INDIAN INSTITUTE OF GEOMAGNETISM
(AN AUTONOMOUS ORGANISATION OF THE DEPARTMENT OF SCIENCE &
TECHNOLOGY, GOVT OF INDIA)

Telephone	: 022 – 2748 4000	Address: Plot No. 5, Sector-18,
FAX	: 022 – 2748 0762	Kalamboli Highway, New Panvel,
		Navi Mumbai 410 218
Email	: iig.pso.stores@iigm.res.in	Website: www.iigm.res.in

TENDER FOR

AMC for KOHA & DSpace Institutional Repository

Tender No. IIG/TENDER/AMC/10/2025

TENDER DOCUMENT

AT

INDIAN INSTITUTE OF GEOMAGNETISM (DEPARTMENT OF SCIENCE & TECHNOLOGY)
PLOT NO.5, SECTOR-18 KALAMBOLI HIGHWAY,
NEW PANVEL, NAVI MUMBAI 410 218

INVITATION FOR TENDER FOR KOHA & DSPACE INSTITUTIONAL REPOSITORY

Sealed tenders are invited in two separate sealed covers (Technical and Commercial offers) from OEM/authorized Indian distributors/dealers/suppliers/agents for AMC and support of the following:

KOHA & DSpace Institutional Repository

The validity of the bid should be at least four months (120 days) or more from the date of the opening of the tenders. Please ensure that your quotation reaches not later than 02-07-2025 at 15.00 hrs at the following address:

In-charge Purchase & Stores
Indian Institute of Geomagnetism,
Plot No. 5, Sector-18, Kalamboli Highway,
New Panvel, Navi Mumbai 410 218

Tender Reference	Tender No. IIG/TENDER/AMC/10/2025 Dated: 17-06-2025
Last Date and Time for submission of tender document	**02/ 07/ 2025 15.00 Hrs (Indian time)**
Time and Date of Opening of Bids	**02/ 07 /2025 15.30 Hrs (Indian time)**
Address of Communication/opening of bid	Indian Institute of Geomagnetism, Plot No. 5, Sector-18, Kalamboli Highway, New Panvel, Navi Mumbai 410 218
Contact for technical queries E-mail:	**+91- 22-27484094** **iig.pso.stores@iigm.res.in**

Part-1:
Scope of Work for Implementation and Enhancement of KOHA

Scope of work:

1.Evaluation of the Local Server
   a.   Evaluate the local server and suggest a proper solution based on:
   i.   Greater data security, access control, and regulation compliance
   ii.   Potential cost savings in the long term
   iii.   Easier integration with existing systems

2.KOHA Functionality and Upgrade
   a. Ensure KOHA 23.05 is fully functional on designated IPs for both internal and external access.
   b. Upgrade the software to the latest stable version to incorporate new features and security updates.

3.Data Input and Excel Sheet Management
   a.   Review and update Excel sheets to input books, e-books, bound volumes, maps, and Hindi books.
   b.   Address data input errors and ensure the updated data is correctly incorporated into the system.

4.Data Integrity and Error Resolution
   a.   Identify and rectify errors from previous data inputs to maintain data integrity.
   b.   Incorporate validated input methods as outlined in point 3 to avoid future
        discrepancies

5.Security Enhancement
   a.   Work with the Computer Center to implement SSL certification for secure data transmission and access
   b.   Conduct a security assessment to identify and mitigate potential vulnerabilities
   c.   The security assessment must be done monthly, with proper documentation. The same would be put forward
        to the authorities at IIG for review and/or assessment for any further enhancements.

6.Email Streamlining
   a. Standardize official email accounts and ensure proper configuration for library staff
   b. Setup protocols for communication and documentation

7.Report Generation
   a. Develop or enable various reports to meet library operational needs, including but not limited to circulation
      statistics, inventory reports, and user activity logs.

8. Serials Entry Management
   a. Establish procedures for accurate serials entry to ensure consistency and ease of access

9. Staff Training
   a. Conduct training sessions for library staff on KOHA functionalities, focusing on best practices for data entry,
      report generation, and system navigation.

10. API Integration
   a. Assess and integrate API features from publishers to enhance resource availability and accessibility after
      proper analysis, documentation, and approval by authorities from IIG.
   b. Enable any other useful APIs related to improving library workflow after proper analysis, documentation, and
      approval by IIG authorities.

11. Library Webpage Development
   a. Explore options for building a library webpage using KOHA that showcases services, collections, and events.

12. SIP for RFID Integration
   a. Enable Session Initiation Protocol (SIP) for RFID integration to streamline circulation processes.

13. User Data Transfer
   a. Facilitate the transfer of existing user data and current circulation records into the upgraded   KOHA system.
   b. Enable the software for library users to access, including users across the IIG centers and observatories in India.
   c. Ensure proper security features are in place for Point No. 13.b (above).

14. Enhanced Features and GUI
   a. Research and implement additional features that improve the quality of the Open Source Software (OSS) and
      user interface, drawing inspiration from libraries in India, after proper analysis, documentation, and approval by
      IIG authorities.

b. Ensure the metadata is interoperable for any future/current implementation scenarios. Any interoperability is to be implemented only after due approval of the Competent Authorities at IIG and after documentation.

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Deliverables:

- The latest KOHA system is fully functional on designated IPs.
- Migrate updated data from Excel into the KOHA system.
- Security enhancements with SSL certification.
- Standardized email configurations.
- Generalized reports as per requirements.
- Trained library staff proficient in KOHA operations.
- Integrated API features from publishers.
- Developed library webpage using KOHA.
- Successful RFID integration via SIP.
- Transferred user data and circulation records
- Recommendations for further enhancements based on best practices.

Requirements from the AMC Service Provider:
- On-site visit for installation and commissioning of the software.
- Off-site support only after prior proper authentication mechanisms of the person and IP accessing the server for KOHA at IIG.
- Off-site access to the KOHA server would be based on confirmation of the authentication by the IIG Computer Center.

Timeline for On-site Support:
- Phase 1: KOHA setup and upgrade-2 days
- Phase 2: Data Management and Security Implementation-1day
- Phase 3: Staff Training and Report Generation-2 days
- Phase 4: Webpage Development-2 days
- Phase 5: Final Review and Project Closure- 3 days

Part-2:
Scope of Work for Dspace Implementation and Enhancement:

Scope of Work:
1. **Evaluation of the Local Server and Implementation of the Best Solutions**
    a. Evaluate the local server and suggest a proper solution based on:
        i.   Greater data security, access control, and regulation compliance
        ii. Potential cost savings in the long term
        iii. Easier integration with existing systems
    b. Implement Dspace based on the evaluation of the best server solution
2. **Backup Implementation**
    a. Set up a robust backup system to ensure frequent backups of Dspace data and configurations, minimizing data loss risks.
    b. Define backup frequency (e.g., daily, weekly) and backup storage solutions (e.g., cloud storage, external drives).
3. **Email Configurations for Copyright Requests**
    a. Establish email accounts and workflows to receive and process requests for copy-right-protected content
    b. Ensure compliance with copyright regulations and develop a protocol for responding to requests.
4. **OAI-PMH Implementation**
    a. Ensure the OAI-PMH for Dspace is implemented and functional.
5. **Incorporation of New Dspace Functionality**
    a. Review the latest stable version of Dspace and identify new functionalities that can be integrated into the existing system.
    b. Prioritize features that enhance user experience, improve content management, or streamline administrative tasks.
6. **Enhancements and User Interface Improvements**
    a. Research and implement additional features that could improve the Open source software (OSS) quality and enhance the graphical user interface (GUI)
    b. Drawn inspiration from best practices and successful implementations in libraries across India
7. **Security Enhancement**
    a. Work with the Computer Center to implement SSL certification for secure data transmission and access
    b. Conduct a security assessment to identify and mitigate potential vulnerabilities
    c. The security assessment must be done monthly, with proper documentation. The same would be put forward to the authorities at IIG for review and/or assessment for any further enhancements.

Deliverables:
- Detailed report on local server options and security measures.
- Detailed report of the regulation compliance of the Dspace server
- Backup system configured with defined frequency and storage solutions.
- Email system set up for copyright request management
- List of new functionalities integrated into the Dspace system
- Recommendations for additional features and GUI enhancements

Requirements from the AMC Service Provider:
- On-site visit for installation and commissioning of the software
- Off-site support only after prior proper authentication mechanisms of the person and IP accessing the server for Dspace at IIG.
- Off-site access to the DSpace server would be based on confirmation of the authentication by the IIG Computer Center.

Timeline for On-site Support:

- Phase 1: Infrastructure evaluation and implementation of the best possible solution- 2 days
- Phase 2: Backup implementation and email configuration -2 days
- Phase 3: New functionality integration and OAI-PMH registration- 2 days
- Phase 4: Final review and implementation of additional features- 2 days.

