

Maharshi Dayanand University, Rohtak – 124001 (Haryana)

Dated: 3.11.2009

Subject : Meta data entry of books and journals.

1. Sealed quotations are invited for data entry of books and other material for retro-conversion of catalogue.
2. Job description and quantity.

Description of job	Quantity
Meta data entry of books and journals is to be entered. Meta data in case of books includes author(s), title(s), subtitle, edition statement, place of publication, publishers, year, prel. pages, text pages, ISBN, price, key terms, call number, accession (s), location, suppliers data, etc. Meta data in case of journals includes title (s), changed title, year of start of journal, language, periodicity, publisher, holdings data, location, call number, accession no. subject/discipline, ISSN, price, etc.	70000 and 50000 vols. of books & journals, respectively

3. The firm must be in data entry business for at least three years.
4. Quotation must be furnished in a sealed envelope placed in another sealed envelope. "QUOTATION FOR META DATA ENTRY – UNIVERSITY LIBRARY, MDU, ROHTAK" must be inscribed on the outer envelope.
5. Quantity may increase or decrease by 10%.
6. Quotations will be accepted on or before **18.11.2009 by 4.00 p.m.** by post/personal delivery, and shall be opened on **19.11.2009 at 11.00 a.m.** in the Office of the undersigned. The quotees or their authorized representatives are allowed to attend the meeting of the Quotation Opening Committee at their own costs.
7. PCs will be provided by the Library.
8. Data entry will be done in a Library and Information Management System (LibSys) implemented in this Library.
9. The staff of the firm shall lift the books and journals from the racks and replace them at appropriate places in racks after barcoding.
10. Stay arrangement for its staff to be made by the firm at its cost.
11. Job shall be accomplished within three months from the date of award of contract
12. Charges not mentioned in the quotation shall not be paid by the University.
13. Five percent (5%) security deposit of the total cost in the shape of Fixed Deposit Receipt or Deposit at Call drawn in the favour of "Finance Officer, M.D. University, payable at Rohtak" may be furnished alongwith the quotation. Quotations without security shall be rejected. The security/ earnest money in

- other shapes viz., Demand Draft/Pay Order/Cheque shall not be accepted.
14. Quotation received late or incomplete shall not be entertained, and shall be rejected. University shall not be responsible for any postal/transit delay.
 15. Penalty @ 1% of the total order of the value per week shall be charged if the job is not finished before the stipulated date subject to exemption due to delay on a/c of factors beyond control. Such factors shall be decided by the Committee already constituted by the University for award of contract for barcoding.
 16. The disputes, if any, shall be subject to jurisdiction of Rohtak Courts. Any other jurisdiction mentioned in the quotations or invoices of the manufacturers/dealers etc. shall be invalid, and shall have no legal sanctity.
 17. Address for submission of quotations is given below :
The University Librarian
University Library,
M.D. University Rohtak – 124001 (Haryana)

University Librarian