Banwarilal Bhalotia College, Asansol

Ref. No.: **Date: 25.11.2026**

Tender/ Quotation Notice

Sealed Quotations/ Tenders (rate to be quoted) are invited on an urgent basis from the reputed software suppliers/vendors/companies/firms for supply of following item/product for Central Library of the College as specified in Annexure-I latest by **date 05.12.2025 on or before 04.00 p.m.** Tenderers are hereby requested to contact with the College office for further details.
Description of the Item/Product: See Annexure-I: Requirements:

ANNEXURE – I

1.1 **Scope of Work**

The selected agency shall undertake the following activities:

1. Installation, configuration and implementation of the latest stable version of Koha Integrated Library Management Software (ILMS).
2. Installation and configuration of the appropriate Ubuntu Long-Term Support (LTS) operating system.
3. Provision of a secure, reliable and scalable cloud server for hosting the Koha software and library database.
4. Configuration of the cloud server, domain/subdomain, SSL certificate and necessary security arrangements.
5. Customization of Koha according to the functional and administrative requirements of the Central Library.
6. Migration of existing bibliographic, circulation, membership and other relevant library data from the existing software or Excel files to Koha.
7. Configuration and customization of all relevant Koha modules.
8. Development and customization of the Web OPAC.
9. Training of library staff in the operation, administration and maintenance of the software.
10. Supply of operational manuals and technical documentation.

Technical Specifications and Functional Requirements

A. Koha Integrated Library Management Software

The proposed system must fulfil the following requirements:

1. The software shall be based on the latest stable version of Koha and shall be web-based.
2. The system must operate through standard web browsers without requiring proprietary client-side software licences.
3. All library operations should be accessible through desktop computers, laptops, tablets and smartphones.
4. The system should support all major library operations, including acquisition, cataloguing, circulation, serial control, patron management, reports and administration.
5. All relevant modules must be installed, configured and customized according to the requirements of the Central Library.
6. The software should support standard bibliographic and data exchange formats, including MARC21 and other relevant library standards.
7. The system should provide appropriate access controls and role-based user permissions.
8. A comprehensive activity log should be maintained for administrative activities and relevant user transactions.
9. The software should provide facilities for generating, exporting and customizing different types of library reports.

B. Cloud Server Hosting and Security

1. The Koha software shall be hosted on a reliable, secure and scalable cloud server.
2. The agency shall provide the necessary cloud hosting infrastructure for uninterrupted access to the library management system.
3. The cloud server shall have adequate computing resources, storage capacity, bandwidth and processing capability to support the library's requirements.
4. The agency shall ensure proper server configuration, database security and secure remote access.
5. SSL certification (HTTPS) shall be implemented for secure access.
6. Regular automated database and system backups shall be maintained.
7. The agency shall provide facilities for database restoration and disaster recovery.
8. Adequate security measures shall be implemented to protect library data against unauthorized access, data loss and other security threats.
9. The College shall retain complete ownership and administrative control over all library data, databases, software configurations, domain-related credentials and associated access credentials.
10. The agency shall ensure that all data can be retrieved and transferred by the College whenever required, without any additional technical restrictions.

C. Web OPAC (Online Public Access Catalogue)

The Web OPAC shall provide online access to the library catalogue and facilitate searching through the following fields:

1. Title
2. Author
3. Subject
4. Publisher
5. ISBN/ISSN
6. Accession Number
7. Classification Number
8. Keywords

The OPAC interface should be customized with the College's name, logo, colours and other relevant institutional details. It should be responsive and accessible through desktop and mobile devices.

D. Library Automation and Management Facilities

The system should provide:

1. Bibliographic database creation and management.
2. Accessioning and cataloguing of library resources.
3. Circulation, issue, return and renewal facilities.
4. Reservation and hold facilities.
5. Membership and patron management.
6. Fine calculation and overdue notifications.
7. Acquisition and vendor management.
8. Serial control and subscription management.
9. Barcode-based library operations.
10. Statistical and administrative reporting facilities.
11. Import and export of bibliographic records.
12. SMS and e-mail notification facilities, subject to the availability of the required services.
13. No due certificate to patrons automatically with college logo.
14. Integration with college website and college App

1.2 Data Migration, Implementation and Training

1. The selected agency shall be responsible for migrating the existing library database into

Koha.
2. The migrated data must be properly verified to ensure accuracy, completeness and consistency.
3. All relevant Koha modules shall be configured and customized according to the requirements of the Central Library.
4. The agency shall provide hands-on training to the library staff at the College premises.
5. The agency shall provide necessary user manuals, administrative manuals and technical documentation.
6. The complete installation, implementation, customization, data migration and training process shall be completed **within one month** from the date of issuance of the Work Order.

1.3 Technical Support and Maintenance

1. The agency shall provide comprehensive technical support, maintenance, troubleshooting and software upgradation for a period of one **years** from the date of successful commissioning and acceptance of the system.
2. The cost of **one-year** technical support and maintenance shall be included in the Financial Bid.
3. The cost of cloud server hosting for the proposed period shall be clearly specified in the Financial Bid.
4. Any recurring charges relating to cloud hosting, domain registration, SSL certification, backup facilities or other services must be clearly indicated.
5. The agency shall provide details of the annual renewal charges, if applicable.
6. The cost of technical support and maintenance beyond the initial **one-year** period shall be quoted separately.

1.4 Utilities:

i. Backup –database on CD, external hard disk, etc, by library personal.
ii. Security – password based functional security.
iii. Data privacy, confidentiality and security.
iv. The system should support online import and conversion of record from legacy software import/export facility in standard format.
v. Provision for customization of reports.
vi. Hyper linking of book.
vii. Completely web browser based (work on internet).
viii. Supports Windows /Linux/ Unix.
ix. The main OPAC interface for the users outside the library must be web.

1.6 Reports:

i. Complete access for all data stored in software.
ii. Easily run any saved report at any time.
iii. Group report by branch, category or any customs criteria.
iv. Enter filters on reports to run them on for specific item types, branches, patron categories, time frames and so much more.
v. Search reports for easy access.

By Order
Prof (Dr) Amitava Basu
Principal
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