



Government of Tripura  
Rabindranath Thakur Mahavidyalaya  
Bishalgarh, Sepahijala, Tripura – 799102  
Affiliated to Tripura University & Recognised by UGC  
Accredited by NAAC with 'B' Grade  
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No. F.3(28)-RUSA/RTM/BLG/2019/303

Dated, Bishalgarh, the 18<sup>th</sup> July, 2025

**Notice Inviting Quotation for Selection of Agency for Data Entry of Library Data  
(Books & Other Records) in E-Granthalaya Software**

Sealed quotation as per the Format-1 are hereby invited by the Principal of Rabindranath Thakur Mahavidyalaya, Bishalgarh, Sepahijala, Tripura from agencies having experience in Data Entry of Books in E-Granthalaya Software at Rabindranath Thakur Mahavidyalaya, Bishalgarh, Sepahijala, Tripura.

Specification of the items along with as per quantity is/are also provided in the Format-1.

The interested agencies may drop the quotation at the office of the undersigned (given below) on or before 31<sup>st</sup> July, 2025 by 03.00 P.M. along with Trade License, PAN, GST Registration and Proof of Work Order/Supply Order of experience in similar kind of work.

Format is also available in the office of the undersigned during office hours of working days.

(Dr. Tamojoy Brahma)  
Principal-in-charge  
Rabindranath Thakur Mahavidyalaya  
Bishalgarh, Sepahijala Tripura  
PIN – 799102

**Format 1: Financial Quotation**

Rabindranath Thakur Mahavidyalaya  
Bishalgarh, Sepahijala, Tripura  
PIN – 799102

Sl. No.	Name of Item	Qty.	Rate/ Unit	GST	Amount
1.	<b>Data Entry of Books in E-Granthalaya Software including the following works are as follows:</b>  (i) Barcode Generation and Printing;  (ii) Cutting & Pasting of Barcode in the Book / Documents;  (iii) Using Transparent Cello Tape in Barcode as protection layer;  (iv) Classification of Books; and  (v) Arrangements of Book in Shelf after Data Entry.				

Signature of the Bidder

## **SCHEDULE – 1 : IMPORTANT GUIDELINES AND ELIGIBILITY CRITERIA**

1. **Service & Supply** of all materials related to the data entry works has to be done at Rabindranath Thakur Mahavidyalaya, Bishalgarh, Sepahijala, Tripura.
2. **The bidder shall bear all the costs** associated with the preparation and submission of the bid. The Head of Office, Rabindranath Thakur Mahavidyalaya, Bishalgarh, Sepahijala, Tripura shall, in no case, be responsible or liable for these costs, regardless of the conduct or the outcome of the bidding process.
3. **Language of Bid/Contract:** The language of the bid shall be in English and all correspondence in this regard shall be in English language.
4. **Eligibility Criteria of the bidders:** The bidder should have never been blacklisted or debarred by any Central/State Government Departments/Undertaking Bodies/Autonomous Bodies/PSUs from carrying out similar work/business.
5. Offers without satisfying eligibility conditions will be out rightly rejected and no correspondence in this regard will be entertained.

Sl. No.	Pre-Qualification / Eligibility Criteria
1	Experience of Data Entry Works in E-Granthalaya Software of NIC.
2	GST Registration Certificate
3	Valid Trade License
4	PAN/TAN

6. **Eligible Bidders:** Only those Bidders, who fulfil the eligibility criteria mentioned in the above mentioned Table.
7. **Extraneous terms & condition:** Bidder should accept all the terms and condition of the tender unconditionally and if they impose any extraneous term & condition or offer any conditional discount, tendering authority reserve the right to declare the bid informal or reject the bid.

## **SCHEDULE – 2 : TERMS & CONDITION**

1. Submission of quotation without requisite documents as per terms & conditions will be treated as invalid one.
2. Any penal action imposed by the Government /Authority for breach of terms of contract shall be final and binding on the part of the supplier(s)/quotationer(s).
3. No interest can be claimed in case of delay in making payment beyond the stipulated period of payment.
4. No conditional quotation will be accepted whatever may be.
5. The undersigned reserves the right to reject or accept any tender including the lowest one partly or wholly without assigning any reason or distribute the same to two or more renderers, if necessary.
6. Quotation can be cancelled at any point of time by the Department/Authority without any prior notice.
7. No charges towards loading and/or unloading of the item will be entertained.
8. The payment will be made in Indian Rupee only.
9. Completion of work: Within 90 (Ninety) days from the date of received of the supply order. No part payment against any part delivery of item will not be made.
10. Installation: The relevant technical support personnel at site should provide installation of the ordered equipment and provide onsite operational training at least for 3 days for library staff.
11. The item wise quantity to be supplied may increase/or drop according to the actual requirement/availability of fund.
12. Regarding Quotation related any question the quotationer may visit during the office hour before the last date of submission of quotation.
13. Item should be door delivery.
14. From our side we will provide 2 nos. Computers, 1 laser printer with ink and internet connection for the data entry work.
15. Payments will be done after completion of total works; Bills in Triplicate along with GSTR-2 & GSTR-3 of the previous month, Beneficiary details including Photocopy of Bank Pass Book/Cancelled Cheque should be submitted in the Office of the Principal, Rabindranath Thakur Mahavidyalaya, Bishalgarh, Sepahijala, Tripura for payment process.
16. Payment will be done through Treasury / SNA SPARSH system and admissible taxes will be deducted as per Government Rules.