

PRINCIPAL DISTRICT & SESSIONS COURT BIDAR

Read:- Hon'ble High Court of Karnataka Bengaluru Letter No. HCC 52/2023 dated 18-01-2024 regarding to procure Copier Machine Services District Wise / Unit wise through Outsource method on OPEX model by calling Tender / Quotation.

Tender/Quotation 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, IAs, evidences and exhibits etc by installing their own copier machines in the premises of the premises of **PRINCIPAL CIVIL JUDGE AND JMFC, HUMNABAD**- subject to terms and conditions stipulated here under:-

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. 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% 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 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 & 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 10,000/- by way of Demand Draft drawn in the name of the Head of the Department, returnable

upon completion of procurement process. **PRINCIPAL DISTRICT AND SESSIONS COURT BIDAR.**

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% of the estimated copying output per copier machine for a year.

11. 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.

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. PDJ / 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, clear, visible and legible 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 Bidar with super scribing on the cover as "Quotation for installation of Copier Machine at--PRINCIPAL CIVIL JUDGE AND JMFC, HUMNABAD- so as to reach the office of **Principal District and Sessions Court, Bidar by 5.00pm of 15-03-2024** in the Chambers of **Principal District and Sessions Court, Bidar.** and the sealed quotation will be opened on (time) in the chambers of the **Principal District and Sessions Judge/Unit Head.**

Sd/-

**Principal District and Sessions
Judge Bidar**

Note:- The relevant information may kindly be furnished in the Annexure I and II enclosed with this tender/quotation notification.

ANNEXURE I
TECHNICAL BID
PROFORMA FOR SUBMISSION OF TECHNICAL BIDAR FOR
PHOTOCOPYING WORK

Sl. No.	Description	Please indicate requisite information	Please indicate the page nos. of the attached proofs/ documents
01	Name, address of the firm / Agency / vendors		
02	Name of the Proprietor / Partners of the Agency / Firm / Vendor		
03	Copy of registration (Sale Tax No. / Service Tax No. / Tin No. / GST No.		
04	Service tan no. with copy of current service tax challans		
05	Declaration that the firm should not be blacklisted, terminate and debarred in the past and firm must be submit declaration for the same on stamp paper attested by notary.		
06	Details of past experience of providing of Similar works at least 2 ministers, Departments & PSU in last five years the proof should be attached.		
07	The Firm must have experience of having successful completed similar work as mentioned above during last five years and the required necessary experience / certificate for providing photocopying work.		
08	The firm should submit declaration that they are agreed to install new brand photocopier machines of 55 CPM which is having a facility of printing, photocopying, color scanning and Lan networking and give declaration for the same		
09	Details of EMD		

Note:-

- 1) If any of the details submitted by bidder are found to be incorrect / false then the firm will be blacklisted with the name of proprietor with wide circulation.
- 2) All documentary proof to be enclosed for above items failing which, tender/ quotation document will be rejected forthwith.

I hereby agree to abide by all the terms and conditions of the quotation / tender document.

**Name and designation of the
Authorized Signatory of the firm
with seal of the agency affixed)**

ANNEXURE II
PROFORMA FOR QUOTING RATES

Sl. No.	Scope of work	Rate per page (in Rs.)
1.	Photocopying of A4 size Document	
2	Photocopying of Legal size Document	
3	Photocopying of A3 Size Document	

Note:-

1. L1 firm, subject to fulfilling conditions of eligibility, will be decided on the basis of lowest rates for majority of items
2. In case, same/ equal rates are received from more than one firm, the contract will be awarded to the firms having more experience in the field.
3. In the event of matching experience, the award of contract will be decided by the QEC (Quotation Evaluation Committee) and the decision of the QEC shall be final and binding on all.

I hereby undertaken to accept and abide all the terms and conditions of the quotation document.

Signature _____
Name; _____
Seal of the firm _____