

Tender fee: Rs.- 590/-

**M.L.SUKHADIA UNIVERSITY: UDAIPUR 313001**

**Notice Inviting Tender ( NIT No.....)**

**Tender for Data Entry of Library Books, Supply and Fixing Barcodes  
and Spine Label**

**PRESCRIBED TENDER FORM**

**NOTE:**

Tender must be submitted strictly in accordance to all terms and conditions of the tender-notice, tender form of the university, otherwise the tender shall not be considered and shall be rejected out-right as the counter (firm's own) terms and conditions are not accepted in any case. Bidder should read these terms and conditions very carefully and comply strictly while submitting their tenders. If a bidder has any doubt regarding the interpretation of any of the terms and conditions or specifications mentioned in those documents, he should get these clarified before submitting the tender from the Dean office, The decision of the Dean office regarding the interpretation of the conditions and specifications shall be final and binding on these tenders(bids).

**TWO SETS OF THIS TENDER FORM CONTAINING THE FOLLOWING ENCLOSURES ARE BEING SENT:**

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**Submit Technical bid and financial bid separately as per details given under special terms and conditions para(1) in sealed envelopes failing which Tender will be rejected.**

Please retain one set for your record and submit one complete set dully filled in signed and stamped along with earnest money remittance documents. The Rajasthan Transparency in Public Procurement Rules, 2013 as amended from time to time will be strictly followed in this purchase.

Encl. As above

**DEAN  
UCSSH, MLSU**

**DETAILS ABOUT THE TENDERER:**

(To be filled in by the tenderer)

Name of the Bidding Company/Firm	
Contact Person (Authorised Bid Signatory)	
Correspondence Address	
Mobile No.	
Telephone Number (Land Line) & Fax	
Website & E-mail Address	
EMD Bank Draft/Pay Order payable at Udaipur. (Cheques /FDR are not acceptable)	Amount Rs - 6000/- DD No.....Dated:..... Bank

**DECLARATION**

I/We hereby declare that I/We have read all the General, Special Terms and conditions and scope of work & specifications of the tender items of the University and I/We agree to confirm to these.

**SIGNATURE OF THE TENDERER**  
WITH HIS FIRM'S RUBBER STAMP



**UNIVERSITY COLLEGE OF SOCIAL SCIENCES & HUMANITIES**  
**MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR**

**TENDER NOTICE**

MLSU/UCSSH/LIB/NIT/2020/528

Date: 31/12/2020

Sealed tenders are invited on or before 12/01/2021 by 2.00 PM for implementing following Automation of library issue-deposit system in the Library under following categories. Tenders will be opened on the same day at 3.00 PM in the presence of the representatives of the firms. Tender forms and other details can be obtained from office of the undersigned on payment of required tender fee or can downloaded from the university web site [www.mlsu.ac.in](http://www.mlsu.ac.in).

S.No	Item	Approx Books	App. Cost (in Lakhs)	EMD (Rs)	Tender fee (Rs)
1.	Data Entry of Library Books, Supply and Fixing Barcodes and Spine label on Library Books	50,000	3.00	6,000/-	590/-

*Those who submit tender by downloading the tender form will be required to deposit EMD +Rs 590/-*

**DEAN**  
**UCSSH, MLSU**

# Eligibility Criteria

The following criteria must be fulfilled by a bidder

1. The bidder must be a company/firm registered under the India Company Act, 1956 or a proprietary firm or a firm registered under partnership Act 1932. No consortium is allowed. Necessary certificates must be enclosed
2. The turnover of the company during last three financial year should be Rs 3.00 Lakhs or more. Copies of financial report such as P&L A/c Balance sheet, IT returns should be accompanied with technical bid
3. The firm must have necessary Tax registrations with State Govt. and PAN registration. Copy of registration should be attached with technical bid
4. The bidder must have been Experience in the business of Data Entry, Library automation in reputed library in Department/ College and Universities in Govt.

# MOHAN LAL SUKHADIA UNIVERSITY

## SPECIAL TERMS AND CONDITIONS OF TENDER

NOTE: Tenderers should read these conditions carefully and comply strictly while sending their tenders. If a tenderer has any doubt regarding the interpretation of any of the conditions or specification mentioned in the tender notice, he should before submitting the tender, refer these to the undersigned and obtain clarification. The decision of the University regarding the interpretation of the conditions and specifications shall be final and binding on the tenderer.

