

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi – 110001.

No. 190/TOR/2010

Dated: 12.10.2010

TENDER DOCUMENT

Sealed tenders are invited from reputed Firms / Companies for the Automation of Library & Resource Centre of Election Commission of India.

Tenders will be opened in a 2 stage process. In the first stage only Technical Bids are invited. The bidders who are found to be successful after examination of Technical Bids and such other examination as may be considered appropriate by the Commission will be asked to submit Financial Bids for the second stage.

Blank tender Form cost nil.

EMD – Rs. 10,000/-

Security Deposit – 10,000/-

Last date / time of submission – 15 days from the date of publication of Tender by 3:00 p.m.

SCOPE OF WORK

1. Total documents to be computerized are approximate 30,000. Out of 30,000, the entries of 10,000 records have already been made in LIBSYS Software.
2. E – Granthalya Library Application Software will be provided for automation.
3. 10,000 records entered in LIBSYS to be imported and converted in E – Granthalya, free of cost.
4. Worksheet (Data Sheet) of each document to be prepared manually.
5. Classification of all documents by using DDC (22nd edition) scheme.
6. Subject heading as per “Sears list of subject heading”.
7. Assigning key words according to thesaurus.
8. Checking duplication of entries already made in 10,000 records.
9. Data entry of records from worksheet.
10. Necessary changes / modification in classification and keywords.
11. Generating Bar Code of each document.
12. Preparation of membership cards.

Full name, address & other detail of the bidder with seal

Name, designation & signature of authorized representative of the bidder

13. Pasting and Labeling of Bar Code.
14. Above work will be done at workplace.
15. All modules of software like Acquisition, Circulation, Serial Control, Maintenance, and Documentation etc. to be made operational
16. Weekly backup of Data will be provided to Library & Resource Centre.
17. Back support will be provided by the firm free of cost for a year from the date of completion of work.

(A) TERMS FOR SUBMISSION OF TECHNICAL BIDS.

1. The firm should be in existence for over 3 years in the field of Library automation.
2. The firm must have previous experience in the field of library automation in Govt. organizations / PSUs.
3. The firm must be registered with the Registrar of Companies.
4. Details of personnel employed by and working for the bidder should be provided. Related lists, certified copies of necessary certificate etc. should be enclosed.
5. Earnest money of Rs. 10,000/- through a demand draft of any scheduled Bank in Delhi / New Delhi drawn in favour of **“Pay and Accounts Officer, Election Commission of India, Ashoka Road, New Delhi”** must accompany the “Technical Bid”. **Technical Bids received without earnest money will not be considered.** Earnest money received from the tenderers will be returned without interest immediately after the process of selection the awardee is over.
6. Based on fulfillment of the above technical requirements, tenderers may submit complete Technical Bid including all enclosures, EMD etc. in the format prescribed at **Annexure-I**. Such Technical Bid must be submitted in a sealed envelope, with the label at **Annexure-II** duly filled, cut & pasted on such sealed envelope. This sealed envelope should be addressed and sent to **Shri. Salek Chand, Library Information Officer Library & Resource Centre, Election Commission of India, Nirvachan Sadan, Ashoka Road, New Delhi within 15 days from publication of this Tender.** All envelopes must clearly mention the name of company also on the top so that bids don't get misplaced or mixed up. The technical bids will be opened on the last day for receipt of tender i.e. 15 days from the publication of this tender notice at 4:00 p.m. in the Commission. After scrutiny and decision on technical bids, the financial bids will be invited only from those bidders who have qualified in the technical bids, the time for which will be announced at the time of scrutiny of technically qualified bidders. The Commission's officers may look into any factors besides the conditions mentioned in the Technical Bids for qualifying the bidders & may also visit the premises of any or all bidder(s) if needed. Tender will be opened by the committee which has already approved by the Commission for the same The decision of the Tender Committee will be final in this matter. If interested, the bidders' representative(s) may be present at the time of opening of 'technical' bids at the appropriate date and time.

Full name, address & other detail of the bidder with seal

Name, designation & signature of authorized representative of the bidder

(B) TERMS FOR SUBMISSION OF FINANCIAL BIDS.

1. The other terms and conditions for awarding the work of Library automation shall be as below: -
 - i. The agency will provide manpower at workplace on all the days from 9:00 a.m. to 5:30 p.m. (for longer timings if needed), including the working days of ECI with full back up support.
 - ii. The contract will be valid for a period of six months. The rates quoted will remain in force for the full period of the contract. No demand for upward revision of rates on any account shall be entertained during the contract period.
 - iii. The following will be provided to the agency from ECI-
 - (a) Three Computers for Data Entry including One Server.
 - (b) Library Application Software called E-Granthalya.
 - (c) One Supporting Staff.
 - (d) Work will be supervised by LIO or representative of LIO.
 - iv. It may also be noted that in case of contractor backing out in midstream without any explicit consent of this department, he will be liable to recovery at higher rates.
 - v. The above act of backing out would automatically debar the bidder from any further dealing with the Commission and the security deposit amount would also be forfeited.
 - vi. Payment will be made as per following terms & conditions:-
 - (a) The first installment of payment 30% will be paid to the agency after fifteen days from the date of starting of work.
 - (b) The second installment of payment 30% will be paid after completion of half of the work or forty-five days, whichever is earlier.
 - (c) The rest 30% amount of full contract will be paid after completion of the work to the satisfaction of Election Commission of India.
 - (d) The balance amount 10% will be paid after six months from the date of completion of work.
2. The bidders found to be successful on the basis of the Technical Bids may submit their financial bids with relevant enclosures in the format prescribed at **Annexure-III**. Such financial bids must be submitted in a sealed envelope with the label at **Annexure-IV** duly filled, cut & pasted on such sealed envelope.

