



Memo No. AC/211/24-25

Date: 30-10-2024

Tender Notice

Sealed quotations are invited from reputed organisation/firm to quote their lowest rate for management of the University's OER Repository of Netaji Subhas Open University, DD-26, Sector-I, Salt Lake, Kolkata-700064, West Bengal subject to the following terms and conditions.

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| Last date for submission: 12/11/2024 up to 4 PM. |
| Place of Submission: Finance Department, 4 th Floor, Netaji Subhas Open University DD-26, Sector-I, Salt Lake, Kolkata -700064 |
| The supplier must have the credential of supplying similar type of items to the Educational Institute/Govt. Office. Attachment of credential is necessary. |
| Copies of Documents to be submitted: GST No., PAN, TAN, Trade Licence, P. Tax, the credential for supply of similar type of items to the Educational Institute/Government Office |

TECHNICAL SPECIFICATION:

1. The Bidders should have Experience in similar type of job as specified in at least for 3 years.
2. The supplier must have the credential of similar type of jobs to the Educational Institute/Government Organisation.
3. The Bidders should have legal compliance such as: (1) GST Number, (2) PAN and / TAN , (3) Trade License other related Certificate.

WORK RELATED SPECIFICATION OF THE UNIVERSITY'S OER REPOSITORY OF NETAJI SUBHAS OPEN UNIVERSITY:

The scope of the services by the Service Provider shall include, maintenance and support in general, but will include the following specific elements:

1. Allocating storage space of 100 GB
2. Deploying Dspace version 6.x
3. Unlimited uploading of the learning materials along with metadata
4. Making decisions about community and collection definitions.
5. Notifying NSOU-OER of NSOU about organizational changes affecting submissions/uploading.
6. Replying to annual reconfirmation of community information.



7. Understanding and adhering to university community regarding these policies.
8. Clearing copyright for items of NSOU-OER submitted/uploaded when the copyright owner is other than the author (s0 of NSOU).
9. Deciding upon a submission/upload workflow for each collection in the format prescribed by the University.
10. Activating adequate security features.
11. Data migration after upgradation.
12. Arranging access to data and data backup with asset store file.
13. Keeping Status of analytics active.

Finance Officer

Netaji Subhas Open University

DD-26, Sector -1, Salt Lake, Kolkata-700064