



Government of West Bengal

Cooch Behar Government Engineering College

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Memo No.: 447/CGEC/2023

Dated: 09/10 /2023

Notice inviting Quotation for procurement of Library Management Software (Koha)

Quotations are hereby invited from bonafied and experienced vendors regarding supply of **Library Management Software (Koha) for making Library Database on fully cloud based with Annual Maintenance Contract (AMC)** for Library of Coochbehar Govt. Engineering College in the form of open tender in SEALED ENVELOPE from reliable and resourceful vendors regarding supply of Library Management Software (Koha) for Library of the College as mentioned in the below table for use in the area under the Coochbehar Govt. Engineering College.

Brief Description of Work	Last Date and Time of Quotation Submissions	Date and Time of Opening of Quotation
Supply of Koha Software (Cloud Based) with Annual Maintenance Contract (AMC)	16/10/2023 Monday (Up to 10am)	17/10/2023 Tuesday (2pm)

Terms & Conditions:

1. DEPOSITTING THE TENDER/Quotation.


Bidders need to deposit their quotation in SEALED ENVELOPE super scribing "Quotation for Koha Software vide Notice No- dated deposit box in Coochbehar Govt. Engineering College.

2. Bidders need to enclose following documents along with their offer in their envelope

- Application signed by the bidder in their letter head.**
- GST Reg. certificate.**
- PAN photocopy**

- Bidders may quote price for each items separately.
- The items must be of best quality. Any compromise on quality will be taken seriously and the bidder will be liable for black listing and other penal actions.
- The rate as quoted by the bidder shall be inclusive of all the taxes.
- Should be trained two or three person of library about koha uses.
- The supplier must indicate the GST at the time of billing.
- GST and Income tax deductions will be made from this end at the time of payment.
- Billing must be made in proper format having seal, stamp pad, letter head, indicating memo/ref/challan number etc.
- Items carrying company manuals /warranty card etc. should be handed over to college officials at the time of delivery.

11. The selected supplier shall be obliged to supply the items in the office and also to the filed areas as and when asked in the work order. The transportation cost thereof shall be borne by the supplier.
12. Supply must be made within 30 days of issuing work order from this end.
13. There shall be separate/individual work orders based on the necessity of the college.
14. The bidder shall be obliged to supply the items on the same rate as quoted in the tender.
15. The supplier must get the acknowledgement of their supply from the concerned official of the Coochbehar Govt. Engineering College and that acknowledgement have to be attached at the time of payment.
16. The tender inviting authority will not be responsible for delay in payment. However the payment will be done as per the work order issued.
17. The tender inviting authority has every right to cancel/postpone/reject the tender at any time without assigning any reason to the bidders.
18. any false untrue, suppresses more than reveals, even at a later stage of the of any documents already submitted by the said Bidder and in case the Bidder the applicant shall be liable to be debarred from taking up of anywork in the Organization apart from cancellation of the order issued, if any. The authority may also initiate other legal actions and measures under the law.
19. Applications received without the specified certificated/documents shall be rejected.
20. Any conditional and incomplete bid shall be rejected. Any deviation from conditions specified herein shall not be allowed. Any condition or qualification or any other stipulation contained in the bid offer which is found to be inconsistent with the terms of the bid documents, shall be summery rejected.
21. However, validity may be extended by mutual consent upon acceptance of the offer of a bidder.
22. The Coochbehar Govt. Engineering College does not bind it to accept the lowest rate offered and reserves the right to reject in part or in full all bids received, without assigning any reason. Bidders shall not be entitled to get any compensation for rejection of any such offers by the authority. If any bidder withdraws his offer before acceptance or refuses to carryon/execute the work order within a Reasonable period of time, without assigning any satisfactory explanation acceptable to the authority for such withdrawal, the said bidder may be disqualified by the authority to participate in other bidding process.


Principal
Coochbehar Govt. Engineering College

Memo No.: 447 (7)/CGEC/2023

Dated: 09 / 10 /2023

1. The District Magistrate, Coochbehar
2. SDO, Coochbehar-1
3. Dist. Information and cultural officer, Coochbehar
4. Accounts officer, CGEC, Coochbehar
5. Notice Board/Advertisement Copy
6. Office Copy


Principal
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