



**Agricultural and Processed Food Products Export Development Authority**  
**Ministry of Commerce & Industry,**  
**3rd Floor, NCUI Building, 3, Siri Institutional Area, August Kranti Marg,**  
**New Delhi-110016.**

**Website: <https://apeda.gov.in>**

**20<sup>th</sup> March, 2020**

**CPPP Tender ID: 2020\_APEDA\_528716\_1**

**TENDER NOTICE for Supply, installation and configuration of Library Management Software**

The Agricultural and Processed Food Products Export Development Authority (APEDA) hereby invites quotations towards supply, installation, configuration and commissioning of library management software as per scope of work mentioned in this tender document.

A tender document may be downloaded from our website <https://apeda.gov.in> and <https://eprocure.gov.in>

<b>Tender Reference</b>	<b>APEDA/LIB-2015-16-00008</b>
Date of commencement of issue of tender document	[ 20 <sup>th</sup> March 2020 ]
Last Date and Time for receipts of tender	[ 15 <sup>th</sup> April 2020 ] upto 05:00 P M
Address of Communication	Secretary, APEDA, 3 <sup>rd</sup> & 4 <sup>th</sup> floor, NCUI Building, 3, Siri Institutional Area, August Kranti Marg, New Delhi. -110016
Email address	<a href="mailto:sudhanshu@apeda.gov.in">sudhanshu@apeda.gov.in</a>
Contact Telephone Number	[011-26513204 / 26513219 / 26514572 ]
Bids to be given to	Secretary, APEDA, 3 <sup>rd</sup> & 4 <sup>th</sup> floor, NCUI Building, 3, Siri Institutional Area, August Kranti Marg, New Delhi. -110016

**Secretary (APEDA)**

APEDA, an autonomous body under Ministry of Commerce and Industry invites sealed quotations (technical and financial bid) towards supply & installation of library software as per scope of work mentioned below.

**Scope of Work:**

1) Supply, installation and commissioning of Library Management software as per the required features mentioned in this document. Initial warranty/support period of the software shall be 02 year. The vendor has to provide support for initial 02 year. In the warranty period, the vendor may be required to do minor changes in the system as per the requirement at no additional cost.

1.1 Training to APEDA staff: The vendor has to provide training of new software to APEDA officials. The training shall be schedule in APEDA premises only. 2-3 Training programs may be organized as per the requirement. Training should be part of warranty support. APEDA shall not pay any separate charges for such training.

2) Data Entry & Barcoding work for a period of 2 years

2.1 New book update in library software with classification and barcode printing, scanning & labeling

2.2 Printing and pasting of barcode labels in a set of two labels.

2.3 Printing of barcode label by Laser/ Thermal printer.

2.4 Cataloguing library book records

2.4 Database backup: Weekly data backups should be build up.(It should be a part of warranty support period)

2.5 Verification and corrections of errors in entries.

The vendor has to schedule visit of its official in APEDA premises as and when required for data entry work. No additional cost shall be paid by APEDA for such kind of visits. The vendor should include the charges in the “per records” as mentioned in financial bid format in Annexure -2.

3) Data migration from existing NetLib software to proposed new library software:

Existing software is a Netlib Software management system having database on MS Access. The vendor has to migrate all the existing records from MS Access to new database system. This is a onetime activity. Number of Records – Approx. 7000 Records

4) The vendor has to configure the new library software application in IIS under the existing URL . This URL shall be provided by APEDA.

### **Minimum Features required in the Library Management software:**

1. Web-based Interfaces i.e Web based OPAC (Online Public Access Catalog), public to search the catalogue.
2. Multilingual and multi-user support.
3. Full catalogue, circulation, Member management.
4. Major industry-standard database type (text, RDBMS), MYSQL.
5. Print barcode/ label.
6. Export and import records.
7. Users can carry out searches starting with fields such as Keyword, Subject, Title, Class, Barcode, author, publisher etc.
8. Email alert after issue/ return
9. Borrowing, returning and reserving a book.
10. Users can submit suggestions for Book Procurement.
11. User should be able to see the MIS report of the books issued to them in their login account.
12. Administrator access to manage the overall functions of the system like members, catalogue, circulation tasks etc.

### **SPECIFICATIONS FOR BAR-CODING OF BOOKS**

1. Generate the barcode of each new book with the minimum information as per APEDA requirement.
2. Standard size of a label: 50X25mm. Self-adhesive Label (Polyester) with permanent acrylic adhesive, bright-white in color.
3. Printing of barcode label by Laser/ Thermal printer.

