

**INDIAN INSTITUTE OF TECHNOLOGY ROORKEE, SAHARANPUR CAMPUS  
SAHARANPUR CAMPUS, LIBRARY  
SAHARANPUR - 247 001 (U.P.)  
Phone No: 0132-2714318, 2714384  
Fax No: 0132-2714311  
Email: ajaysfpt@iitr.ernet.in**

**TENDER DOCUMENT FOR (i) SUPPLY, TESTING AND INSTALLATION OF  
LIBRARY MANAGEMNT SOFTWARE AND RADIO FREQUENCY  
IDENTIFICATION (RFID) BASED LIBRARY SYSTEM, AND INTEGRATION OF  
RFID SYSTEM WITH LIBRARY MANAGEMENT SOFTWARE**

**TENDER NOTICE NO: 4177/IITR/SRE/LIBRARY/RFID/2012  
Dated: 12th JANUARY-2012**

**LAST DATE FOR RECEIPT OF TENDER: 09<sup>th</sup> February-2012 by 3:30 PM  
DATE & TIME OF OPENING: 09<sup>th</sup> February-2012 by 4:00 PM**

## IIT ROORKEE, SAHARANPUR CAMPUS, LIBRARY

### TENDER DOCUMENT FOR (i) SUPPLY, TESTING AND INSTALLATION OF LIBRARY MANAGEMNT SOFTWARE AND RADIO FREQUENCY IDENTIFICATION (RFID) BASED LIBRARY SYSTEM, AND INTEGRATION OF RFID SYSTEM WITH LIBRARY MANAGEMENT SOFTWARE

Tendor notice No.: 4177/IITR/SRE/LIBRARY/RFID/2012

Dated: 12<sup>th</sup> January-2012

Due date: **09<sup>th</sup> February-2012 by 3:30 PM**

Date and time of opening: **09<sup>th</sup> February-2012 by 4:00PM**

Name and address of tenderer: **Prof. In-Charge Library, IITR, Saharanpur Campus, Paper Mill Road, Saharanpur.**

Telephone number: **0132-2714318**, Fax No: **0132-2714311** and E-mail address of tenderer: **ajaysfpt@iitr.ernet.in**

#### **TENDER AVAILABILITY DETAILS:**

The Tender document is available on the Institute website:

Tender Fee: Rs. 500/- in favour of Assistant Registrar, IIT Roorkee, Saharanpur Campus.

Demand Draft No. \_\_\_\_\_ Dated \_\_\_\_\_.

#### **EARNEST MONEY DETAILS:**

**Rs. 32,000/-** The demand draft must be in favour of Assistant Registrar. IIT Roorkee, Saharanpur Campus.

Demand Draft No. \_\_\_\_\_ Dated \_\_\_\_\_.

#### **Note:**

**Tender fee (TF) and Earnest Money Deposit (EMD) to be enclosed with Technical Bid and not the financial bid. Incase not found attached in technical bid, the bid shall be summarily rejected.**

**SECTION I**  
**INVITATION FOR BIDS**  
**IIT ROORKEE, SAHARANPUR CAMPUS, LIBRARY**

**Tender for Supply, Testing and Installation of Library Management Software and Radio Frequency Identification (RFID) Based Library System, and integration of RFID System with Library management Software**

1. The IIT Roorkee, Saharanpur Campus, Library invites sealed bids from eligible bidders for supply, testing and installation of Library Management Software and (RFID) Based Library System, (All the RFID components chosen for complete solution must conform to ISO 15693 / ISO18000-3) in accordance with equipments listed below:
  - i. RFID Tags-30000 Nos
  - ii. Staff Station with device client software- ONE
  - iii. RFID Software integrated with Library Application Software (Compatible for a Large Academic Library)
  - iv. Library Management Software
  - v. Migration of data from present system running on Microsoft Access to the new system.

**(In Accordance with Technical specifications as specified in Annexure-1)**

2. Library Management Software to be integrated with RFID based Library System as in no. (1) Above.
3. Interested eligible Bidders may obtain further information from the: Prof. In-Charge Library, IITR, Saharanpur campus, Paper Mill Road, Saharanpur.
4. The bidding document may be obtained from the office, from 9:30 AM to 5:00 PM, on all working days or Downloaded from [www.iitr.ac.in/administration/pages/tender.htm](http://www.iitr.ac.in/administration/pages/tender.htm).

