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भारतीय मानवविज्ञान सर्वेक्षण  
 संस्कृति मंत्रालय  
 भारत सरकार  
 इ एन 7-9, सेक्टर - V, साल्ट लेक सिटी,  
 कोलकाता - 700 091  
 ANTHROPOLOGICAL SURVEY OF INDIA  
 MINISTRY OF CULTURE  
 GOVERNMENT OF INDIA  
 E N - 7-9, SECTOR - V, SALT LAKE CITY,  
 KOLKATA - 700 091

**No. 82/62/2023-L**

**Dated: 16.10.2023.**

#### **INVITING QUOTATIONS**

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The Director, Anthropological Survey of India invites Quotations from reputed firms / agencies having experience in Installation, Customization and Data Migration from Libsys10 LMS to Koha ILMS

The eligible firms/ agencies having experience in the above- mentioned field may submit their Quotation in sealed envelope in the prescribed proforma (attached herewith) along with the terms and condition, available in the website of Anthropological Survey of India [www.ansi.gov.in](http://www.ansi.gov.in) .

You are, therefore, requested to kindly go through the terms and condition and submit your duly filled in proforma on or before 10 NOV at Anthropological Survey of India, EN 79 , Salt lake City, Sector- v , Kolkata- 700091.

**Proforma along with Terms and condition**

To  
The Director  
Anthropological Survey of India  
EN 79, Salt Lake City, Sector- v,  
Kolkata- 700091

Ref No. 82/62/2023-L

Dated: 16.10.2023.

The Installation of Latest UBANTU 22.04.1: (latest operating system) + KOHA 22.05.07: (including Customization and Development) , and Data Migration From Libsys10 LMS to Koha ILMS.

LIST OF ARTICLES/ MATERIAL IS TO BE REQUIRED					
SL. NO	NAME & SPECIFICATION OF MATERIALS	RATE FOR PER UNIT	AMOUNT (IN RS)	GST ( IN RS)	TOTAL AMOUNT
1.	UBANTY 22.04.1: (latest operating system)+ KOHA 22.05.07: (including Customization and Development ) on Site Installation				
2.	Data Migration From Libsys10 LMS to Koha ILMS approximately 50,000 books.				
3.	Basic training of Koha ILMS				
4.	AMC for 3 year				

**Terms & Conditions:-**

1. The Quotation should be addressed to the President of India but despatched to the undersigned by name in sealed cover and marked as Quotation due on 10 Nov The office reference number and date should also be mentioned on the top of cover.
2. That the last date for receipt of the quotation is 10 Nov Quotation received after the prescribed date is liable to be rejected without further reference.
3. That the President of India reserve the right to reject any quotation without assigning any reason or to accept a quotation other than the lowest.
4. That the rate should be quoted net. Ex- GST etc. if added extra, should specifically be mentioned in the quotation.
5. Anthropological Survey of India will make payment for binding after completion of the said work.
6. The filled in proforma should be sent through speed post or by hand only within due date to “ The Director Anthropological Survey of India, Head office, EN 79 , Salt Lake City, Sector- V , Kolkata- 700091.

**Expression of Interest (EOI)**

**For**

**Inviting tender for**

**Installation of Koha ILMS and Data Migration from  
Libsys10 LMS to Koha ILMS.**

**At**

**Anthropological Survey of India**

**EN 79, Salt Lake, Sector V,**

**Kolkata-700091**

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**Anthropological Survey of India  
Ministry of Culture  
Government of India**

**No. 82/62/2023-L**

**Dated 16 /10/2023**

**INVITATION FOR EXPRESSION OF INTEREST**

**The Director, Anthropological Survey of India invites Expression of Interest from individuals / firms/ agencies with experience in binding of loose journals.**

**The Installation of Koha ILMS and Data Migration from Libsys10 LMS to Koha ILMS of Anthropological Survey of India.**

**The interested individuals/firms/ agencies having experience in the above-mentioned field may submit their responses mentioned above in sealed envelope in the prescribed proforma available on the website of [www.ansi.gov.in](http://www.ansi.gov.in).**

**The last date for submission of EOI along with all documents is 10 Nov at 05:00 P.M**

**In case of any query, they may contact No. 7903878708**

**Director  
Anthropological Survey of India  
Kolkata**

## Anthropological Survey of India

### 1.0 Aims & Objectives: Principle Objectives

Inviting tender for the Installation of Koha ILMS and Data Migration From Libsys10 LMS to Koha ILMS of Anthropological Survey of India, EN 79, Salt Lake City, Sector- v, Kolkata- 700091

### 2.0 Venue & Deadline for submission of proposal

Proposals, in their complete form in all respects, as specified in the EOI, must be submitted to the Anthropological Survey of India at the address “To, The Director, Anthropological Survey of India, EN 7-9, Sector V, Salt Lake City, Opposite to Godrej Genesis, Kolkata, - 700091”. In exceptional circumstances and at its discretion, Anthropological Survey of India may extend the deadline for submission of proposals by issuing an amendment to be made available on the Survey’s website [www.ansi.gov.in](http://www.ansi.gov.in), in which case all rights and obligations of Anthropological Survey of India and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

### 3.0 Scope of Work & Services:

- a. Anthropological Survey of India.
- b. Details of the Koha ILMS are given below:-

Sl. No.	Name & Specification of Materials	Rate for per Unit	Amount	GST	Total Amount
1.	UBANTY 22.04.1: (latest operating system)+ KOHA 22.05.07: (including Customization and Development ) on Site Installation				
2.	Data Migration From Libsys10 LMS to Koha ILMS approximately 50,000 books.				
3.	Basic training of Koha ILMS				
4.	AMC for 3 year				

