PRINCIPAL DISTRICT & SESSIONS COURT, DAVANAGERE.

TENDER NOTIFICATION NO.1/2025-26

DATED 18.7.2025.

TENDER/QUOTATIONS FOR PROCUREMENT OF COPIER MACHINE SERVICE THROUGH OPEX METHOD.

Quotations are invited from the local (preferably) private Xerox operators who are interested to prepare the copies of judicial records including Orders, Judgments, IA's evidence and exhibits etc., by their own copier machines in the premises of the following court complexes/establishment of ***Principal Senior Civil Judge & CJM Court, Davanagere;*** subject to terms and conditions stipulated hereunder;

TERMS AND CONDITIONS

1) The Vendor has to install his/its own good condition environment friendly and heavy duty Xerox Machines. The said copier machines have to be installed in the designated location/branch of the Court. The installation cost, maintenance and the consumables cost along with copier machine operator cost required for the said machine has to borne by the vendor only.

2) The Vendor shall quote/offer copying cost per page basis, court will supply the paper only. 1% (One) wastage shall be allowed and it shall not be chargeable copies.

3) The electric power, space and required copier sheets will be supplied for the copying purpose by the Court/Establishment concerned.

4) Down time of the copier machine should be NIL during the working days.

5) In case of major repairs of the copier machine, the vendor shall provide alternate machine without any loss of time.

6) The copies that are to be prepared are invariably mixture of A4, A3 and Legal Size.

7) The Copier machine shall have the zooming facility in order to increase or decrease the copy size.

8) 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.

9) The vendor has to deposit an Earnest Money of Rs.10,000/- (Rupees Ten Thousand Only) by way of Demand Draft drawn in the name of the PRINCIPAL DISTRICT AND SESSIONS JUDGE, DAVANAGERE which is returnable upon completion of procurement process.

10) Successful bidder has to enter into Service Level Agreement as per the above mentioned terms and conditions before installation of the copier machine and submit performance Bank Guarantee of 5% (Five) of the estimated copying output per copier machine for a year.

11) 1,80,000 will be rough estimated copies per annum per copier machine. However, Court will not make any minimum commitment of pages for any copier machine.

12) 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.

13) Principal District & Sessions Judge/Unit Head will reserve the right to cancel the service if the proposed service is not satisfactory.

14) All output of Copies should be clean and clear and vendor shall Guarantee/maintain acceptable level of copy quality through out contractual period.

Private Operators who will abide by the above terms and conditions may submit the quotations in a sealed cover addressed to Principal District and Sessions Judge/Unit Head with superscribing on the cover as "Quotation for installation of Copier Machine at Principal Senior Civil Judge & CJM Court, Davanagere" so as to reach the office of Principal District & Sessions Court, Davanagere by 5.30 p.m., of 18.8.2025 and the sealed quotation will be opened on 19.8.2025 at 5.30 p.m., in the chambers of the Principal District & Sessions Judge/Unit Head, Davanagere.

-Sd-

(VELA D.K.)

Prl. District & Sessions Judge,
Davanagere.

Note: Successful tenderer/bidder will be intimated where the copier machine is to be installed.

Copy submitted to:

1. The Registrar General, Hon'ble High Court of Karnataka, Bengaluru with a separate covering letter.

Copy to:

1. The Registrar, City Civil Court, Bengaluru.
2. The Principal District & Sessions Judge, Kalaburgi/Bidar/Raichur/Koppal/Vijayapura/Bagalkote/Ballari/ Dharwad/Yadgir/Chitradurga/Belagavi/Tumkur/Hassan/Haveri/ Chikkaballapura/Udupi/D.K.Mangaluru/U.K.Karwar/Mandya/ Ramanagara/Shivamogga, with a request to display this Notification in their Notice Board (Through e-mail).
3. All the Courts of Davanagere Unit for affixing in the Notice Board of their Court.
4. The Software Technician of this court to publish the Notification.
5. The President, Bar Association, Davanagere for affixing in the Notice Board of the Bar Association.
6. The Director, Department of Information and Public Relations, Davanagere with a request to give vide publicity in the press.
7. Office Copy/Extra copy.
8. The Accounts Branch of this office.

TENDER FORM

To,
The Principal District & Sessions Judge,
Davanagere.

Tender for the procurement of services of Copier Machines in view of Tender Notification No. 1/2025-26 dated 18.7.2025.

1	Name and Address of the Tenderer	
2	License Registration No., and GST Registration 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 Service	Quantity	Copying Cost per page	
			By providing man power and machine service	By providing machine service only
1	Service of Copier Machines	01		

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 undertake abide by the rules and regulations and Karnataka Transparency in Public Procurement Act.

Signature of the Authority
of the firm with seal.