



Government of West Bengal

Directorate of Forests

Office of the Conservator of Forests, Development Circle, West Bengal  
Aranya Bhawan, Block: LA-10A, Salt Lake City, Sector-III, Kolkata-700106

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**NOTICE INVITING QUOTATION NO.05/DEVELOPMENT/2024-25.**

**Name of Works "AMC of Library Management & Information System" for the office of the WBFS, Dowhill under Conservator of Forests, Development Circle.**

Sealed Quotations are invited by the Conservator of Forests, Development Circle, West Bengal, Aranya Bhawan, 2<sup>nd</sup> Floor, Block: LA-10A, Salt Lake, Sector-III, Kolkata : 700106, from the bona fide Service Provider/agencies/Consultancy/Printing Press etc, for "AMC of Library Management & Information System" for the office of the WBFS Dowhill, under Conservator of Forests, Development Circle, West Bengal, at the competitive rate.

**The details of works that to be undertaken is given below:-**


1. Installation of Koha LMS (version 22.05 or any later stable)
2. Web-OPAC
3. Upload/Insert new book entry
4. Search for books, articles, and other resource
5. Check out and renew books (issue & return)
6. View your loan history
7. Place holds on materials
8. User/Role creation
9. Remote support of Library Application, Up gradation and Annual Maintenance, etc.
10. Processing of Books (data entry, Barcode Generation, Accessioning, Call Numbering, Level & Shelving)
11. Ubuntu/Debian OS in cloud server (24X7X365) Hosting.

**Term & Conditions**

1. Bidders shall submit copy of valid PAN issued by the IT Deptt. GOI.
2. Valid GSTIN under GST Act.2017.
3. Current Trade Licence
4. Current Pre Tax Challan.
5. 'Rate' should be clearly manifested for each item mentioned including all taxes etc.
6. All quoted rate must be firm and no revision will be allowed after quotations are opened.
7. Payment will be made after successful & satisfactory service and submission of bills in duplicate.
8. Quotations in sealed envelope super-scribing as follows and should submitted within 21/02/2025

To, Sri Arun Kumar Mukhopadhyay, IFS  
Conservator of Forests, Development Circle, West Bengal.


The Conservator of Forests, Development Circle, West Bengal reserves the right to accept and reject any quotation without assigning any reason and in this connection no change can be made including necessary drawing of the quotation.

  
Conservator of Forests,  
Development Circle, West Bengal.  
Dated : 17.02.2025.

No. 106 /DC/4S-1/2024

Copy, forwarded for kind information and necessary action to:-

1. The Dealing Assistant of Training Portal for upload.
2. Office Notice Board
3. Office Guard File.

  
Conservator of Forests,  
Development Circle, West Bengal.