

## **Tender Document for Koha (Integrated Library Management Software) Customization, Cloud Hosting and Configuration with Data Migration**

Sealed quotations are invited from reputed vendors/organisation/agencies (**having Government approved credentials**) to quote rate for cloud hosting/customization/configuration of Integrated Library Automation Software- Koha (latest stable release) of Surya Sen Mahavidyalaya in the cloud and inclusion of library Web-OPAC to Surya Sen Mahavidyalaya website for Central Library of Surya Sen Mahavidyalaya.

<b>Last date of submission</b>	31/08/2022
<b>Copies of documents to be submitted (if any)</b>	GST No., PAN, TAN, Trade Licence. P. Tax and documents in support of credentials of the similar type of job(s).
<b>Contact Person</b>	The Principal, Surya Sen Mahavidyalaya

**Interested vendors/organisation/agencies are requested to follow the given software specifications:**

1. The ILMS Koha should be Cloud based and latest Stable version with all application fully activated.
2. Koha integrated Library Software cloud hosted 24/7/365 platform and 24/7 access to the server with uptime assurance.
3. Assurance of data security on cloud server.
4. Timely Maintenance and upgradation of both the operating system and Koha software on hosted account without any extra charge.
5. Maintenance activities beyond office hours
6. Capable to do full backup and restoration of data of Koha ILMS instance. Data backup should be submitted on weekly/ monthly basis.
7. Dedicated cloud storage space for Surya Sen Mahavidyalaya (No sharing space).
8. Web-OPAC Optimized for computers, mobile phone, tablets etc.
9. Full MARC21 and UNIMARC support for professional cataloguing
10. Multi-lingual and multi-user support
11. Library standard and protocols
12. Email configuration
13. Z39.50 server

14. Barcode /QR Code complaint
15. Export and import records, ISO 2709
16. All modules (Cataloguing, Circulation, Administration, Serial Control, Reports, Tools, Patron Management etc.)
17. System should support online import/ export and conversion of records of existing software (Data Migration from Koha to Koha).
18. Import/ export of data to MS Office, Excel, Hard disc etc.
19. ILMS should support all the major library housekeeping function such as: Acquisition, Cataloguing, Circulation, Serial Control, Authority Control, Reporting, Inventory, System management, Multimedia etc.
20. Circulation module should have the facility to scan member barcode on membership card and online reservation, e-mail and SMS integration with issue returns/ overdue notices with features to check the status.
21. Koha should connect with RFID handheld reader, self-checkout kiosk, RFID tags.
22. Problem reports must be logged in on the helpdesk database and live update of the support to be provided. If required physical presence for assistance be provided.
23. Existing ILMS with all bibliographic data, allholding data, all users account with all up to date circulation status including historical records are also to be maintained and migrate accurately.
24. OPAC customization need to be done, based on preferred language, colour, image and structure, as per requirement of the library during the installation and configuration.
25. Latest stable version of UBUNTU LTS need to installed.
26. Along with the Cloud Hosted system, hosting of the system in the local server should be done.

### **Rules and regulations related to Tender:**

1. Software must be installed within 15 (fifteen) days after the receipt of work order
2. Please mention description and specification of all support services including maintenance of Koha software & data migration to Koha.
3. Incomplete quotation may be rejected.
4. The goods supplied should be in exactitude of the specifications mentioned in the tender notice. Any deviation/ departure/ difference with the specifications mentioned will not be accepted and the payment will not be made;
6. The authority reserves the right to accept or to reject any or all quotations without assigning any reasons thereto.

  
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