

# **Tender No: 2/R22 dated 26.12.2016 For Data Entry in Library Software**

**Please submit quotation as per tender specifications mentioned below under RUSA  
Project**

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## **Data Entry Operation in Library**

Rates (Per book) are invited from eligible candidates for library data entry operation in Koha software along with barcode sticker pasting and shelving.

### **Terms & Conditions:**

1. **Completion of supply within 14 days after work order issue.**
2. i) Parties/firm must have sufficient experience in the field. Tenderer must submit photocopies of valid, current & relevant Trade Licence ,VAT Registration Certificate, PAN Card,etc, along with the quotation, **or**  
ii) Individual must have sufficient experience in the field. Tenderer must submit photocopies of valid and current work experience, Certificate from the academic department/organisation I.Card and PAN Card, if available, etc, along with the quotation
3. *“Tender for library data entry”* must be super scribed on the envelope containing the quotation
4. Period and time: Tender related visit/query, if required: 26/12/2016 to 7/01/2017 on working days only from 2 PM to 4.P.M
5. College authority reserves the right to accept or reject any quotation(s) without assigning any reason.
6. Tender should be addressed to the PRINCIPAL, S A JAIPURIA COLLEGE and to be submitted to the Librarian, Sri. Abhijit Chatterjee, S A Jaipuria College by 5 pm. of 7<sup>th</sup> January, 2017 [**Contact 9903883520**]