

F.No. ADM.II. 19/2026
(Xerox Outsources)
cccadm2@gmail.com

Office of The
City Civil Court, Bengaluru
080 2293 9220

CCC.ADM.II. 19/2026/(Xerox Outsources)/OPEXPhase3Mayo

Date: 29.01.2026

e-Tender Notification

Sub: **Inviting Proposals(Quotations) for Phase3-** Procurement of Photocopier services of Three Photocopier Machines with Operators-manpower to be stationed at Mayo Hall Unit of City Civil Court, Bengaluru (i.e., **Men & Machine Work Services**) **on Cost/Rate per page basis.**

Ref: **This Office Note F.No. ADM.II. 19/2026(Photocopier Outsources) and Orders of Principal District & Sessions Judge, Bengaluru City, Dated:22.01.2026.**

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, Three Photocopier Machines with Operators-manpower to be stationed at Mayo Hall Unit of City Civil Court, Bengaluru **on Cost/Rate per page basis**, valid for 3 years from the date of commencement of operations, subject to renewal every year, 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. 19/2026/(Xerox Outsources)/ OPEXPhase3Mayo
2	Tender Number (as issued by KPPP)	HCK/2025-26/SE0143 dated 29.01.2026
3	Tender Name/Services sought for:	Photocopier Services , By placing Three Photocopier Machines with Operators-manpower to be stationed at Mayo Hall Unit of City Civil Court, Bengaluru (i.e., Men & Machine Work Services) on Cost/Rate per page basis, in Paise and Rupees.
4	Procuring Entity	The Registrar, City Civil Court, Bengaluru
5	Tendering Authorities	Inviting Authority = The Registrar, City Civil Court, Bengaluru City Evaluating Authority = The Registrar, City Civil Court, Bengaluru City Accepting Authority = Principal City Civil & Sessions, Bengaluru City Appellate Authority = The Registrar General, Hon'ble, High Court Of Karnataka, Bengaluru
6	Validity of the Tender-Contract	3 years , renewable each year, subject to the satisfactory performance.
7	Estimated Approximate Total Tender Cost	□ 6,70,800/- per annum (Approx. Estimation based on calculations of present usage at the said units 86000 x 65 paise x 12)
8	EMD Amount(Payable through e-procurement portal only)	Rs.13,416/- to be remitted at relevant space in the KPP portal
9	Bidding mode	Cost/Rate per page basis , to be entered in relevant field at KPP portal. Rupees in whole numbers and paise in decimals, upto two decimals only. Eg.: 50 paise may be entered as 0.50 Rupees Eg.: 1 Rupees and 50 paise maybe entered as 1.50 Rupees Eg.: 1 Rupee may be entered as 1.00 Rupees Both details are confidential and should not be brought to the notice of the Tendering authority in any form before the Financial Opening stage.

10	Billing model	Monthly billing upon quality performance of the said Work services and certification from the Branch Supervisor. Billing at The Office of Chief Judicial Magistrate Court Complex, Bengaluru City.
11	Last date for clarifications	06.02.2026 at 1.00 p.m. The representations seeking clarification must reach this office before the above prescribed time.
12	Closing Date & Time for submission of Tender proposal	13.02.2026 at 3.00 p.m.
13	Tender Opening Date & Time	Technical: 16.02.2026 at 3.01 p.m. Financial: Upon approval of Technical Bid
14	Office Contact Number & e-mail ID	080 2293 9220 cccadm2@gmail.com
15	Pre-bid Meeting Venue	06.02.2026 at 1.00 p.m. , at The Conference Hall, City Civil Court, First Floor, City Civil Court Complex, Next to Kaveri Bhavan, Ambedkar Veedhi, Bengaluru-09. Alternatively, if the above hall is occupied or lesser number bidders appear, then the venue may be shifted to The Registrar Chamber, City Civil Court Complex, Bengaluru. Issuing of Certificate of attendance will be done only till 1.30 p.m., or till the conclusion of the meeting to the participants only. Location details on Google Maps: XHFM+7F7 Bengaluru, Karnataka, or XHFM+6C Bengaluru, Karnataka 12.9731536, 77.5836655
16	Pre-bid Meeting Attendance compulsory	Yes. Certificate of Attendance issued by this Office, to be uploaded at relevant column in KPP portal.
17	Documents to be uploaded	1. Copy of GST Registration Certificate 2. Copy of Previous Work Done Certificate/Work order/Experience Certificate –issued by relevant Authority 3. Pre-bid Meeting attendance certificate, in original. 4. Copy of PAN & Aadhar of the Propreitor 5. Annexure-1 –Company Contact Information 6. Annexure-2 – SELF DECLARATION OF NON BLACKLIST 7. Annexure-3 - Technical Proposal Submission Form and Declaration Of Unconditional Acceptance of Terms and Condition of Tender 8. Annexure-4 – Responsiveness Self Declaration