#### 4.0. Terms & Condition:-

- a. Interested firms may submit their application from in the prescribed proforma to be annexed seeking details of the Individuals / Firms and a copy of **PAN Card, AADHAR Card**, Trade License (if any), GST No. (If any) etc. essential for business transaction with government agencies. The agency or individual needs to submit a copy of credentials for commissioning homologous nature of works, if any
- b. The Quotation should be addressed to the President of India but despatched to the undersigned by name in sealed cover and marked as Quotation due on 10 Nov the office reference number and date should also be mentioned on the top of cover.
- c. That the last date for receipt of the quotation is 10 Nov Quotation received after the prescribed date is liable to be rejected without further reference.
- d. That the President of India reserve the right to reject any quotation without assigning any reason or to accept a quotation other than the lowest.
- e. That the rate should be quoted net. Ex- GST etc. if added extra, should specifically be mentioned in the quotation.
- f. Anthropological Survey of India will make payment for binding after completion of the said work.
- g. The filled in proforma should be sent through speed post or by hand only within due date to “ The Director Anthropological Survey of India, Head office, EN 79 , Salt Lake City, Sector- V , Kolkata- 700091.
- h. The Anthropological Survey of India reserve the right to reject any/all the quotation(s) without assigning any reason thereof.
- i. The Competent Authority of Anthropological Survey of India reserves the right for acceptance and non-acceptance of a bid.

### INSTRUCTION TO AGENCIES

#### 5.0 Submission requirement:

5.1 The Expression of Interest for auction along with the documents is to be submitted in the manner prescribed below:

(All information as detailed below is to be submitted in two hard copies in separately sealed envelopes.)

- a. Applicant's Expression of Interest as per Format-1.
- b. Organizational / Individual Contact Details as per Format-2.
- c. Additional information as per Format-3.
- d. Declaration as per Format-4.

5.2 EOI documents are available in the website of the Survey [WWW.ansi.gov.in](http://WWW.ansi.gov.in) and can be downloaded. The bidders are expected to examine all instructions, forms, terms and other details in the EOI document carefully. Failure to furnish complete information as mentioned in the EOI document or submission of a proposal not substantially responsive to the EOI documents in every respect will be at the firm's risk and may result in rejection of the proposal.

**6.0 Response:**

6.1 The firms must ensure that their response is submitted as per the formats attached with this document.

Application in sealed cover super scribed, as "Expression of Interest (EOI) for Inviting tender for the Installation of Koha ILMS and Data Migration from Libsys10 LMS to Koha ILMS at Anthropological Survey of India.

**7.0 Condition under which EOI is issued:**

The EOI is not an offer and is issued with no commitment. Anthropological Survey of India reserves the right to withdraw EOI and or make change in any part thereof at any stage. Anthropological Survey of India further reserves the right to disqualify any bidder, should it be so necessary at any stage.

**8.0 Last date of submission of EOI:**

**The last date of submission of EOI is 10 Nov at 05:00 p.m.**



## FORMAT – 1

### EXPRESSION OF INTEREST

To,

The Director

Anthropological Survey of India

EN 79, sector v, salt lake city,

Kolkata – 700 091.

**Sub: Submission of Expression of Interest to Inviting tender for Installation of Koha ILMS and Data Migration From Libsys10 LMS to Koha ILMS at Anthropological Survey of India, Kolkata-700016.**

Madam/ Sir,

In response to the Invitation for Expressions of Interest (EOI) published on 10 Nov for the above purpose, we would like to express interest to carry out the above proposed task. As instructed, we attach 2 sets of the following documents in separately sealed envelopes:

- a. Applicant's Expression of Interest as per Format-1.
- b. Organizational / Individual Contact Details as per Format-2.
- c. Additional information as per Format-3.
- d. Declaration as per Format-4.

Sincerely Yours,

Signature of the applicant

[Full name of applicant]

Stamp.....

Date:

Encl.: As above.

Note: This is to be furnished on the letterhead of the Individual /agency/firms.

## FORMAT – 2

<b>Organizational / Individual Contact Details</b>		
1.	Name of Organization / Individual	
2.	Main areas of business	
3.	Whether the firm has been blacklisted by any Central Govt. / State Govt. / PSU/ Govt. Bodies / Autonomous?  If yes, details thereof.	
4.	Address of registered office with telephone No. & fax	
5.	Address of office in Kolkata	
6.	Contact Person with telephone No. & e-mail ID	

Enclose:-

1. Copy of Certificate of Incorporation.
2. Copy of Article of Association in respect of 3 above.
3. Undertaking in respect of 4 above.

Signature of the applicant

Full name of the applicant

Stamp

Date

## FORMAT – 3

### Additional Information

1. List all enclosures related to the previous sections.

Sl. No.	Description	No. of pages

2. Additional information to support the eligibility as per Section 7 (Not more than 2 pages).

Signature of the applicant

Full name of Applicant

Stamp & Date

## **FORMAT – 4**

<b>Declaration</b>
<p>I/We hereby confirm that I/we are interested in competing for the inviting tender for Installation of Koha ILMS and Data Migration From Libsys10 LMS to Koha ILMS at Anthropological Survey of India EN 79, Salt Lake City, Sector V, Kolkata – 700 091.</p> <p>All the information provided herewith is genuine and accurate.</p> <p>Authorized Person's Signature.</p> <p>Name and Designation:</p> <p>Date of Signature:</p>

**Note:1- The declaration is to be furnished on the letter head of the organization.**