

F.No. ADM.II. 19/2024
(Xerox Outsources)

cccadm2@gmail.com

Office of the
City Civil Court,
Bengaluru
080 2293 9220

CCC.ADM.II. 19/2024/(Xerox Outsources)/OPEXPhase1/2024-27/M&M Date: 12.03.2024

e-Tender Notification

- Sub: Inviting Proposals(Quotations) for Phase-1 of outsourcing for Photocopier Services of Four Copier Machines along with Operators (i.e., Men & Machine Work Services) on Cost/Rate per page basis.**
- Ref: This Office Note F.No. ADM.II. 19/2024(Xerox Outsources) and Orders of Principal District & Sessions Judge, Bengaluru City, Dated:16/2/2024.**

This Office invites e-Bidding Proposals (Quotations) from the eligible (having business in Bengaluru City Only) Firms/Agencies/Operators, through e-procurement portal (<https://kppp.karnataka.gov.in/#/portal/Auctions/live>), to procure the Photocopier Services, of **Four Copier Machines along with Operators (i.e., Men & Machine Work Services) on Cost/Rate per page basis**, valid for the year from **2024 to 2027**, for preparing the copies of Orders, Judgments, I.A, Evidence, Exhibits And Case Files of Courts situated at City Civil Court and it's Units, till the pending copy applications are cleared off, as per the order of the Hon'ble High Court of Karnataka, Bengaluru, vide letter No. HCC No.52/2023 dated: 18.01.2024, as per the resolution of the Hon'ble Computers and Technology Committee, has approved for procuring through OPEX model Outsourcing, 12 Copier Machines each along with Operators (i.e., Men & Machine Work Services) on Cost/Rate per page basis, in addition to the already existing work service for 6 Copier Machines along with Operators, the details of which are as appended below:

Sl. No.	Item	Details
1	Tender Number	CCC.ADM.II. 19/2024/(Xerox Outsources)/OPEXPhase1/2024-27/M&M
Sl. No.	Item	Details
2	Tender Name/Services sought for:	Photocopier Services , By placing Four Copier Machines along with Operators at, City Civil Court & it's units at Bengaluru City(i.e., Men & Machine Work Services) on Cost/Rate per page basis, in Paise and Rupees.
3	Procuring Entity	City Civil Court, Bengaluru
4	Validity of the Tender-Contract	3 years, 2024-27 , renewable each year, subject to the satisfactory performance.
5	Estimated Approximate Total Tender Cost	Rs.12,40,000/-
6	EMD Amount(Payable through e-procurement portal only)	Rs.24,800/-
7	Billing model	Cost/Rate per page basis . Monthly billing upon quality performance of the said Work services and certification from the Branch Supervisor.
8	Closing Date & Time for submission of Tender proposal	22/04/2024 at 4.00 p.m.
9	Tender Opening Date & Time	Technical: 24/04/2024 at 12.00 p.m. Financial: Upon approval of Technical Bid
10	Office Contact Number & e-mail ID	080 2293 9220 cccadm2@gmail.com

subject to the terms and conditions stipulated as under:

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1. The bidder should be an agency/firm (having business within Bengaluru City Only) with a track record of having provided Photocopier services (Manpower & Machine).
2. The bidder should furnish valid Registration certificates and relevant business certifications, which is recognized by 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. The party has to bring his own new good quality 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 Photocopier machine should be capable of printing on **both sides of the sheet**, specifically on Auto-feed Mode. The said machines i.e., 4 Nos. copier machines have to be installed at the designated location/copying branches in the Phase-1 of this permitted Work-Service Procurement, at City Civil Court and it's Units at Bengaluru City only. The cost involved in installation, maintenance, damage due to rat bite or under any unforeseen circumstances and the consumables along with copier machine operator required for the said machines have to be borne by the party only.
5. The bidder should quote the Cost per copy (for one side of the sheet), excluding the cost of papers supplied by the office of City Civil Court, including applicable taxes and deductions if any. 1% wastage shall be allowed and it is not chargeable. The office of City Civil Court is not liable for any additional/unforeseen cost other than the Cost per Copy.
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 purpose by the respective Courts.
8. Down time of the copier should be Nil during working days.
9. In case of major repairs of the copiers, the Vendor shall provide alternate machines without any loss of time.
10. The Copies that are to be prepared are invariably mixture of A-4, A-3 & legal sheets and other sizes as required.

11. The copiers shall have the Auto-feeding, zooming, saving in various digital formats (for digitization purpose) 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 shall be legible and very clear.
14. The Manpower for operating machine will be provided by the operating agency only.
15. The party shall maintain the premises in a clean and hygienic manner without causing any nuisance or considerable disturbance of any kind in the vicinity.
16. The party shall not sub-let the installation of copying machine to any third parties for carrying out copier related works without prior written permission of the Lessor.
17. Only online bids would be considered through e-tender portal i.e., <https://kppp.karnataka.gov.in/#/portal/Auctions/live>
18. EMD amount which is 2% of the estimated cost should be paid under e-payment, as per KPP portal guidelines. No proposals would be accepted without the EMD amount in the prescribed method.
19. 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.
20. 5,00,000 will be the rough estimated copies(i.e., Sheets) per annum per Copier Machine. However, this Office will not make any minimum commitment of pages for any Copier Machine.
21. All output of Copies should be legible and clear and the vendor shall Guarantee/maintain minimum acceptable level of copy quality throughout contractual period.
22. The Principal City Civil and Sessions Judge, Bengaluru City, is not binding to accept the lowest proposal or any proposal, and reserves 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 he may be canceled the entire tender process without assigning any reasons. The jurisdiction for any claims is within Bengaluru City only.
23. Finalized price per page for copying will be treated as rate contract initially for one year and extendable beyond the said duration, if this office finds the work service of the vendor to be satisfactory, for a further period which is agreeable to the concerned.

24. The Work service of Printing/Copying the said Court Documents by providing machine and manpower will be on the credit basis and on delivery of the service on monthly basis. The payment would be made after this office receiving funds from 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 would be made.
25. If the Principal City Civil and Sessions Judge, Bengaluru City noticed any fault/discrepancies on the work service, the payment would be with-held 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 deposits, deposited by the tenderer without any notice and that the contract would be canceled.

Note: Proposals without the relevant documents will be treated as ineligible.”

The Eligible and Interested Firms/Agencies/Operators (having business in Bengaluru City Only), in acceptance to the above stated details, terms and conditions may submit their e-Bidding Proposals (Quotations), through e-procurement portal (<https://kppp.karnataka.gov.in/#/portal/Auctions/live>).

Registrar,
City Civil Court,
Bengaluru.

Copy To, For wide Publication:

1. The Director, Department of Information (Vaartha Ilakhe), No.17, Vartha Soudha, Infantry Road, Bengaluru – 560001:- along with Tender Notification & Brief Tender Notification, requesting for publication of the same in two widely circulated Daily News Papers, each of Kannada and English language, for wide publication.
2. The Software Technician/Sheristedar, City Civil Court, Bengaluru:- to Web Host on the Bengaluru Urban District Judiciary Website
3. Notice Boards
4. Office Copy

CCC.ADM.II.19/2024/(Xerox Outsources)/OPEXPhase1/2024-27/M&M

Date: 12.03.2024

Brief e-Tender Notification

This Office invites e-Bidding Proposals (Quotations) from the eligible (having business in Bengaluru City Only) Firms/Agencies/Operators, through e-procurement portal (<https://kppp.karnataka.gov.in/#/portal/Auctions/live>), to procure the Photocopier Services, of **Four Copier Machines along with Operators (i.e., Men & Machine Work Services) on Cost/Rate per page basis**, valid for the year from **2024 to 2027**, for preparing the copies of orders, judgments and case files of Courts situated at City Civil Court and it's Units, till the pending copy applications are cleared off, the details of which are as appended below:

Sl. No.	Item	Details
1	Tender Number	CCC.ADM.II. 19/2024/(Xerox Outsources)/OPEXPhase1/2024-27/M&M HCK/2023-24/SE0015 (As auto-generated by KPPP Portal)
2	Tender Name/Services sought for:	Photocopier Services , By placing Four Copier Machines along with Operators at, City Civil Court & it's units at Bengaluru City(i.e., Men & Machine Work Services) on Cost/Rate per page basis, in Paise and Rupees.
3	Procuring Entity	City Civil Court, Bengaluru
4	Validity of the Tender-Contract	3 years, 2024-27 , renewable each year, subject to the satisfactory performance.
5	Estimated Approximate Total Tender Cost	Rs.12,40,000/-
6	EMD Amount(Payable through e-procurement portal only)	Rs.24,800/-
7	Billing model	Cost/Rate per page basis . Monthly billing upon quality performance of the said Work services and certification from the Branch Supervisor.
8	Closing Date & Time for submission of Tender proposal	22/04/2024 at 4.00 p.m.
9	Tender Opening Date & Time	Technical: 24/04/2024 at 12.00 p.m. Financial: Upon approval of Technical Bid
10	Office Contact Number & e-mail ID	080 2293 9220 cccadm2@gmail.com

-subject to the terms and conditions as stipulated in the Full e-Tender Notification of the even reference no., the Eligible and Interested Firms/Agencies/Operators (having business in Bengaluru City Only), in acceptance to the above stated details, terms and conditions may submit their e-Bidding Proposals (Quotations), through e-procurement portal (<https://kppp.karnataka.gov.in/#/portal/Auctions/live>).

Sd/-
Registrar,
City Civil Court,
Bengaluru.

