

## **High Court of Jharkhand, Ranchi**

Notice-29./lib/2026

Date: 04.10.2026

Sealed Quotations are invited from reputed firms regarding computerization of the Judges' Library and its belongings with KOHA, Integrated Library Management System (ILMS) library software as per the requirements which are mentioned in Annexure –I.

The Sealed quotations shall be submitted in a sealed cover bearing the Firm's name, address, valid Mobile Number and email address, latest by 5.00 P.M on 20.04.2026. No quotations will be entertained after the due date.

Sd/-

Registrar (Establishment)  
High Court of Jharkhand, Ranchi

**Mode of submission of the tender-**

1. The technical bid and the financial bids shall be submitted in two separate sealed envelopes of A-4 size and duly superscribed as **"The Technical Bid"** and **"The Financial Bid"**. Both the envelopes must be signed by the bidder with an endorsement to this effect **"sealed in my presence"** and be kept in another sealed envelope of a bigger size which shall also be signed by the bidder with an endorsement to this effect **"sealed in my presence"**.
2. Tenders to be submitted, shall be addressed to **The Registrar(Establishment), High Court of Jharkhand, Dhurwa, Ranchi** and may be submitted either **through speed-post or in person** but the tenders, so submitted must reach the office of The Registrar(Establishment), High Court of Jharkhand, Dhurwa, Ranchi on or before **05: 00 P.M. of 20.02.2026.**
3. Tenders reaching the office of The Registrar (Establishment), High Court of Jharkhand, Dhurwa, Ranchi after the closing time and date, as specified here-in above shall not be accepted under any circumstances.

**Technical Bid:**

The envelope w.r.t. Technical Bid shall invariably contain the following documents, duly signed by the bidder-

1. Technical Bid, in proforma prescribed herewith at Annexure-II;
2. Undertaking, in proforma prescribed herewith at Annexure-III;
3. Self-Declaration, in proforma prescribed herewith at Annexure-IV;
4. Certificate of experience, in proforma prescribed herewith at Annexure-V;
5. Non-refundable Application Fee of **Rupees two thousand (₹ 2,000/-)** only by way of Demand Draft or Bankers Cheque drawn in favour of Registrar General, High Court of Jharkhand, Ranchi and payable at Ranchi, Jharkhand;
6. Refundable earnest money deposit (EMD) of **Rupees fifty thousand (₹ 50,000/-)** only by way of Demand Draft or Bankers Cheque **drawn in favour of Registrar General, High Court of Jharkhand, Ranchi and payable at Ranchi, Jharkhand;**

**Financial Bid:**

The envelope w.r.t. Financial Bid shall invariably contain the following documents, duly signed by the bidder-

1. Financial Bid in proforma prescribed herewith at Annexure-VI;

**General Terms and Conditions for the Computerization and implementation of software namely; KOHA; an ILMS in Judges' Library of the High Court of Jharkhand, Ranchi.**

1. The Accepting Authority reserves the right to reject any or all the quotation without assigning any reasons thereof.
2. An undertaking should be given stating thereby that the firm has not been debarred or penalized for any reasons out of work from any government department.
3. The bidder who has been delisted or debarred by any government shall not be eligible in any way.
4. The OEM/ bidder must have an ISO 9000/9001/9002 certified consistently and experienced in the field of Library Automation in government/ private organization preferably in any law institution.
5. Software licenses should be perpetual, having life time validity.
6. Software should be latest version and delivered in USB/Flash Drive/DCs/DVDs media. OEM should supply USB/Flash Drive/DCs/DVDs for each license separately.
7. Software and its accessories supplied must be meant for 64 bit software and hardware architectures.
8. Software licensing methodology should be clearly mentioned in Technical Proposal.
9. Details of modules, sub modules and extensions of the software packages should be clearly listed along with their version number and release number in Technical Proposal.
10. Pricing of each and every item must be clear with GST, if applicable.
11. Pricing of Data Entry, Bar-coding and other activity must be clear per unit.
12. Pricing of Data Entry, Bar-coding and other activities of multi volumes document must be clearly mentioned.
13. Pricing of any item must be included of 05 (Five) year's warranty of each and every product should be provided.
14. Year wise pricing for 6<sup>th</sup> to 10<sup>th</sup> years AMC must be clear.
15. Delivered software package should be complete and it must contain all modules, sub modules, option and extensions etc.
16. Any software upgrade /update within the warranty period should be provided free of cost.
17. Time to time training be imparted to all the concerned Officers/ Staffs of Hon'ble Court.
18. There should be no limitation on number of times of software registration/deregistration.
19. Documents for license Key registration and deregistration procedure to be provided.
20. Software should be delivered in separate media for both the platforms Windows as well as Red Hat Enterprise Linux (RHEL).
21. Software should support all latest version software development languages and IDEs like Java Script, type script, ES6, Node JS, Angular, React JS, Java, Spring Boot, Visual Code, IntelliJ, Eclipse, Netbeans etc. on Windows and Red Hat Enterprise Linux (RHEL).
22. Delivered software must be free from malwares (viruses, Worms, Trojans, Bots etc.). Certificate in this regards must be submitted along with product delivery.
23. Hard Copy of certificate of licenses must be provided for each license from OEM.
24. Efficient man power support for software installation, commissioning, integration and data entry must be provided.
25. Software should be compatible with all latest standard libraries, architecture and platforms.
26. Software licenses should be delivered at the time of delivery.

27. For onsite support OEM shall not take remote control of the hardware/workstation/server or any system where software is ported/ loaded.
28. All relevant drivers, testing and backup tools/ application should be provided.
29. Any constrains, limitation in functionality/utility and any other conditions concerned with the software package, under procurement be clearly mentioned in the technical proposal.
30. Payment of its production will be made after successful supply or completion of service within reasonable time.
31. The prospective bidder needs to deposit the consolidated amount of **EMD of Rs.50,000/-** (Refundable) through Cheque or Bank Demand Draft.
32. Tenders without Earnest Money or Tender cost will be summarily rejected.
33. Non-refundable Application Fee of **Rupees two thousand (₹ 2,000/-)** only.
34. No claim shall lie against Hon'ble the High Court in respect of erosion in the value or interest on the amount of EMD.
35. L1 bidder will be considered based on overall cost of all the items/ services.
36. The earnest money will be returned/ refunded to the Unsuccessful Bidder after the tender is decided and no query will be entertained regarding the same.
37. The supplier will ensure regular maintenance service by the appropriate engineer/technical person if having any problem. The supplier shall also ensure the presence of resident engineer/ local vendor in the geographical location of this city of Ranchi so that he attends the call without loss of time.
38. If required, interested bidder can visit Judges' Library physically with prior information and for that interested bidder can contact on email: [jhclibrary2025@gmail.com](mailto:jhclibrary2025@gmail.com).
39. **The agreement shall be deemed to have been concluded in Ranchi, Jharkhand and all the legal obligations hereunder shall be deemed to be located at High Court of Jharkhand, Ranchi.**

Sd/-

Registrar (Establishment)  
High Court of Jharkhand, Ranchi

## Requirements/ Requisite of Work

Annexure: I

Sl. No.	Description	Specification/ Condition	Qty
1	Library Management Software, preferably KOHA.	<ol style="list-style-type: none"><li>I. Installation and configuration of KOHA, an Integrated Library Management System (ILMS).</li><li>II. Customization should be version and platform independent as per the Hon'ble the Court's preferences.</li><li>III. Support may be provided through unlimited time email/phone/ Video Call/ Remote Access. It also includes upgradation the software time to time as and when it releases.</li><li>IV. Data Backup: Regular data backups should be made available, preferably real time basis.</li><li>V. Data Privacy, Confidentiality &amp; Security: Vendor should strictly ensure privacy, confidentiality and Security of all clients' data.</li><li>VI. Training on every module of the software.</li></ol>	
2	Data entry	<ol style="list-style-type: none"><li>I. Data entry of all the documents of Judges' Library and its belongings i.e. all the Court Rooms, Official Chambers and Residential Library of All the Hon'ble Judges should in the proper format as per the Software/ Library Science.</li><li>II. Cataloguing and Processing of the acquired resources to ensure that users can search and retrieve bibliographical information relating to their content.</li><li>III. Bibliographic database based on <b>MARC21</b> format supporting different types of documents. Make available the various catalogues/indexes online for instant reference and thus enable making searches on subjects and keywords. Data entry facility with option to accept data in standard machine-readable MARC21 format, thereby providing for import/export of bibliog.</li><li>IV. Bar-coding of all the documents.</li></ol>	
3	Digitization/ Scanning of books.	Vendor needs to scan those books marked important by the Court in 300 dpi and converted into searchable A4 sized searchable pdf version & integration with LMS.	
4	Barcode/ Smart Card Printer		01
5.	Barcode Reader/ Scanner		02
6.	Barcode Printing Roll/ Sticker		20
7.	Smart Card		1000
8.	Portable Hand Held Reader		01

Note:

Number of consumable Item may be increased or decreased as per the use.

**Proforma for Technical Bid**

Affix self-attested pass-port-size recent colour photo of the representative or the authorized signatory
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**Profile (General Information)**

1. Name of the prospective bidder with complete address- (Firms / Agencies / Proprietors / Individuals)
2. Legal Status of the prospective bidder (Individual/Proprietary Firm/Partnership Firm/Limited Company/Corporation)
3. Name & address of the representative/authorized signatory with mobile no.-
4. Year of Commencement of Business- (attach documentary evidence)
5. Statutory details (attach photocopy of each)
  - (i) Registration No-
  - (ii) Validity of Registration Number (up to)-
  - (iii) PAN Card No-
  - (iv) Aadhar Card No-
  - (v) GST Reg. No-
6. Details of "Demand Draft" or "Banker's Cheque" enclosed herewith through which Application Fees and the Earnest Money has been submitted through-

	Application Fees	EMD
Demand Draft/Banker's Cheque No.		
Date of Issue		
Issuing Bank & Branch		
Amount		

7. Acceptance of the terms and conditions of the tender process- (write yes or no) (Enclose duly executed Annexure IV)
8. Declarations regarding black-listing of the firm/agency/proprietorship- (in case never blacklisted, write **never black listed** or in case blacklisted, then write **blacklisted and provide the details**) (Enclose duly executed Annexure IV)
9. Experience details-

Name of the Institution	Work done	Work under progress

(Certificates in support of claims regarding performance/ experience in the format at Annexure-V must be attached which must also be duly certified by a responsible person from the certifying organization for each work completed or in hand)

Details of Current/Saving Account No.-

	Current/Saving Account Details
Account No.	
Name of the Bank	
Branch of the Bank	
Address of the Bank	

(Copy of cancelled cheque duly signed or information on plain paper duly attested by the Manager of the mentioned branch of the said bank should be enclosed)

Undertaking by the applicant

(To be submitted through an affidavit before the Notary Public along with the Technical Bid)

(In case of the bidder being an individual party)

I, \_\_\_\_\_ S/o \_\_\_\_\_  
r/o \_\_\_\_\_  
and having Aadhar Number \_\_\_\_\_, have read the terms & conditions set forth by the High Court of Jharkhand for the ongoing tender process for "Computerization of Judges' Library with an Integrated Library Management System (ILMS) namely KOHA" and having been fully aware of the same, do hereby accept and solemnly agree to abide by the terms & conditions set forth for the tender. I am also aware that any breach in respect of any of the said terms and conditions shall render me disqualified from the tender process. I have understood completely this tender document and the terms and conditions set forth therein. I am also aware that in case the said contract is awarded to me/my firm/my agency/my proprietorship (strike off whichever is not applicable), then I/my firm/my agency/my proprietorship (strike off whichever is not applicable) shall be required to provide decent quality of Article and proper installment of the software and frequent required services with full of satisfaction in this regard".

(In case of the bidder being a firm/ agency / proprietorship)

I, \_\_\_\_\_ S/o \_\_\_\_\_  
r/o \_\_\_\_\_  
and having Aadhar Number \_\_\_\_\_, am the authorised representative /signatory for and on behalf of the \_\_\_\_\_ (write name of the firm/ agency / proprietorship as the case may be). I have read the terms & conditions set forth by the High Court of Jharkhand for the ongoing tender process for "Computerization of Judges' Library with an Integrated Library Management System (ILMS) namely KOHA" and having been fully aware of the same, do hereby solemnly agree to abide by the terms & conditions set forth for the tender. I am also aware that any breach in respect of any of the said terms and conditions shall render me disqualified from the tender process. I have understood completely this tender document and the terms and conditions set forth therein. I am also aware that in case the said contract is awarded to me / my firm / my agency / my proprietorship (strike off whichever is not applicable), then I / my firm / my agency / my proprietorship (strike off whichever is not applicable) shall be required to provide decent quality of Article and proper installment of the software and frequent required services with full of satisfaction in this regard".

Signature of the applicant  
with date & Stamp

**Declaration by the applicant**

**(To be submitted through an affidavit before the Notary Public along with the Technical Bid)**

**(In case of the bidder being an individual party)**

I, \_\_\_\_\_ S/o \_\_\_\_\_  
r/o \_\_\_\_\_  
and having Aadhar Number \_\_\_\_\_, do hereby solemnly affirm and  
declare that my \_\_\_\_\_ (write name of the firm/agency as the case may be)  
has never ever been black listed by any office/department/wing belonging to any  
Government/Semi-Government/Public Sector Undertakings/Corporation or any other entity.

**(In case of the bidder being a firm/agency/proprietorship)**

I, \_\_\_\_\_ S/o \_\_\_\_\_  
r/o \_\_\_\_\_  
having Aadhar Number \_\_\_\_\_, am the authorised representative /  
signatory for and on behalf of the \_\_\_\_\_  
(write name of the firm/ agency / proprietorship as the case may be) and do hereby solemnly  
affirm and declare that my \_\_\_\_\_ (write name of the  
firm/agency/proprietorship as the case may be) has never ever been black listed by any  
office/department/wing belonging to any Government/Semi-Government/Public Sector  
Undertakings/Corporation or any other entity

Signature of the applicant  
with date & Stamp

Experience Certificate

**(To be issued under the pen & signature of the competent authority in the Office / Establishment in respect of which work experience is being claimed by the applicant)**

**and**

**(To be submitted along with the Technical Bid)**

1. Name of the Office /Establishment-
2. Address of the Office /Establishment-
3. Name & Designation of the competent authority-
4. Mobile Number of the competent authority-
5. Contract No.(if any)-
6. Scope of work under the awarded contract-
7. Cost of the awarded contract-
8. Period of the awarded contract-
7. Number of persons deployed by the contractor-
8. Performance Report in terms of-
  - (i) Article Supplied (poor/good/very good/outstanding)
  - (ii) Quality of Service rendered- (poor/good/very good/outstanding)
  - (iii) Compliance of Statutory Requirements- (poor/good/very good/outstanding)

Signature of the competent authority  
With date & Stamp of the Office /Establishment

**Proforma for Financial Bid**

<b>Sl. No.</b>	<b>Contents</b>	<b>Details</b>
1	Name of the Bidder (Firms / Agencies / Proprietors / Individuals)	
2	Legal Status of the prospective bidder (Individual/Proprietary Firm/Partnership Firm/Limited Company/Corporation)	
3	Address of the Bidder	
4	GST number	
5	Name of the Authorized Signatory	
6	Email id of the Bidder	
7	Complete Postal Address of the bidder	
8	Email id of the Bidder	

**NOTE:**

- ❖ Pricing of each and every item must be clear with GST, if applicable.
- ❖ Pricing of Data Entry, Bar-coding and other activity (as per Annexure -I) must be clear per unit. (for single volume & multi volumes separately).
- ❖ Pricing of equipment including 05-years warranty & All Taxes + 5 Years AMC Price after warranty period (Including of all Taxes).

Signature of the applicant  
with date & Stamp

## Check List

### (To be verified by the office)

1. Self-attested photograph - affixed/not affixed
2. Original copy of the Demand Drafts or Cheque - attached/not attached
3. Copy of Registration Document - attached/not attached
4. Copy of PAN Card - attached/not attached
5. Copy of Aadhar Card - attached/not attached
6. Copy of GST Registration Document - attached/not attached
7. Undertaking by the applicant - attached/not attached
8. Declaration as per Annexure IV - attached/not attached
9. Experience Certificate as per Annexure IV - attached/not attached
10. Copy of Annual financial gross turnover of the last three financial years - attached/not attached
11. Bank Accounts Details - attached/not attached