



CITY COLLEGE OF COMMERCE & BUSINESS ADMINISTRATION

Affiliated to the University of Calcutta
Established in 1961
NAAC Accredited

13, Surya Sen Street
Kolkata - 700 012
Phone : (033) 2241-4261

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Website : www.cccbba.ac.in

Ref. No.

Date 13/03/2026

NOTICE INVITING TENDER

Tender Ref. No.: DHE/CCCBA/ST/07/2025-26

Issued by:

City College of Commerce & Business Administration
(Under Graduate Institute)
Affiliated to University of Calcutta
Accredited by NAAC
13, SURYA SEN STREET KOLKATA-700012
Phone: 033-2219 6281

Tender for Data Entry, Barcoding, Spine Labelling and Shelving of Books in Library.

Sr. No	DESCRIPTION	SPECIFICATIONS	QUANTITY
1.	Data Entry of Books	Data Entry of Books in MARC 21 format in Koha ILMS along with Classification of books as per DDC 23 edition. Fields: Title, Subtitle, Author, Subject (Micro subject if there), Edition, Language, Volume, Accession Number, Accessioning Date, ISBN Number, DDC Number, Book Number, Publication Name, Publication Place, Publication Year, Page Number, Price, Bill Number, Billing Date, Vendor Name, Department or as selected by the Librarian(s).	5,000 books
2.	Bar-coding and Spine labelling of Books	Generation of bar-code from software Printing of 2 barcodes in Barcode Label Stickers Sticking of 2 barcodes in one book	5,000 books



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		Generation of Spine labels from software Printing of 1 spine label in Spine Label Stickers Sticking of 1 spine label in one book	
3.	Shelving of Books and Rack arrangement as per Call No.	Shelving of books and Rack arrangements as per call number	5,000 books
4.	Data error check and rectification		

Terms & Conditions:

1. Quoted Price:

- Price should be quoted on Unique Title and Copies based
- All duties, taxes and other levies payable by the bidder shall be included in the quoted rate. GST if any should be quoted separately.
- The rates quoted for each item/service shall be fixed for the duration of the contract and shall not be subject to adjustment.
- Each bidder must submit only one quotation.
- The Institute reserves the right to reject any vendor(s) without assigning any reason thereof for the interest of the institute and lowest rate may not be the only criteria for the selection of the bid.

2. Validity of quotations:

- Proposals received beyond the deadline will not be opened.
- Email or Facsimile quotations are not acceptable.
- The quotation shall remain valid for a period not less than 60 days after the deadline fixed for submission of quotations.

3. Eligibility Criteria for KOHA software (Documentary Proof should be attached with Technical Bid)

- The Vendor should have an office for Manpower support in Kolkata for Fast Support in Problem Solving.
- The Vendor should be a listed vendor in Koha Community.
- The Vendor must be registered under Companies Act of Indian Government.
- The Vendor should provide valid PAN, GST Registration Certificate, and Trade License.



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- e. The Vendor should have done same work implemented in at-least 30 libraries of Higher Education Institute also at least 4 Universities using Koha in India. Kindly attach valid Purchase order or Completion certificate/s.
- f. The Vendor should have shown experience of completing one same Data Entry project for 50,000 Books or two same Data Entry project for 30,000 Books or three same Data Entry project for 20,000 Books.
- g. Data entry work must follow MARC 21 compatibility with the required metadata tags therein.
- h. It must follow the Web 3.0 standard.
- i. It must have the RSS (Real Simple Syndication) feed burners included therein.
- j. It must follow the PICS (Platform for Internet Content Substance) accreditation parameters prescribed therein.
- k. No restrictions on number of records & Housekeeping users should be kept.
- l. Must be able to generate and print Barcode labels and Spine Labels.
- m. Must be able to generate and print Bar-coded Patron Cards.
- n. Must be able to perform Full-Text Search.
- o. Must be able to perform Automatic Indexing.
- p. It must enable Flexible reporting & Faceted Search.

Submission of Quotation:

Last date of submission: 2nd April, 2026.


Place of submission: Library,
City College of Commerce & Business Administration,
13, SURYA SEN STREET, KOLKATA-700012

Important dates:

Particulars	Date & Time
Tender Publish Date	13/03/2026 after 7:00pm
Quotation submission starting date	13/03/2026 after 7:00pm
Quotation submission closing date	30/03/2026 upto 5:00pm
Quotation opening date	02/04/2026 after 5:00pm

For further clarifications, contact:
Dr. Barun Kumar Das
Convener, Tender Committee
City College of Commerce & Business Administration,
13, SURYA SEN STREET KOLKATA-700012.
Phone: 033-2219 6281

Issued by,


13/03/2026
Principal

City College of Commerce and
Business Administration