| 2 | Data Entry of Library Books | Data entry of records in MARC 21 format for Integrated Library Management systems (ILMS) from Shelf with subject heading Work Flow: Collect books from Shelf –Data Entry –Error Check – Entry in MARC 21 format –Mandatory 21 fields-Classification from DDC 23rd edition. | 25000approx. |
| 3 | **Library Services:** | | |
| A) | Classification of Books | Searching and Assigning Call no. using DDC Scheme of Classification 23rd edition | 25000approx. |
| B) | Bar-Coding | Generation of bar-code from Software Printing of 1barcode in Barcode Label Stickering- Sticking of 1 barcode in one book. | 25000approx. |



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| | | | |
|---|---|---|---|
| C) | Spine Labeling appropriate Shelving | Generation of Spine Labels from software- Printing of one spine Labels in Spine Labels Stickers – Sticking of spine Labels in one book- Shelving of books as per call no. | 25000approx. |
| 4 | User Profiling | Entry of user details for students and staff (Exists in Excel sheet) | 2000 approx. |

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## Format of Application

**Sub:** Automation of Government College of Engineering, Kendujhar, Central Library, Kendujhar.

1. Name of the Firm:
2. Complete Postal Address with Email:
3. Are you a listed paid support vendor of Koha, SOUL or any other Community? Yes/No.
   If yes, attach copy of the Membership……
4. Are you an authorized Library Automation Agencies/ distributor/ vendor//preferred Agent? If so, attach the authority letter(s) issued by the appropriate bodies in support of your claim……
5. Year of starting of the Firm/ Company/ sole proprietorship with Registration Number/Date……
6. PAN & GST No……
7. Registration No. (Attach: copies) ……..
8. Annual business Turnover* (Attach Balance sheet and Certified copy form Chartered Accountant to showing turnover for the last three finical years and relevant IT return copies.
9. Experiences as specified as per above term and conditions Sl. No. (5).
10. The Vendor should attach the ID proof such as Adhaar of the Proprietor and organizations.
11. Documents in support of automation done in institutes and certificates therein.
12. Price bid should be enclosed in a sealed envelope separately.

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## DECLARATIONS:

i. I/We .....(names of partners/Proprietors or Shareholders) do hereby declare that the entries made in this application form are true to the best of our knowledge and believe.

ii. Mr..... whose Signature is given below, is an authorized representative of this firm.

iii. I/We also undertake the responsibility to communicate all subsequent changes in the constitution or working of firm, affecting the accuracy of the facts, stated above.

Date:

Place:

Authorized Signatory

&Seal of the Firm/Others

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## FORMAT FOR PRICE BID WITH ALL THE TAXES

| Sl. No. | Description | Unit Price | Remarks |
|---|---|---|---|
| 1 | LMS onsite Implementation and customization in Ubuntu operating system. (As per detail specifications term) | | |
| 2 | Data Entry / Data Conversion (As per detail specifications term) | | |
| 3 | Library Services:<br>➢ Classification of Books<br>➢ Bar- Coding<br>➢ Spine Labelling and appropriate Shelving User profiling (As per specification) | | |
| 4 | User profiling (As per specification) | | |
| Total | | | |

**Note: Final Amount will be calculated only after successful work completion and satisfactory report from the Librarian/ Library in charge.**

**Authorized Signatory**

**&Seal of the Firm/Others**

**(Bidder) Name:** .....

**Signature:** .....

**Date:** .....

**Address:** .....

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