ALLAHABAD MUSEUM, ALLAHABAD

LS Ease Software Including Required System
2015-16

Tender Selling date & time   **Tender Opening date & time**

11 a.m.; 30.09.2015 on wards   **4 p.m.; 29.10.2015**

Allahabad Museum, Allahabad

Ref. No. AM/T.N./2015-16/   Dated   27 th September, 2015

Tender Notice

      The sealed tenders are invited from reputed & well experienced dealers/firms/agencies with an annual tern over not less than Rs. 40 lakhs per annum upto 2 p.m. The tender will be opened on 29.10.2015 at 4.00 p.m. in the Committee Room of the Allahabad Museum by the constituted committee in the presence of tenderers or their authorized representatives. The tenderers should apply on a prescribed format in the form of tender document with an earnest money detailed below in the table. Tender documents can be had from the Reception Counter of the Museum on any working day from 30th September, 2015 to 29th October, 2015 between 11.00 a.m. to 2.00 p.m. on cash payment of Rs. 2000/- from the Sale Counter of the Museum or can be downloaded from the website theallahabadmuseum.com, allahabadmuseum.org but with these down loaded tender documents, Rs. 2000/- the cost of the tender documents, must be attached with the Tender Form of Bank Draft in favour of Director, Allahabad Museum, Allahabad.

      Tenders must be accompanied by Earnest Money of the amount shown in the following table in the form of a Bank Draft drawn in favour of Director, Allahabad Museum, Allahabad payable at Allahabad along with all the required document such as PAN Card, Registration Number, Address proof, ID proof, annual turn over certificate, Solvency certificate, Income Tax Statement and Agency Certificate from the principal i.e. manufacturer. Tenders without earnest money will not be considered and no correspondence thereon in the future will be entertained. Director, Allahabad Museum, Allahabad reserves the right to accept or reject any or whole of the tenders without assigning any reason.

Sl. No.	Description of the Work	Approximate cost	Earnest Money	Cost of the Tender
1	LS Ease Software including system required for implementing LS Ease LMS such as web server, application server, e-mail server, PC and operating system of superior make as mentioned in tender document.	Rs. 4.7 lakhs	11750/-	2000/-

(Rajesh Purohit)
Director

1.   **Tender Price**

        a.   The tender shall be for the full work as stated on prepage. Corrections if any, shall be made by crossing out, initiating dating & rewriting.
        b.   All duties, taxes & other charges paid by the tenderer shall be included in the total price.
        c.   The rates quoted by the tenderer shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
        d.   The prices should be quoted in Indian Rupees.
        e.   Each tenderer shall submit only one tender.

2.   **Validity of Tender**
        Tender shall remain valid for a period of 180 days after the dead line date specified for submission.

3.   **Evaluation of Tenders**
        The Allahabad Museum, Allahabad will evaluate and compare the tenders determined to be substantially responsive i.e.
        (a) properly signed
        (b) conform to the terms & conditions

4.   **Award of the Work Order/Supply Order**
        The Director, Allahabad Museum, Allahabad will award the work to that tenderer whose tender has been determined to be substantially responsive and who has offered the lowest evaluated tender price.
        a. Not withstanding the above, the Director reserves the right to accept or reject any tender at any time prior to the award of contract/work order.
        b. The tenderer whose tender is accepted will be notified for the award of work by the Director prior to the expiry of the validity period of the tender. The terms & conditions accepted shall also be incorporated in the work order if it falls under Govt. Financial Rules-2005.

5.   **Formats & signing of the Tender**
        The tender shall be typed or written in indelible ink and signed by the tenderer. All the pages of the tender shall be initiated by the tenderer.
        Any interlineations, erasers or over writing shall be valid only if they are initiated by the tenderer.
        The tenderer shall furnish information as described in the form of the tender.
6.   100% of the payment shall be made only after the completion of the successful work as per work order awarded to the tenderer.
7.   Each tenderer will have to submit a certificate to the effect that no problem will occur in the software and the system supplied by the tenderer within span of 3 years and if it occurs, the same will have to be replaced by the tenderer free of cost.