1. Tender should be sent to the DEAN, UNIVERSITY COLLEGE OF SOCIAL SCIENCES AND HUMANITIES, M.L. SUKHADIA UNIVERSITY UDAIPUR-313001 (RAJ.) by registered post so as to reach this office on or before due date and time or can be directly submitted in the office of the Dean. The sealed envelope must contain the following:

(A) TECHNICAL BID in a sealed envelope marked "TECHNICAL BID"

- (i) Earnest Money Deposit in the form of a Crossed Bank draft in the name of DEAN, UNIVERSITY COLLEGE OF SOCIAL SCIENCE AND HUMANITIES, MLSU, UDAIPUR
- (ii) Tender form page -1 duly filled and signed by the bidder
- (iii) Terms and conditions of the tender signed by the bidder
- (iv) Scope of the work & details signed by the bidder
- (v) Technical Bid form duly filled and signed along with all supporting documents to prove technical eligibility of the bidder to submit the offer.

Technical Bid must contain following documents

- (a) Copy of Registration of the firm
- (b) Copy of official reports such as P&L account, Balance sheet, IT returns
- (c) Copy of Tax Registration certificates
- (d) Brief report about the business conducted by the bidder
- (e) Work orders and Work experience certificates issued by Institutions and Government organizations to prove experience
- (f) Any other documents to prove certifications, Professional competency to carry out the work

Please do not enclose any financial bid or documents where rates or cost are quoted in the sealed envelope containing technical bid. If a quote or financial bid is found inside technical bid, the tender may be rejected. All technical bid without requisite EMD will be rejected.

(B) FINANCIAL BID in a sealed envelope marked "FINANCIAL BID" and must contain financial Bid form where rates or cost are filled and duly signed . All rates must be quoted without any corrections.

Please write down the name of the Bidder on both sealed envelopes TECHNICAL BID and FINACIAL BID

Enclose both sealed envelopes of TECHNICAL BID and FINACIAL BID inside a single envelope and write following details on it

- i. bear the name and address of the Bidder;
- ii. should be addressed to the tendering authority

- iii. bear the specific identification of this bidding process pursuant to NIT and any additional information as specified in the bidding document; and
- iv. bear a warning not to open before the time and date for bid opening, in accordance with the NIT

NIT No..... dated.

DUE DATE:

TENDER ITEM:.....

Name and address of the Tenderer:.....

Technical Bid will be opened on the prescribed due date of the tender. All tenders without EMD will be rejected. The date of opening of financial bid will be either declared in the meeting or will be informed separately.

Only the Financial bid of the firms satisfying eligibility conditions and quoted for items as per specifications will be opened. Decision of the committee constituted for this purpose will be final.

1. In case the bids are not received from sufficient number of firms up to the stipulated day and time, last date for receiving and opening the tenders can be extended by the University.
2. If the tenderer resiles from his offers new terms after opening of the tender, his earnest money is liable to be forfeited.
3. The submission of more than one tender for the one and same category and under different names is prohibited. If any time it is discovered that this condition has been violated, all the tenders of the firm shall be rejected or contract (s) cancelled, the earnest money or security deposit(s) forfeited to the University.
4. The tender must be accompanied by an Earnest Money as demanded in the NIT without which it will not be considered and rejected outright. The earnest money should be remitted as a crossed Bank Draft, of any scheduled bank in the name of DEAN, UNIVERSITY COLLEGE OF SOCIAL SCIENCES AND HUMANITIES, MLSU, Udaipur  
Note: Cheque and FDR are not acceptable in any case.
5. Refund of Earnest Money: The earnest money of unsuccessful bidders shall be refunded soon after final acceptance of tender/ bid as per The Rajasthan Transparency in Public Procurement Rules.
6. The successful tenderers shall be required to deposit an amount of security equal to 5% of the value of the order placed with them and execute an agreement with the University on a non-judicial stamp paper of Rs 500/- for providing service/carrying out work as given in details of work as well as terms and conditions .
7. Forfeiture of Earnest Money: The earnest money shall be forfeited in the following cases :-
  - i. When the bidder withdraws or modifies the offer after opening of tender/ bid but before acceptance of the tender/ bid;
  - ii. When he does not execute the agreement, if any, prescribed within the specified time;
  - iii. When he fails to commence the supply of the items as per purchase order within the time prescribed, Then EMD will be deducted as given in this.
  - iv. When the bidder does not deposit the security money after the purchase order is given.

8. Forfeiture of security deposit: Security deposit shall be forfeited in the following cases :-

- i. When any of terms and conditions of the contract is infringed;
- ii. When the bidder fails to provide services/carry out work satisfactorily;

Notices will be given to the bidder with reasonable time before earnest money or security deposit (is deposited) is forfeited.

