

# SAHITYA AKADEMI LIBARAY

**Rabindra Bhavan, 35, Ferozeshah Road,  
New Delhi-110001**

**Phone: 91-11-23386626/27/28**

**Fax: 91-11-23382428**

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The Sahitya Akademi library is a department of the Sahitya Akademi, an autonomous body of the GOI under the Dept of Culture.

The library has a multilingual collection of books in 24 Indian languages including tribal languages.

The major collection is located in Delhi. There are library collections are in the Akademi's regional offices at Bangalore, Chennai, Kolkata and Mumbai.

The atrength of the total collection is 1,50,000 titles.

The Sahitya Akademi seeks to set up a web-based catalogue linking all the holdings.

## **Terms & Conditions**

### General

1. The tenders should be addressed to the Librarian, Sahitya Akademi Library, Rabindra Bhavan, 35, Ferozeshah Road, New Delhi-110001.
2. The conditional tender and tender with corrections shall not be entertained.
3. Proposals must directly address the contents of this tender. Promotional materials may be attached to the tender. The bid must bear the signature of an authorized signatory of the bidder and include the names of the individuals authorized to conduct business with the Akademi
4. The vendor shall quote his rate on the prescribed tender document, legibly both in words and figures to avoid any confusion. All the rates quoted shall be laminated, the absence of which may attract rejection at the discretion of the Akademi.
5. The proposal must include vendor's audited financial statements for the previous two years and any other proof of financial stability.
6. Any licensing agreement required must be fully described and a copy of the agreement as proposed must be included with the proposal.
7. The vendor's experience with providing services to libraries of similar size and complexity will be important for selection. The vendor should supply names of new customers who have purchased and implemented the proposed product during previous 3 years with contact information. The vendor should also describe the enhancements to the software in the previous three years.

#### Evaluation criteria & Evaluation final date

- 8 Adherence to the specified format
- 9 Completeness of proposal
- 10 Acceptable verifiable references
- 11 Level of service and support
- 12 Ability to demonstrate desired applications
- 13 Level of integration between applications
- 14 Cost
- 15 Software implementation schedules and conversion plans
- 16 Quality and availability of user training
- 17 Evaluation of proposals will be completed in 30 days after the last day of submission.

#### Demonstrations

- 18 Selected vendors will be asked to give a live demonstration based upon their response to the technical details.

#### Agreement

- 19 The successful vendor shall have to execute an agreement with the Akademi within a period of 15 days before the date of proper supply order in his favour is issued.
- 20 Effective material shall neither be entertained nor paid for.
- 21 Upon any deviation/default on the part of the supplier, the vendor shall attract revoking of agreement drawn between the parties.
- 22 The successful vendor shall be, under the provision of agreement entered in this behalf between the Akademi & supplier, bound to execute the contract without assigning it to the third party.
- 23 No escalation of rates will be entertained by the Akademi at any stage during the execution of contract. The supplier shall be under an obligation to inform and charge the Akademi about any fall in prices & change accordingly.
- 24 The undersigned reserves the right to reject any tender without assigning any reason at any stage

#### Training

Details of training in every module and should be available periodic training programs and online training.