Prequalification Criteria/Technical Bid

1. Name of the Firm:

2. Registered Address:

3. Contact Phone Number (s):

4. Telephone Number:

5. GST Number:

6. Whether the Firm a:

    i) Central /State Government Undertaking:

    ii) Sole Proprietary Company or Partnership Firm/(P) Ltd. Company:

7. Name of Sole Proprietor OR Names of Partners/Directors:

8. Name of person authorized to sign Tender Bid & negotiate and the capacity in which he is Authorized:

9. Permanent Account Number (PAN):

10. Engaged in the Business of Manufacture/Supply of the items since when:

11. Annual Turnover for last two years quantity of work-wise: + in number of executed Work Orders + the Bill Amounts.

12. A list (with full addresses) of prominent organizations where the bidding firm have undertaken similar supplies.

13. Vendor's last two years financial details (audited balance sheets/turn over etc.)

14. Tender documents signed and stamped on each page to confirm the scope of work.

Price Bid:

Commercial Bid for AMC & Support – KOHA & DSpace Institutional Repository

Sr.No.	Scope of Work	Amount (INR)	GST (INR)	Total (INR)
1	Implementation and Enhancement of KOHA (Refer Annexure-I /Part-1) for one year	Price to be offered in financial bid (separate envelope)	Price to be offered in financial bid (separate envelope)	Price to be offered in financial bid (separate envelope)
2	Dspace Implementation and Enhancement (Refer Annexure-II/ Part-2) for one year	Price to be offered in financial bid (separate envelope)	Price to be offered in financial bid (separate envelope)	Price to be offered in financial bid (separate envelope)

Note: Quote the amount as per Annexure-I and Annexure-II for the period of one year.

GENERAL TERMS & CONDITIONS

Please specifically indicate the following points in your quotations and comply the terms as mentioned hereunder: -

1. Tender are invited complying the requirement for tender as detailed in the tender specification to be submitted in the company's / firm's letterhead neatly printed / typed duly signed by authorized person with the seal of the bidders. all envelopes containing the tender should be properly sealed. separate envelops should be used for technical and price bid and indication to their effect may please be superscripted on the envelop.

2. **The technical bid must contain an unpriced bill of material the scope of work to be sealed and signed by the vendor as a token of acceptance of the technical requirement.**

3. Provide compliance statement with respect to the scope of work mentioned above.

4. Please confirm whether you are authorized to quote on behalf of your principals and if so, please enclose a copy of such authorization with your quotation.

5. All prices must be quoted in Indian rupees only. The prices should be inclusive of admissible taxes.

6. Period of Validity: Bids shall remain valid for acceptance for a period of 120 days from the date of opening.

7. Payment terms: Payment will be released subject to submission of consolidated bill after completion of each half year, against work order, may be forwarded to IIG on the last working day of that half year period enclosing all the Certificates approved / signed by concerned Heads / Divisions.

8. Penalty Clause: If the Koha or DSpace platform is not fully accessible as per the accessibility guidelines and requirements 2% penalty will be added for each month the system remains non-compliant.

9. Liquidated Damages (LD): IIG may recover from the contractor, as agreed, as LD a sum of equivalent to 0.5 (half) percent of the delivered price (including elements of GST, freight of the delayed goods and or incidental works/Services for each week of delay or part thereof until actual delivery or performance, subject to a maximum deduction of the 5% (or any other percentage if prescribed in the contract) of the total contract value. In case of inordinate delay, the maximum deduction shall be 10% of the total contract value.

10. Only those bidders whose bids have been technically found acceptable will only be invited for only be invited for participation in the financial bid.

IMPORTANT

1. IIG Mumbai authority may accept or reject any or all the bids in part or in full without assigning any reason and does not bind itself to accept the lowest bid. The Institute at its discretion may change the quantity / upgrade the criteria / drop any item or part thereof at any time before placing the Purchase Order.

2. Promptly plan for repair and / or replacement of any type of problem with the said software irrespective of settlement of claim.

3. In case of any dispute, the decision of the Institute authority shall be final and binding on the bidders.

LAST DATE FOR SUBMISSION OF SEALED BIDS: -------

1) Please Note that the Institute remains closed during Saturdays & Sundays and all specified government holidays.

2) Fax, e-mail Tender will not be accepted.

3) The General Terms and Conditions as stated above relate to supply of stores / equipment /assets etc. and for specific service other terms and conditions of the Institute will apply.

*******END of the document*******