



Asansol Girls' College

(NAAC Accredited with 'A' Grade)
(GOVT. SPONSORED)

Affiliated with The Kazi Nazrul University
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Ref. No.....

Date..... 28.05.2018

NOTICE

Subject - Quotation for Retrospective Conversion of Library Holdings

Sealed as well as **online** (submit to mail ID: library.agc@gmail.com) quotation are invited from the reputed companies/ person(s) for the following job of Asansol Girls' College Library

1. Conversion of bibliographical information of library holdings (Approx 34000 Books)
 2. **Non-machine-readable form to machine-readable form using KOHA .**
 3. Classification must be done by DDC 23rd Edition and Cataloguing based on AACR2;
 4. Sears List of Subject Headings must be follow;
 5. Cutter Book Marks must be following for Book Number;
 6. Source of bibliographical information for conversion: books of the library by using separate sheet;
 7. All the housekeeping operation should be done by the co. or person, etc.
- It is also requested to submit the quotation as follows (A and B):

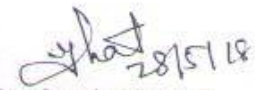
- A. Rate for the first copy (main copy) of the book and the rate of subsequent added copies(s); and
- B. Rate of each copy (for every Accession Number) of the book.

Place of Submission of the quotation: College office Tender Box (offline) or online submission to mail ID: library.agc@gmail.com

Last date of submission of the quotation: 7(Seven) days from the date of notification

Copy to:

1. College Web site
2. Central Notice board of the college
3. Library Notice board -Day and Morning


Teacher-in-charge
Asansol Girls' College

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