



**VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY,**

**Burla, Sambalpur, Odisha-768018**

No.VSSUT/LIB/ 6819

Date: 20/03/2014

**EXPRESSION OF INTEREST FOR PROVIDING LIBRARY  
AUTOMATION, DIGITIZATION AND SERVICES  
TO CENTRAL LIBRARY.**

Veer Surendra Sai University of Technology, invites sealed quotations from reputed Agencies/Firms having valid **Registration Certificate, Service Certificate, Tax Registration Certificates, and PAN** for providing Library Automation Service. The quotations, accompanied with all the required documents should reach the undersigned on or before **26<sup>th</sup> April 2014**.

**N.B.:** The details Terms and Conditions are available in the University website: [www.vssut.ac.in](http://www.vssut.ac.in)

*Du* 20/3/14  
Sd/- Comptroller of Finance



**VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, ODISHA, BURLA**

(Formerly University College of Engineering, Burla)

Po: Engineering College, Burla, Dist: Sambalpur, Odisha, India, PIN: 768018

Phone: 0663-2430211, FAX: 0663-2430204, Website: [www.vssut.ac.in](http://www.vssut.ac.in)

**BID PARTICULARS AND INSTRUCTIONS OF EXPRESSION OF INTEREST (TWO BID SYSTEM) FOR PROVIDING LIBRARY AUTOMATION, DIGITIZATION AND SERVICES TO CENTRAL LIBRARY OF VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, BURLA**

Quotation Call Notice No.: **VSSUT/LIB/**

Date: 20.03.2014

Last Date and Time of Submission of Quotations: **26.04.2014 by 4PM.**

**Cost of Tender Document: Rs.500/- (Non-Refundable)**

**Earnest Money Deposit (EMD): Rs.10,000/- (Refundable without interest)**

**Sd/-The Comptroller of Finance**

**VSSUT, Burla**

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## **EXPRESSION OF INTEREST (TWO BID SYSTEM)**

### **DETAILED PARTICULARS AND INSTRUCTIONS ON TENDER**

### **FOR REGISTERED FIRMS PROVIDING LIBRARY AUTOMATION,**

### **DIGITIZATION AND SERVICES**

#### **A. GENERAL INFORMATION:**

The Tender documents can be downloaded from our website: [www.vssut.ac.in](http://www.vssut.ac.in) and the tenderer has to submit a separate draft of Rs.500/- (Non-refundable) drawn in favour of “**Comptroller of Finance, VSSUT, Burla**” payable at “**Burla**” in any Nationalised Bank along with tender documents (Technical Bid), otherwise the offer submitted by the tenderer will be rejected.

#### **B. TENDER/BID PARTICULARS:**

- (1) Sealed tenders (Two Bid system) are invited from registered agencies for Automation, Digitization and Services for a period of one year to the Central Library of this University.
- (2) The tenders should be submitted under Two Bid System i.e. “**Technical Bid**” and “**Financial Bid**” clearly superscribing the same on two separate envelopes. The “**Financial Bid**” must contain for the rate for providing Automation, Digitization and Services.
- (3) Tenderers/Bidders are advised to go through the tender documents carefully before submitting the tender forms. It will be presumed that the tender/bidder has considered and accepted all the terms and conditions of this tender. No enquiry, what so ever verbal or written shall be entertained in respect of acceptance/rejection of the tender, **BID MUST BE UNCONDITIONAL.**
- (4) The tender form is non transferable.