8.   Further each tenderer must submit the photocopy of PAN, TIN, Address Proof, Id Proof, Solvency Certificate, Character Certificate, Experience Certificate with an E.M.D. in the form of a Bank Draft amounting to Rs. 11750.00 (Rs. Eleven Thousand Seven Hundred Fifty only) in favour of Director, Allahabad Museum, Allahabad from any nationalized bank payable at State Bank of India, Main Branch, Allahabad

9.   You are requested to provide your offer latest by 29.10.2015 at 2 p.m.

10.   We are looking forward to receive your tender & thank you for your kind interest in this tender process.

(**RAGHUVANSH TIWARI**
Asstt. Admn. Officer
Telephone no. 0532- 2407409

Instructions/Guide Lines to Tenderers

1.   Tenderers who have done the work in Govt. departments in the last 15 years should only apply.

2.   The tenderers must have been registered/reputed.

3.   The tenderers should enclose the cliental list with contact address along with the phone/fax /E.mail/id proof/ web site address etc. for ready reference.

4.   The tenderers are requested to submit their tender with E.M.D. of Rs. 11750/- @2.5% of total estimated cost in the form of Bank Draft from State Bank of India, in favour of Director, Allahabad Museum, Allahabad. Tender without EMD will be summarily rejected E.M.D.'s of all the tenderers shall be returned back after the supply order is issued to the successful tenderer.

5.   (a) a 10% deduction as security deposit will be made from the bill of tenderer to whom the work order will be issued and this amount will be retained till one year.

        (b) 2% Income Tax deduction will have to be made at source from the bill of successful tenderers.

        (c) besides the above each tenderer have to deposit 10% performance gurantee fee in addition to the above amount which will be retained by the Museum till the whole work by the tenderer is over.

6.   The tenderers should enclose relevant documents where ever necessary to substantiate his eligibility.

7.   The museum is eligible for and can provide necessary documentation for custom/exercise/octoria exemption on demand if permitted under rule.

8.   The Director, Allahabad Museum, Allahabad reserves the right to reject/accept any or whole or part of any of the tender with proper reasons.

9.   If the successful tenderer is not able to carry out the work as specified in the work order even after expiry of the specified period or his work is not found up-to the mark at any level by the committee consisting of experts constituted by the Director will be treated as cancelled. The tenderer will have to submit an undertaking in this regard that this condition is acceptable to him. In case of extra ordinary circumstances the tenderer may submit a request for extension of validity of the work order with proper justification prior to the expiry of the specified date in the tender.

10.   100% payment will be made only after completing the work. No advance prior to the work will be given to the tenderer.

11.   The tenders must be accompanied by documents such as 15 yrs. experience certificate, solvency certificate, pan card photocopy, photocopy of I.T.R., address proof, I.D. proof etc.

12.   If during the work by the tenderer in the Museum any damage to any object, antiquity, building or any untoward incident does occur, the tenderer will be solely responsible and accordingly the compensation will be charged from him.

        Signature of A.A.O.   **Signature of Tenderer**

Format of Tender

Brief Description of the film to be prepared.	Amount
Specification attached herewith.	

We agree to prepare the software and supply the said system in accordance with the specifications for a total tendered price of ………….. with in the period specified in the tender.

Each tenderer will have to submit a certificate to the effect that no problem will occur in the software as well as the system supplied by the tenderer within a period of 3 years and if it occurs, the same will have to be replaced by the tenderer free of cost.

Note:1. Preference will be given to reputed dealers.

2. Tenderers should provide copies of original memorandum & articles of Association, defining the constitution of legal status, place of registration & place of business of the company.

1.	Opening date for sale of Tender	30.09.2015; 11 a.m.
2.	Closing date/time for sale/submission of Tenders	29.10.2015; 2 p.m.
3.	Opening date/time for Tenders	29.10.2015 at 4 p.m.
4.	Tenders to be submitted at	Assistant Administrative Officer, Allahabad Museum, Allahabad
5.	Place of opening of Tenders	Committee Room, Allahabad Museum, Allahabad.

