



GOVERNMENT OF WEST BENGAL
OFFICE OF THE DIRECTOR, SCERT, WEST BENGAL
25/3, BALLYGUNGE CIRCULAR ROAD
KOLKATA-700019

Memo No 1617

Date:-20-12-2024

NOTICE INVITING QUOTATION

Director, State Council of Educational Research & Training, West Bengal (SCERT, West Bengal) invites sealed Quotations from the intending bonafide Firm/Agency/Association/Person of good repute to make **Installation and customization of Koha, an Integrated Library Management Software in the Local Server and other associated work[including customization of Staff Client and Web-OPAC, Server Maintenance, Support of Koha, etc.] at the Library of State Council of Educational Research and Training, West Bengal.**

Important Information:

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|----|-----------------------------|---|------------|-------------------------------|
| a. | Bid submission start date | : | 23-12-2024 | from, 1 P.M (In office hours) |
| b. | Pre bid meeting | : | 27-12-2024 | at 2 PM in the office. |
| c. | Last date of Bid Submission | : | 07-01-2025 | up to 5 P.M (In office hours) |
| d. | Opening of Bid | : | 08-01-2025 | at 02.00 P.M in the office. |

Intending bidders can collect a sample and submit their **bid documents** in the Office of the undersigned as per above schedule in the office hours.

Request for postponement will not be entertained.

Terms & Conditions:

1. Each bidder shall submit only one price quotation..
2. The sealed envelope should clearly be mentioned on the top - the memo no. and date of this notice in Response to which quotation is being submitted.
3. Last date of submission of tender as per proforma as annexed with this notice with all other self attested documents is within 5PM on 07-01-2025 at the office of the Director , SCERT, West Bengal
4. Income Tax and other incidental charges and taxes like TDS on GST(if applicable) shall be levied from the bill as per I.T. Act, 1961, GST Act and other relevant Acts & Rules. The rates and procedures shall be revised as the parent Acts, Rules, Orders will be revised time to time.
5. **No other charges except the quoted rate offered shall be paid.**
6. The authority reserves the right to accept/ reject any or all the bid documents without assigning any reason thereof
7. No advance payment will be made to the selected bidder. Payment will be made after satisfactory completion of the items and production of bill in proper format.

8. The intending bidders or their representative may be present on the date of opening of bid documents at the specified time and place.

AWARD OF CONTRACT:

9. The director, SCERT, West Bengal will award the contract to the bidder whose bid has been responsive and who has offered the lowest evaluated quotation price.

10. The rate so quoted should be exclusive of GST

11. The director, SCERT, West Bengal reserve the right of acceptance or Rejection of any bidder and to cancel the bidding process at any time prior to the award of contract without assigning any reason whatsoever

12. No ambiguity in the documents will be entertained.

13. In case the bid opening date is subsequently declared as a holiday, the bid will be opened at the same time on next working day.

Date:- 20-12-2024

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20/12/2024

Director, SCERT, West Bengal

Memo No. 1617/1(5)

Date:- 20-12-2024

Copy forwarded for information & taking necessary action to:-

1. Finance Officer, SCERT, West Bengal
2. Cashier, SCERT, West Bengal
3. File Copy
4. Office copy
5. Establishment Section of this office with a request to paste a copy of the Notice Inviting Quotation in the Notice Board of this office and other prominent places for wide circulation along with uploading the same in the official website of this office, other prominent offices and the departmental website

Date: - 20-12-2024

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20/12/2024

Director SCERT, West Bengal