- (5) This quotation documents must be filled in completely and signed by the authorized signatory of the bidder on all the pages as acceptance of all the guidelines, terms and conditions laid in this quotation document. (This document should be printed on both side of the A4 size paper sheet).
- (6) The envelope containing the quotation must be super-scribed as “EXPRESSION OF INTEREST FOR PROVIDING LIBRARY AUTOMATION, DIGITIZATION AND SERVICES TO THE CENTRAL LIBRARY OF VSSUT, BURLA” with due date & time of submission.
- (7) The following documents should be attached with Technical Bid:
- i) Self attested copy of PAN card.
  - ii) Self attested copy of Service Tax Registration Certificate.
  - iii) Self attested copy of Registration Certificate of the Agency for doing the business from Government and other agency as applicable.
  - iv) Self attested copy of valid Labour License.
  - v) Earnest Money Deposit of Rs.10,000/- in shape of Bank Draft and Tender cost of Rs.500/- in shape of Bank Draft drawn in favour of “Comptroller of Finance, VSSUT, Burla” payable at “Burla” in any Nationalised Bank.
  - vi) Proof to the effect that the tenderer has experience of providing similar work during last three years.
  - vii) The tender document with the terms & conditions duly signed by the authorized person of the agency with sealed date in each page.
  - viii) Undertaking to the effect that the agency has not been blacklisted by the Government or the organization.
  - ix) Verification document from Police.

**C. PROCEDURE FOR SUBMISSION OF BIDS:**

(1) As this is two bid systems, the Technical Bid along with requisite documents should be packed in one packet of sealed envelope which will be super scribed as **“Technical Bid”**. The Financial Bid should be in another sealed envelope super scribed as **“Financial Bid”**. These two separate sealed envelopes should be kept in a third single sealed envelope super scribed as **“Tender for providing Library Automation, Digitization and Services.”**

(2) The tender should be submitted by Registered post/Speed post addressing to **“Comptroller of Finance, VSSUT, Burla, Dist.- Samblapur, Odisha, PIN-768018”** which should reach within the scheduled date and time. Tenders received beyond the scheduled date and time will be summarily rejected. The tenderer should mention his exact postal address on all envelopes in order to facilitate return of the bids, if necessary. Bids once submitted cannot be withdrawn.

**D. ELIGIBILITY OF TENDERER AND GENERAL INSTRUCTIONS:**

Those who fulfill the following criteria are eligible to participate in the tender:

- (1) The Firm/Agency should have the experience of providing similar works during last three years in any of the Government Department/ Autonomous Body/ Companies/ Local bodies etc. Proof to this effect is to be attached with the Technical Bid.
- (2) The agency should have the valid Registration Certificates from Government and any other bodies of its own for running of the business, Service Tax Registration Certificates, PAN and etc.
- (3) The agency should have not been black listed by any Government or other organizations.
- (4) The firm/agency must have Provident Fund Account No. in their name.
- (5) The firm/agency must be registered firm.
- (6) The firm/agency must have ESI No. in their name.
- (7) The firm should have an office in Odisha.

## **TENDER DOCUMENT**

To

The Comptroller of Finance  
VSSUT, Burla

Sub: Enlistment of agency/Firm for Library Automation Services for Central Library, VSSUT, Burla.

### **E. TERMS AND CONDITIONS**

1. The firm/agency should be a registered firm.
2. The service provider should have three years' experience in similar work to various Government Departments, Public Sector Undertaking and Autonomous Organizations of Govt. of India. Performance certificates issued by their clients should be attached.
4. The service provider shall not assign, transfer, pledge or sub-contract the performance or services without the prior written consent of this office.
5. All services shall be performed by persons qualified and skilled in performing such services.
6. The period of contract will initially be for a period of one year from the date of award of contract subject to review of performance every six months and will be extendable at the discretion of this Department after expiry of contract.
7. The Agency should submit PAN and Service Tax Registration Number in their firm's name.
8. The firm/agency should have Provident Account No./ESI No. in their name.
9. The successful bidder should furnish a Security Deposit Rs. 50,000/- (Rupees Fifty Thousand only) in form of D/D in favour of "Comptroller of Finance, VSSUT, Burla" immediately after the award of the contract which will be forfeited in case of the Automation, Digitization and Services is delayed beyond the initial stipulated period of one week and within one day subsequently or for frequent absence from duty/misconduct on the part of a person (s) deployed by the agency.
10. The persons supplied by the Agency should verify and submit if any Police records/criminal cases are pending against them. The Agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. The character and antecedents of each personnel of the service provider will be got verified by the service provider before their deployment after investigation by the local police, collecting proofs of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph and a certification to this effect submitted to this Department. The service provider will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness. The Service Provider shall



withdraw such employees who are not found suitable by the office for any reasons immediately on receipt of such a request. The service provider will send a suitable panel for engagement of personnel to VSSUT, Burla on placement of requisition by VSSUT, Burla within 7 days for selection.

11. The service provider has to provide the Photo Identity Cards to the persons employed by him/her for carrying out the work. These cards are to be constantly displayed & their loss reported immediately.

12. The service provider's personnel working should be polite, cordial, positive and efficient, while handling the assigned work and their actions shall promote goodwill & enhance the image of this office. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him.

13. The Department may require the service provider to dismiss or remove from the site of work, any person or persons, employed by the service provider, who may be incompetent or for his/her/their misconduct and service provider shall forthwith comply with such requirements.

14. The service provider shall replace immediately any of its personnel, if they are unacceptable to the office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from office.

15. Office shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the service providers.

16. The service provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative / organizational matters as all are of confidential/secret nature that can attract legal action.

17. That the persons deployed shall not be below the age of 18 years and they shall not interfere with the duties of the employees of the Department.

18. The service provider's person shall not claim any benefit/ compensation/ absorption/ regularization of services in this office under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970. Undertaking from the person to this effect will be required to be submitted by the service provider to this office.

19. The service provider shall ensure proper conduct of his person in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.

20. Nonperforming or inadequately trained or improperly behaved personnel deployed by the service provider must be replaced within 15 days from the date of lodging complaints for the same by University. The decision as to whether a deployed person or persons are non

performing or inadequately trained shall lie solely at the discretion of competent authority of University. University reserves the right to impose penalty to the service provider.

21. The service provider shall engage the necessary person as required by our office from time to time. The said person engaged by the service provider shall be employee of the service provider and it shall be the duty of the service provider to pay their salary every month in time by the contractor. There is no Master & Servant relationship between the employees of the service provider and the Purchaser (this Department) further that the said person(s) of the service provider shall not claim any benefit. The contractor should not stop the payment of salary on account of delays not attributed to the engaged.

22. There shall be an automatic increase in the minimum wages of the personnel provided by the service provider consequent upon any increase on such account effected by any Govt. orders. However, service charge finalized through Tender shall remain fixed throughout the currency of the contract.

23. The transportation, food, medical and other statutory requirement under the various Acts/Govt. Regulations in respect of each personnel of the service provider will be the responsibility of the service provider. This shall include payment of PF, ESI, Service Tax etc. However, payments in respect of PF, ESI etc. or any such other statutory requirements to the successful contractor shall be made subject to furnishing of proof of such payments to the concerned authorities indicating the PF No., ESI No. etc. of the outsourced persons every month without fail and before submitting bills for the subsequent months. The bills should be for reimbursement of the actual amount to the service rendered by the contractor.

24. The service provider will submit the bill in triplicate in the 1st week of following month to "Comptroller of Finance , VSSUT, Burla" for payment. The payment will be made on pro- rata basis whatever the amount comes to after necessary deduction in terms of non- permissible absent of the manpower.

25. The service provider will provide the required personnel for a shorter period also, in case of any exigencies as per the requirement of the office.

26. The service provider shall provide a substitute well in advanced if there is any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.

27. If for any reason the personnel deployed by the service provider proceeds on absence, he/she should properly intimate the Controlling Officer and the Concerned Administration before such absence or in case of Medical emergency on the first day of taking such absence either officially or telephonically clearly indicating the number of days he/she will be absent.

28. Payments to the service provider would be strictly on certification by the office with



whom he is attached that his services were satisfactory and attendance as per the bill preferred by the service provider.