## **General Terms and Conditions**

1. The bidder must submit Technical and Financial bid in two separate sealed envelopes. These envelopes should be securely sealed and stamped separately and clearly marked as “**Envelope No: 1-Technical Bid**” and “**Envelope No: 2- /Financial Bid**” respectively. These two separate sealed envelopes should be placed in single envelope super scribing as “**Quotation for Supply and installation of Library Management software**” with Name and address of the bidder.
2. Latest stable version of Library Management Software should be implemented by the vendor.
3. No payment will be made to the firm, if the work is not found satisfactory.
4. APEDA reserves the right to cancel the rate contract at any time without assigning the reason.
5. No bidder shall be called during opening of the bids. Bids shall be examined by the committee nominated by competent authority.
6. The bidder must quote their rates for scope of work mentioned in the document as per the format given in Annexure -2. No Additional cost shall be paid by APEDA. All cost of transport, bids submission, officials visit charges etc shall be borne by the bidder
7. Each bidder must submit only one quotation.
8. The rates quoted for the work shall be fixed for the duration of the contract and shall not be subject to adjustment.
9. Bidders may send query to [harpreet@apeda.gov.in](mailto:harpreet@apeda.gov.in) or may contact Mr. Harpreet Singh, Executive Officer (C&I division) APEDA within one week of publishing of this tender to understand the requirement. No extension of tender shall be entertained.
10. No bidder shall be called during opening of the bid process. The bid shall be opened in front of committee constituted by competent authority of APEDA.

### **11. Terms of Payment:**

A} Payment: 90% of the payment shall be made on submission of bills after delivery, successful installation and deployment of the entire system. Remaining 10% of the payment will be made after satisfactory completion of training to staff.

B} Payment shall be made through NEFT transfer only and T.D.S as applicable will be deducted, after satisfactory supply, installation and commissioning of the software.

- 12 . APEDA shall provide the following component to facilitate the library software installation:

12.1 Server hardware with pre-installed operating system software  
Windows Server/or other required OS & MS-SQL/MySQL database

12.2 Hosting URL >>[\[Librarysoftware\]](#)

**Note:**

1. The Competent authority reserves the right to accept or reject any quotations without assigning any reasons at any point of tender process.
2. Selection Committee reserves the right to withdraw the announcement, accept or reject any or all the bids at any time prior to award of contract/order, without assigning any reasons and without incurrance of any liability on APEDA
3. The decision of the competent authority will be final and binding in respect to this tender document.

**ANNEXURE-1****Technical bid Format**

(To be submit in separate sealed envelope and clearly marked as “Envelope No: 1- Technical Bid”)

The following eligibility criteria along with required documents to be submit as Technical Bid

<b>S.No</b>	<b>Eligibility Criteria</b>	<b>Duly sign and stamp Copy of Supporting Document Required</b>	<b>Yes / No and Deviation, if any</b>
1	The applicant shall be a single entity, registered as a Company, Firm, proprietor or Society under respective acts in India	Company Incorporation Certificate or Registration Certificate/ Proprietorship document	
2	The Company must be registered in India with appropriate tax and other administrative authorities.	PAN Card and GST Registration Certificate	
3	The organization should have had an average business turnover of at least Rs. 10 Lakhs in the last three years.	Certificate from the Chartered Accountant of the Organization or Audited Balance sheets for last three years.	
4	The bidder shall have executed “Similar Nature” of work in last three financial years in Government Department/PSU/ Autonomous body.	Copy of at least 2 similar work Orders or completion certificate	
5	The applicant should furnish an undertaking to the effect that the firm has not been black listed in India.	Letter of undertaking on company letter head with authorized signature	
6	Copy of the tender document with each page signed by the Bidder for acceptance of the Terms and conditions	Signed tender document	

**Important Note: Bidder may submit product catalogue of their proposed LMS with technical bid for better understanding of the LMS along with available features.**

**ANNEXURE-2****Financial Bid**

(To be submit in separate sealed envelope and clearly marked as “Envelope No: 2-Financial Bid”)

SN.	Description of work	Unit Price	Item Price (in ₹)	Tax Amount (in ₹)	Total Price With GST (in ₹)
1.	Supply, Installation, Configuration and commissioning of proposed Library Management software (LMS) as per the required features mentioned in this document	1			
2.	Data migration from existing software to New LMS	Approx. 7000 Records			
3.	Onsite Data Entry, Validation, verification and subject Classification of Library holdings (per book).				
	3.1 New book update in library software with classification.	Per Record			
	3.2 Printing of barcode label by Laser/ Thermal printer and pasting of barcode labels in a set of two labels.	Per Record			
	Total				

Date:-

Signature and stamp of the signing authority