

RAGHUNATHPUR COLLEGE

(GOVERNMENT SPONSORED)

P.O.- RAGHUNATHPUR ♦ DIST- PURULIA ♦ WEST BENGAL ♦ PIN- 723133

Email : rnpur_coll@rediffmail.com
rnpurcollege1961@gmail.com

Website : www.raghunathpurcollege.ac.in
Phone : 03251-255540

Ref. No. Tender/434-2025

Date. 07.02.2025

E-Tender notice for Retro conversion of Library Materials

MEMORANDUM

- (a) General description of work: **Retro conversion of library materials**
- (b) Estimated cost put to Tender Rs 5,10,000 (five lakh ten thousand only) (approx.)
- (c) Earnest Money Deposit Rs. 10,000 (ten thousand)
- (d) Security Deposit @ 8% on Actual Bill / Cash Invoice
- (e) Last date of online bid submission **22/02/2025 up to 2 PM.**
- (f) Date of opening **25/02/2025, 1 PM.**

E- Tenders are invited from reputed vendors or service providers for Retro conversion Project of Central Library of thirty thousand books (approx.) for Raghunathpur College, Raghunathpur, Purulia. Retro conversion of library material will be carried out using koha Software which has already been installed in local server in Central Library of the College. The details of work have been described in annexure-I. Intending bidder may download the Tender documents from the website www.wbtenders.gov.in/ www.raghunathpurcollege.ac.in. E-Tender documents to be submitted online through E tender portal www.wbtenders.gov.in. Last date of online bid submission is **22/02/2025 up to 2 PM. Date of opening is 25/02/2025, 1 PM.** Bidder should deposit non-refundable Tender Fees Rs.500/-(Rupees Five hundred) only and refundable Rs 10,000/- (Rupees ten thousand) only as earnest money by NEFT in favour of Raghunathpur College (A/C No:50333854328, IFSC:IDIB000R511) and Scan copy of the transaction slip to be upload in the E tender portal. For work detail see **Annexure-I.**

[Signature]
07.02.25
Teacher-in-Charge
RAGHUNATHPUR COLLEGE
Raghunathpur, Purulia

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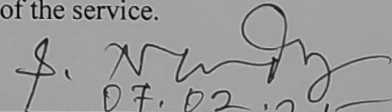
Phone : 03251-255540

Ref. No.....

Date.....

Terms & Condition:-

1. Raghunathpur College reserves the right to reject any or all tenders without assigning any reason what so ever.
2. No advance payment or payment against Proforma invoice will be made. Payment will be made after receipt, inspection, and installation /testing materials satisfactorily.
3. On acceptance of Tender, the date of completion of the service i.e six months from the receipt of work order should be strictly adhered to otherwise; the Raghunathpur College reserves the right to cancel the service taken. In case the order is not executed within the stipulated period, the Raghunathpur College will be at liberty to take services from other sources.
4. Complete Data entry in Koha software must be done for all type of books both in record level and item level. No Payment will be made for Partial or erroneous data entry in Koha software.
5. Payment of bill will be made through by crossed account payee Cheque only after completion of service required successfully.
6. Work/Supply Order: The work/supply order for the entire service can be placed either in one lump sum or as per the requirement through repeat order subject to availability of fund of the required items.
7. Bidder must submit photo copy of PAN Card in the name of the organization or Proprietor, Copy of IT return for the current assessment year, GST certificate with copy of current return, Copy of company registration certificate (if any), Updated trade license from local authority and experience certificate of similar nature of work/supply.
8. All quoted rate must be including GST and installation charges.
9. No additional installation charge will be paid.
10. No TA/DA will be provided to the service providers for the rendering of the service.


07.02.25

(Dr. Srinibas Nandi)

Teacher –in-Charge

Raghunathpur College,

Raghunathpur, Purulia

Teacher-in-Charge

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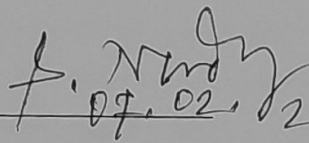
Annexure-I

Work Details:-

Maximum Cost of per work item @ Rs17 (seventeen)

Description of work item as follows:

1. Data entry in koha software in respected modules (Record Level includes classification and Item Level both must be done according to library codes).
2. Spine label and Barcode generation.
3. Pasting of Printed Barcode and Spine Labels in each book.
4. Shelving of processed book in a Proper Manner.


07.02.25

(Dr. Srinibas Nandi)

Teacher -in-Charge

Raghunathpur College,

Raghunathpur, Purulia

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