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., 3 Nos. copier machines have to be installed at the designated location/copying branches in the Phase-3 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. For copies of any other size paper will be chargeable proportionately according to the surface area quoted for A4.
11. The copiers shall have the Auto-feeding, zooming, saving in various digital formats (for digitization purpose) and other basic capabilities. The copiers shall have network connection capabilities along with USB functionality, compatibility with Microsoft Windows and Ubuntu Operating system along with Auto-feeding, zooming, saving in various digital formats (for digitization purpose) and other basic capabilities. The liability of Installation of softwares and OS for compatibility with the computer system available at the branches is on the successful bidder..
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 1% of the estimated yearly 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. 10,32,000 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. The Operators and the manpower involved in the Copying Services shall maintain the secrecy of the documents handed over to them at all times. Any deviation will result in Criminal Prosecution of the Propreitor. Additionally, the Propreitor is liable to any and all the actions and omissions of his own and his manpower with regard to the services offered. Further, he shall periodically maintain the antecedents of his manpower and furnish the same to the Offices of The Registrar, City Civil Court, Bengaluru City.
26. 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>).

Sd/-
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

LIST OF DOCUMENTS TO UPLOAD AND SUBMIT A COPY OF THE SAME TO
THIS OFFICE (Technical Qualification Criteria)
[This document is not to be uploaded or submitted to the Office of City Civil Court. This document is only for guidance]

Sl. No.	Document Name	Description	Annexure No.	Uploading Compulsory
1	Company Contact Information as per Annexure-1		1	Yes
2	Self-Declaration Of Non Blacklist as per Annexure-2		2	Yes
3	Technical Proposal Submission and Unconditional Acceptance Letter of Terms and Condition of Tender Form as per Annexure-3		3	Yes
4	Responsiveness Declaration as per Annexure-4		4	Yes
5	Pre-bid Meeting Attendance as per Annexure-5, signed and issued by the Tendering authority		5	Yes
6	GST Registration Certificate & Company Registration Certificate			Yes
7	Experience Certificate issued by previous employer or Self Declaration if such certificate not available			Yes

Annexure-01

Company Contact Information

Sl. No.	Item description	Details
1	Business Name of the company and its Registered office Postal address.	
2	Alternate address of company / bidder, as incorporated in other tenders,	
3	Contact Information:- • Permanent Landline No./No.s: • Mobile No. of the Proprietor: • e-mail address of the Business:	
4	Name and Contact No. of the Authorized Representative/Field Executive	
5	Name and Contact No. of the Co-Ordinator, deputed to manage, deploy the manpower at the Office of City Civil Court.	
6	Name and Contact No. of the Authorized Representative and designation who is uploading this RFP tender bids.	
7	GST No. of the firm/agency	
8	PAN No. of the firm/agency	
9	Banker of the Bidder Name of the Bank and Branch: Telephone number: Address:	
10	K2 Recipient ID(generated at K2, if available)	

Signature of the Proprietor/Authorized Agent

Annexure 02

SELF DECLARATION OF NON BLACKLIST

I, Sri./Smt. _____
s/o or d/o Sri./Smt. _____,
being the Propreitor Authorized representative/agent of
M/s _____ (Name of the firm/agency)
hereby declare that the above said firm is not blacklisted, or is under
enquiry/suspension in the last 5 years.

It is hereby further submitted that, the above said information and
any other information, documents provided during the course of the
application showing interest to participate in this Tender, is true and I
fully bear consequences of all the misrepresentation, if so, arising out in
any near future.

