

PRINCIPAL DISTRICT & SESSIONS COURT, BALLARI.

Tel. No: 08392-272155

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No.003/2025/ADM

Dated : 12-08-2025

TENDER NOTIFICATION

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, IAs, evidences and exhibits etc by installing their own copier machines in the premises of Court Complex

1. Principal Civil Judge and JMFC Court, **Ballari.**
2. Principal Civil Judge and JMFC Court, **Kudligi,**
3. Principal Civil Judge and JMFC Court, **Hagaribommanahalli.**
4. Principal Civil Judge and JMFC Court, **Harapanahalli,**

Subject to terms and conditions stipulated here under:-

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/without 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 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/- by way of Demand Draft drawn in the name of the PRINCIPAL DISTRICT AND SESSIONS JUDGE, BALLARI, 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% of the estimated copying output per copier machine for a year and extendable to three years.
11. Approximately 3 lakhs or more will be rough estimated copies per annum for 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, Ballari 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, Ballari with super scribing on the cover as "Quotation for installation of Copier Machine at

- 1) Principal Civil Judge and JMFC Court, **Ballari - 01**
- 2) Principal Civil Judge and JMFC Court, **Kudligi - 01**
- 3) Principal Civil Judge and JMFC Court, **Hagaribommanahalli - 01**
- 4) Principal Civil Judge and JMFC Court, **Harapanahalli - 01**

So as to reach the office of the Principal District and Sessions Judge, Ballari by 5.00 p.m. of **30.08.2025** and the sealed quotations will be opened on **30.08.2025** at 5.45 p.m. in the chambers of the Principal District and Sessions Judge, Ballari.


Principal District & Sessions Judge,
Ballari

12/8

Pass port size
photo of the
Tender

TENDER FORM

**TENDER FOR PROVIDING COPIER MACHINE SERVICE THROUGH OPEX
METHOD.**

Tender Notification Dated : 12-08-2025.

E.M.D amount of Rs.10,000/-.

Last date for receipt of Tender 30.08.2025 at 5.00 P.M

1.	Name of the Tenderer.	:	
2.	Address & Contact No. of the Tenderer.	:	
3.	Voter ID Card No./Adhar Card No. Of the Tenderer.	:	
4.	Whether E.M.D. amount deposited? If so furnish the details.	:	
5.	Quote the Cost of copying per page (in figures and words).	:	

I hereby declare that, I am ready to install my own good condition environment friendly and heavy duty xerox machine in the designated location / Branch of the Court.

I do hereby declare that, I abide by the Terms & Conditions as per tender Notification dated : 12-08-2025.

Place:
Date:

(Signature)