PROCEEDINGS OF THE PRL. DISTRICT AND SESSIONS COURT, BELAGAVI

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No.ADM/ 19116 /2025 **Dated: 06-11-2025**

:: TENDER NOTIFICATION ::

Sub: Calling of quotations for outsourcing of Photocopier services i.e., with copier machine only or manpower with copier machine on cost/rate per page (both side) basis for the use of Courts of Belagavi Unit.

Ref:
1. Hon'ble High Court of Karnataka, Bengaluru letter No.HCC No.52/2023, dated 18-01-2024 and letter No. HCC 19/2024 (52/2023), dated: 24-09-2024.
2. KTPP ACT 1999 and Amendment KTPP Act-2020.

Sealed tenders are invited from the eligible Firms / Agencies / Operators local (preferably) for installation of their own new **04 (Four)** Copier Machines on cost / rate per page **(both side)** basis through outsource method or OPEX method, **valid for five years (05) from the date of installation** to prepare the copies of Judicial records including Orders, Judgments. IA, Evidences and Exhibits etc. by installing their own copier machines in the premises of the following Court Complexes/ Establishments.

SL No.	Court Complex	Working Courts Name	Copier Machine Required
1	BAILHONGAL	1. Senior Civil Judge Court 2. Pr. Civil Judge & JMFC Court 3. Addl. Civil Judge & JMFC Court	01
2	SAUNDATTI	1. Senior Civil Judge Court 2. Prl. Civil Judge & JMFC Court 3. I Addl. Civil Judge & JMFC Court 4. II Addl. Civil Judge & JMFC Court	01

3	KHANAPUR	1. Senior Civil Judge Court 2. Prl. Civil Judge & JMFC Court 3. Addl. Civil Judge & JMFC Court	01
4	KITTUR	1. Civil Judge & JMFC Court	01

As per the resolutions of the Hon'ble Computers & Technology Committee. subject to terms and conditions stipulated here under:-

1. The Vendor has to install his/its own good conditioned environment friendly and heavy duty Xerox machines. The said Copier machines have to installed in the designated location / branch of the Court. The installation cost, maintenance and the consumables cost with copier machine operator cost required for the said machines 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 the alternate machine without any loss of time.

6. The office shall not be liable / responsible for any damages caused to machines due to power fluctuation / short circuit or rat bite or if any other unforeseen circumstances , it should be borne by the installer.

7. The copies that are to be prepared are invariably mixture of A4, A3 and Legal size.

8. The Copier Machine shall have the zooming facility in order to increase or decrease the copy size.

9. 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.

10. The Vendor has to deposit an Earnest Money of Rs. **10,000/-** for each Court by way of Demand Draft drawn in the name of the **PRINCIPAL DISTRICT AND SESSIONS JUDGE, BELAGAVI,** returnable upon completion of procurement process.

11. 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.

12. **1,00,000 [One Lakh]** will be rough estimated copies per annum per Copier machine. However, the Court will not make any minimum commitment of pages for any Copier machine.

13. Finalized price per page **(both side)** for copying will be treated as rate contract initially for five years 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.

14. Principal District & Sessions Judge, Belagavi will reserve the right to cancel the service if the proposed service is not satisfactory.

15. All the 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 condition may submit the quotation/tenders in a sealed cover addressed to Prl. District and Sessions Judge, Belagavi with super subscribing on the cover as "Quotation for installation of Copier Machine at The Prl. District and Sessions Judge, Belagavi, so as to reach this office on or before **24.11.2025** and the sealed quotation/ tender will be opened on **25.11.2025** at **5.30**

pm in the chambers of the Principal District and Sessions Judge, Belagavi.

6/1/14

(**Manjunath Nayak**)
Prl. District & