

Date: 20<sup>th</sup> July 2011

## **TENDER NOTICE**

Sealed Quotations are invited for '**Specialized Software Package**' for Library Management of Bombay College of Pharmacy. Item specifications are as follows:

### **Specialized Software Package for Library should have the following features:**

1. The software should be a Microsoft certified product.
2. The software should have following modules.
  - I. Acquisition System
    - i. It should cover all activities which are
      - a. Proposal for acquisition
      - b. Ordering
      - c. Order follow up
      - d. Invoice processing
      - e. Accession entry for unlimited no. of titles
      - f. Budgeting
      - g. Expenditure Analysis.
  - II. Cataloguing System
    - i. It should be able to catalogue following items according to AACR2 Code of Cataloguing
      - a. Books
      - b. Articles
      - c. Slides
      - d. Cassettes
      - e. CDs
      - f. Serial publications
      - g. Journals bound volumes
      - h. Multilingual Collection
      - i. Translations
      - j. Thesis
      - k. Seminar Reports of Students
      - l. Staff Publications in Books/ Journals
      - m. Paper presentations by Staff/Students in Conferences/Seminars
    - ii. In addition to main entries catalogue entry should have unlimited number of access points. e.g.
      - a. title
      - b. Uniform Title
      - c. keywords

- d. subject class number
- III. Classification: It should be compatible with subject classification of UDC i.e. “Universal Decimal Classification”
- IV. Circulation System
  - i. It should be based on library defined Lending rules & Fine policies.
  - ii. It should cover the following aspects.
    - a. Member information
    - b. Registration card with member’s photograph & barcode
    - c. Front desk Circulation operations
    - d. Fine Management
    - e. Transaction Logging
    - f. Notices
    - g. Statistical Analysis
- V. Serial Control System:
  - i. It should include following components.
    - a. Subscription Management
    - b. Invoicing
    - c. Issue Management
    - d. Binding Orders
    - e. Article Indexing
- VI. House Keeping Services:
  - i. It should support following activities.
    - a. Stock Verification
    - b. Shelf List
    - c. Bibliography Generation
    - d. Subject wise Titles Report Generation
    - e. MIS Reports for Circulation statistics
    - f. MIS Reports for Stock Verification
    - g. MIS Reports for Serial Control
    - h. MIS Reports for Thesis
    - i. MIS Reports for Staff publications in Books/ Journals
    - j. MIS Reports for Paper presentations by Staff/students at Conferences/Seminars.
- VII. Web-OPAC: Web based Online Public Access Catalogue on Internet /Intranet.
  - i. It should include following features.
    - a. Active query builder with Boolean operator
    - b. Access to E-Journals
    - c. CAS Services
    - d. SDI Services

3. It should support Bar-coding /RFID software for books.
4. The tender should also include charges for
  - I. AMC
  - II. Charges for data entry of 8,000 books
  - III. Database migration of 2000 books from Excel Sheet
  - IV. Charges for software updates (if any)
  - V. Up gradations/ Up dates (if any)
  - VI. Payment terms
  - VII. Delivery period
  - VIII. Hardware & software requirements

The tender in a sealed envelope should be submitted to Principal Bombay College of Pharmacy, Sunder Nagar, Kalina, Santacruz (East), Mumbai 400 098, on or before 20 August 2011