

**VAIKUNTH MEHTA**  
**NATIONAL INSTITUTE OF COOPERATIVE MANAGEMENT**  
**GANESH KHIND ROAD, NEAR PUNE UNIVERSITY, PUNE - 411 007**  
**Telephone: - 020 – 25701000, 25528974 Fax: - 020 - 25537726**

**TENDER DOCUMENT FOR  
LIBRARY MANAGEMENT SOFTWARE**

**Tender Document No** : **VM/-Lib-SW/2020-21**  
**Earnest Money Deposit** : **Rs. 15,000/-**  
**Processing Fee** : **Rs. 1,000/- (Non refundable)**  
**Date of Issue of Blank Tender Form** : **From Date of Advertisement.**  
**( to be downloaded from website only )**

**Last Date for Submission of** : **07/12/2020 upto 1600 hrs**

**Date and time of opening of** : **10/12/2020 at 11:00 am**  
**Technical Bids**

**Note:** *Additional information may be given on a separate sheet of paper and inserted in respective envelope.*

**VAIKUNTH MEHTA  
NATIONAL INSTITUTE OF COOPERATIVE MANAGEMENT,  
UNIVERSITY ROAD, PUNE - 7**

**TENDER NOTICE**

Sealed tenders are invited from reputed Companies for Library Management Software. For further details please visit our website [www.vamnicom.gov.in](http://www.vamnicom.gov.in)

Registrar  
For Director  
VAMNICOM, Pune

निबंधक  
REGISTRAR  
वै. मे. उ. स. प्र. संस्थान  
V.M. National Inst. Of Co-op. Management  
विद्यापीठ मार्ग, पुणे - 7  
University Road, Pune - 411 007

## INSTRUCTIONS TO FILL-UP THE TENDER DOCUMENT

- 1.0 The bidders should submit their bids, complete in all respects, in two separate sealed envelopes. Envelope No.1 & 2 both of which should be placed inside a third envelope marked "Tender for Library Management Software". Name and address of the company must be clearly visible on the envelope.
- 1.1 **Envelope No.1** should be sealed and marked as "**Technical Offer**" and should contain duly filled in and complete Technical offer with supporting documents, as per clause 2.0 and 2.1 of this Tender document.
- 1.2 **Envelope No.2** should be sealed and marked as "**Financial Offer**" and should contain duly filled in and complete financial offer. The bids will be evaluated on the basis of technical details given in the Envelope No. 1 & rates quoted in the financial offer in Envelope No. 2 for Library Management Software. Decision to include or exclude, **While arriving at L1, first preference will be given to vendor quoting lowest for Part I and then L1 in overall cost.**
- 1.3 Technical offer (Envelope No.1) shall be opened first. The Financial Offer (Envelope No. 2) of those bidders whose Technical Bids are found complete and valid in all respect shall be qualified for Opening of Envelope No. 2.
- 1.4 Bids received shall be opened in presence bidders.
- 1.5 The Technical bids will opened on **10/12/2020 at 11.00 am** On verification of documents by committee for fulfillment of stated terms and conditions, the Financial bids of the qualified bidders only will be opened immediately. The non qualified bidders will not be allowed to participate in the further process.
- 1.6 Incomplete bids or those submitted after the prescribed date & time will not be entertained.
- 1.7 Offer should be valid for 3 months from the date of opening of the tender.

- 1.8 Bids by “Fax /e-mail” will not be accepted. Bids received without separate sealed covers and rates not quoted in **specified proforma** will not be accepted. Bids may be submitted by Registered Post/ Courier, by Hand. However, any delay on this account shall not be accepted as a reason for acceptance.
- 1.9 Each page of both Technical and Financial offer submitted needs to be properly numbered, stamped and signed. Loose papers will not be accepted, document complete in all respects needs to have spiral binding
- 1.10 The Director, VAMNICOM reserves the right to reject any or all tenders without giving any reasons thereof.
- 1.11 Tender document must be submitted before the aforementioned closing date and time to:-

**The Registrar**  
Vaikunth Mehta National Institute of Cooperative Management,  
Savitribai Phule Pune University Road, Pune – 411 007