29. The service provider shall be contactable at all times and message(s) sent by E-mail/Fax/Special Messenger/Phone from the Department to the service provider shall be acknowledged immediately on receipt on the same day. The contractor will ensure every day that the minimum manpower has been complied with.

30. VSSUT, Burla reserved the right to cancel the tender at any stage without assigning any reason.

31. However, the agreement can be terminated by either party by giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of the Agreement then one month's wages etc. and any amount due to the agency from the VSSUT shall be forfeited.

32. That on the expiry of the agreement as mentioned above, the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment or non-employment by the personnel of the agency, it shall be the entire responsibility of the agency to pay and settle the same.

33. The University rules shall be binding for execution of the contract. Further, in case of any dispute arising out of or in connection with the aforesaid contract either during subsistence of the contract or thereafter, the Vice-Chancellor of the University is the sole arbitrator to decide the same and his decision is final and binding on both the parties. If differences persist even after arbitration and there are compelling reasons to go to court, it will be decided in the court of Sambalpur only.

34. Minimum Eligibility Criteria :

I. The firm/agency should be registered with Service Tax Department.

II. The firm/agency should have PAN No. against their name.

III. The firm/agency must have Provident Fund Account No. in their name.

IV. The firm/agency must have ESI No. in their name.

V. The firm/agency must mark serial page number of their technical documents and put their authorized signature on each page.

VI. The firm should have an office in Odisha.

VII. The Company/Firm should be in this business for at least three years.

VIII. The agency should not be blacklisted by any Department/Ministry of the Government of India or any PSU or any other organization.

## **F. DETAIL REQUIREMENT OF LIBRARY**

### **1. Professional Assistant, Library and Information Science (04)**

**Job Description:** The candidate will be involved in a variety of duties, including acquisition of books and periodicals, data entry of bibliographic details of books in the database, circulation related duties (issue and return of books through library software), generating statistical reports for print periodicals, etc.

**Essential Educational Qualification:** Any Graduate with M.Lib.Sc.

**Desirable:** Post Graduate Diploma in Library Automation & Networking, 1-2 years relevant experience in a computerized library and knowledge of library software, e-resources and databases is desirable.

### **2. Technical Assistant, Computer and Network (The number required is to be mentioned by the firm)**

**Job Description:** The candidate will be involved in:

- a. Maintenance of system
- b. Preventive measure of hardware, software, PC & Peripherals including networks.
- c. To diagnose, troubleshoot and recommend solutions, determine the root cause of chronic issues, configuring and trouble shooting.
- d. Digitization of patents and rare documents of university.
- e. Maintenance of e-resources

**Essential Educational Qualification:** He should be preferably possess B.Tech./B.E. in computer science/computer engineering/Information technology OR MCA (Masters' in Computer Application)

**Desirable:** 2 years experience in system administration of windows based servers; Experience in administration of large size databases and applications; Working knowledge of computer networks and web hosting.

### 3. Library Attendant (02)

*Job Description:* The candidate will be involved in:

- a. Dusting of books, periodicals (both loose and bound volumes), documents in other media, shelves, etc. (if needed)
- b. Shelving and Display of books, newspapers, periodicals (both loose and bound volumes) and new arrivals, documents in other media, if any;
- c. Assisting users in searching of books, periodicals (both loose and bound volumes), and documents in other media and finding /tracing of misplaced books and periodicals (both loose and bound volumes)
- d. Depending on the requirements stamping, opening of the packets, pasting spine label and barcode, due date slip, if any;
- e. Attending to administrative and financial jobs in respective units, sections (e.g. attending to jobs at Departments & Administration, Finance, dispatch, messengers job etc.);
- f. Assist in Opening and Closing of the Library;

*Essential Educational Qualification:* Matriculation or equivalent

*Desirable:* Experience of having worked in a Library for atleast 2 years.

