

OFFICE OF THE PRL. DISTRICT AND SESSIONS JUDGE,
RAICHUR

TENDER NOTIFICATION NO. 1/2024-25

DATED: 29.07.2024

Sub: Calling for tenders to the Photocopier services of 13 Copier Machines for the use of Trial Courts in Raichur Unit.

- Ref:**
- 1** Letter No. HCC 52/2023, dated: 18.01.2024 the Hon'ble High Court of Karnataka, Bangalore.
 - 2** KTPP ACT 1999 and Amended KTPP Act 2020.
 - 3** Office Notes and Orders passed thereon 15.02.2024

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Sealed tenders are invited from the eligible Firms / Agencies / Operators local (preferably) for installation of their own new 13 Copier Machines on cost / rate per page basis through outsuorce method or OPEX method, valid for one year from 2024-2025 to prepare the copies of Judicial records including Orders, Judgments, IAs, evidences and exhibits etc by installing their own copier machines in the premises of the following Court Complexes/ Establishments; i.e.,

1. The Prl. District & Sessions Court, Raichur
2. The Prl. Judge, Family Court, Raichur.
3. The III Addl. Distrit & Sessions Court, Raichur sitting at Sindhanur
4. The Prl. Senior Civil Judge & CJM Court. Raichur.
5. The Senior Civil Judge & JMFC Court, Sindhanur
6. The Senior Civil Judge & JMFC Court, Devadurga
7. The Senior Civil Judge & JMFC Court, Lingasugur
8. The Senior Civil Judge & JMFC Court, Manvi
9. The Prl. Civil Judge & JMFC-II Court, Raichur
10. The Prl. Civil Judge & JMFC Court, Lingasugur
11. The Prl. Civil Judge & JMFC Court, Sindhanur
12. The Civil Judge & JMFC Court, Manvi
13. The Civil Judge & JMFC Court, Devadurga

as per the resolution of the Hon'ble Computers & Technologic Committee, subject to terms and conditions stipulated here under:-

1. The tenderer should be agency/ firm/ organization with a track record of having provided photo copier services (Men power & machine).
2. The tenderer should furnish valid registration certificate & relevant business certificates which is recognised by authorities.
3. The tenderer should not have been black listed by any state/ Central Government/ any other PSU, as on the date of its proposal. The agency/ firm/ organization that are in litigation will not be eligible to participate in this tender. An undertaking to that effect should be submitted.

4. The Vendor/ tenderer has to install his/its own good conditioned environment friendly and heavy duty Xerox machines. The service provider shall use non- carcinogenic and non-harmful ink/ cartridge/ toner and the machine should be free from radiation hazards. The phoro copier machine should capable of printing on both sides of the sheet, specifically on auto feed mode. The said Copier Machines have to be installed in the designated location/ branches of the Court. The installation cost, maintenance, damage due to rat bite or under any unforeseen circumstances and the consumables cost along with copier machine operator cost required for the said machines has to borne by the vendor only.
5. The tenderer/ vendor shall quote / offer copying cost per page basis, including applicable taxes and deductions if any. Court will supply the paper only. 1% wastage shall be allowed and it shall not be chargeable copies. The office is not liable for any additional/ unforeseen cost other than the cost per page.
6. The service provider upon successful tender allotment, shall provide the said services at the same rate, with all the conditions remaining the same, for the entire period and even after the expiry of the contract period, until the completion of the next tender process for the said services.
7. The electric power, space and required copier sheets will be supplied for the copying purpose by the Court/ Establishment concerned.
8. Down time of the Copier Machine should be NIL during working days.
9. In case of major repairs of the Copier Machines, the Vendor shall provide alternate machine without any loss of time on his own cost.
10. The copies that are to be prepared are invariably mixture of A4, A3 & Legal size, as required.
11. The Copier Machine shall have the auto feeding, saving in various digital formats, zooming facility in order to increase or decrease the size of the copies and other basic capabilities.
12. Payment will be made periodically on receipt of necessary particulars by the vendor on monthly basis out of the allotment available in the court for the said purpose.
13. The copies those are to be generated by the copier machine shall be legible and very clear.
14. The man power for the operating machine will be provided by the operating agency only, if the orders passed on that effect by this office.
15. The party shall maintain premises in a clean and hygenic manner without causing any nuisance or considerable disturbance of any kind in the vicinity.
16. In case of man power provided by the vendor, the vendor has to submit an affidavit regarding, the person has to maintain secreacy of the court documents/ papers and he is not going to save the documents in any digital formats and he is not permitted to copy anything otherthan the court documents/ papers. Further, he has to print specific copies as per the directions of the examiner and he has to aviod unnecessary wasting of zerox papers. If, found violating the above condition the matter will be