Full name, address & other detail of the bidder with seal

Name, designation & signature of authorized representative of the bidder

3. Financial Bids submitted by such bidders will be opened at such time and place as informed to them by the Commission. Representatives of such bidders may be present at the time of opening of Financial Bids.
4. The finally short listed bidder on the basis of the Financial Bid will be required to furnish a Bank Guarantee as security deposit in the name of PAO, Election Commission of India for an amount of Rs. 10,000/- which would be retained with the Commission for the period of the contract.
5. Tenders that is, Technical or Financial Bids received after due date and time as well as those received without respective sealed envelopes for Technical and Financial Bids will not be accepted.

IMPORTANT: IT MAY PLEASE BE NOTED THAT THIS IS A TWO-STAGE BIDDING PROCESS. **AT THE FIRST STAGE ONLY TECHNICAL BIDS AND NO FINANCIAL BIDS WOULD BE OPENED.** FINANCIAL BIDS WOULD BE OPENED IN THE SECOND STAGE FOR ONLY THOSE BIDDERS WHO ARE FOUND TO BE TECHNICALLY QUALIFIED BY THE COMMISSION ON THE BASIS OF THEIR TECHNICAL BIDS AND ANY SUCH FURTHER EXAMINATION / INVESTIGATION / ENQUIRY / INSPECTION ETC. AS THE COMMISSION MAY DEEM FIT.

Yours faithfully

(SALEK CHAND)
Library & Information Officer

Full name, address & other detail of the bidder with seal

Name, designation & signature of authorized representative of the bidder

ANNEXURE-I

TECHNICAL BID **FOR LIBRARY AUTOMATION OF THE ELECTION COMMISSION OF INDIA**

- 1) Please place documentary proof of the existence of the firm for over three years, with handling of the work of Library automation service.
- 2) Please place documentary proof of the firm having previous experience in library automation in government organizations / PSUs. Please attach a list of clients (organizations).
- 3) Please place documentary proof of the firm of having expertise in Library automation.
- 4) Please place documentary proof of the firm registered with Registrar of Companies.
- 5) Please place documentary proof of income tax clearance certificate.
- 6) Lists, details and certified copies of necessary certificates etc. for the personnel employed by and working for them should be provided.
- 7) Any other documents / information which the bidder may like to submit as part of the technical bid.

Full name, address & other detail of the bidder with seal

Name, designation & signature of authorized representative of the bidder

ANNEXURE-II

ENVELOPE

<u>1st Stage</u>	
TECHNICAL BID: TENDER FOR LIBRARY AUTOMATION OF LIBRARY & RESOURCE CENTRE OF THE ELECTION COMMISSION OF INDIA	
To SHRI. SALEK CHAND, Library & Information Officer, Library & Resource Centre, Election Commission of India, Nirvaahan Sadan, Ashoka Road, New Delhi – 110001.	
Full name, address & other detail of the bidder with seal	Name, designation & signature of authorized representative of the bidder

NOTE: Please cut and paste the above on top of the sealed envelope for Technical Bid.

ANNEXURE-III

FINANCIAL BID
FOR LIBRARY AUTOMATION OF THE ELECTION COMMISSION OF INDIA

1) The financial bid should include page 1-4 of this document with full details, Seal and Signatures at the bottom of each such page in the indicated boxes.

2) **Financial Bid**

S.No.	Description of work	Amount per record
1.	Work as mentioned in the SCOPE OF WORK	

Full name, address & other detail of the bidder with seal

Name, designation & signature of authorized representative of the bidder

ANNEXURE-IV

ENVELOPE

<u>2nd Stage</u>	
FINANCIAL BID: TENDER FOR LIBRARY AUTOMATION OF LIBRARY & RESOURCE CENTRE OF THE ELECTION COMMISSION OF INDIA	
To SHRI. SALEK CHAND, Library & Information Officer, Library & Resource Centre, Election Commission of India, Nirvachan Sadan, Ashoka Road, New Delhi – 110001.	
Full name, address & other detail of the bidder with seal	Name, designation & signature of authorized representative of the bidder

NOTE: Please cut and paste the above on top of the sealed envelope for Financial Bid.