11ᵗʰ January, 2022

Ref. No.....................................

To,

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Subject: - Quotation for proposal Implementation of KOHA Open Source software in Delhi College of arts and Commerce.

Dear Sir/ Madam,

Quotations for the implementation of KOHA Open Source Software are invited in the Delhi College of Arts and Commerce. Please submit your proposal with all the salient features of the software with estimated expenditure for the following services.

1. Installation Charges (KOHA on Cloud server).
2. Charges for data migration to software from existing Library software (NETLIB/LIBWARE).
3. Technical support for customization and training to staff.
4. All other information related to hardware and other information if any.
5. AMC with cloud server charges of the software for 2nd & 3rd year for the complete system including customizations updates of software, security of data, day to day troubleshooting, etc.

Note- Please read the technical Specifications required for the implementation of KOHA as mentioned in Annexure I.

The sealed quotation superscribed as Quotation for "Implementation, KOHA (Open Source software) must reach the office in the name of the Principal, Delhi College of Arts & Commerce, Netaji Nagar, New Delhi-110023 latest by 20.01.2022 upto 4.......p.m.

The College reserves the right to accept/ reject the quotations in partial form or in total without assigning any thereof.

Prof. Rajiv Chopra
Principal

Annexure I.

Scope of Work & Technical Details

➢ The Following specifications and services need to be provided to the institution

S.No.	Requirement	Specifications
1	KOHA Functions/Module	The ILMS should support all the major library housekeeping functions listed below: ➢ Acquisition ➢ Cataloguing ➢ Web OPAC ➢ Serials Control ➢ Import/export of records ➢ Authority Control ➢ Reporting ➢ Inventory ➢ System management ➢ Multimedia
2	Customization	KOHA ILMS need to be customized according to local requirement of the Delhi College of Arts & Commerce Library at the time of installation. Circulation module should have the facility to scan member Barcode on membership card and online reservation, email and SMS integration with issue returns/overdue notice with features to check the status.
3	Standards	Should compatibility with an open architecture system and support various international standards. The system should support the internet standards TCP/IP, SMTP, MIME, SSL, HTTP, and interaction with external system need to support the following standards: ➢ ANSI/ISO Z39.50 (ISO 23950) on both server and Client ➢ Record Syntaxes: MARC, non-MARC & MARC21, UNIMARC, USMARC & Dublin Core Format ➢ NCIPV2.0, ISO 18000-3 mode-1, ISO 15693, ISO 14443 A and SIP2 for RFID integration It should be able to connect with Staff Station, Reader, Gate Antenna System, RFID handheld Reader, Self Checkout Kiosk, Book Drop Unit and RFID Tags
4	Multilingual	The system should be capable of maintaining multiple language using Unicode
5	Barcodes Support	The system must be able to handle barcodes in different formats and able to customized as per local needs of the library

GENERAL HARDWARE REQUIREMENT

S.No.	Requirement	Specifications
6	Hardware platform	The server should run on the latest Debian based Linux Platform Windows Platform

7	Backup and recovery	Capable to do full backup and restore of data of the ILMS
8	Security	Verification of the user should be done in a secure manner and it should have facility to set different security for user and staff
9	Support	Problem reports must be logged on the help desk database and live update of the support has to be provided if required, physical presence for assistance be provided

APPLICATION SOFTWARE

10	Architecture	The system should be web-based. The application should not requires and proprietary software licenses.
11	Database	The backend database must be robust using MySQL
12	Client Software	The client software must be web-based (Platform independent)
13	Client Interface	Library interface (Client Software) must me web-based. The interface should compatibility with Z39.50 servers
14	OPAC interface	The main OPAC interface for the users outside the library must be a web
15	Import & export of data	The system must support import and export records from different types of data media such as tape, CD-ROM, Hard disk, Ms. Excel/CSV files, diskette etc.
16	Import/export	The system should support online import/export and conversion of records from Existing NETTLIB /LIBWARE software at Delhi College of Arts and Commerce Library
17	Reports and statistics	Library system mast support exhaustive management of statistics and reporting functions allowing the library to be able to create their own reports
18	OPAC access links	It must be possible to allow access to web-based services both from within staff clients as well as from the web OPAC using the 856 link tag in the Marc Record
19	OPAC searches	There must be provisions from different searches levels (e.g. simple, Boolean, and advanced) in the OPAC ➢ Search record as a whole (any field) ➢ Specify any variable field to be searched ➢ Boolean Search ➢ Searching should be possible by including but not limited to: ➢ Author title subject publisher call number standard number (e.g. ISBN, ISSN etc) Barcode Number Accession no.
20	Indexing	Author indexes and record displays must be updated in real-time. All fields and subfields should be available with a flexibility in defining indexes
21	Web OPAC Customization	The Web OPAC should be customized as per the requirements of the Delhi College of Arts and Commerce Library

CIRCULATION SYSTEM

22	Circulation system	The following function must be included in the circulation systems: ➢ Check-Out ➢ Renewals ➢ Check-in ➢ Reservation ➢ Fines and fees ➢ Duplicate checking ➢ Statistics and report etc
23	Patron records	The patron records must include fields for the following information: ➢ Name ➢ Member card number ➢ Parton category ➢ Telephone Number ➢ E-mail address ➢ Alternate contact person ➢ Date of joining ➢ Date of expiry ➢ Notes etc ➢ Any other field when required
24	Barcode Generator	The system must include a utility which can be used to print barcode labels for the Library items