## ENVELOPE NO.1 (Technical Offer)

### 2.0 Agency Profile

- a. Agency / Bidder's profile with name of. Individual/Company (Public/Pvt.) / Association of persons/ partnership Proprietary firm / Govt. undertaking / Registered co-op society etc
- b. Address of Office and Workshop with area (in sq.ft) of premises.
- c. Names of Directors, partners, members with certified copy of certificate of registration under the Companies Act 2013, Indian partnership acts 1932, or any other relevant Act.
- d. Detailed addresses, Names, Telephone Nos., Mobile Nos., Fax Nos., email address of the bidder / authorized persons
- e. Bidder's Letter of authorization to authorized signatory

### 2.1 Documents to be enclosed

- a) Experience Certificates of having provided Library Management Software to Govt./ Public /Private Limited Company establishments or Management Institutes or any other big establishments with the total **annual turnover of Rs.10.00 lakhs** and above each per annum should be enclosed. Bidder will produce Performance certificates from at least three such clients
- b) In the event that the bidder is Authorised Service Provider / a business partner for reputed companies a photocopy of the same may be attached .
- c) Photo copies as a proof of company's existence for more than 5 years in supply of Library Management Software has to be attached.
- d) Proof of having a office in Pune is to be attached.
- e) Photocopies of balance sheet of previous 2 years i.e. for the year 2018-19 & 2019-20 showing turnover.
- f) **An Earnest Money Deposit (EMD) of Rs. 15,000/- (Fifteen Thousand only)** through a demand draft on any Nationalised or Cooperative scheduled bank payable at Pune drawn in favour of "Director, VAMNICOM, Pune" must accompany the Technical Bid. The vendors with Small Scale Industries (SSI) / Small & Medium Enterprise (SME) certification are exempted for EMD. However they have to attach self attested certificate. No interest will be payable on the EMD amount. Bids received without earnest money will not be considered.

The earnest money deposited by successful Bidders shall be retained as the Security deposit for the fulfillment of performance of the terms and conditions of this contract. The security deposit will be retained by VAMNICOM till the association of service provider by way of AMC. Earnest money received from other unsuccessful bidders will be returned by VAMNICOM.

- g) Self attested copy of Income Tax PAN Card No. of the bidder / agency / firm has to be attached.
- h) Self attested copy of latest income-tax return (for the year 2018-19 & 2019-2020) filed has to be attached.
- i) Self attested copy of the authority letter in favour of the person signing the tender document has to be attached.
- j) The bidder will produce latest copies of challans in respect of GST paid, work contract act tax and any other tax paid and applicable for such contract.
- k) If the company has ISO Certification, copy of the same has to be attached.
- l) The bidder has to submit details of organisational structure with no. of personnel's available category wise

Note : If any of these documents are found invalid and / or incomplete, the tender will be treated as non-responsive and will be liable for rejection.

**FORMAT FOR BID LETTER FOR ENVELOPE NO.1**

(Needs to be submitted on company's letterhead)

**Ref No.:** \_\_\_\_\_

**Date :**

Bidder's Name and Address

\_\_\_\_\_  
\_\_\_\_\_

To,

The Director,  
VAMNICOM,  
University Road,  
Pune – 411 007

**Subject : Technical bid for Comprehensive Library Management Software,  
VAMNICOM, Pune – 2020- 2021.**

Sir,

In response to the Tender Document No. **VM/-Lib-SW/2020-21/** dated \_\_\_\_\_ issued to me/us for providing Library Management Software in conformity with the terms and conditions, laid down therein, I/We do hereby submit my/our tender for providing.

