PROCEEDINGS OF THE PRL. DISTRICT & SESSIONS COURT, VIJAYAPURA.

TENDER NOTIFICATION No.3/2025
Date: 20.09.2025.

Sub : Calling of quotations for outsourcing of Photocopier services on Opex Model **i.e., with copier machine** on cost/rate per page basis for the use of the five Courts of Vijayapura Unit.

Ref 1) Hon'ble High Court of Karnataka, Bengaluru letter No.HCC No.52/2023, dated 18.01.2024 and Letter No.HCC 19/2024 (52/2023), dated:24.09.2024.

2) KTPP ACT 1999 and Amendment KTPP Act-2020.

3) Office Note dated: 20.09.2025 and orders passed thereon.

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Sealed Tender quotations are invited from the eligible Firms/Agencies/ Operators (preferably local) for installation of their own (preferably new) **Five Copier Machines** on cost/ rate per page basis through outsource method of OPEX Model, for the period of three years from 2025 to 2028 for preparing photocopying of the documents of the Five Courts of Vijayapura unit as mentioned below, subject to the terms and conditions stipulated here under, as per permission accorded by the Hon'ble High Court of Karnataka, Bengaluru vide letters at reference No.1.

Five Copier Machines require to be installed in the Courts of Vijayapura unit is as below.

Sl.No.	Name of the Court of Vijayapura unit	Quantities
1	The Prl. Senior Civil Judge & CJM, Vijayapura.	1
2	The Senior Civil Judge & JMFC, B.Bagewadi.	1
3	The Senior Civil Judge & JMFC, Sindagi.	1
4	The Civil Judge & JMFC, Sindagi.	1
5	The Civil Judge & JMFC, Muddebihal	1

Terms and Conditions;

1. The Bidder should be a reputed Agency/Firm(preferably having local Business Entity) with a track record of having provided Photocopier services (Machine services).
2. The Bidder should furnish valid Registration Certificates and relevant business certifications, which is recognized by concerned authorities.
3. The Agency Bidder should not have been blacklisted by any State/Central Govt. or any other PSU, as on the date of its proposal. The agencies that are in litigation will not be eligible to participate in this tender. An undertaking to this effect should be submitted.
4. All devices provided should be commercially available in India with minimum Five (05) year product support from OEM as on the date of supply.
5. The successful Bidders have to bring their own good condition, environment friendly and heavy-duty Xerox machines of reputed companies of latest model with duplex facility. The photocopier machine should be capable of scanning of both side and printing of both side of the sheet specifically on Auto-feed mode, zooming, saving in various digital format (for digitization purposes) and other basic capabilities. The said machines to be installed in the copying branches of respective Courts of Vijayapura unit as mentioned above. The transportation, installation, maintenance and consumables required for the said machines has to borne out by the vendor only.

6. Expected Functions and Features of copier machine:

All devices have the following features:

i. Support Duplex Photocopying/Print.
ii. Support A3, A4, Legal Type Mono Prints.
iii. Support for White or Coloured Photocopying/Print sheets with 75 GSM or above.
iv) Duplex Automatic (Standard) with Document Feeder (Single Pass dual Scan).
v) Print Speed 45 to 55ppm or more (Black A3/A4/Letter, Normal).
vi) Print technology Digital/Laser Mono print.
vii) Max Monthly Duty Cycle >=2,00,000 impressions.
viii) Continuous copy - Max 9999 copies.
ix) Duplex-AUTO (1:2,2:2,2:1).
x) Auto-notification for toner/cartridge replacement.

7. This office or the office of the concerned Courts are not liable/responsible for any damages caused to machines due to power fluctuation/short circuit or rat bite or if any other unforeseen circumstances, it should be borne by the installer.

8. The Bidder shall quote or offer copying **Cost Per Page basis**, Court will supply the paper only. 5% wastage shall be allowed and it shall not be chargeable copies. The offices of the above said Courts of Vijayapura unit are not liable for any additional/unforeseen cost other than the cost per page. While submitting the quotation make, model and specification of machine to be enclosed.

9. No charges would be paid for Scanning and Copying documents using the devices.

10. Electric Power, space and required copier sheets for the purpose will be supplied by the respective Courts.

11. Down time of the copier should be nil during working days.

12. The Service provider should keep sufficient good quality buffer stock of spare parts, toners, consumables on-site to ensure continuous service to avoid down-time due to non-availability of these components.

13. In case of major repairs of the copier machines, alternate machines shall be provided without any loss of time.

14. In worst case of scenario, the Machines must have to be get repaired within 12 hours from reporting the issue. In case of failure to do so, penalty of Rs.100/- per day will be imposed till its repair and deducted in the next Invoice. However this penalty will not be applicable, if a backup device is provided as a replacement within the time.

