OFFICE OF THE PRL. DISTRICT AND SESSIONS JUDGE, KOPPAL

TENDER NOTIFICATION 03/2026

DATED: 24.07.2026.

Sub: Calling for Tenders to the Photocopier services of Seven copier machines **(machine service Only)** for the use of Trial Courts in KOPPAL Unit.

Ref: (1) The Hon'ble High Court of Karnataka, Bangalore Letter No. HCC No.19/2024 (52/2023), Dated: 24.09.2024.

(2) KTTP Act 1999 and Amended KTPP Act 2000.

(3) Office Notes and Orders passed thereon

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Sealed tenders are invited from the eligible firms/Agencies/Operators (preferably local) for installation of their own new **Seven Copier Machines i.e., (Machine Service only)** on cost/rate per page basis through outsource method on OPEX Model, valid for one year from 2026 – 2027 for preparing photocopying of the Judicial records including Orders, Judgments, IAs, evidences and exhibits etc., of the Courts in KOPPAL unit as mentioned below.

Seven Copier Machines require to be installed in the Courts of KOPPAL unit is as per below

Sl. No.	Name of the Courts in KOPPAL unit	Quantities
1.	Prl. District and Sessions Court, KOPPAL.	02
2.	Senior Civil Judge and CJM Court, KOPPAL.	01
3.	Prl. Civil Judge and JMFC Court, KOPPAL.	01
4.	Prl. Civil Judge and JMFC Court, Gangavathi	01
5.	I Addl. District and Sessions Court, KOPPAL. Sitting at Gangavathi	01
6.	Civil Judge and JMFC Court, Karatagi	01
	Total No. of Copier Machines	**07**

Terms and Conditions :-

1. The tenderer should be agency/ firm/ organization with a track record of having provided photo copier services (machine service only).

2. The tenderer should furnish valid registration certificate & relevant business certificates which is recognized 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 New 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 photo 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 concerned Court. The installation cost, maintenance, damage due to rat bite/power fluctuation/short circuit or under any unforeseen circumstances and the consumables cost required for the said machines has to borne by the vendor only.

5. The tenderer/vendor shall quote/offer copying **Cost Per Page (one side of the sheet)** 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 electricity, 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. Manual to operate should be provided for every copier machines and supplier contact number and E-mail ID should be pasted on machine.

12. The installer has to analyses/inspect the overall performance of the copier machines on monthly.

13. 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.

14. 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.

15. The copies those are to be generated by the copier machine shall be visible and very clear.

16. The party shall not sub-let the installation of copying machines to any third parties carrying out copier related work without prior permission of the leaser.

17. The party shall maintain premises in a clean and hygienic manner without causing any nuisance or considerable disturbance of any kind in the vicinity.

18. 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, KOPPAL which is returnable upon completion of procurement process.

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. 50,000/- 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.

21. 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.

22. Prl. District & Sessions Judge, KOPPAL 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.

23. The work service of printing/copying of the court documents by providing machine 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.

24. If the Prl. District & Sessions Judge, KOPPAL notices any fault/discrepancies on the work service, the payment would be withhold 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 canceled.

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

26. The proposals without the relevant documents will be treated as ineligible.

The Firm/Agency/Operators who will abide by the above terms and conditions may submit the tenders in a sealed cover addressed to the Principal District and Sessions Judge, KOPPAL with super scribing on the cover as **"Tender for installation of Copier Machines in the Courts of KOPPAL unit"**, so as to reach the office by **4.00 pm** on **04.08.2026** and the sealed tender will be opened on 05.08.2026 at 5.30 pm in the chamber of the Principal District and Sessions Judge, KOPPAL. The tender documents can be downloaded from the KOPPAL Judiciary Website https://koppal.dcourts.gov.in/notice-category/tenders/

24/7/26

(CHANDRA SEKHAR C.)
Prl. District and Sessions Court,
KOPPAL.

Principal District and Sessions Judge
Koppal

Copy to:

1. The Registrar General, Hon'ble High Court of Karnataka, Bangalore.

2. The Prl. City Civil and Sessions Judge, Bangalore, Prl/District & Sessions Judge, Bangalore Rural District/ Bagalkot/Belgaum/Bellary/Bidar/Bijapur/Chamarajanagar/ Chickballapur/Chitradurga/Dakshina Kannada, Mangalore/ Davanagere/Dharwad/Gulbarga/Hassan/Haveri/Madikeri/ Kolar/Gadag/Mandya/Chickmagalur/Raichur/Ramanagar/ Shimoga/Tumkur/Udupi/Uttarakannada, Karawar/Yadagir, with a request to display this Notification in their Notice Board.

3. All the Courts in KOPPAL District, DLSA of KOPPAL District, with an information of Display in Notice Board of respective Courts.

4. The Deputy Commissioner, KOPPAL, for publication of the Tender Notification in the next Tender Bulletin and to display in the Notice Board of said office.

5. Assistant Commissioner, KOPPAL, to display in the Notice Board of said Office.

6. Tahashildar, KOPPAL, to display in the Notice Board of said office.

7. The Information Officer, Department of Information and Publicity, KOPPAL to give wide publicity at free of cost.

Copy to the following for information and necessary action:

8. 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.

9. The Chief Executive Officer, Z.P., KOPPAL to display in the Notice Board.

10. The Commissioner, Municipality, KOPPAL to display in the Notice Board.

11. The Executive Engineer, PWD, KOPPAL.

12. Software Technician, Prl. District & Sessions Court, KOPPAL for web hosting and to send e-mail to the courts/offices above mentioned.

13. Court Notice Board of this Office.

TENDER FORM

To,

Prl. District and Sessions Judge,
KOPPAL.

Tender for the procurement to the services of Copier machines in view of Tender Notification Dated: 24.07.2026.

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**	**By providing machine service only (Copying cost per page)**
1.	Service of Copier Machines	07	

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.