

Indian law Institute
Bhagwan Das Road, New Delhi-110001
Telephone No. 011-23387526, 23389429

Ref. No.ILI/Lib/2025/539

Date: 28/ 10 /2025

TENDER

1. Indian Law Institute invites bids for procurement, installation, and customization of cloud-based KOHA Library Management Software with **Data Migration and integration existing RFID system required as per Indian Law Institute's Library requirement.**

The details of requirement by the Institute given under here.

Document Download: Tender documents may be available on GEM

Interested Company/Partnership firm/Proprietary firm/ Agency may apply the tender to I L I .
Manual tender application will NOT be entertained.

- The technical bids will be opened first and then the financial bids of technically qualified bidders shall be opened. The bidders need to submit two separate bids for [Annexure I](#) and [Annexure II](#). Bid in Annexure II will be considered only if none found suitable for Implementation of Hardware in Annexure I.

The Indian Law Institute reserves the right to accept or reject any or the entire tender in full or in part without assigning any reason whatsoever.

Sh. S.C. Prusty
Registrar

2. CRITICAL DATE SHEET

	<u>DATE</u>
Bidders can visit the library	11/11/2025
Bid Submission End Date	12/11/2025
Technical Bid Opening Date	13/11/2025
Financial Bid Opening date	18/11/2025

3. Bid Submission: Bids shall be submitted offline at the Institute (Admin Section)

Bidders are advised to follow the ‘Special Instructions to the Contractors/Bidders for thee-submission of the bids online available through the Gem.

4. Tenderer who can download the tender shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected would be forfeited and tenderer is liable to be black listed from doing business with the Indian Law Institute.

5. Bid Security/EMD Payment:

Earnest Money Deposit of Rs. 20,000/- (Rupees Twenty Thousand Only) in the form of Demand Draft in favor of Registrar, Indian Law Institute, New Delhi or may transfer to the Indian Law Institute (ILI) Account. The Institute Bank details are (Account Name: Indian Law Maintenance Grant A/c, Account Number: 02070100257036 IFS Code: UCBA0000207, Bank: UCO Bank, Supreme Court of India New Delhi-110 001. The bidder shall submit the EMD/ UTR No of RTGS/NEFT with the ILI in case of payment through Demand Draft or RTGS upload the receipt of the same with the online bid. EMD of unsuccessful bidders will be returned to them after expiry of the final bid validity and latest on or before the 30th day after the award of the contract.

6. Bids (Technical) will be opened as per date/time as mentioned in the Tender Critical Date Sheet. After online opening of Technical-Bid the results of their qualification as well as Financial-Bid opening will be declared.

Submission of Tender

The tender shall be submitted online in two parts, viz., technical bid and Financial (Price)bid of annexure I and Annexure II.

Technical Bid

The following documents are to be furnished by the vendor along with Technical Bid as per the tender document:

- Signed and scanned copy of proof for payment of Earnest Money Deposit. Earnest Money Deposit amounting to Rs 20,000/- in the form of Demand Draft in favor of Registrar, Indian Law Institute New Delhi. In case of failure to supply the needed services, the EMD of the successful bidder will be forfeited.
- Signed and Scanned copy Certificates like Company/firm Registration Certificate, PAN No, GST No.
- Signed and Scanned Copy of Tender Acceptance Letter.
- An undertaking (self-certificate) that the agency hasn't been blacklisted by a Central / State/UT Government institution and there has been no litigation with any government department on account of IT services.
- Vendor(s) should be register at Koha Community website. Provide the certificate.
- The vendor(s)/ bidder(s) should preferably have a local Office on DELHI/NCR. Provide the full address along with GST Number (Certificate). Our team shall be visit for confirmation at the time of technical evaluation.
- Vendor(s) must have minimum 12-year or more years experiences for implementation of Koha Management provide the certificates or work order copy.
- In case of any discrepancy of the bid conditions, the Committee can reject the bid of concerned firm and no correspondence will be entertained.

- Annual turnover of the company should be minimum Rs. 35 lakhs annually for last 3 years. Provide certificate mentioning Turnover for the last three years.(CA certified turnover certificate)
- ISO/MSME registration
- Similar work implementation certificate of successful Implementation.
- Vendor should have installed KOHA and RFID System and provided services in at least 03 (Three) Government Colleges, Delhi University colleges & 10 Government University/Institute libraries with documented evidence & also provide the contact details like name,phone no & E-Mail id.
- **The vendor must have prior experience integrating existing libsys based RFID/EM System with KOHA with in last 3 month in reputed Govt. institute/ university (Such as National Law Institute/NIT/IIM/Delhi University/IIT and other institutions) where services have been provided.(Provide Certificate)**
- **Our existing security gate and LS Mart station should be compatible with Koha software. It should be able to process both existing EM tag and RFID tags.**
- **ILI will give the preference who do the work with existing hardware (security gate, LS Mart station, EM tag and RFID tag)**
- The bidders may give representations (if any) against them getting technically disqualified before the date of opening of the Financial Bids. No representation after the opening of Financial Bids shall be entertained, whatsoever.

Indian Law Institute

Bhagwan Das Road

New Delhi-110001

IMPORTANT INFORMATION AT A GLANCE		
Tender /Bid No & Date	No. ILI/2024/	
	Date:	
SCOPE OF TENDER		
Brief Description of Goods/Items	Quantity	Remarks
Procurement, Installation, and customization of cloud-based KOHA Library Management Software for Indian Law Institute Library with Data migration from existing software (Libsys) ,integration with existing RFID/EM system, plus 2-year(s) AMC after end of warranty period. Total 03 (Three) years.	1 (One) (Multiuser)	
Location of Supplies & Installation	Indian Law Institute Library.	
TENDER/BID DOCUMENT		
Delivery/ Supply period	15 days from the date of issue of Supply Order	
Warranty & AMC Period	01-year (s) from the date of successful Customization, Installation, Testing & Training of software plus 2-year(s) AMC after end of warranty period. Total 3 years.	
Bid Security/ EMD	Rs 20,000/- (Twenty Thousand only)	

INSTRUCTIONS TO BIDDERS		
1	Scope of Supplies & Work:	
	A	Customization & Installation of Library Management Software (KOHA) on Cloud for Indian law Institute Library.
	B	Migration of Complete Data from old library Software(Libsys) to KOHA
	C	Standards compliance: MARC21, Z39.50, UTF8/Unicode, SIP2 etc.
	D	Data Privacy, Confidentiality & Security: Vendor should strictly ensure privacy, confidentiality and security of all data (old and new).
	E	Regular updating and up gradation of Koha system as and when new release comes up to a period of 03 years from the date of working of all modules of Koha software in the library and inclusive of 02 years AMC period.
	F	To provide the technical support to the Indian law Institute Library for smooth functioning of Koha software for a period of 03 years from the date of complete working of all modules of Koha software in the library inclusive of 2 year AMC period.
	G	Vendor(s) must be visiting Monthly basis at onsite library for technical support and submit the report ensure that all module is functioning properly and as and when require.
	H	Patron visits Management, whenever any patron will come in library then system will automatically maintain the entry/exit time. Details report required about patron entry/exit.
	I	Onsite training on all features of Koha library management software to be provided to the library staff for successful functioning of the library automation. If we need more training , vendor should have to provide without any extra charges.
	J	It should be compatible with smart card/Bio-matric/barcode/QR-code.
	K	System generates e-mail/SMS notifications to the user at the time of issue, return, renewal and overdue of books, unauthorized access.
	L	Library management software should be compatible with mobile, tablet platform;
	M	Mobile App should be fully integrated with library management system.
	N	Vendor/Bidder should do necessary OPAC customization, based on preferred language, color, image, and structure, as per requirement of the library during the installation and configuration.
	O	Data Backup: facility for easy regular data backup by library personnel.
	P	Vendor/Bidder must have to provide personalized cloud service to the institution with minimum specification with 100 GB Space & 10 to 15 GB RAM