CATALOGUING

25	Import of bibliographical records	The system must be able to import records in the USMARC/MARC21 formats online through a Z39.50 client which is integrated with the cataloguing (and acquisition) module. The system should have a reservoir for managing imported MARC record so that it can be checked before loading into databases
26	Authority control	It must be possible to create and maintain authority control for the following searches elements: ➢ Personal and corporate names ➢ Conferences ➢ Uniform titles ➢ Series titles ➢ Subjects ➢ Name/title combination ➢ Publisher ➢ Any other field when required
27	Data entry	The system must have full screen data entry and editing ("Empty Screen" with MARC header) for cataloguing as well as the number of predefined data entry screen (templates). It must support hidden fields which can be seen in MARC editor but not in the OPAC able to generate catalogue cards as per AACR-II standards
28	Output	It must be possible to export the bibliographic records in standard MARC Communication format (ISO2709)

ACQUISITIONS

29	Order initiation	For title intended ➢ Check for duplication of title of an order received web-OPAC recommendation of

			books
			➤ All data entered at acquisition section to used throughout system
			➤ Option to download bibliographic data from CD-ROMs. International database or vendor (S) supplied electronics catalogue
			➤ Any other features as and when required
30	Approval		➤ Flexibility in including specific titles in the approval list
			➤ Amendments in approval list prior to its printing Budget and expenditure analysis
			➤ Budget allocation among different units & its maintenance
			➤ Any other features as and when required
31	Receipt of order		Procedure of record/editing the details of item received any other features as and when required
32	Invoice processing		Include accessioning of items
			➤ Permits more than one invoice for an order
			➤ Allow changes in the units price variable discount, exchange rate etc
			➤ Maintain exchange rate of various user defined currencies
			➤ Accession no can either be generated automatically by the system or it can be user defined number
			➤ Keep up to date order status with relation to title order received accessioned
			➤ Update account fund Online
			➤ Barcode Generation
			➤ Any other features as and when required
33	Placing order		Firm order for titles, including for material received
			➤ Purchase order printing (e) mailing
			➤ Title/ publisher/ vendor (s) wise order generator
			➤ Amendment/Cancelation of order
			➤ Incorporation of special delivery statements/conditions
			➤ Standing order for annual publication
			➤ Proposal for prepaid orders, cancellation, claims, etc
			➤ Any other features as and when required
34	Order follow up		Periodic overdue notices/reminders Online printing of follow up notices Any other features as and when required
35	Online Quarries		Acquisition related quarries
			➤ Maintain the statistical details of vendor (s)/publishers
			➤ Title in the process of acquisition
			➤ Pending orders, overdue orders and for the specific order, details of titles ordered, title received, pending titles. Its invoices
			➤ List of invoices with the library and invoices with the finance
			➤ Section and for the specific invoice, details of items accessioned against its payment details, if any
			➤ List of vendors, giving titles received on approval pending titles against firm orders, order placed, invoices received
			➤ Budget analysis of title in the acquisition process
			➤ Order details by accession number/supply

		order number any other features as and when required
36	Standard and customized report	System should be robust enough to generate following requests: ➤ Approval requests form ➤ Purchase order ➤ Overdue/Follow up notice ➤ Budget and expenditure analysis (periodic/daily) ➤ Payment requisition report ➤ Payment cheque delivery notices ➤ List of titles on order ➤ Accession register ➤ Bill register ➤ List of recent arrivals ➤ Any other features as and when required

PERIODICALS

37	Subscription	New series initiated approval process and ordering ➤ Duplicate checking ➤ Print approvals lists updating of approved or rejected titles ➤ Print purchase orders for single or package subscription ➤ Print purchase order by department/publisher/vendors wise
38	Subscription renewal	➤ Renewal order printing based subscription expiry date ➤ Separate orders for renewals and additional series ➤ Cancel supply order by department/publisher/vendor(s) wise
39	Subscription extension	Resulting from climes on missing issue and numbers. Extension specified as ➤ Period extended up to ➤ Number of issue not received ➤ Last volume/issue number
40	Invoice Processing	Both of new Subscription and subscription renewal ➤ Allow more than one invoice for an order ➤ Allow changes in subscription, period, volumes, issue nos., frequencies etc. ➤ Accepts supplementary invoices for any title. ➤ Accepts and update subscription details
41	Receiving issues	➤ Well-designed screens requiring entry of minimum possible data ➤ Recording of issue be volume/issue number of data and barcode ➤ Facility to record receipt of regular issue, various indexes, special issues and additional issues, supplement, etc.
42	Customized claims monitoring	Makes possible timely follow up of not received; (missing issue and supply not started overdue and damaged journal numbers ➤ Provision of claims for each title for package or bundle subscription ➤ Claims for prevent of non-receiving item
43	Binding Control	The ILMS Should have facility for bindery control
44	Cataloguing	Provision of catalogue generation for current

			journals and serials holding According to MARC21, CCF, AACRII
45	Customized online queries		Serials related quarries are: ➢ Titles in Bindery ➢ Recent Arrivals
46	Standard & customized report		Reports generated by the serial system include ➢ Order form ➢ List of completed volume ➢ Bindery order ➢ Accession register (for bound volume collection) ➢ Current arrivals ➢ Classified and specialized indexes and list of serials as required ➢ Budget & expenditure analysis ➢ Indexing of article available ➢ Missing issue list ➢ List of duplicate issue ➢ Notice for not received overdue soiled/damaged issues ➢ Subscription renewal order ➢ New subscription order ➢ Claim letter for missing and not-supply ➢ List of current subscription alphabetical department wise publisher wise vendor wise ➢ List of new titles added and deleted titles for particular year ➢ Any other features as and when required