



KAZI NAZRUL UNIVERSITY

Nazrul Road, Kalla More, P.O. – Kalla C. H.
Asansol – 713340, Dist.- Burdwan, West Bengal
Phone No.: 0341-227 0456, FAX: 0341-227 1024,
Email: regknuasn@gmail.com, Website: www.knuedu.in

Ref. No: KNU/R/221/16

Date: 08.03.2016

Request For Proposal Supply and installation of Library Application Software

The information submitted by the bidders in response to this Request For Proposal (RFP) should cover Technical and Commercial features. Kazi Nazrul University (KNU) reserves the right to revise, quash or reissue this RFP and all modifications will be advised to the bidders and such modifications will be binding on them. KNU reserves the right to accept or reject any or all the responses to this RFP without assigning any reason whatsoever. KNU prepared this document for implementation of Library Application Software in network environment in its campus. It should not be reused in any form.

1. Backdrop

Kazi Nazrul University was established under West Bengal Act XIX of 2012. Assent of the Governor was first published in the Kolkata gazette, extraordinary 16th August 2012. The 'Request for Proposal' (RFP) document is being issued to the Bidder who desire to supply and installation of Library Application Software.

2. All responses to the RFP must be received in sealed covers superscribed "Request For Proposal for supply and installation Library Application Software" to the following address by 1 p.m. on 28.03.2016 at Nazrul Road, Kalla More, P.O. – Kalla C. H. Asansol – 713340, Dist.- Burdwan, West Bengal and would be opened in the presence of available representatives of the bidders on that day at 2 p.m. at the same address.

3. Minimum requirement

Bidder must have supplied and installed the application in at least one College/University/Govt. Library in India.

4. Scope of RFP

This document constitutes a formal Request For Proposal (RFP) for supply and installation Library Application Software. The Bidder shall also be responsible for providing handholding support in post installation period. The Bidder shall also be responsible for providing end user training to users of the University.

5. RFP Respondent

The Bidder will also be responsible for the entire installation.

6. Disclaimer

This RFP is an invitation to receive response from Bidder not an offer by KNU. No contractual obligation whatsoever shall arise from the RFP process unless and until a formal contract is signed and executed by duly authorised officers of KNU.

7. User license

KNU proposes to install the application in phases intends to cover departmental libraries also. For sizing purpose, Bidder may assume that at least 5 user licenses will be required at present.

8. Hardware Deployment

KNU expects the Bidder to advice about the required hardware, system software which takes into consideration the present and future volume estimates, resilience of the proposed technology, and path for field-upgrade to cope with the growth of the University.

9. The Bidder will make the system compatible with Local Area Network and Wifi.

Registered
Kazi Nazrul University
Asansol - 713340 (W.B.)



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10. Handholding

The Bidder will provide one resource person for a period of two weeks after the date of installation.

11. Liabilities of KNU

This RFP is not an offer by KNU, but an invitation for Prime Bidder's responses. No contractual obligation whatsoever shall arise from the RFP process unless and until a formal contract is signed and executed by duly authorised officers of KNU.

12. Bidder Meeting

Bidder may request in writing for one meeting with KNU to seek clarification with respect to the RFP. KNU wishes to reiterate that the purpose of the meeting should be limited to specific clarification in the RFP. Such a meeting, if required, will need to be undertaken on 11 a.m. on 12.03.2016. All clarifications must be sought in writing. Responses will be provided in writing. All e-mail queries should be necessarily followed by documented queries to which KNU will respond. Bidders are also requested to pool queries and submit them together to facilitate responses from KNU. Kindly avoid any query/clarification over telephone. KNU will be governed only by written response/ clarification provided by the officers authorised to respond to Bidders. Any response provided verbally over the phone or person will not be binding on KNU in future negotiations and contract of delivery.

12. Appraisal Process

The evaluation methodology will be a two stage process:

Bidder who meets the eligibility criteria and adherence of technical specification (Annexure I) will be qualified for next Step. There will be no scoring involved in the eligibility evaluation.

13. Reference Checks

Bidder may require providing a minimum of one reference sites in West Bengal.

14. Finalization of the preferred solutions

At the completion of the selection process, KNU will hold detailed discussions with the selected Bidder to identify any needed enhancements to the proposal if required. Bidder should also be aware that the following documents would be included as attachments to the final proposal that they will need to submit to KNU:

- The implementation plan identifying the tasks to be completed, the assigned responsibilities, and the scheduled completion date.
- Any enhancements to the proposal

KNU reserves the right to stipulate, at the time of finalisation, any other document(s) to be enclosed as part of the final proposal

15. Commercial Bid

The Bidder short-listed from the initial appraisal stage subject to fulfillment of technical Specification will be considered to open the commercial bid as per the format to be prescribed by the KNU for the 'Commercial bid'.

Commercial Bid Evaluation

Commercials to be submitted in following format only.

Registrar (Acad. Charge)
Kazi Nazrul University
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Item	Per user license/system/lump sum/campus license as applicable	Unit rate with all applicable taxes(Rs)	Amount(Rs)
Library Application software(e.g. LIBSYS, Alice for WINDOWS,WYLYSYS,Grantha laya, Librarian or any application of similar nature)			

The commercial evaluation will be the second stage of the evaluation process and conducted on the basis of commercial parameters prescribed above. The University's decision in this regard will be final and binding upon the respondents.

Yours faithfully,
(Signature)
(Dr. Sougata Chakrabarti)
Finance Officer & Registrar (Addl. Charge)
Registrar (Addl. Charge)
Kazi Nazrul University
Asansol - 713340 (W.B.)
08/03/2016

Annexure I

Sl. No.	Features	Yes/No
1	Web based solution	
2	GUI with multitasking feature	
3	User notification through E-mail and SMS	
4	RSS feeds and integration with Google Books, BookFinder, etc.	
5	Unicode Support	
6	Acquisition System Cataloguing System Circulation System Serial System Article Indexing System Online public access catalogue System Advanced GUI interface to enable searching of the library database through an industry standard Web browser	
7	Acquisition System - The Acquisition process consists of: Selecting materials for a library; Placing orders for the supply of books to be purchased; Processing materials received as gifts; Arranging for exchange of books;	



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	Receiving the books in the library; Accessioning them; and Passing the bill for payment for the books purchased. Cataloguing System	
8	Import/export of bibliographic data in standard exchange formats Data entry facility, Accept data in standard machine readable formats such as CCF (ISO-2709), MARC (ANSI-Z39.x), etc.	
9	Circulation System Maintain up-to-date membership records as well as the latest status of the collection meant for circulation. Printing of bar-coded ID cards, along with an optional facility to attach member's photograph. Routine functions such as bindery record management, books on display in the library, latest additions to the library, etc.	
10	Serial System Control of subscription of periodicals and subsequent monitoring of the scheduled arrival of individual issues. It maintains records of the budget sanctioned for serials under different categories, amounts spent, thus providing complete budgetary control. It also handles serials which are received gratis or in exchange.	
11	Article Indexing System Facility to create and maintain a separate articles database special services such as SDI(Selective Dissemination of Information) , listing of current articles, bibliographies, etc.	

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