		for day to day use for smoothly library work.
	Q	The bidder/vendor shall resolve complaint on the same day and should not be Prolonged for more than 24 hours otherwise suitable penalty may be imposed till how the problem resolved.
	R	Online payment gateway integration with Koha LMS, vendor shall provide the integration without any extra charge.
	S	Vendor/Bidder ensure that there is a specific clause that clearly states that no advertisements will be run on your cloud server for the ILI's library.
	T	The bidder/Vendor shall ensure that the software remains functional through-out the warranty period.
	U	The bidder shall handover the charge of software in working condition along with data on the expiry of warranty and AMC period.
2	Delivery of Supplies & Installation:	
	a	The Institute is interested for complete customization of software along with Installation, Testing, Commissioning and training within the period as mentioned at IMPORTANT INFORMATION AT GLANCE sheet. However, the Vendor/bidder has an option to submit the best delivery with installation time.
3	Warranty & After Sales Services:	
	a	The bidder/vendor shall offer on-site comprehensive warranty of software as mentioned at IMPORTANT INFORMATION AT GLANCE sheet at the designated location & shall cover each and every part of the software. The institute is not liable to pay any extra charges on any account during warranty period.
	b	The vendor/bidder shall ensure service support during the one-year warranty & 2 year AMC period to the satisfaction of Indian law Institute.
4	Amendment of Tender Document:	
	a	Any corrigendum in this regard will be published on institute website only.
5	Price Bid	
	a	The Prices should be quoted in Indian Rupees only.
	b	Bidder shall take into account all costs including unloading at the location of Institute, cartage etc. for giving delivery of material at site(s) before quoting the rates. In this regard no claim, what so ever, shall be entertained.
	c	Bidders are advised not to indicate any separate discount. Discount, if any, should be merged with the quoted unit prices.
	d	The price quoted in price bid shall be firm but subject to change in rate of applicable taxes if any.
	e	The Bidder should avoid the use of vague terms such as "Extra as applicable". Such terms shall be treated as non-responsive.
	f	No extra payment shall be paid on account of any discrepancy in nomenclature of items. The bidder shall seek clarifications if any before submitting the tender.
6	Evaluation of Bids:	
	The Indian law Institute shall evaluate all the items together or separately depending upon nature of items or circumstance and compare the quotations determined to be substantially responsive i.e.	
	a	are properly signed;
	b	Confirm to the eligibility criteria of the vendor;

	c	Confirm to the terms & conditions, and technical specifications.
	d	In case, required goods/items in this tender are independent and complete in nature. Institute may evaluate independently as far as price is concerned for placing order(s).
	e	The priority will be given to the parties who are successfully made existing hardware (LS Mart- Hybrid and dialog box (station)) with the software.
	f	If no party found suitable the technical bid for hardware procurement will be considered.
7	Validity of Tender:	
	a	The tender shall be valid as mentioned at IMPORTANT INFORMATION AT GLANCE sheet. Terms and financial details submitted in the bid shall be treated as firm during the validity period.
	b	In exceptional circumstances, prior to the expiry of the bid validity period, the ILI may request bidder/vendor to extend the period of validity of their bids. The request and the responses shall be made in writing.
8	Notification of Award:	
	a	Prior to the expiry of the period of bid validity, the Indian law Institute shall notify the successful bidder, in writing, that its bid has been accepted. The notification letter shall specify the sum that the Institute will pay to the bidder in consideration of the <i>Supply of Goods/ Services</i> with the details of selected location.
9	Penalty Clause:	
	a	The bidder shall indicate the period within which the ordered quantity will be supplied along with Installation & Commissioning of Goods/ Items. The bidder shall note that in case bidder fails to do so within the period of delivery indicated by the bidder in price bid of this tender, penalty @ 0.50 % on total value of the Purchase order per week of delay would be levied subject to maximum amount of Rs. 20000/-. It means, the bidder shall have the liability of delayed supply to the maximum of Rs.20000/- after expiry of scheduled delivery date.
10	Terms of Payment:	
	a	Indian law Institute shall pay 40% amount after customization of software and migration of data. 30% amount shall be paid after smooth functioning of complete software duly recommended by the Library Committee and remaining 30% amount shall be released on the completion of warranty period.