1. I/We agree to provide Library Management Software at the rates quoted by me/us.
2. I/We have furnished the Earnest Money Deposit vide DD No. \_\_\_\_\_ dated \_\_\_/\_\_\_/2020 drawn on \_\_\_\_\_ bank for Rs. 15,000/-, prescribed in the tender notification and agree to provide and set up the library management software at VAMNICOM Library with effect from the date so ordered. In case of exemption for EMD, required certificate attached. I have also deposited processing fee of Rs. 1,000/- by cash/DD No. \_\_\_\_\_ dated \_\_\_/\_\_\_/2020 drawn on \_\_\_\_\_ bank for Rs. 1,000/-.
3. List of documents submitted by me/us is enclosed herewith.
4. Quotation of rates for providing Library Management Software and setting up the same at VAMNICOM Library is given in the prescribed format enclosed in **ENVELOPE NO.2 (Financial Offer)**.
5. I hereby certify that the information furnished above is full and correct to the best of my/our knowledge. We understand that in case any deviation is found in the above statement at any stage, the company/firm will be black-listed.

Thanking you,

Yours faithfully,

Signature of authorized signatory with  
Name & Designation where applicable.  
& Stamp of agency

### Checklist of documents to be attached to the Bid Letter – Envelope No. 1

Name of bidder : \_\_\_\_\_

SN	Product Details	Pls. √ if enclosed
1	Name of the Library Management Software	
2	Latest Version with details specified	
3	Modules covered in the software to be supplied to VAMNICOM	
4	Warranty period in years	
5	Hardware Configuration requirement	
6	Software Platform –front & back end	

SN	Particulars of Bidder	Pls. √ if enclosed
1	Bidders profile with List of Names of Directors, partners, members of the company	
2	Address proof of office and workshop with area (in sqft) of premises	
3	Certified copy of certificate of registration under the Companies Act 1956, Indian partnership acts 1932, or any other relevant Act.	
4	Contact Details (detailed addresses, Names, Mobile Nos., Fax Nos. email address) of the bidder / authorized persons	
5	Bidder's Letter of authorization to authorized signatory	
6	Experience Certificates of having provided Library Management Software (at least two certificates from organization covered in clause No. 2.1.a)	
7	Performance certificates from at least three clients to whom Library Management Software is provided.	
8	Photocopy of certificate showing bidder is Authorised service provider / business partner as per clause No. 2.1.b	
9	Photo copies as proof of company's existence for over 5 years in field of Library Management Softwares i.e. Work orders to be attached	
10	Proof of having an office in Pune .	
11	Self attested balance sheet of previous 2 years i.e.for the year 2018-19 & 2019-20 showing turnover off more that <b>Rs.10.00 lakhs.</b>	
12	Earnest Money deposit in the form of Demand Draft./ Exemption certificate	
13	Self-attested copy of GST covering Library Software services	
14	Self attested copy of Income Tax returns filed for two years i..e for the year 2018-19 & 2019-20.	
15	Self-attested copy of PAN Card No. of the bidder /agency/ firm.	
16	Self attested copy of ISO Certification, if ISO certified	
17	Self attested copy of Organisational structure with number of personnel's available category wise	
18	Total no of client/organizations using library Management Software. ( Enclose List )	
19	No of educational institutes using library management software .( Enclose List )	

*Note : All documents mentioned from 1 to 19 above are compulsory, wherever applicable.*

Signature : \_\_\_\_\_

Date : \_\_\_/\_\_\_/2020

Stamp of Agency



**ENVELOPE NO.2 (Format for Financial Offer)**  
(Needs to be submitted on company's letterhead)

Ref No.: \_\_\_\_\_

Date : \_\_\_/\_\_\_/2020

To,

The Director  
Vaikunth Mehta National Institute of Coop. Management  
University Road, Pune – 411 007

**Sub : Financial bid for Library Management Software.**

Dear Sir,

With reference to your Tender for Library Management Software we are enclosing the Financial bid subject to the terms and conditions mentioned therein.

