ICMAI
THE INSTITUTE OF
COST ACCOUNTANTS OF INDIA
भारतीय लागत लेखाकार संस्थान
Statutory Body under an Act of Parliament
(Under the jurisdiction of Ministry of Corporate Affairs)

Website: **www.icmai.in**
Local Purchase Committee

Ref. No.: LPC/J&P/2026/01   **Date: March 10, 2026**

<u>**Subject – Tender for Electronic Library (E-Library) Facility with Advanced Research Features**</u>

1. INVITATION FOR QUOTATIONS

Quotations are invited from reputed companies/agencies for the selection of a suitable partner to provide an advanced **Electronic Library (E-Library) Facility with Advanced Research Features**. The platform must offer comprehensive content coverage, AI-enabled tools, and seamless online access to National and International journals and research publications through a dedicated portal integrated with the Institute's official website.

2. ELIGIBILITY CRITERIA FOR BIDDERS

To be considered for this tender, bidders must meet the following minimum criteria:

- **Financial Standing:** The bidder must have an annual turnover of more than Rs. 4 crore from online library services for each of the last three consecutive years. (Proof, such as audited annual reports or CA-certified statements, must be enclosed).
- **Experience:** The bidder must have a minimum of five years of experience in providing online library services to leading academic, educational, research, or UGC-recognized universities/institutions. (A declaration on company letterhead must be provided).
- **References:** The bidder must submit a list of at least five clients from the last five years, complete with contact details (address, phone number, and email), to whom they have provided similar e-library services.

3. SCOPE OF DELIVERY & TECHNICAL SPECIFICATIONS

The proposed e-library platform must serve approximately 3,000 registered users of the Institute. The solution must comply with the following technical requirements:

3.1. Access and Interface Requirements

- **User Access:** Secure, role-based access through the Institute's website (www.icmai.in) via User ID and Password for viewing and downloading content.
- **Unified Platform:** A single, intuitive interface with customizable search filters.
- **Mobile Application:** A latest-version mobile app for iOS and Android to enable "anywhere, anytime" access.
- **Single Click Access:** Automatic link resolution to the best available full-text source among multiple access options.

3.2. Content Coverage Requirements

- **Comprehensive Content:** The platform must harvest content from a variety of sources, including licensed publisher content and open-access repositories.

- **Core Subject Coverage:** The depository must include National and International journals/research articles in: Accountancy, Management Sciences, Economics, Social Sciences, Commerce, and Humanities.

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- **Full-Text Expansion:** The system must link subscription-based ("behind-the-paywall") articles with their freely available pre-print counterparts, where available.

- **Research Integrity:**
    - **Retraction Tracking:** Users must be able to identify and track retracted articles.
    - **Data Linking:** References to research datasets associated with articles must be included.
- **Metadata Depth:** The platform must include early online articles, comprehensive journal descriptions (history, indexing period, frequency), and author affiliations.

3.3. Advanced Search and Discovery Features

- **AI-Enabled Curation:** Automated subject classification using Artificial Intelligence to ensure superior relevancy in search results.
- **Search Builder:** A tool to build complex queries, including fields for DOI, ISSN, and Publication Country, with a query editor for customizing search logic.
- **Search History:** Ability to view search history and combine previous search sets with new keywords.
- **Advanced Filtering:** Results must be filterable by indexing standards (Scopus, Web of Science, DOAJ, ABDC), sub-rankings (SJR quartiles, ABDC tiers), and publication country.

3.4. Author-Related Enhancements

- **Author Analytics:** Filtering of authors by country.
- **Affiliation Coverage:** Comprehensive display of affiliations for both main authors and co-authors.
- **ORCID Integration:** ORCID ID tagging for authors wherever available.

3.5. Analytics, Reporting, and Administration

- **Librarian Dashboard:** A real-time snapshot dashboard showing current-year usage data and document type distribution.
- **Graphical Analytics:** A module providing visual analytics related to Authors, Countries, Institutions, and Publishers for any search criteria.
- **Usage Reports:** Availability of summary and detailed usage reports to inform future subscription decisions.

3.6. Personalization and Alerts

- **User Preferences:** Customizable default filters for Subject and Document Type.
- **Alerts System:** Automated alerts based on user preferences for Pre-prints, Theses, AV material, Journals, Conference Proceedings, and Book Series.
- **External Integration:** Capability for researchers to store and organize links to external literature within the platform.

4. TERMS AND CONDITIONS

- **Contract Duration:** The contract will be initially for **one year**, renewable for two additional years (total three years) on the same terms and conditions, subject to satisfactory performance.

- **Pricing:** The quoted price must be **all-inclusive**, covering supply, service, delivery. GST extra No additional charges will be entertained.

- **Payment:** Payment will be made in advance through electronic mode, subject to successful delivery, installation, and submission of the invoice. Bank details must be provided in the quotation.
- **Service Level Agreement (SLA):** Service support must be provided. Any problems related to the online library must be addressed, and service restored, within **24 hours** of the service call being logged.

- **Validity:** The quoted prices must remain valid for a period of **three months** from the last date of submission of the tender.
- **Amendments:** The Institute reserves the right to issue amendments or addendums to this tender document, which will become part of the bidding process.
- **Institute's Rights:** The Institute reserves the right to accept or reject any or all quotations, cancel the tender, or amend/modify the contract at any time based on unsatisfactory performance or in the best interest of the Institute.
- **Acceptance of Terms:** The bidder must submit this bidding document duly signed and stamped on **each page** in token of acceptance of all terms and conditions.

5. SUBMISSION DEADLINE AND DETAILS

Quotations, signed by the bidder, must be submitted in a **sealed envelope** superscribed with **"Tender for E-library Facility with Advanced Features – Ref. No. LPC/J&P/2026/01"** strictly in the format provided below **on or before 3 p.m. of 31st March 2026** to Tender Box at the Institute CMA Bhawan, 12, Sudder Street, Kolkata – 700 016

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Submission Deadline: --------------------

Address for Submission:
12, Sudder Street
Kolkata – 700 016

Contact for Queries:
Ms. Sucharita Chakraborty
Additional Director, Journal & Publications
ICMAI, 84, Harish Mukherjee Road, Kolkata – 700 025
(Contactable during office hours: 10:30 am to 4:30 pm, Monday – Friday)

Enclosures:

- Proof of Business Volume (Annual Reports for last 3 years)
- Customer List (Last 5 years with contact details)
- Experience Declaration (Minimum 5 years)
- Addendums (if any)

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ANNEXURE 1:

FORMAT OF BID

A. Company Details

Sl. No.	Details Requested	Provide Details
1	Name of the Company/Vendor	
2	Contact Person & Mobile Number	
3	Full Office Address with Email	
4	RTGS Bank Account Details (A/c Name, No., Type, Bank, Branch, IFSC)	
5	GSTN	
6	PAN	

B. Financial Bid

Sl. No.	Item Description	Price (Rs.)
1	**E-Library Facility with Advanced Features** (as per Sections 3.1 to 3.6). Including AI-enabled content curation, advanced search, analytics dashboard, mobile access, and all associated services for a one-year contract.	

Applicables Taxes: ---------

C. Compliance Declaration

We, [Bidder Name], hereby confirm that our proposed e-library solution fully complies with all technical specifications outlined in this tender document. We accept all the terms and conditions stated herein.

Signature of Bidder: _____
Name & Designation: _____
Seal of the Company: _____
Date: _____
Place: _____