9. The tendered rates must be valid atleast for a period of nine months from the date of opening the tender. If the rates quoted are not valid for the above period, tenderer should mention the same explicitly in their offer. However, in the event of downward trend in the rate, the university reserves the right to negotiate the rate or reduce the validity of the rate.
10. The Dean, University College of Social Science and Humanities, M.L.Sukhadia University, Udaipur reserves the right to accept any tender, not necessarily the lowest, reject any tender without assigning any reason and accept any tender for all or any one or more items for which tender has been submitted.
11. In case the rates quoted by all the tenderers are very high, or do not suit the University, negotiation can be conducted as per rules.
12. The contract can be repudiated at any time by the DEAN University College of Social Science and Humanities, Mohan Lal Sukhadia University, Udaipur if the Purchase order is not executed in time to the satisfaction after giving an opportunity to the contractor (tenderer) for being heard.
13. The tender must be submitted accurately in accordance with the conditions of the tender and all the enclosures (duly signed and stamped) must be attached along with the tender as demanded otherwise the tender will be rejected.
14. Legal proceedings if any arising on this tender shall have to be lodged in the courts situated in Udaipur and not elsewhere.
15. The tenderes should not quote their own (means counter) conditions while submitting the tender. Any counter conditions or counter proposals submitted by the tenderes will not be considered at all. If a tenderer imposes conditions mentioned herein his tender is liable to be summarily rejection. The firms intending any conditions shall not be considered in any case.
16. **RATES MUST BE QUOTED IN THE TENDER FORM ONLY.** Rates must be quoted against each item in the tender form. Tenderer should not quote the rates like open bid type. Rates quoted at any place other than the tender form will not be considered.
17. After placing the order, the approved firm will be required to provide the Service/items ordered within a period of 45 days. Wherever, software development work is involved, the firm should complete system study and present the report within 15 days from placing the order. Based on the complexity and effort required for software development assessed by a committee, time period of 15 days to 45 days will be provided for completion of the software development work and commissioning the software.
18. Wherever application development work is involved, the approved firm should provide the source code on a DVD to the university along with license agreement permitting the university to use the application directly by compiling source code with or without modifying the same. However, the source code of the application shall not be sold or will be shared with any other party.
19. If the tenderer fails to provide the service or required work within the period specified in the purchase order, the purchase officer shall make following deductions
  - (a) Delay up to 1/4th of the time period of supply: 2.5%
  - (b) Delay 1/4th and above but less than 1/2 of supply period: 5%
  - (c) Delay 1/2 and above but less than 3/4th of the supply period: 7.5%
  - (d) Delay more than 3/4th of the time period of supply : 10%If the delay is more than 30 days from the period of supply mentioned in the order, department/purchasing officer may deduct amount after evaluating loss due to the delay.
20. University shall not accept any advance payment terms of the tenderer.

21. The services /Work mentioned in the tender form is based on requirements received from different departments/Units. Purchase orders will be released by Drawing and Disbursing Officers (DDO's) Purchase Officers as per their requirement and payment for the same will be made by the DDO's concerned.
22. The approved tenderer shall not assign or sublet the contract or any part there of to any other party.
23. The University reserves the right to accept any tender not necessarily to lowest, reject any tender without assigning any reason and accept any tender for all or any one or more items or the articles for which tender has been given.
24. It is made clear that tender must be submitted accurately in accordance with the condition of the tender and the necessary documents must invariably be enclosed where demanded. In the event of non-submission of these essential documents, the tender shall not be considered and shall be treated as rejected without notice or any reference.
25. All the human resources deployed in the university to provide services must wear Identity badge of the Approved agency (Name of the firm, Name of the resource, Signature of the authorized signatory) using a neck lace. Penalty of Rs 100/- per day will be deducted from the bills if the resources are found not wearing the Identity badge.
26. All the resources deployed in the university premises for providing services must wear only socially acceptable dresses. The approved firm should have a dress code and the resources should strictly adhere to it.
27. All human resources deployed to provide services in the University by the approved firm must be employee of the approved firm. Payment of their salary and other benefit shall be the responsibility of the approved firm. The approved firm shall be responsible for supervision of the human resources. The University shall not be responsible for any claim on the part of the human resources deployed by the firm.
28. Special terms and conditions specific to the work to be carried out , if any, given in the Section "SCOPE OF THE WORK" or with details of the work shall be a part of the terms and conditions of this tender .
29. MOHANLAL SUKHADIA UNIVERSITY-Udaipur currently holds DSIR certificate and tax rate should be in accordance to the DSIR certificate. DSIR certificate could be provided to bidder at the time of purchase if needed. **Our University is entitled for concession of GST @5% as per Notification No. 45/2017-(Central Tax Rate) and Notification No. 47/2017-(Integrated Tax Rate) dated 14-11-2017. This University is also registered with DSIR for availing concession on Custom Duty and excise duty, if applicable in this purchase.**
30. The provision of Rajasthan Transparency in public procurement Act 2013 (Act No. 21 of 2012) Govt of Rajasthan shall applicable with regard to delay in supplies and other quotations.