Raghuvansh Tiwari)
Assistant Administrative Officer

Software Developer's Authorization Form

To,

      ……………….

      ………………

      ………………

Dear Sir,

      We ……………………. who are established and reputable software developer (name of software………………..) having offices at …………………… (address of office) do here by authorize his tender and contract with you for the software being used by the tenderer.

      We extend our full guarantee/warranty as per clause of the contract & special condition for the contract and services offered by the tenderer for the use of our software in the Museum.

<div align="right">

Yours faithfully

(Name)

(Name of the developer)

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Note: This letter of authority should be on the letter head of the software developer and should be signed by a person having the power to legally bind the software developer. It should be included by the tenderer in his tender form.

Contents of the Software

LS Ease software should include following modules for library automation.

- Acquisition
- Cataloguing
- Circulation
- Serials
- OPAC
- Web OPAC (Add-on)

Description of Item

1.   **Multi user LSEase Software**
        License fees for LSEase LMS (5 Housekeeping Users) with limited collection upto 60,000 unique titles on one server under Linux (RHEL) (alternatively Windows) platform including Web OPAC and one to three years support.

         List of deliverables must include:
* License of LSEase software.
* Access to LSEase by five housekeeping users.
* Web OPAC for unlimited users
* Installation Support.
* Onsite Training on LSEase LMS for atleast a week.
* Supply of installation guide along with manual on CD media.

Amount (W/o Tax) ……………
CST @ 5.25% ………………..
Amount (inclusive of Tax) ……

*The above pricing should also include retrospective conversion of books, serials, magazines etc.

Data Migration :
        Charges of Data Migration (soft files) to LSEase LMS should also be clearly mentioned along with service tax.

Yearly Cost
        AMC/ASD: Yearly fee for LSEase support and regular software updates including LSCC/E-mail/Telephone/Remote Login and software updates after warranty period should also be mentioned.

Note: No revision in the AMC/ASD charges will be possible once the rates are quoted by the tenderer for a period of three years for the total work mentioned in this document.

Specification of System

Server:	CPU:3GHZ Xeon processor or latest RAM: Minimum 3-4 GB. (Optimum 6- 8GB), RAID-5 (Optional) HDD: 500 GB SCSI or SAS HDD Rest Std. Backup Drive: CDRW/DVDRW or 20/40GB DAT Drive
Application Server:	IBM Web Sphere or J-Boss
Operating System:	Windows 2012/Red Hat Linux
Web Server:	IIS (Windows)/Apache (Linux)
E-mail Server:	Lotus Notes/Outlook Express/SCTP
Qty:	One
PCs. Required :	Pentium IV (or higher)work station, Minimum 2 GB RAM, 250 GB Hard Disk Drive, CD-Drive, Network adapter, Monitor with Win XP/Vista and Web Browser IE 6.0 or above/Mozilla/Fire fox.
Barcode Reading equipment:	CDD Bar code Scanner (Unitech/HHP)
Barcode Printing Equipment:	Laser Printer

LSEase (integrated Software for Library Management) Features

Module wise details:

- **Acquisition**
  Function
- Creation of records (Books,CDs,Standards,Drawings, Maps, Reports, Proceedings etc. Supprot for around 40 different documents types.) along with complete bibliography information.
- Ordering (to vendors), order cancellation.
- Overdue notices (to vendors).
- Provision to email the PO/Overdue Notice directly to vendor.
- Receiving of material.
- Invoicing (inclusive of bills information, payment requests to finance department, recording of payment details etc.).
- Budget allocation (under different budget heads, budget years, provision for primary and secondary budgets).
- Reports on :-
  Titles
  Vendors
  Orders
  Expenditure analysis reports (on the basis of financial years, defined period, budget heads etc.)