**The specifications are as under:**

<b>Sl. No.</b>	<b>Items</b>	<b>Description</b>
a.	Scope of Work	Tender for Supply, Testing and Installation of Library Management software and Radio Frequency Identification (RFID) Based Library System Integrated with Library Management Software.
b.	Last date of submission of bid	09 <sup>th</sup> February-2012 by 3:30 PM
c.	Date of opening of bid	09 <sup>th</sup> -February-2012 by 4:00PM
d.	EMD	Rs.32,000/- in the form of DD in favour of Assistant Registrar, IIT Roorkee, Saharanpur Campus.

e.	Place of opening of bids:	Office of the Prof. In-Charge Library, IIT Roorkee, Saharanpur Campus
f.	Address for communication:	Prof. In-Charge Library, IIT Roorkee, Saharanpur Campus, Paper Mill Road, Saharanpur, U.P.

5. Bids will be opened in the presence of Bidder's representatives who choose to attend on the specified date and time.
6. In the event of the date specified for bid receipt and opening being declared as a Closed holiday for purchaser's office, the due date for submission of bids and Opening of bids will be the following working day at the appointed times.
7. A prebid-conference shall be held on 23<sup>rd</sup> January, 2012 at 4.00 PM in the Committee Room, IIT Roorkee, Saharanpur Campus for intended bidders to clear the doubts if any.

**(Dr. A.K. Singh)**  
**Prof. In-Charge Library**

## **SECTION II: INSTRUCTIONS TO BIDDERS**

### **1. Eligibility Criteria for participating in the Tender**

- i) The bidder must have presence in **India for the last 5 years.**
- ii) The bidder must be an Original Equipment Manufacturer (OEM) of RFID Hardware components or Authorized Distributor of OEM of RFID hardware Components or a System Integrator having experience in RFID Solutions in Libraries.
- iii) The bidder or OEM must have supplied and commissioned RFID based solutions in at least one Library nationally with not less than 80,000 document taggings or two libraries with 50,000 taggings each using ISO-18000-3 tags. **A satisfactory installation certificate from the claimed library to be attached with the technical bids. In no case a third party certificate shall be accepted.** The institute reserves the right to enquire about the authenticity of information provided. In case the bid is through an authorized agent, OEM has to undertake the responsibility of full execution of the project. An undertaking of this effect is to be submitted.
- iv) The rates quoted should preferably be net, inclusive of all taxes and duties, packing, forwarding, freight, insurance and all other incidental charges. In case these charges are quoted extra in addition to the quoted rates, the amount there must be specified.
- v) The Bidders are required to give detailed tender in two Bids form  
  
Part - I Technical Bid.  
Part - II Financial Bid.
- vi) Bids should be valid for a minimum period of 180 days after the due date.
- vii) Envelope should bear the inscription:-  
  
**-Tender for LMS & Radio Frequency Identification (RFID)**  
**-Tender Enquiry No. : 4177/IITR/SRE/LIBRARY/RFID/2012**  
**-Due Date & Time for Opening of Bids: .....at ..... p.m.**
- viii) The selected vendor will be required to furnish bank guarantee for 10% value of Order for a period of 3 years after installation and commissioning before releasing the payment.
- ix) **The total cost of the project will be computed as a single value.**
- x) The bidder shall have to run a pilot project for 2000 active books before the final order is placed.

- xi) Rates should include free AMC for 3 years and till that time the bank Guarantee shall remain with the Institute.
- xii) In case the bidder quotes rates in foreign exchange, the exchange rate for the purpose of comparing the tender value must be quoted. The exchange rate quoted by the firm shall be final for the purpose of comparison and payment.
- xiii) Specifications of the hardware items given in these documents are the minimum requirement. The bidder may offer items with higher specifications. However, no price advantage for such specifications shall be given.
- xiv) All rates quoted are for IIT Roorkee, Saharanpur Campus, Library.
- xv) This purchase being for research purpose, the I.I.T., Roorkee is exempted from the payment of custom/excise duty. The bidder should quote accordingly.
- xvi) The rates must be quoted both in figures and words and over-writing should be avoided, however, all cutting/corrections must be duly authenticated.
- xvii) While sending rates, the firm shall give an undertaking to the effect that the terms/conditions mentioned in the enquiry letters against which the rates are being given are acceptable to the firm. In case the firm does not give this undertaking their rates will not be considered.
- xviii) The quotations should preferably be given for the items in the same order as in the enquiry letter.
- xix) The whole supply, installation and tagging as per order shall have to be completed within 6 months from the date of order failing which a penalty of 0.5% of the order value per week subject to maximum of 10% shall be levied.
- xx) If the supplier/firm is manufacturer/authorized dealer/sole distributor/of any item, the certificate to this effect should be attached.
- xxi) The quantity shown against each item is approximate and may vary as per demand of the department at the time of placing order.
- xxii) The IIT Roorkee, Saharanpur Campus reserves the right to reject any tender wholly or partly without assigning any reason.
- xxiii) The Quotee should submit the compliance performance in the same order along with the supporting printed catalogue/leaflet of the manufacturer failing which tender will be rejected.
- xxiv) The LMS offered should have been developed by a ISO 9000/9002 certified company and must have at least five installations in a library having more than 2,00,000 documents.