Signature of the Proprietor/Authorized Agent

Annexure 03
Technical Proposal Submission Form and Declaration
Of Unconditional Acceptance of Terms and Condition of Tender

To:

The Registrar,
City Civil Court,
Bengaluru

Sir,

With reference to your RFP Document I, The Propreitor, _____, the undersigned, having examined all relevant documents and understood their contents,

1. Hereby submit our offer to provide services for providing Manpower Services in the Office of The Registrar, City Civil Court, Bengaluru, in accordance with your Request for Proposal dated __.__.2025, and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Commercial Proposal as per packets mentioned through KPP Portal. The proposal is unconditional and unqualified.
2. I/We hereby declare that all the information and statements made in this Proposal and in the Appendices are true and correct, nothing has been omitted which renders such information misleading; and all documents accompanying such Proposal are true copies of their respective originals and accept that any misinterpretation contained in it may lead to our disqualification. I/We shall make available to the Office of The Registrar, City Civil Court, Bengaluru, any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
3. I/We declare that I/We have examined and have no reservations to the RFP Documents, including any Addendum/Clarification issued by the Office of The Registrar, City Civil Court, Bengaluru, and I/We do not have any conflict of interest in accordance with RFP Document.
4. I/We undertake, if our Proposal is accepted and we have been engaged for providing the services to the Office of The Registrar, City Civil Court, Bengaluru, and District Judiciary, we shall abide by the conditions of the RFP.
5. I/We understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the agency, without incurring any liability to the Applicants in accordance with clauses of the RFP document. I/We understand that you have right to reject our application without assigning any reason or otherwise. I/we hereby waive our right to challenge the same on any account whatsoever.
6. I/We agree and understand that the proposal is subject to the provisions of the RFP document. In no case, shall I/we have any claim or right if proposal is not opened or rejected.
7. I/We agree to keep this offer valid for 180 days after the last date of submission of bids specified in the RFP.
8. A Power of Attorney in favour of the authorized signatory to sign and submit this Proposal and documents is attached herewith.

9. The Financial Proposal is being submitted separately as specified in RFP. This Technical Proposal read with the Financial Proposal shall constitute the Application which shall be binding on us.
10. I/We certify that that M/s _____ Enterprises has not been banned from carrying out business either with the entire Government of India or any constitutional bodies or statutory bodies as on date. I/We also undertake that a similar ban imposed before the award of the contract under this RFP shall disqualify the company from being considered and all claims arising out of this RFP, other than the refund of the bid security, shall stand forfeited.
11. I/We certify that M/s _____ Enterprises is a Single Applicant in response to your RFP for Providing Manpower Services in the Office of The Registrar, City Civil Court, Bengaluru.
12. I/We agree and undertake to abide by all the terms and conditions of the RFP Document. I/we hereby unconditionally accept the RFP conditions of the Office of The City Civil Court, Bengaluru, RFP documents in its entirety for the above work. In witness thereof, I/we submit this Proposal under and in accordance with the terms of the RFP Document.
13. I, _____, authorized signatory of the Agency mentioned below, am competent to sign this declaration and execute this tender document.
14. I/we hereby certify that I/we have inspected the site and carefully read and understood all the terms and conditions of the tender document which shall form part of the contract agreement and I/We undertake to abide by the conditions/clauses contained therein.
15. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/We am/are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Company:

Address:

Location:

Date:

Seal:

Annexure 04
RESPONSIVENESS SELF-DECLARATION

(To be entered and signed by the Proprietor or Owner of the Firm Only)

To

The Registrar,
City Civil Court,
Bengaluru - 560 009.

We, the undersigned, declare that:

We, M/s _____ Enterprises (herein referred as vendor) declare that, we have shown interest in the Tender: HCK/2025-26/ _____ of the Office of The Registrar, City Civil Court, Bengaluru, by participating through KPP portal, wherein, we declare that, we do not qualify for any appeal nor we can claim any priority in the Tender process whatsoever. Further, we declare that, our bids are liable to be rejected, at any time, if found not in accordance with the Tender Notification, it's Addendum and Corrigendum or the general guidelines issued during the pre-bid meeting.

We further declare that, mere attending the pre-bid meeting does not automatically make me/my firm/ my company, eligible for issuing the attendance certificate, and is not a matter of right.

We further declare that, in case of any deviations/aberrations/ /variation from the terms stipulated in the whole Tender document or the annexures, orders passed in pre-bid meeting and associated documents, or intentional attempt to feed inappropriate/irrelevant data, so as to postpone/nullify the whole Tender, the Hon'ble Registrar, City Civil Court, Bengaluru, may take suitable action, as per law and further prevent the participation in upcoming Tenders from this Office.

(Signature)

Authorized Signatory

Name :

Designation:

Office Seal:

Place & Date: