

**CITY COLLEGE**  
**102/1, RAJA RAMMOHAN SARANI, KOLKATA – 700 009**  
**www.citycollegekolkata.org**

Ref. No. – Lib/ 183

Date: 13/03/2019

**Subject: Quotation for Installation of Koha Library Management System**

Principal, City College, Kolkata- 700009, invites sealed quotations from Authorized companies/Agencies, etc. for installation and one year support of Open Source ILMS (Integrated Library Management Software) Koha on server (local server) for the Central Library of City College.

The quotations are to be send to 'The Principal, City College, 102/1, Raja Rammohan Sarani, Kolkata – 700 009.

The last date of submission of Quotation is 25/03/2019 till 4.00 P.M.

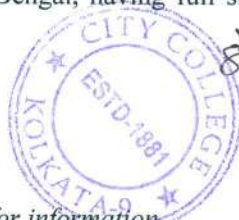
The Authority reserves the right to accept or reject any quotation without assigning any reason, thereof.

**Scope of Work**

Sr. No.	Description	Quantity
01	Installation of Koha's latest stable version along with associated software	01
02	Customization of Koha Software	01
03	Data migration/retro-conversion of 3000(approx.) records from SOUL to Koha software	3000 (approx)
04	On-site training to Library Staff	3 staff members
05	Designing of Web-OPAC	01
06	Cloud hosting of Web-OPAC	01
07	Support including updating Koha and OS, when required	12 months
08	AMC Charge	12 months

**Terms & Conditions:**

1. The participated companies/agencies, etc. should have a valid Trade licence and/or, VAT/ PAN / TAN / other statutory documents as applicable and produce self-attested copies of such certificates along with the quotation, failing which the quotation shall be liable to be rejected.
2. The Rates quoted will be inclusive of all taxes.
3. More information, if any, can be obtained from the Library during the working hours (11.00 a.m. to 4.00 p.m.).
4. The participated companies/agencies, etc. should have a minimum 4 years experience in library automation.
5. The participated companies/agencies, etc. must have implemented and automated libraries of Higher Education Institute using Koha in West Bengal, having full support system (name of supporting libraries should be included).



*Sital Chatterjee*  
Principal  
City College

Copy to:

1. The Bursar, City College, Kolkata – 700 009 – for information
2. The Librarian, City College, Kolkata – 700 009 – for uploading in the college website
3. The Head Clerk, City College, Kolkata – 700 009 – for information and circulation