a) Technical Bid should contain only the following documents:

1. Registration of incorporation of the firm.
2. Certificate from one or two libraries as the case may be about the completion of the required job work. Mere supply/purchase order shall not be considered.
3. Technical specification of all the hardware/ software offered supported by brochure/ leaflets.
4. Authorization from the OEM if applicable.
5. EMD in the form of DD payable to Assistant Registrar, IIT Roorkee, Saharanpur Campus.
6. Tender fee in the form of DD payable to Assistant Registrar, IIT Roorkee, Saharanpur Campus.
7. A certificate of agreement on part of bidder about the terms and conditions of the tender.

b) Financial Bid should only contain the details rates quoted

## **2. Payment Terms:**

Payment shall be made in following two parts after getting a BG of 10% of the Order Value.

1. 50% payment against the satisfactorily installation of the hardware and software.
2. 50% payment after satisfactorily tagging of books for testing purpose.

Alternatively 100% advanced payment may be made against a bank guarantee of 110% of the order value.

## IIT ROORKEE, SAHARANPUR CAMPUS, LIBRARY

Tender for inviting BIDS for RFID based Library system integrated with library management software.

### DETAILS OF BIDDER

S. No.	Required Details	
1.	Name of the Bidder	
2.	Address of the Bidder	
3.	Contact No.	
4.	Fax No.	
5.	Mobile No.	
6.	Email	
7.	Name of Authorized Signatory	
8.	Sales Tax/ CST No.	
9.	Income Tax No. / PAN/ GIR No.	
10.	Year of Establishment	
11.	Name and address of Banker	
12.	Name and Address of the library where RFID installed along with the no. of books tagged and contact no. of the librarian	
13.	EMD Details DD No and Date: Amount in Rs. 32,000/- Name of the Bank:	
14.	D.D. Details of Rs. 500/- if bid document is downloaded D.D No. and Date	
15.	Whether OEM or authorized distributor. Incase of distributor please attach authorization certificate.	

Signature of the Tendered  
With stamp and date

**Detailed Specifications of the Solution needed by Saharanpur Campus Library of IITR**

The Proposed system must be compatible with the Library Management Software system using SIP 2 or NCIP protocol. No deviation is accepted.

**1. RFID TAGS**

Specifications	Passive Re-writable RFID Tags consisting of a Microchip and antenna, a low acid or good quality self-adhesive RFID Tags having 1024 bits memory; Built-in antitheft control bit with lifetime guarantee.
Dimensions	Books-RFID Tag size 50x50 mm (App.)
Chip Memory	≥1024 bits/ optional 2048
Frequency	13.56 MHz
Standard	Fully compliant with ISO 18000-3 Mode 1 and include both mandatory and optional Commands specified in ISO 15693-3.
Data Rate	Tag to Reader: 26kbps minimum, Reader to Tag: 26 kbps minimum.
Type	Read/Write, Lockable.
Distance for detection	As per ISO18000-3
Operation Mode	Passive
Other features	A single tag for Identification and Anti-theft must be read even if not visible and must be read in any orientation; tamper proof.

**2. STAFF STATION- One Nos.**

Specifications	Hardware : RFID Reader + Pad Antenna
RFID Reader	Frequency : 13.56 MHz Standard : ISO 15693/ 18000-3 compliant Weight : Light weight Power Supply : 240v±10%/50Hz./rechargeable battery Communication Interface : RS232/RS485/USB
Pad Antenna	Read/Write Performance : 10”or more Software- : Client software to perform function like tagging; checkout; Check-in; Renewal; label monitoring; sorting etc.

