



Asansol Girls' College

(NAAC Accredited with 'A' Grade)

(GOVT. SPONSORED)

Affiliated with The Kazi Nazrul University

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Ref. No.....

Date...18.5.2018



Subject - Quotation for Retrospective Conversion of Library Holdings

Sealed quotation are invited from the reputed companies/ persons 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 SOUL 2.0 .
 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 follow 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

Last date of submission of the quotation: 10 (Ten) 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


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