**DEAN  
UCSSH, MLSU**

I/We hereby declare that I/We read carefully all the above mentioned TERMS AND CONDITIONS. I/We agree to these.

Dated:\_\_\_\_\_

SIGNATURE OF THE TENDERER WITH  
FIRM'S RUBBER STAMP

## **SCOPE OF THE WORK**

### **The work involves following**

1. Classification of books according to DDC (20<sup>th</sup> Edition) in depth.
2. Data entry of books in SOUL Software.
3. Supply and fixing of barcodes (Two in each books) and spine labels for atleast 50,000 books as per format required by SOUL 2.0 software.
4. Implementing Issue-deposit using SOUL software

### **Terms and conditions for the work**

1. Classification of books according to DDC (20<sup>th</sup> Edition) in depth.
2. Data entry of books in SOUL 2.0 Software must include following fields:-
  - (i) Title Statement
  - (ii) Contributors
  - (iii) Publisher Information : Name, Place, Language, Class Number
  - (iv) Accession Number, Class Number with Book Number, Location, Department, Price
  - (v) Any other as required by the procuring entity.
3. The approved firm will be required to complete the whole work in three months period.
4. The paper of Barcode and Spine label must be Non tearable.
5. Sample of Non tearable Barcode and spine label must be provided along with Technical Bid.
6. The Barcodes provided must be compatible with SOUL 2.0 Software developed and supplied to Indian Universities by the INFLIBNET, Ahmadabad
7. Books in which only the class number has to be made, their class number will have to be mentioned in Soul Software as well and only the classification charge of those books will be paid. ( to be mentioned in financial bid separately)
8. Barcode and Spine label in prescribe format will print from SOUL 2.0 Software after proper data entry.
9. After completing the work of pasting Barcodes of good quality (two nos on each book front cover and another on title page), the firm should test issue and deposit using SOUL 2.0 software
10. The firm should paste spine label and barcodes by taking books from racks to a central place and fixing them and keeping back the books on the rack and arranging them according to class number, after checking alarm of antitheft gates.
11. Human Resources for the work must be provided by the firm.

### **Payment:**

Payment will be made after successful completion of the work certified by a committee

### **Penalty**

Penalty of Rs 10/- per barcodes/ Spine label/RF tag will be charged for faulty barcodes.

Agreement: An agreement with 5% security deposit must be made with in 15 Days from letter of intend to carry out the work.



## **TECHNICAL BID FORM**

**Tender Notice No.**

**NIT No. & Date :**

**Name address of the Bidder:**

**Tender Data Entry of Library Books, Supply and Fixing Barcodes and Spine Label**

Please submit technical bid with supporting documents along with EMD in as a separate envelope as prescribed under para (1) of special terms and conditions

S.No	Particulars	Information to be provided by the Bidder
1	Name of the Bidder with complete address & Telephone number	
2	Details of Earnest Money Deposit Made	
3	Registration Number & Date of establishment of the firm Enclose proof.	
4	Turn over during last three financial Year from library related business(Submit CA certificate /Audited balance sheet)	
5	No. of years experience in providing IT Solutions/ Services of type tendered (Attach Work Order/ Certificate from CA)	
6	Give name of Educational Institutions/ Govt firms for which automation of library work has been provided by the tenderer ( Enclose work orders/satisfactory completion certificate giving cost of work carried out during last one year)	Name of Institution:
7	Volume of work carried out during last one year	
8	Certifications/Licenses (Enclose proof)	
9	Tax Registration Number & date	
10	PAN number	

This is to certify that I/We have read all the terms and condition of the tender and agree to abide by the same. We have also read eligibility conditions to participate in the tender, Details of the work to be carried out and other details made available with this form and understood them.

Signature of the Authorised Signatory

Date:

**Rubber Stamp of the firm**

# MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR

## FINANCIAL BID TENDER FORM

(To be submitted separately in a sealed envelope as per para (1) of Special terms and conditions)

**1. NIT No. & DATE:**

**2. Name and address of the Bidder:**

Please quote your rates

S.NO.	Item	Rate Per Book without Tax	Rate Per Book with 5% GST
1	Classification of Books according to DDC 20 <sup>th</sup> Edition		
2	Data entry of books in SOUL Software		
3	Supply and fixing of Barcodes as per format required by SOUL 2.0 Software at two places in a book		
4	Supply and fixing of one Spine label as per format required by SOUL 2.0 Software		

I have read all the terms and conditions of the tender, Scope of the work and other information provided in the Tender document. I hereby agree to abide by the same.

SIGNATURE

Date:

AUTHORISED SIGNATORY

RUBBER STAMP/ SEAL OF THE FIRM