15. The copies that are to be prepared are invariably mixture of A-4, A-3 and legal size.

16. Manual to operate should be provided for every copier machines and supplier contact number and E-mail ID should be pasted on the machine and call escalation matrix should be provided.

17. Vendor should do preventive maintenance at regular intervals. The devices should be cleaned with appropriate cleaning agents and also by blower/vaccum cleaner.

18. The installer has to analyse/inspect the overall performance of the copier machines on monthly basis.

19. Training to operate copier machines should be given to Copying Branch staffs from the successful Bidder.

20. All output from the devices like prints, scan, copy should be clean & clear and the vendor shall guarantee /maintain acceptable level of Photocopying/Print/copy quality so that the documents can be retained for a long period (at least ten years).

21. The copies those are to be generated by the copier shall be legible and very clear. Successful Bidder shall guarantee/maintain acceptable level of copy quality throughout contractual period.

22. The Service Provider should carry out a full comprehensive annual maintenance for all the devices covering the hardware, software, drivers, updates etc.

23. The party shall not sub-let the installation of copying machines to any third parties for carrying out copier related works without prior written permission of the Lessor.

24. Successful Bidder has to enter into service level agreement as per the above mentioned terms and conditions before installation of copier machines and submit performance security of 10% of the estimated copying output per copier machine for a year in the form of FDR or Bank Guarantee duly hypothecated in favour of the Prl. District & Sessions Judge, Vijayapura.

25. The acceptance or rejection of the tender is at the discretion of the Prl. District & Sessions Judge, Vijayapura and it is final and Prl. District & Sessions Judge, Vijayapura is not obliged to accept the lowest proposal or any proposal and reserve the right of acceptance to the whole or any part of the tender (proposal) or portion of the quantity offered and also reducing or enhancing the Tender Amount and to cancel the services, if proposed service is not satisfactory, without prior notice assigning/specifying any reasons thereof.

26. The work service of photocopying of the documents of the said Courts by providing machines will be on the credit basis. The payment will be made periodically on receipt of necessary particulars by the successful Bidder on monthly basis. On the basis of said demand slips and satisfactory performance report during respective period, payments will be made out of allotment available in the Courts for said purpose. Due to any other reasons, if delay caused for making payment by this office, the Tenderer should bear the such delay until payment would be made. No interest will be paid on delayed payments.

27. If the Prl. District & Sessions Judge, Vijayapura notices any fault/discrepancies on the work service, the payment would be withheld till the rectification and that in the event of non-fulfilment of any of the terms or whole of the contract, there is forfeiture of security deposits, deposited by the tenderer without any notice and that the contract would be cancelled.

28. Approximately 90,000/- copies will be the rough estimated copies per annum per copier machine. However, the Courts will not make any minimum and maximum commitment of pages for any copier machine.

29. The vendor has to deposit an amount of Rs.10,000/- by way of Demand Draft drawn in the name of the "Prl. District & Sessions Judge, Vijayapura" which is returnable upon completion of procurement process.

30. Finalized price per page for copying will be treated as rate contract initially for one year and extendable beyond the said duration. If Court finds work and service of the vendor is satisfactory for a further period, subject to the satisfactory performance by the firm.

31. Address or Court mentioned above may subjected to change and will intimated before issuing work order.

32. This office has the right to terminate the contract, in case of performance and the services rendered by the firm found to be unsatisfactory, by giving prior notice of 7 days.

33. Once the contract is over, installer need to take back the copier machines from the Court premises **"as is where is basis"** at his own cost.

34. The Prl. District & Sessions Judge, Vijayapura, unit head will reserve the right to cancel the service at any time, if the proposed service is not satisfactory and also receiving the directions from Hon'ble High Court of Karnataka, Bengaluru.

NOTE:

a) Proposals without the relevant documents and EMD amount will be treated as ineligible.

b) If any details submitted by the Bidder are found to be incorrect or false at a later stage, then the firm will be blacklisted with the name of proprietor with wide circulation.

The Firms/Agencies/Operators who will abide by the above said terms and conditions may submit their Quotations in the form of "Annexure-A" in **sealed cover** addressed to the **"Prl. District & Sessions Judge, Vijayapura"** with superscribing on the cover as **"Quotation for providing Copier Machines Services in the five Courts of Vijayapura Unit"**, so as to reach this office on or before **18.10.2025** within **5.00 p.m.** Quotation received after 5.00 p.m. on 18.10.2025 will not be considered and the sealed quotations will be opened on the same day at 5.30 p.m in the Office Chambers of the Prl. District & Sessions Judge, Vijayapura. The Bidders or their representatives shall be present during the opening of the bids. The tender documents can be downloaded from the Vijayapura Judiciary Website **https://vijayapura.dcourts.gov.in/notice-category/tenders/**

(Hareesha A.)
Prl. District and Sessions Judge,
Vijayapura.

Copy submitted to the Registrar General, Hon'ble High Court of Karnataka, Bengaluru for kind information with a covering letter.