### 3. RFID Device Client Software

The Software should be able to perform the following necessary actions	(i) Tagging, Retagging and untagging of the books. (ii) Check out, check in, and renewal of multiple books/CD's/loose Issues/journals. (iii) Monitoring information on tag. (iv) Locating a book (v) Shelving a book. (vi) Stock Verification.
The software should be able to generate tagging, check out, check in, renewal stock verification reports etc.	
Software should provide functional security as per user defined	
The System should also have the following provisions	(a) Periodical Stock checking -The system should be able to run inventory scans at specified time and the ability to generate reports on schedule after every scan. (b) Access:-One Administrator level access should be given, Librarian level access to update the required information in the system for Issue / Receipt /Renewal of Books etc. and Users level access as required for reports and queries etc. (c) The software shall be compatible with Windows and Linux. (d)The software should have inbuilt keyboard functionality.
Job work	Tagging of Books to be quoted separately

**Prices should be quoted in tabular form only**

S.No	Item Description	Count er of Origin	Quantity & Unit	Unit Price	Optional Unit Price	Total Price
1.	RFID Tags		30000			
2.	Staff Station with device client software					
3.	RFID s/w Integration with Library Software					
4.	Library Management					

	Software					
5.	Installation & Commissioning and Migration of data from present system (MS access) to new system					
6.	Any Other item					

### Technical Specifications of Library Management Software

S. No	Requirement	Specifications
<b>GENERAL REQUIREMENTS</b>		
1	<b>Library Software functions</b>	<p>The Library software should support all the major library functions listed below:</p> <ul style="list-style-type: none"> <li>➤ Acquisition</li> <li>➤ Cataloguing</li> <li>➤ Authority control</li> <li>➤ Circulation</li> <li>➤ Web OPAC</li> <li>➤ Serials control</li> <li>➤ Import/export of records</li> <li>➤ Reporting</li> <li>➤ Systems management</li> </ul>
2.	<b>Standards</b>	<p>Must be an open architecture system and should support various international standards. The system should also support the following internet standards TCP/IP, SMTP, MIME, HTTP, SSL. Interactions with external systems need to support the following standards:</p> <ul style="list-style-type: none"> <li>➤ Record syntaxes: MARC21, UNIMARC, USMARC</li> <li>➤ ANSI/ISO Z39.50 (ISO 23950) on both server and client</li> <li>➤ NCIP and SIP2 for RFID Integration</li> <li>➤ ISO 2709</li> </ul>
3.	<b>Multilingual Capability</b>	The System should be capable of maintaining multiple languages using UNICODE.
4.	<b>RFID Support</b>	The System should have support for NCIP/SIP2 protocol for RFID transactions.
5.	<b>Barcodes</b>	The system must be able to handle barcodes in different formats like EAN-13, SICI/SISAC, Codabar.

<b>GENERAL HARDWARE REQUIREMENTS</b>		
1.	<b>Hardware Platform</b>	The Server should run on UNIX/LINUX/Windows Platforms
2.	<b>Backup and recovery</b>	Hot Backup should be possible, ie. It should be possible to do backup with the system in full operation
3.	<b>Security</b>	Verification of users should be done in a secure manner and it should be possible to set different security setting for users.
4.	<b>Support</b>	Problem reports must be logged on the help desk database. And live update of the support has to be provided.
<b>APPLICATION SOFTWARE</b>		
1.	<b>Architecture</b>	The system must be web-based. The application should not require any proprietary software licenses.
2.	<b>Database</b>	The backend database must be robust using either Microsoft SQL or Oracle
3.	<b>Client Software</b>	The client operations must be web-based (platform independent).
4.	<b>Librarian interface</b>	Librarian interface (client software) must be web-based. The librarian Interface should allow searching Z39.50 servers.
5.	<b>Interface</b>	The main OPAC interface for the users outside the library must be a web browser, such as Internet Explorer and Firefox.
6.	<b>Import &amp; Export of Data</b>	The system must support the import and export of records from different type of data media such as tape, CD-ROM, hard disk, and diskette.
7.	<b>Import/ Export Standard</b>	The system should support online import and conversion of records from Z39.50 compliant databases.
8.	<b>Reports &amp; Statistics</b>	Library system must support exhaustive management statistics and reporting functions allowing the library to be able to create their own reports in various formats
<b>OPAC ACCESS</b>		
1.	<b>OPAC access Links</b>	It must be possible to allow access to Web-based services both from within the staff client as well as from the Web OPAC using the 856 link tag in a MARC record.
2.	<b>OPAC searches</b>	There must be provisions for different search levels (e.g., simple and advanced) in the OPAC.
3.	<b>Indexing</b>	All indexes and record displays must be updated in real-time. All fields

