

BERHAMPUR UNIVERSITY  
BHANJA BIHAR, BERHAMPUR-7(Odisha)

Letter No. 250 /RPPL/BU/2018

Date: 11.9.18

**TENDER CALL NOTICE**

Sealed tenders are hereby invited from reputed firms for Data entry of books, Journals, magazines and library members etc. of R.P. Padhi library, Berhampur University on or before 4.00 p.m on dtd 27.9.18. The details can be obtained from the university website by ~~3 p.m~~ www.buodisha.edu.in.

All the tender paper will be opened by a tender committee in the office chamber of the registrar, B.U. in presence of the applicants or his/her representatives at 3 p.m dtd 28.9.18.

  
REGISTRAR

Memo No. 251(3) /RPPL/BU/2018

Date: 11.9.18

1. Copy to the O.I.C. publication, Berhampur University for information and necessary action. He is requested to arrange to publish the ordered Tender call Notice latest by 12.9.18 in the following Newspapers at I & PR rate 8 pt. fonts in one issue only.
  - i) The Samaj (All Odisha edition)
  - ii) ~~The Indian Express~~ Times of India
2. Copy to the Comptroller of Finance, Berhampur University for information and necessary action.
3. Copy to Dr. S.N. Tripathy, Lecturer in computer science, Berhampur University (Web administration, University website) for uploading this tender call Notice along with detailed Tender Notice in the University website.

  
REGISTRAR

**BERHAMPUR UNIVERSITY**  
**BHANJA BIHAR, BERHAMPUR-760007 (GANJAM) ODISHA**  
**APPLICATION FORM**

To

The Registrar  
Berhampur University  
Berhampur-7(Ganjam)Odisha.

Sub: Quotation for Data entry and Bar coding of Reading materials and Library Members of  
R.P.Padhi Library, Berhampur University.

Ref: Letter No. \_\_\_\_\_ / Dt \_\_\_\_\_  
Sir/Madam,

With reference to the letter cited above, I have gone through all the terms and conditions carefully and submit the quotation in the prescribed proforma.

**Application format**

1. Name and Address of the Bidder :
2. Latest IT Return and PAN No. of the Bidder :  
(Attested photocopy to be attached )
3. Details of the Bank Draft /D.D : Draft no..... Date: .....for Rupees.....Bank.....
4. Working Experience : Yes/No  
(if Yes ,Attach photo copy )
5. No. of Data entries/Day :
6. No.of data entry operators to be engaged for data entries per day:
7. Data entry per record ( in Rs.) :

I agree to terms and conditions mentioned in the Tender paper and to work (complete the work with in 3 months) from the date of agreement if my bidding is accepted .

Place:  
Date:

Yours faithfully  
Signature  
Name:  
Designation & seal:

## **TERMS AND CONDITIONS**

1. Tender papers are to be submitted in a sealed envelope by the reputed firms for the following works of the R.P.Padhi Library, Berhampur University.

a) Classification of unclassified books.

b) Data entry of Books, Journals, Magazines ,other reading materials and Library members

Note: Barcodes are to be pasted in the places mentioned below.

- i) Books ,Journals – 5 places
- ii) Reference Books-3places
- iii) Magazines- 3 places
- iv) Library members-2 places

2. A Refundable amount of Rs.10,000/- (Rupees Ten thousand )only to be deposited as E.M.D in shape of Bank draft/D.D from a nationalized Bank of India in favour of Registrar, BU.

3.Books are to be classified as per DDC ( Dewey Decimal Classification, 18<sup>th</sup> ed.) available in the R.P.Padhi library, Berhampur University between 10.30 A.M to 4.30 P.M of all the working days.

4. Applicant will use the facility of SOUL Soft ware for data entry from R.P.Padhi library, Berhampur University in between 10.30 a.m to 4.30 p.m of all the working days.

5. Lowest quoted firm will be selected by their work ability and experience mentioned in the Application.

6. The applicant should fill the application clearly and submit it on or before 27.09.18, 4.00 p.m on the following address by Speed post /Regd.Post. Late application will not be enter tained.

7.Self attested photocopy of the PAN card is to be submitted.

8.Self attested photo copy of work experience is to be submitted .

9.Qualified firm is to sign a MOU with the University and to submit the deposited amount of Rs.10,000/- (Rupees ten thousand ) only to the Registrar ,Berhampur University,Odisha.

10.University has the autonomy to forfeit the EMD amount, if the qualified firm will left the work in between and the work will go to the 2<sup>nd</sup> lowest quoted firm.

11. Data entry works are to be executed within 7 days from the date of receipt of the work order , no further extension will be allowed to the firm. The work should be completed within 3 months.

12. Wrong entries are to be corrected by the approved firm immediately.

13. Applications submitted means the applicant is agreed to all the terms and conditions of the

Tender paper.

14. Application should be submitted in triplicate .PAN No. and IT Return is compulsory for the applicant.

15. Any other things beyond the tender application will not be entertained.

17. Decision of the Vice-Chancellor, Berhampur University is final.

18. Any legal dispute arise shall be redressed within the jurisdiction of Berhampur, Ganjam,Odisha only.

I carefully gone through all the terms and conditions , agree to obey all the term and conditions mentioned in the application. If the University agrees with the quoted rate, I will work for a period of 3 months for the University for data entry of ( 1) Books (2) Journals (3) Magazines (4) Members and etc.of the R.P.Padhi Library, BU.

Place:

Yours faithfully

Date:

Signature

Name:

Designation & seal:

  
11.9.18  
REGISTRAR