**Financial Offer for Supply of Library Management Software.**

A	Name and Address of the Bidder																											
B	Name of Individual / Agency / Designation of the person signing the Tender on behalf of Firm/Agency																											
C	<p style="text-align: center;"><b>(i) Total Charges for providing Library Management Services</b></p> <table border="1" style="width: 100%;"><thead><tr><th style="width: 10%; text-align: center;">Sr No</th><th style="text-align: center;">Particulars</th><th style="text-align: center;">Amount In Rs.</th></tr></thead><tbody><tr><td style="text-align: center;">1</td><td>Basic Cost of Library Management Software</td><td></td></tr><tr><td style="text-align: center;">2</td><td>Web Opac &amp; Its Cost</td><td></td></tr><tr><td style="text-align: center;">3</td><td>Charges for Operational Training( if any )</td><td></td></tr><tr><td style="text-align: center;">4</td><td>Customization Charges ( if any)</td><td></td></tr><tr><td style="text-align: center;">5</td><td>Charges of AMC on expiry of Warranty</td><td></td></tr><tr><td style="text-align: center;">6</td><td>Any other Charges (if any)</td><td></td></tr><tr><td style="text-align: center;">7</td><td>GST</td><td></td></tr><tr><td></td><td><b>Total Amount is Rs.</b></td><td></td></tr></tbody></table>	Sr No	Particulars	Amount In Rs.	1	Basic Cost of Library Management Software		2	Web Opac & Its Cost		3	Charges for Operational Training( if any )		4	Customization Charges ( if any)		5	Charges of AMC on expiry of Warranty		6	Any other Charges (if any)		7	GST			<b>Total Amount is Rs.</b>	
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Thanking you,  
Yours faithfully,

(Name of the bidder)  
Authorized Signatory  
(Stamp of the Firm).

### **3.0 Terms and conditions for Supply of Library Management Software.**

Terms and Conditions :-

1. The prices mentioned are inclusive of freight, packaging, insurance, handling charges , all taxes and levies. There will be no escalation in price mentioned.
2. The site conditions should be certified by company before actual installation of the software.
3. The company has to take 100% responsibility of data-porting from the existing library software or from backup taken to the company's library management software.
4. The company has to make/provide required customization/s as required by VAMNICOM Library.
5. The required customization will be done the company free of cost .
6. The software media along with the manual should be delivered and installed on the computer at the Vaikunth Mehta National Institute of Coop. Management , University Road , Pune- 411007 at no extra cost, within two weeks from the date of the purchase order with proper licensing , media and user manuals.
7. Warranty period of one year will start after successful installation and testing of the software supplied, and will continue for a period of one year.
8. Implementation of software must be completed within 6 weeks time from the date of the P O . All the modifications , fine tuning of the software will be done as per the requirements of our Institute, free of cost during implementation.
9. Your company has to enter into Escrow arrangement for software source code ,Source code will be kept in custody of Institute with double key system and Institute reserves right to access source code in case of dispute with your company.
- 10.The VAMNICOM , Pune has right to Audit the software.
- 11.The company has to provide the updated version and version with latest software platform with only incremental price with necessary customization and parameterization.
- 12.All the updates within warranty period will be supplied by you free of cost. After completion of warranty period Institute may enter into AMC with mutually agreed cost . During the AMC Period updates will be provided free of cost .Incase Institute opts for services on call basis , the company has to quote the price separately .
- 13.Your company will arrange detailed operational and administrative training for Library staff and separate training to users if required.

14. Payment will be made in installments as indicated below :-
- 50% on delivery , successful installation and testing of the software.
  - 40% on completion of customization as per Institute's requirement conversion of existing data and successful live run.
  - 10% retention amount for a period of 3 months after installation & testing of the software .
15. In case supply , installation, performance of the software is found unsatisfactory and not conforming to the specifications as above and also if time schedule of delivery is not observed then, The Director , Vaikunth Mehta National Institute of Cooperative Management , Pune reserves the right to cancel the entire order or levy penalty or invoke the Bank Guarantee including the amount of damages.
16. The service level agreement ( SLA) has to enter into between VAMNICOM and qualified company.
17. It is binding upon the company to give prompt and efficient of maintenance.
18. The company has to provide the guidance about security of data and maintenance of Back ups etc
19. An Earnest Money Deposit (EMD) of Rs. 15,000/- (Twenty Five thousand only) through a demand draft on any Nationalised or Cooperative scheduled bank payable at Pune drawn in favour of "Director, VAMNICOM, Pune" must accompany the Technical Bid. The vendors with Small Scale Industries (SSI) / Small & Medium Enterprise (SME) certification are exempted for EMD. However they have to attach self attested certificate. No interest will be payable on the EMD amount. Bids received without earnest money will not be considered.

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