



# Kerala Agricultural University

Main Campus, Vellanikkara, KAU PO, Thrissur - 680 656, India

Phone: 0487-2438550-60; 2372219; Fax: 2372720

www.kau.in; library.kau.in

No. KAUC/9/2025-A1

dated 12.02.2025

## Tender Notice

Sub: Renewal of MyLOFT –the Remote Access Service- Subscription for one Year

Kerala Agricultural University Central Library invites sealed tenders from eligible and reputed service providers for one-year renewal subscription to MyLOFT (My Library On Finger Tips)- the remote access service Application, for 1000 users of Kerala Agricultural University.

### Important Information

Bid Inviting Authority	Librarian, Kerala Agricultural University
Contact Person	Sreekumaran S, Librarian, Kerala Agricultural University, Central Library, KAU P O, Thrissur-680656 Ph: 0487 2372219; 2372720, Mob: 8078072117, 9447376492
Mode of Tender Submission	Direct/ By post**
Non-refundable Tender document fee	Tender Fee: 0.2% of the cost of tender rounded to the nearest multiple of 100, subject to a minimum of Rs.400/- and maximum Rs. 1500/- + 18% GST. The cost of tenders has to be remitted in by means of DD or cheque drawn in the name of the <b>Librarian, Kerala Agricultural University.</b>
Earnest Money Deposit (EMD) payable *	1 % Quoted Value
GST Rate Applicable	As per GST rules
Last Date of Submitting the Tender Documents	25 February 2025, 5.00 PM
Opening of Tenders	27 February 2025, 11.00 AM

\* Exemption is allowed to MSME companies as per Govt. rules.

\*\*In the case of Courier, ensure the Courier company has delivery at this office

### Specifications

- Renewal subscription of the MyLOFT (My Library On Finger Tips) –the Remote Access Service Application, for **1000 users** for the year 2025-2026.
- Ensuring uninterrupted access to the platform and associated features.
- Providing technical support and maintenance services for the contract period.
- Ensuring seamless integration with existing library and institutional systems.
- Regular updates and security enhancements during the subscription period.

### Terms and Conditions:

1. The Tenders superscribed “**Renewal of MyLOFT –the Remote Access Service Application**” should be addressed to the **Librarian, Kerala Agricultural University, Vellanikkara**. The last date for the receipt of filled in Tenders is 5 pm on 25.02.2025 and the same will be opened at 11 pm on 27.02.2025 in the presence of tenderers or their authorized representatives who may be present at that time. The cost of tenders has to be remitted by means of **DD or cheque** drawn in the name of the **Librarian, Kerala Agricultural University**.

2. Tender should be submitted in the prescribed form which can be downloaded from the website [www.kau.in/tenders](http://www.kau.in/tenders). The cost of the tender forms will not be refunded under any circumstances.
3. Each tender should be accompanied by an Earnest Money Deposit of 1% of the total quoted amount in the form of Demand Draft drawn in favour of Librarian, Kerala Agricultural University payable at SBI, Vellanikkara branch. The tender should be accompanied by an agreement in Kerala Stamp Paper worth Rs.200/- (Rupees Two Hundred only) and format can be downloaded from the above website. Withdrawal of tenders after its acceptance or failure to supply the items or supplies not in accordance with the specification will entail cancellation of the tender.
4. The successful tenderer should renew the MyLOFT for Kerala Agricultural University within five days from the date of the receipt of supply order. The Librarian, KAU reserves the right to remove the defaulted name from the list of suppliers permanently or for a specific period.
5. The successful tenderer should execute an agreement in Kerala Stamp Paper worth Rs.200/(Rupees Two Hundred only) and furnish a security deposit of 5% of the cost of the entire quantity of items quoted in the form of term deposit drawn in favour of The Librarian, Kerala Agricultural University, Vellanikkara. The format for the agreement can be downloaded from the KAU website.
6. The cost of the items quoted should be inclusive of all **taxes** and other applicable charges.
7. The rate shall be valid for a period of one year from the date of acceptance of tender.
8. The Librarian, Kerala Agricultural University reserves the right to accept or reject any or all of the offers without assigning any reason.
9. If any Hartal/ Strike/ any unexpected holidays/COVID restrictions occur on the date of opening of tender, the tender will be opened at the same time on the next working day.
10. All the rules and regulations applicable to Government Tenders will be applicable to this tender also.
11. The bidder must be an authorized distributor or service provider for MyLOFT software.
12. The bidder should have a minimum of 2 years of experience in providing MyLOFT software solutions for academic or research institutions.
13. The bidder must submit proof of previous successful renewals or installations of MyLOFT
14. The bidder must have valid GST registration and PAN
15. Copies of Registration certificate of firm, GST Registration Certificate, PAN and Other relevant documents justifying any claims related to the tender bids.
16. Payment will be made in after successful renewal upon submission of an invoice and successful renewal of the MyLOFT.
17. The organization reserves the right to terminate the contract in case of non-compliance with the agreed terms and conditions.

### Documents to be Submitted:

- Company profile and relevant experience.
- Authorization letter from MyLOFT.
- Copy of PAN and GST registration.
- Proof of similar contracts executed.
- Any other documents as specified in the tender document.

To

1. Notice Board
2. KAU Website



**LIBRARIAN**  
**SREEKUMARAN. S.**  
 LIBRARIAN  
 KERALA AGRICULTURAL UNIVERSITY