		and sub-fields should be available to be keyword and/or string indexed with a flexibility in defining indexes.
4.	<b>Searchable data</b>	<p>It should be possible to:</p> <ul style="list-style-type: none"> <li>➤ Search a record as a whole (any field)</li> <li>➤ Specify any variable field to be searched</li> <li>➤ Boolean search</li> </ul> <p>Searching should be possible by, including but not limited to:</p> <ul style="list-style-type: none"> <li>➤ Author</li> <li>➤ Title</li> <li>➤ Subject</li> <li>➤ Publisher</li> <li>➤ Call number</li> <li>➤ Standard number (e.g., ISBN, ISSN, etc.)</li> <li>➤ Barcode number</li> </ul> <p>Search refinement should be possible by:</p> <ul style="list-style-type: none"> <li>➤ Author</li> <li>➤ Series</li> <li>➤ Topics</li> <li>➤ Item type</li> <li>➤ Location/branches</li> <li>➤ Place of publication</li> <li>➤ Availability</li> </ul>
5.	<b>WEB OPAC Customization</b>	The Web OPAC should support templates so that it can be customized by the library.
6.	<b>RSS</b>	Various sites can be linked for RSS (news feeds)
<b>CIRCULATION SYSTEM</b>		
1.	<b>Circulation System</b>	<p>The following functions must be included in the circulation system:</p> <ul style="list-style-type: none"> <li>➤ check-out (charges)</li> <li>➤ renewals</li> <li>➤ check-in (discharges)</li> <li>➤ Option for fixing Due dates for Book Bank circulation</li> <li>➤ Hourly basis check-in/check-out</li> <li>➤ reservations and cancellation of reserved books</li> <li>➤ fines and fees</li> <li>➤ statistics and reports</li> </ul>
2.	<b>Patron Record</b>	The patron record should be in a MARC-like format & The patron

		<p>record must include fields for the following information:</p> <ul style="list-style-type: none"> <li>➤ Name</li> <li>➤ Member card number</li> <li>➤ Patron category</li> <li>➤ Telephone numbers</li> <li>➤ E-mail address</li> <li>➤ Alternate contact person</li> <li>➤ Date of joining</li> <li>➤ Date of expiry</li> <li>➤ Notes</li> </ul>
<b>CATALOGUING</b>		
1.	<b>Import of bibliographical records</b>	<p>The system must be able to import records in the USMARC/MARC21 formats, online through a Z39.50 client which is integrated with the cataloguing (and acquisition) module.</p> <p>The system should have a reservoir for managing imported MARC records so that it can be checked before loading into database.</p>
2.	<b>Authority Control</b>	<p>It must be possible to create and maintain authority control for the following search elements:</p> <ul style="list-style-type: none"> <li>➤ personal and corporate names</li> <li>➤ conferences</li> <li>➤ uniform titles</li> <li>➤ series titles</li> <li>➤ subjects</li> <li>➤ name/title combinations</li> <li>➤ publishers</li> </ul>
3.	<b>Data entry</b>	<p>The system must have full screen data entry and editing ("empty screen" with MARC header) for cataloguing as well as a number of predefined data entry screens (templates).</p> <p>It must support hidden fields which can be seen in MARC editor but not in the OPAC.</p>
4.	<b>Output</b>	<p>It must be possible to exporting the bibliographic records in standard MARC communications format (ISO2709).</p>
5.	<b>Barcode Generator</b>	<p>The system must include a utility can be used to print barcode labels for the library items.</p>
<b>ACQUISITIONS</b>		
1.	<b>Order Initiation</b>	<p>For titles indented</p> <ul style="list-style-type: none"> <li>➤ Check for duplication of titles from 'on order', received and</li> </ul>