Copy forwarded to :-

1. The Prl. City Civil & Sessions Judge, Bengaluru. Prl. District & Sessions Judge,Bengaluru Rural/ Bagalakot/ Belagavi/ Ballari/ Bidar/ Chamarajnagar/Chikkaballapur/Chitradurga/Dakshina Kannada (Mangaluru)/ Davanagere/ Dharawad/Gadag/Kalaburagi/Hassan/ Haveri/ Kolar/ Koppal/ Mandya/Chikmagaluru/ Raichur/ Ramanagar/Shivamogga/Tumakuru/Udupi/Uttar Kannada, Karawar/ Yadagiri, with a request to display this Notification in their Notice Board.
2. 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.
3. Director, Department of Information (Vaartha Ilakhe) Vijayapura (Copy forwarded in the separate covering letter) for wide publication at free of cost.
4. The I/II/III/IV Addl.District & Sessions Judge, Vijayapura.
5. The Addl.District & Sessions Judge, FTSC-I Vijayapura.
6. The Prl.Judge, Family Court, Vijayapura.
7. The 1st Addl.Prl.Judge, Family Court, Vijayapura.
8. The Presiding Officer, Labour Court, Vijayapura.
9. The Member Secretary, DLSA, Vijayapura.
10. The Prl.Sr.Civil Judge & CJM, Vijayapura.

11. The I/II/III/IV Addl.Senior Civil Judge, Vijayapura.
12. The Senior Civil Judge & JMFC, Indi/Sindagi/B.Bagewadi/Muddebihal.
13. The Addl.Senior Civil Judge & JMFC, Sindagi/B.Bagewadi.
14. The Prl.Civil Judge, Vijayapura.
15. The I/II/III/IV/V Addl.Civil Judge & JMFC, Vijayapura.
16. The Civil Judge & JMFC, Indi/Sindagi/B.Bagewadi/Muddebihal.
17. The Addl.Civil Judge & JMFC, Indi/Sindagi/B.Bagewadi.
18. Deputy Commissioner, Vijayapura District, Vijayapura to display in the Notice Board of the said office.
19. Superintendent of Police, Vijayapura to display in the Notice Board.
20. The software Technician of this Court, with a direction to web host the said Notification on the Vijayapura District Judiciary website.
21. The Tahasildar, Taluk Office, Vijayapura/Indi/Sindagi/B.Bagewadi/ Muddebihal/Chadachan/Almel/Babaleshwar/Talikoti/Devar Hipparagi to display this Notification in their Notice Board.
22. The Commissioner, City Municipality, Vijayapura to display in the Notice Board.
23. The Executive Engineer, PWD, Vijayapura to display in the Notice Board.
24. The Chief Executive Officer, Z.P., Vijayapura to display in the Notice Board.
25. The Commissioner, Vijayapura City Corporation, Vijayapura to display in the Notice Board..
26. The Senior Sheristedar, Accounts Branch, District Court, Vijayapura.
27. District Court Notice Board.
28. Office Copy.

Copy for information to:-

1) M/s. Spartan Info Solution, No.143, 2nd Main, 4th Cross, Syndicate Bank layout, Herohalli, Vishwaneedam Post, Andrahalli Main Road, Bengaluru-560091.
2) M/s. Shreekar Enterprises No.64 (old 3334) 7th Main, 3rd Cross, RPC layout, Vijayanagar, 2nd Stage, Bengaluru-560104.
3) M/s.R.R.Enterprises, No.122, 3rd Cross, K.N. Extention, Triveni Road, Yeshwanthpur, Bengaluru-560022.
4) Kyocera Document Solutions India Pvt Ltd. C/o. Fedex TNTB P. Ltd. Survey No.803/5, DIC, Block A, Kutumbakkam Villa, Thiruvallur-600124.
5) Future Business Tech India Pvt. Ltd. Corporate Office No.2038, 26th Cross, K.R. Road, BSK II Stage, Bengaluru-560070.

ANNEXURE-A

To,

The Hon'ble District & Sessions Judge,
Vijayapura.

Tender/Quotations for the procurement of services of Copier machines in view of Tender Notification No._____/2025 dated:_____/09/2025.

1.	Name and address of the tenderer (Including contact number and e-mail ID) (PAN Card Number).	
2.	License Registration No. And GST Registration No. issued by the Government (Copy of the Order to be enclosed).	
3.	Name of the Firm/Company.	
4.	Particulars of D.D. for EMD.	
5.	Details of work experience, if any in Government Sector during last 3 years.	
6.	If any other information, if it is necessary.	

Sl. No.	Name of the Service	Quantity	Make and Model of machine	Copying Cost per page
01	Service of Copier Machine	05		

DECLARATION

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

Further, I undertake to abide by the Rules and Regulations and Karnataka Transparency in Public Procurement Act.

Signature of the Authority of the Firm
with Seal.