

No.45011/9/07-Lib.  
Government of India  
Ministry of Corporate/Korporate Karya Mantralaya  
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5<sup>th</sup> floor, 'A' Wing  
Dr. Rajendra Prasad Road,  
Shastri Bhawan, New Delhi.  
Dated: 6<sup>th</sup> December, 2007

To

As per list

**Sub: Retroconversion of bibliographic records.**

Sir,

I am directed to state that due to administrative reasons quotations called for by this Ministry vide letter of even number dated 19<sup>th</sup> September, 2007 on the above mentioned subject have been treated as cancelled. You are requested to quote your rate afresh for the computerization of the library records situated in Shastri Bhawan, New Delhi. The library collections have around 25000 books. Data entry in respect of these books have to be made.

2. The detailed background, Scope of work, terms and conditions for eligible bidders is at Annexure 'A'.

3. It is requested that 'price bids' and 'technical bids' may be sent in separate envelopes superscribing accordingly and sent to the undersigned by 20.12.2007 by 3.00 P.M.

4. The bids should be accompanied with a Bank draft for Rs.5000/- as security deposit which will be returnable.

5. The bidders, if they wish, can be present in Room No. 521, 'A' Wing, Shastri Bhawan, New Delhi at 1600 hours on 20.12.2007 when the bids will be opened.

Yours faithfully,

(V.K. Mehta)  
Under Secretary to the Govt. of India  
Tel. No.23073017

Copy to: E-governance Cell with the request that this may be put on the Ministry's website.

**Retro-tender document**  
**Ministry of Corporate Affairs**

Bid document for Retrospective document of the bibliographic database of the library into Machine-readable format and barcoding.

**Background, Scope of Work and eligible Bidders**

**Background:**

As part of the computerization process of the library, this library proposes to undertake retrospective conversion of its entire catalogue into Machine-readable format so that the whole catalogue can be made available on-line.

**Scope of work:**

The work involves Retrospective conversion of all bibliographical records, including serials English and Hindi in the library. These materials are to be converted into Machine readable form. The estimated materials in the library is around 25,000 volumes.

The final output expected after conversion is that records are created in the MARC-21 format and downloaded on the MCA-Server for on-line access to the library users. More specifically, the work involves following:

Taking out the documents from the location to the working place and placing them back on the designated shelves after completion of the processing.

Assigning Location Mark, Classification no. and book no. to the documents.

Cataloguing and Authority file creation.

Assigning Subject Heading.

Rendering data over datasheets as per MARC-21 guidelines.

Generation of printed Call no. and Barcode labels.

Laminating of all labels.

Data entry and validation as per MARC-21 format.

Downloading the data into server in batches on completion of 500 records.

Creation of Accession Register.

**Eligible Bidders:**

Bids are invited from all firms and institutions which are equipped to do professional work as indicated above.

**Information to the prospective Bidders:**

**Cost of Bidding**

The Bidder shall bear all costs associated with the preparation and submission of the Bid, and the Ministry of Corporate Affairs library will in no case be responsible or liable of these costs, regardless of the conduct and outcome of the process.

**Liability of the Bidder**

The Bidder is expected to examine all instructions, Forms, Terms, Specifications and other information in the bidding document. Failure to furnish all information record by the bidding document or submission of a bid not substantially responsive to the bidding

document in every respect will be at the bidders risk and may result in rejection of the bid.

### **Amendment to the Bidding document**

At any time prior to the dead line for submission of bids, the Ministry of Corporate Affairs library may, for any reason whether at its own initiative, or in response to a clarification requested by a prospective bidder, amend the bidding document. Copies of the amendment shall be sent to all prospective bidders who have collected the bidding document with prescribed time limit. In order to afford prospective bidders reasonable time in which to take the amendment in preparing their bid, Ministry of Corporate Affairs library may at its discretion extend dead line for submission.

### **Pre-Bid Meeting**

A pre-bid meeting shall be held by MCA one week after the dead line stipulated for collection of the bidding copies.

### **Documents Comprising the Bids**

The bid submitted by the bidders shall comprise the following documents:

- \* The following information or documents are to be submitted along with the bid
  1. Information of the legal status of the Firm/Institution.
  2. Works of the similar nature performed and certificate to support the work done.
  3. Existing availability of Hardware, software and Human resources.
  4. Profile of Project manager and list of qualified professionals associated with the Firm/Institutions.
- \* Price bid in a specified form in a sealed envelop clearly marked price bid.

The price quoted by the bidder should allow for all costs including labor, materials, hardware, Software and equipments and all duties and taxes, including Service tax what so ever payable for accomplishing the task. The price and rate quoted by the bidder shall be fixed and firm for the duration of the contract and shall not be subject to any escalation/adjustment on any account.

### **Preparation of the Proposal :**

- \* In preparing the technical proposal the prospective bidders are expected to visit the library to access the quantum of work, working place and the facilities available.
- \* The proposal should cover all aspects of the terms of reference.
- \* Material deficiencies in providing the information requested may result in rejection of the bid.
- \* If any prospective bidder consider that it doesn't have all the expertise for the proposed work, it may obtained a full range of expertise by associating with individual professional as appropriate. The complete details of the expertise to be obtained along with their Curriculum Vitae may be sent along with the technical proposal.
- \* Description of the work plan for performing the task must be submitted along with the technical proposal