

**OFFICE OF THE PRL. DISTRICT AND SESSIONS JUDGE, MYSURU**

**NOTIFICATION NO. 2/2024-2025**

**DATED : 10.09.2024**

Sub : Procurement of services of Copier Machines for the use of Trial Courts in Mysuru Unit.

Ref :(1) Letter No. HCC 19/2024 (52/2023), dated: 03.09.2024 of the Hon'ble High Court of Karnataka, Bangalore.

(2) KTPP ACT 1999 and Amended KTPP Act 2020.

(3) Office Notes and Orders passed thereon 15.02.2024.

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Sealed 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 following Court Complexes/ Establishments; ie. (1) District & Sessions Court, Mysuru (2) JMFC (IV Court), Mysuru and (3) Prl. Civil Judge & JMFC, Mysuru, as per the resolution of the Hon'ble Computers & Technologic Committee, subject to terms and conditions stipulated here under:-

1. The vendor should be agency/ firm/ organization with a track record of having provided photo copier services (Men power & machine).
2. The vendor should furnish valid registration certificate & relevant business certificates which is recognised by authorities.
3. The vendor 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 has to install his/its own good conditioned 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 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

Courts. The installation cost, maintenance, damage due to rat bite or under any unforeseen circumstances and the consumables cost along with copier machine and operator cost (if ordered to that effect) required for the said machines has to borne by the vendor only.

5. The man power for the operating machine will be provided by the operating agency only, if the orders passed on that effect by this office. The party shall maintain premises in a clean and hygenic manner without causing any nuisance or considerable disturbance of any kind in the vicinity.

6. In case of man power provided by the vendor, the vendor has to submit an affidavit regarding, the person has to maintain secreacy of the court documents/ papers and he is not going to save the documents in any digital formats and he is not permitted to copy anything otherthan the court documents/ papers. Further, he has to print specific copies as per the directions of the examiner and he has to aviod unnecessary wasting of zerox papers. If, found violating the above condition the matter will be viewed seriously and the contract will be terminated without prior notice.

7. The vendor shall quote / offer copying cost per page basis, including applicable taxes and deductions if any. 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.

8. 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.

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

10. Down time of the Copier Machine should be NIL during working days.

11. In case of major repairs of the Copier Machines, the Vendor shall provide alternate machine without any loss of time on his own cost.

12. The copies that are to be prepared are invariably mixture of A4, A3 & Legal size, as required.

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. The copies those are to be generated by the copier machine shall be legible and very clear. All the output of Copies should be clean and clear and vendor shall Guarantee/ maintain acceptable level of copy quality through out contractual period.

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 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, Mysuru which is returnable upon completion of procurement process.

16. 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.

17. 2,00,000/- 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.

18. 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.

19. Prl. District & Sessions Judge, Mysuru 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.

20. The work service of printing/ copying of the court documents by providing machine or along with man power 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.

21. If the Prl. District & Sessions Judge notices any fault/ discrepancies on the work service, the payment would be with hold 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 cancelled.

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

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, Mysuru with super scribing on the cover as “ Quotation for installation of Copier Machine at (1) District & Sessions Court, Mysuru (2) JMFC (IV Court), Mysuru and (3) Prl. Civil Judge & JMFC, Mysuru,” so as to reach this office on or before 01.10.2024 and the sealed quotation will be opened on 03.10.2024 at 5.30 pm in the chambers of the Principal District and Sessions Judge, Mysuru.

Sd/-

Prl. District & Sessions Judge,  
Mysuru.

Copy to:

1. The Registrar General, High Court of Karnataka, Bangalore with a covering letter.
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 / Gadag / Gulbarga / Hassan / Haveri / Madikeri / Kolar / Koppal / Mandya / Chickmagalur / Raichur / Ramanagar Shimoga / Tumkur / Udupi / Uttarakannada, Karawar / Yadagir, with a request to display this Notification in their Notice Board.
3. VIII Addl. District & Sessions Judge, Mysuru sitting at Hunsur, Prl. Family Judge, Mysuru/P.O., Industrial Tribunal, P.O., Labour Court/DLSA, Mysuru/ All Sr. Civil Judges & JMFC/ Prl. Civil Judge and JMFC of Mysuru District, with an information of Display in Notice Board of respective Courts.
4. The Deputy Commissioner, Mysuru, for publication of the Tender Notification in the next Tender Bulletin and to display in the Notice Board of said office.

5. Assistant Commissioner, Mysuru, to display in the Notice Board of said office.
6. Tahashildar, Mysuru, to display in the Notice Board of said office.
7. The Information Officer, Department of Information and Publicity, Mysuru to give wide publicity at free of cost.

**Copy to the following for Information and necessary action :**

8. Global copier services No. 291, Seetha vilas road, opposite ICICI Bank, Mysuru. ( [gcsmys@rediffmail.com](mailto:gcsmys@rediffmail.com) )
9. Star technologies, No. 340 A, 1<sup>st</sup> floor, 14<sup>th</sup> Main, 5<sup>th</sup> Cross, Saraswathipuram, Mysuru-570009.  
( [starmyacct@gmail.com](mailto:starmyacct@gmail.com) )
10. M/s. Spartan info solutions, No. 143, 2<sup>nd</sup> Main, 4<sup>th</sup> Cross, Syndicate Bank layout, Herohalli, Vishwaneedam post, Andrahalli main road, Bengaluru-560091. ( [abhi.s@spartaninfosolution.com](mailto:abhi.s@spartaninfosolution.com) )
11. M/s. Shreekar Enterprises No. 64 (old 3334), 7<sup>th</sup> Main, 3<sup>rd</sup> Cross, RPC layout, Vijayanagar, 2<sup>nd</sup> stage, Bengaluru-560104. ( [harish@shreekar.in](mailto:harish@shreekar.in) )
12. M/s. R R Enterprises, No. 122, 3<sup>rd</sup> Cross, K N Extn. Triveni road, Yeshawanthpur, Bengaluru-560022. ( [sales@rrenter.in](mailto:sales@rrenter.in) ).
13. Kyocera Document Solutions India Pvt. Ltd., C/o. Fedex TNTB P. Ltd., Survey No. 803/5, DIC, Block A, Kutumbakkam Vill, Thiruvallur-600124.
14. Future Business Tech India Pvt. Ltd., Corporate office No. 2038, 26<sup>th</sup> Cross, K R road, BSK II-stage, Bengaluru-560070. ( [www.futurebiztech.com](http://www.futurebiztech.com) ).
15. 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.
16. The Chief Executive Officer, Z.P., Mysuru to display in the Notice Board.
17. The Commissioner, Mysuru City Corporation to display in the Notice Board.
18. The Executive Engineer, PWD, Mysuru
19. Software Technician, District & Sessions Court, Mysuru for webhosting and to send Email to the courts mentioned in SL.No. 2 & 3 above.
20. Court Notice Board of this office.

## **TENDER FORM**

To  
The District and Sessions Judge,  
Mysuru.

Tender/ quotations for the procurement of services of Copier machines in view of  
Tender Notification No. 2/2024-25 dated: 10.09.2024

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	03		

### **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