		<p>Web OPAC</p> <ul style="list-style-type: none"> <li>➤ All data entered at acquisition section be used throughout system</li> <li>➤ Option to download bibliographic data from CD-ROMs, International databases or vendor supplied electronic catalogues.</li> </ul>
2.	<b>Approval</b>	<ul style="list-style-type: none"> <li>➤ Flexibility in including specific titles in an approval list</li> <li>➤ Amendments in approval list prior to its printing</li> <li>➤ Budget and expenditure analysis</li> <li>➤ Formula based Budget allocation among different units</li> </ul>
3.	<b>Placing Orders</b>	<p>Firm orders for titles, including for materials received.</p> <ul style="list-style-type: none"> <li>➤ Purchase orders printing/ (e)mailing</li> <li>➤ Title / publisher/ vendor wise order generation</li> <li>➤ Amendment/ cancellation of order</li> <li>➤ Incorporation of special delivery statements/ conditions</li> <li>➤ Standing orders for annual publications</li> <li>➤ Proposal for prepaid orders</li> </ul>
4.	<b>Receipt of Order</b>	<p>Procedure to record/ editing the details of items received.</p>
5.	<b>Invoice Processing</b>	<p>Includes accessioning of items.</p> <ul style="list-style-type: none"> <li>➤ Permits more than one invoice for an order</li> <li>➤ Allows changes in units price, variable discount, exchange rate etc.</li> <li>➤ Maintains exchange rates of various user defined currencies</li> <li>➤ Accession number can either be generated automatically by the system or it can be a user defined number</li> <li>➤ Keep up to date order status with relation to titles ordered, received, accessioned.</li> <li>➤ Updated funds accounts online</li> <li>➤ Barcode generation</li> </ul>
6.	<b>Order Follow Up</b>	<ul style="list-style-type: none"> <li>➤ Periodic overdue notices/ reminders</li> <li>➤ Online printing of follow up notices</li> </ul>
7.	<b>Online Queries</b>	<p>Acquisition related queries includes-</p> <ul style="list-style-type: none"> <li>➤ Titles in the process of acquisition</li> <li>➤ Pending orders, overdue orders and, for the specific order, details of titles ordered, title received, pending titles, its invoices.</li> </ul>

		<ul style="list-style-type: none"> <li>➤ List of invoices with the library and invoices with the accounts section and, for a specific invoice, details of items accessioned against it and payment details, if any.</li> <li>➤ List of vendors, giving titles received 'on approval', pending titles against firm orders, orders placed, invoices received.</li> <li>➤ Budget analysis of titles in the acquisition process</li> <li>➤ Order details by accession number/ supply order number</li> </ul>
8.	<b>Reports</b>	<p>System should be robust enough to generate following requests-</p> <ul style="list-style-type: none"> <li>➤ Approval request form</li> <li>➤ Purchase order</li> <li>➤ Overdue/ Follow up notice</li> <li>➤ Budget and expenditure analysis (periodic)</li> <li>➤ Payment requisition report</li> <li>➤ Payments cheque delivery notices</li> <li>➤ List of titles on order</li> <li>➤ Accession register</li> <li>➤ Bill register</li> <li>➤ CRV register</li> <li>➤ List of recent arrivals, etc.</li> </ul>
<b>PERIODICALS</b>		
1.	<b>Subscription</b>	<p>New serials initiated, go through the approval process and ordering.</p> <ul style="list-style-type: none"> <li>➤ Duplicate checking.</li> <li>➤ Prints approval lists Updation of 'Approved' or 'Rejected' titles.</li> <li>➤ Prints Purchase Orders for single or package subscription.</li> <li>➤ Status mandatory</li> <li>➤ Print purchase order by department/ publisher/ vendor wise.</li> <li>➤ Print order for single and package subscription.</li> </ul>
2.	<b>Subscription Renewal</b>	<ul style="list-style-type: none"> <li>➤ Renewal Order Printing either by Department / publisher/ vendor /Centre or Library, based on subscription expiry date.</li> <li>➤ Separate orders for renewals and additional serials.</li> <li>➤ Cancel supply order of single or all titles from particular order.</li> </ul>
3.	<b>Subscription Extension</b>	<p>Resulting from claims on missing issues and numbers.</p> <ul style="list-style-type: none"> <li>➤ Extension specified as: <ul style="list-style-type: none"> <li>a) period extended upto, or</li> <li>b) number of issues not received, or</li> <li>c) Last volume/issue number.</li> </ul> </li> </ul>

4.	<b>Invoice Processing</b>	<p>Both for new subscription and subscription renewal.</p> <ul style="list-style-type: none"> <li>➤ Allows more than one invoice for an order.</li> <li>➤ Allows changes in subscription, period, volumes, issue nos., frequencies etc.</li> <li>➤ Accepts supplementary invoices for any title.</li> <li>➤ Accepts and updates subscriptions details.</li> </ul>
5.	<b>Receiving Issues</b>	<ul style="list-style-type: none"> <li>➤ Well designed screens requiring entry of minimum possible data</li> <li>➤ Recording of issues by volume/issue number or date and barcode.</li> <li>➤ Facility to record receipt of regular issues, various indexes, special issues and additional issues.</li> </ul>
6.	<b>Claims Monitoring</b>	<p>Makes possible timely follow-up of 'not received', (missing issues and supply not started) overdue and damaged journal numbers.</p> <ul style="list-style-type: none"> <li>➤ Provision of claims for each title of package or bundle subscription.</li> </ul>
7.	<b>Binding Control</b>	Binding of Loose issues and Books
8.	<b>Routing and Circulation</b>	<p>User-defined routing of issues registered, along with circulation of bound volumes and loose issues.</p> <ul style="list-style-type: none"> <li>➤ Routing of an issue immediately on arrival may be defined, before it is displayed or circulated.</li> <li>➤ Integrated with the circulation module</li> <li>➤ Overdue reminders</li> </ul>
9.	<b>Cataloguing</b>	Provision of catalogue generation for current journals and serials holdings according to MARC21, CCF, AACRII.
10.	<b>Online Queries</b>	<p>Serials-related queries are:</p> <ul style="list-style-type: none"> <li>➤ Titles in bindery</li> <li>➤ Recent arrivals</li> </ul>
11.	<b>Reports</b>	<p>Reports generated by the Serial System include:</p> <ul style="list-style-type: none"> <li>➤ Order form</li> <li>➤ List of completed volumes</li> <li>➤ Bindery order</li> <li>➤ Accession register (for bound volume collection)</li> <li>➤ Current arrivals</li> <li>➤ Classified and specialized indexes and lists of serials, as required.</li> <li>➤ Budget &amp; Expenditure analysis</li> </ul>

		<ul style="list-style-type: none"> <li>➤ Missing issues list</li> <li>➤ List of duplicate issues</li> <li>➤ Notices for 'not received', 'overdue', 'soiled/damaged' issues</li> <li>➤ Subscription renewal order</li> <li>➤ New subscription order</li> <li>➤ Claim letters for missing and non-supply.</li> <li>➤ List of current subscription- Alphabetical, Department wise, Publisher wise, vendor wise.</li> <li>➤ List of new titles added and deleted titles for particular year.</li> </ul>
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### **OTHER GENERAL SPECIFICATION**

1. Support data of 10 lakhs
2. LAN & WAN enabled client/ web server interface.
3. Multi-user, user friendly and multilingual
4. ANSI Z39.50 Compliant
5. Import present data from Access to proposed library software
6. Full data transfer from present software including Indian language data.
7. Extraction of record in any MARC-21 format.
8. Imports/Export facility in ISO/2709 format
9. Acquisition module with facility to show book/ journals (either purchase/ complimentary/ exchange)
10. Circulation module with facility to scan member photo on membership card and online reservation, with features to check the status and history of each member online.
11. Serial Control with SDI and CAS service with back volume maintenance
12. Union Catalogue with multiple access points.
13. Multi-tasking with online help facility
14. Provision for customization of reports.
15. Financial management with different budget heads.
16. Security of Access control as per categorization.
17. Articles indexing and scanning of articles
18. Should support image and multimedia files
19. Automatic currency conversion

20. Duplicate record check
21. Binding record management
22. RSS feed
23. Hyper linking of books
24. Status of user's account from OPAC
25. Metadata (MARC21/Dublin Core)
26. E-resource management
27. Use of preferred RDBMS such as Oracle/SQL Server/ MySQL / Postgress SQL for databases and should be open, not locked to further generate any required report.
28. Report on order/ budget status department wise.
29. XML based interface for reports.
30. Windows TM based, client server application
31. Unicode TM standard
32. Flexibility to move from one language to another in all subsystems.
33. Multiple search options available in OPAC
34. Multimedia access
35. Backup/ Restore/recovery of complete database.
36. Comprehensive set of parameters to customize the software to meet the library's operational environment.
37. Completely web/ browser based (works on internet/ intranet)
38. Supports windows / Windows NT/ Linux/ Unix
39. Finger print device