#### G. SUBMISSION OF TENDERS:

- (1) The sealed envelope must show the name of the service provider and his address and should be super scribed as “EXPRESSION OF INTEREST FOR PROVIDING LIBRARY AUTOMATION, DIGITIZATION AND SERVICES TO THE CENTRAL LIBRARY OF VSSUT, BURLA”
- (2) All the documents submitted must be in the papers showing signature of the service provider and printed office name of the service provider on official seal.
- (3) All the documents must be submitted in a sequential manner with separator/flags to help in quick scanning of the topics.
- (4) Cost-benefit/break-even analysis should be supported in graphical and tabular form to given quick view and supported with description or details.
- (5) The service provider should be submitted by **Registered post/Speed post** to the office of the **“Comptroller of Finance, VSSUT, Burla, Dist.-Samblapur, Odisha, PIN-768018”**.

**H. EARNEST MONEY DEPOSIT (EMD):**

- (1) The tender has to submit a **Bank Draft/Banker's Cheque for Rs.10,000/- (Rupees Ten thousand)** only drawn in favour of "**Comptroller of Finance, VSSUT, Burla**" payable at "**Burla**" in any Nationalised Bank towards EMD. Without EMD, the tender will be summarily rejected. There will be no interest paid to the tenderer towards EMD money.
- (2) In no case, the EMD money in Cash or other forms will be accepted at the time of opening of the bid.
- (3) No request for adjustment of claims, if any, will be accepted.
- (4) The EMD of unsuccessful service provider will be refunded as soon as possible after the tenders are finalized.

**I. PRICE:**

Price should be quoted for category-wise; however, order will be placed as a single lot for each type of category or for all the items together, as the case may be.

The above terms & conditions except those otherwise agreed upon, shall form a part of the Contract. Sign on each page this tender document and Return it along with the offer enclosing this part together with the Technical Bid. The College shall also not be bound to accept the lowest tender. The authority has all rights to accept/reject any or all tender without assigning any reasons thereof.

Sd/-  
Comptroller of Finance  
VSSUT, Burla

**TECHNICAL BID**

S/L	Description	To be filled in by the supplier
1	Name of the Service Provider/Agency	
2	Address with phone No./FAX/ e-Mail	
3	Contact Person(s) Phone No. /Mobile No.	
4	Contact Escalation Matrix	
5	Details of Bank Draft towards the cost of quotation documents	
6	Details of EMD	
7	VAT /Service Tax registration details	
8	Experience Details	
9	Financial Turn Over (Annual) for last three years	

This is to certify that, I have carefully gone through all the above contents of the tender document, thereby fully understood the terms & conditions therein and undertake myself/ourselves to abide by the same.

Place:

Name of the Service Provider:

Date:

Name of the Signatory:

Signature with seal:

Annexure-II

**EXPRESSION OF INTEREST FOR PROVIDING LIBRARY  
AUTOMATION, DIGITIZATION AND SERVICES FOR A  
PERIOD OF ONE YEAR**

Tender No.

Date:-

**FINANCIAL BID**

Sl. No.	List of Library staff	Rate of wages in Rs. Per month / Per person	EPF	Agency Commission	Others	Total (3+4+5+6)	Remarks
1.	Professional Assistant, Library and Information						
2.	Technical Assistant, Computer and Network						
3.	Library Attendant						

**The rate should be inclusive of all taxes etc.**

Place:

Name of the Service Provider:

Date:

Name of the Signatory:

Signature with seal:

**EXPRESSION OF INTEREST FOR PROVIDING LIBRARY  
AUTOMATION, DIGITIZATION AND SERVICES FOR A  
PERIOD OF ONE YEAR**

Quotation Call Notice No.

Date:-

**UNDERTAKING**

This is to certify that my firm/agency/company has never black listed by any of the Government or other organization and no criminal case pending against the said firm/agency/company etc.

Place:

Name of the Service Provider:

Date:

Name of the Signatory:

Signature with seal: