

# High Court of Jharkhand, Ranchi

(Dated: 28.07.2017)

## Notice Inviting Tenders

Sealed tenders are invited from the reputed agencies/ firms for the Bar Coding (Re-accessioning, Classification & Data Entry) for 50,000 Books/ Journals available in the Judges' Library, High Court of Jharkhand, Ranchi.

The Sealed Tender can be submitted in the office of the undersigned in a sealed cover which must include the details according to Tender Documents which is below the notice within 07 days from the publication of this notice.

A handwritten signature in blue ink is written over the printed name. To the right of the signature, the date '28/7/17' is written in blue ink.  
Registrar (Establishment)



High Court of Jharkhand, Ranchi.

**Tender Document**

For

Re-accessioning, Classification, Data Entry & Bar Coding Work in  
Judges' Library, (High Court of Jharkhand, Ranchi)



Judges' Library (High Court of Jharkhand, Ranchi)  
Doranda, Ranchi- 834002

Tender Document

Subject: - Tender for Bar Coding (Re-accessioning, Classification & Data Entry) for 50,000 Books/ Journals

Selected quotations are invited as the format and the activities involved are as follows:

- 1) Taking out the books/ Journals from the shelves of the Judges' Library, Chamber of Hon'ble Judges, all the Court Rooms, and Residential Library of all the Hon'ble Judges.
- 2) Re-accessioning, Classification (DDC) the books and data entry of the same.
- 3) Creating the barcode labels using Accession No. and Name of the Library.
- 4) Affix the labels in the spine and inside the book (on title the page).
- 5) Laminating the labels properly.
- 6) Restoring the books/ Journals in the required sequence professionally (According to Call No. and alphabetically).
- 7) Trial for Barcode Reading using Library Management Software (KOHA).
- 8) Trial for proper integration with the Library Management Software (KOHA).
- 9) Printing the list with Call No., Author, Subject and Title.
- 10) Provide training to the concerned Staffs



### General Terms and Conditions:

1. The interested agency will be responsible for completion of the work within the period, specified in the work order given by this Hon'ble Court.
2. In case work is not completed in the given time period, penalty @ rate of 1% per week limited to the 15 % of the cost of total tender amount may be imposed.
3. All hardware, software and professional including Barcode Labels, laminates required for the project will be responsibility of the agency.
4. The work will be undertaken in the court premises only.
5. Payments will be made as per the norms (75%) and rest 25% amount will be made after confirmation of proper functioning.
6. Tender work is not transferable.
7. The applicant agency/ Company should not be blacklisted by a Govt. Entity.
8. The decision of the Hon'ble Court will be the final regarding the award of the work without assigning any reason whatsoever.
9. The agency submitting tender would be considered to have considered and accepted all the terms and conditions.
10. Before submitting the tender, agency can visit the Library during working days (Monday to Saturday) between 10.00 am to 05.00 pm to understand the intricacies of the work involved.
11. No enquiry verbal or written shall be entertained in the respect of acceptance or rejection of tenders.
12. Declaration: This is to certify that I/We before signing the tender have read and fully understood all terms and conditions and instructions contained in the document and undertake to abide them



### Technical Information

Sl. No.	Item Details	Sample (if any)
1.	Bar Code Label Self Adhesive Machine Cut	
2.	Laminate Transparent Label Machine Cut	
3.	Printed Barcode (1200 DPI)	
4.	Printer Model to be Used	Details:
5.	Computer System	Details:
6.	Bar Code Reader	Details:

pe