- viewed seriously and the contract will be terminated without prior notice.
17. The Vendor has to deposit an Earnest Money of Rs. 10,000/- by way of Demand Draft in the name of the Prl. District & Sessions Judge, Raichur which is returnable upon completion of procurement process.
 18. Successful bidder has to enter into Service Level Agreement as per the above mentioned terms and conditions before installation of the copier machines and submit Performance Bank Guarantee of 5% of the estimated copying output per copier machine for a year.
 19. 1,00,000/- will be the rough estimated copies per annum for per Copier Machine. However, Court will not make any minimum commitment of pages for any Copier machine.
 20. Finalized price per page for copying will be treated as rate contract initially for one year and extendable beyond the said duration, if court concerned finds work and service of the Vendor is satisfactory for a further period which is agreeable to the Court concerned.
 21. Prl. District & Sessions Judge, Raichur is not binding to accept the lowest proposal or any proposal and reserves the right to cancel the entire tender process without assigning any reason or reject the service at any point of time, if the proposed service is not satisfactory.
 22. The work service of printing/ copying of the court documents by providing machine or along with man power will be on credit basis and on delivery of service on monthly basis. The payment will be made by this office after receiving the funds by the Hon'ble High Court/ Government, due to other reason if any delay in making payment by this office, the tenderer should bear such delay until payment will be made.
 23. If the Prl. District & Sessions Judge, Raichur notices any fault/ discrepancies on the work service, the payment would be with hold till the rectification and that in the event of non-fulfillment of any of the terms or whole of the contract, there is forfeiture of EMD amount and security deposit, deposited by the tenderer without any notice and that the contract would be cancelled.
 24. All the output of Copies should be clean and clear and vendor shall Guarantee/ maintain acceptable level of copy quality through out contractual period.
 25. The proposals without the relevant documents will be treated as ineligible.

Private Operators who will abide by the above terms and conditions may submit the quotations/tenders in a sealed cover addressed to Principal District and Sessions Judge, Raichur with super scribing on the cover as "Quotation for installation of Copier Machine at The Prl. District and Sessions Judge, Raichur, so as to reach this office on or before 28.08.2024 and the sealed quotation/ tender will be opened on 29.08.2024 at 5.30 pm in the chambers of the Principal District and Sessions Judge, Raichur.


 Prl. District & Sessions Judge,
 Raichur
Pr. Dist. & Sessions Judge
RAICHUR.

Note:

Successful tenderers / bidders will be intimated where the copier machine is to be installed

Copy to:

1. The Registrar General, High Court of Karnataka, Bangalore with a covering letter.
2. The Prl. City Civil and Sessions Judge, Bangalore, Prl./District & Sessions Judge, Bangalore Rural District / Mysore / Bagalkot / Belgaum / Bellary / Bidar / Bijapur / Chamarajanagar / Chickballapur Chitradurga / Dakshina Kannada / Mangalore / Davanagere Dharwad / Gadag / Gulbarga / Hassan / Haveri / Madikeri / Kolar Koppal / Mandya / Chickmagalur / Ramanagar / Shimoga / Tumkur Udupi / Uttarakannada /Karawar / Yadagir, with a request to display this Notification in their Notice Board.
3. All the Cours of Raichur Unit and DLSA / TLSA, Raichur with an information of Display in Notice Board of respective Courts.
4. The Deputy Commissioner, Raichur, for publication of the Tender Notification in the next Tender Bulletin and to display in the Notice Board of said office.
5. Assistant Commissioner, Raichur, to display in the Notice Board of said office.
6. Tahashildar, Raichur, to display in the Notice Board of said office.
7. The Information Officer, Department of Information and Publicity, Raichur to give wide publicity at free of cost.

Copy to the following for Information and necessary action :

1. The Directorate, Department of Information and publicity No. 17, Varthasoudha, Infantry Road, Bengaluru, requesting for publication of the same in two widely circulated daily news paper, each of Kannada & English language for wide publication through Nodal Officer, e-Gazette of Raichur unit.
2. The Chief Executive Officer, Z.P., Raichur to display in the Notice Board.
3. Board. and
4. The Commissioner, Raichur Municipalty to display
5. The Executive Engineer, PWD, Raichur
6. Software Technician, District & Sessions Court, Raichur for webhosting to send Email to all concerned
7. Court Notice Board of this office.

TENDER FORM

To,

The Prl. District & Sessions Judge,
Raichur

Tender for the procurement to the services of Copier machines in view of Tender Notification dated:

1	Name and Address of the Tenderer	
2	License Registration No. And GST Registraration No. Issued by the Government (Copy of the Order to be enclosed)	
3	Name and Designation of the Firm	
4	Particulars of DD for EMD	

Sl. No.	Name of the Services	Quantity	By providing machine service only (Copying cost per page)
1	Services of Copier Machine	13	

DECLARATION

I _____ the designated authority of the firm do hereby declare that, I have read all the terms and conditions as mentioned under the Tender Notification and Tender documents and to hereby undertake to bind by the said terms and conditions.

Further, I underake abide by the Rules and Regulations of Karnataka Transparency in Public Prodcurement Act.

Signature of the authority
of the firm with seal