- **Cataloguing**

Functions
- Processing of title records created in acquisition module (involves accessioning, classification, abstract addition, multimedia, location details, keywords etc.
- Provision to define up to 9 different Accession series for different types of documents.
- Modification of bibliographic information
- Retro conversion
- Addition of copies to existing titles
- Indexing
- Catalogue card generation in AACR II format in 3x5 size.
- Bibliography generation
- Barcode lebel generation
- Spine label generation
- Stock verification
- Reports on :-
  - List of titles (by Accn. No., alphabetic etc.)
  - Stock verification reports (missing titles/titles on shelf/damaged/withdran/written off/checked out/for display/for reference etc.)

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- **Circulation**
  <u>Functions</u>
- Management of membership records (creation, modification, renewal, cancellation etc.)
- Printing of bar-coded-photo-member-id cards.
- Printing of transaction slips.
- Printing of library tickets.
- Circulation operations (check-out/check-ins/reservations/altering of reservation sequences/cancellation of reservations/renewals)-thorugh barcode scanner or manually
- Fines management (fines payable/fine collection/fine receipt slips/fine paid details etc.)
- Reports on:-
  - Members (check-outs/ins/reservations by member)
  - Collections (copies/lost damaged/missing/copy status etc.)
  - Transactins log (record of all the transactions being performed in the library such as member registration/check-out/in etc. with date/time/users details)
  - Notices (overdue notices to members/library circulars in print as well as through e-mails with attachment facility/collect notice/recall notice etc.)
  - Holding summary etc.

- **Serials**
  Subscriptions management**:-**
  - New Subscription details
  - Ordering of subscription
  - Subscription details modifications
  - Renewal of subscription
  - Initiation of old subscription etc.

- Invoicing (inclusive of bills information, payment, request to finance department, recording of payment details etc).

- Issue management

  - Registering issues
  - Additional issues
  - Annual issue
  - Claims monitoring (schedules/reminders/"missing/overdue/replaceable issues")-automatic tracking
  - Reports on serials

- OPAC/Web OPAC
    - Browsing
    - Searching (3 level – simple/advance/additional)
    - New arrival list for books/journals
    - Provision for attaching Multimedia Resources
    - Journals/ E-Journals
    - Parton information (checks-out/ reservations by members/ fines, etc.)
    - Fully Web Browser based access to OPAC on Internet/ Intranet through Web OPAC
- Setup
    - Accession no. (Definition of Accn. Series and other related parameters)
    - Member ID (user-defined/system-generated/barcode options, etc.)
    - Acquisition (setting of default values)
    - Serials (setting of default values and other parameters such as reminder levels, renewal cut-off periods, etc.)
    - OPAC (levels/e-mail options, etc./ default values)
    - System Environment
- **Tables** (for different modules viz. budget heads, vendors, currencies, calendar, holidays, document types, member categories, serial languages, serial budgets, subscription modes, etc.)
- **Utilities** (system administration & security, utilities for minor system problems, etc.) – Multilevel User defined security setup.

List of Reports in LSEase Software Module Wise:

Acquisition Module
- Titles of Acquisition
- Titles for ordering
- Order Form
- Vendor's Directory
- Payment Request
- Accession Register
- Invoice Register
- Titles by Control Number
- Order Amendment
- Expenditure Analysis
- Sanction Form
- Receipt Voucher

Cataloguing Module

- Titles by Accession Number
- Titles Check List
- List by Title
- New Addition Check List

Circulation Module
- **On Members**
    - List by Name
    - List by IDs
    - Expiry List
    - Address Slip
- **Notices**
    - Overdue Notice
    - Collect
    - Binding
    - Library Circular
- **Miscellaneous**
    - System Entities
    - Transaction Log
    - Holdings Summary
    - No Due Certificate
    - Expiry Notice
    - Fine Collected
    - Fine Payable
    - Delinquent Members
    - Withdrawn Titles
    - Check Out History (Title)
    - Check Out History (Member)

- Circulation
    - Checks-out
    - Reserved Titles

Serials
- On Serials
    - List by Titles
    - Current Serials
    - Missing/ Overdue Issues

- Notices
    - Order Form
- Miscellaneous
    - Vendor Directory
    - Recent Arrivals
    - Serials for Ordering
    - Unbilled Serials
    - Subscribed Serials
    - Issues Checklist

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