Notice Inviting Tender Details

Tender Information	
Reference Number	HCK/2023-24/SE0015
Name	outsourcing for Photocopier Services of Four Copier Machines along with Operators (i.e., Men & Machine Work Services) on Cost/Rate per page basis
Tender Scope	outsourcing for Photocopier Services of Four Copier Machines along with Operators (i.e., Men & Machine Work Services) on Cost/Rate per page basis
Category	Services
Procuring Entity	High Court of Karnataka
Location Name	CITY CIVIL COURT BENGALURU
Itemwise EMD	No
Multiple Currencies Allowed	No
Published Date	15-03-2024 12:35:00
ECV/Non-ECV	ECV
Commerical Bid Type	Package
Packagewise Technical Evaluation	No
Evaluation Type	Two Cover
Tender Type	Open
Tender Amount(INR)	0.55
Highest Bidder Selection	No
No of Calls	1
Is this QCBS tender?	No
File Number	---

Project Details	
Project Id	---
Project Description	---
HOA	---
DDO Code	---

General Conditions of Eligibility	
Condition 1	Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by Government of Karnataka
Condition 2	All terms and conditions as per tender documents
Condition 3	The bidder should be an agency/firm (having business within Bengaluru

	City Only) with a track record of having provided Photocopier services (Manpower & Machine).
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Technical Criteria			
S.No	Criterion Type	Criterion Description	Criterion Documents
1	Past Experience	Gst returns certificate of last 2 years	<ul style="list-style-type: none"> Others -- Gst returns certificate of last 2 years
2	Capabilities of Vendor	Aadhar card of proprietor	<ul style="list-style-type: none"> Others -- Aadhar card of proprietor
3	Capabilities of Vendor	Pan card of the business entity	<ul style="list-style-type: none"> ITR Filed Copy (Mentioning PAN)
4	Capabilities of Vendor	Undertaking of no litigation or blacklist	<ul style="list-style-type: none"> Others -- Undertaking of no litigation or blacklist
5	Capabilities of Vendor	The bidder should be an agency/ firm (having business within Bengaluru City Only) with a track record of having provided Photocopier services (Manpower & Machine).	<ul style="list-style-type: none"> Others -- Relevant document
6	Financial Status	Gst registration certificate	<ul style="list-style-type: none"> GST Registration
7	Financial Status	Annual turnover certificate last 3 years(2020-21 2021-22 and 2022-23)	<ul style="list-style-type: none"> Audited CA Certificate of Annual Turnover

Documents Required from the Bidder			
S.No	Document Type	Document Name	Document is Mandatory
1	Technical Bid	Annual Turnover Certificate	Yes
2	Technical Bid	Company Registration Certificate	No

Tender Package Items		
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Package :1

S.No	Package Name	Number of Items
1	Default	1

Items			
Item :1			
Item Name	outsourcing for Photocopier Services of Four Copier Machines along with Operators (i.e., Men & Machine Work Services) on Cost/ Rate per page basis	Item Code	ADM2
Specifications	Specifications:As per Tender Document		
Unit	PER PAGE	Quantity	1
Value of Service	---	Extend of Contract	1
Estimate Unit Rate	0.55	Denomination	RUPEES
Estimate Item Price	0.55		

Authority Details	
Inviting Authority	REG CITY CIVIL COURT BENGALURU
Opening Authority	REG CITY CIVIL COURT BENGALURU
Evaluation Authority	REG CITY CIVIL COURT BENGALURU
Appellate Authority	Registrar General

Contact Information	
Contact Person Name	Nagarjuna G K
Office Telephone Number	08022939220
Mobile Number	7676925111

Amount Details	
Estimated Contract Value	0.55
Tender Fee (INR)	500.00
Amount of Earnest Money Deposit(INR)	24800.00

Tender Schedule	
Bid Validity Period (In Days)	90
Last Date and Time for Tender Queries/Clarifications	28-03-2024 12:00:00

Last Date and Time for Receipt of Tenders	22-04-2024 16:00:00
Date and Time for Opening of Technical Bid	24-04-2024 12:00:00
Date and Time for Opening of Financial Bid	29-04-2024 12:00:00
One Time Auto Extension of Tender Schedule Required	No

Tender Published User Details	
Tender Published User Name	KPE16368 - ANAND T CHAVAN
Tender Published User Post	HCK_REG_BCCC_BNG
Public Key	CN=ANAND T CHAVAN, O=HIGH COURT OF KARNATAKA, OU=HIGH COURT OF KARNATAKA, SERIALNUMBER=948100dc35ff753f0d9ff495fdc2ff f53851d93ba3222c78af7a9eeaf5c4b712, OID.2.5.4.65=98b2c111ba2125b75fd739c148a63b2e , STREET=BANGALORE, OID.2.5.4.17=560001, OID.2.5.4.20=7beb00fbf39255ce3dc4e92f67ab809 19d7deb735e2e42e80a39583de98de64e, ST=Karnataka, C=IN
Issuer	CN=Verasys Sub CA 2022, OID.2.5.4.51="Office No. 21, 2nd Floor, Bhavna Building", STREET=V.S. Marg, ST=Maharashtra, OID.2.5.4.17=400025, OU=Certifying Authority, O=Verasys Technologies Pvt Ltd., C=IN