

SHIVAJI COLLEGE
RING ROAD, RAJA GARDEN, NEW DELHI – 110027

Date: 12.01.26.

Quotation for Annual Maintenance Contract of KOHA ILMS Software

Sealed Quotations are invited from the experienced firms dealing in Computer Software and Services for Annual Maintenance Contract of KOHA ILMS Software at Shivaji College Library in the following format:

S.No.	Particulars	Price (in Rs.)
1	AMC of KOHA ILMS	
	Sub total	
	GST @.....%	
	Total	

A Specification & Scope of Work:

1. The Service Provider/Vendor shall carry out preventive and corrective maintenance of KOHA software on Server.
2. Preventive Maintenance: Preventive Maintenance of the KOHA ILMS shall be done twice a year, on half yearly basis, with prior intimation and approval of the Shivaji College Library.
3. Corrective Maintenance: The Service Provider/Vendor shall be responsible for corrective maintenance including fault finding, bug fixing and removal, creation and installation of Backup of KOHA in the event of breakdown/malfunctioning preventing the operation of KOHA in the Production Server and Back-up Server.
4. The Service Provider/Vendor shall indemnify the Shivaji College from breach/violation of copyright, intellectual property right and other laws resulting from the services provided by them and such violation/breach of law shall lead to termination of the contract.
5. The Service Provider/Vendor will supply all the new release/new versions/updates of software free of cost. In case item is of proprietary nature, Service Provider/Vendor should enclose certificate & other documents as a proof in this context.
6. The Service Provider/Vendor may provide Internet Based Support/Remote Login for any difficulties faced by library staff members and, if require have to visit onsite in the library without any visiting charge.
7. The Service Provider/Vendor shall help in taking data backup as well as data recovery from available old data.
8. The Service Provider/Vendor shall guide/help the staff for any updation/confusion in any software module.
9. The contract will be initially for one year from the date of award and may be renewed for one more year, at the discretion of Shivaji College and based on the satisfactory services provided by the Service Provider/Vendor.

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(Signatures)
Sham, Rabinarayan, Neeharani, Anil, 12/1/26, Mark

B Other Terms and Conditions:

1. The Service Provider/Vendor may have experience in implementing and automating KOHA software in at least 03 Government/Private Institution's Library in Delhi NCR during the last five year (i.e. from 2020 to 2025). The Service Provider/Vendor is required to attach valid Purchase Order or Completion Certificate/s as a proof of the same.
2. The Service Provider/Vendor should have an established office for KOHA Support in Delhi NCR.
3. The envelope containing the quotation should be superscripted as "Quotation for AMC of KOHA Software".
4. All the Charges and Terms and Conditions should be spelled out clearly in the quotation. Charges and Terms and Conditions not mentioned in the quotation will not be accepted.
5. The Service Provider/Vendor will not be allowed to withdraw and re-submit his quotation at any time after it is once submitted.
6. The Service Provider/Vendor shall not enhance the rate for any reason whatsoever during the contract period.
7. The quotation received after the last date and time and incomplete in any aspect shall be rejected out rightly.
8. Correction and alteration in the Quotation should be strictly avoided.
9. The College reserves the right to reject any or all the quotations without assigning any reason.
10. The Service Provider/Vendor should quote the price and taxes separately in the quotation.
11. The payment of AMC amount charged will be done on half yearly basis based on the satisfactory services provided by the Service Provider/Vendor. All the Government dues/taxes viz. GST/TDS etc. will be deducted by the College as per rules at the time of payment.
12. All dispute will be mutually sorted out and will be under the jurisdiction of Courts in Delhi only.

The sealed quotation addressed to "The Principal, Shivaji College, Ring Road, Raja Garden, New Delhi - 110027" should reach this office latest by 2/2/2026 by 4.00 p.m.

Sh. H. S. Ramesh
Robinson
Kishu
Neelotani
Handwritten signature

Handwritten signature
Prof. Virender Bhardwaj
Principal