

Office of the Principal
Institute of Advanced Studies in Education (IASE)
P.O-Kunjaban, Agartala Tripura (west)
Pin : 799 006, Phone : 0381 232 6352 ; Fax : 0381 232 6352
e-mail : iasekunjaban@gmail.com / Website:- <https://iasetripura.com/>

Date, Agartala, 24th November, 2022

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

Sealed quotations are hereby invited by the undersigned from agencies having experience in Data Entry of Books for the data entry of 9000 (Nine Thousand) Books and other library records in E-Granthalaya 4.0 Software including Barcode generation . The terms and conditions of this work are mentioned in Annexure I which may be downloaded from the college website www.iasetripura.com.

The interested agencies may drop the quotation at the office of the undersigned on or before 5th December, 2022 by 5.00 P.M. along with Trade License, PAN, GST registration and proof (work order/ supply order) of experience in similar kind of work.

DR Ratna Roy 24/11/2022
(DR RATNA ROY)
Principal

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ANNEXURE - I

Terms and conditions for the entry of books in e-Granthalaya:

- i) The engagement will be a purely temporary basis
- ii) Basic data entry includes classification of books, collection of books from the racks and shifting the books after processing
- iii) The data entry operator will not get any payment for wrong entry of data.
- iv) The interested bidder must have prior experience in data entry work in e-Granthalaya software and must submit th copy of the work order.
- v) Service related to the data entry works to be at Institute of Advanced Studies in Education(IASE),P.O-Kunjaban,Agartala,Tripura,(west),Pin : 799 006.
- vi) 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.
- vii) College authority reserves the right to reject any quotation without assigning any reason.
- viii) Work should be completed within 60 (sixty) days of the supply of the work order.
- ix) The contract may be extended if the authority is satisfied with the quality of work.
- x) Payments will be done through PFMS after completion of total works, and bills should be submitted in Triplicate in the office of the Principal, Institute of Advanced Studies in Education (IASE) ,P.O-Kunjaban, Agartala, Tripura,(west), Pin : 799 006" for payment process.

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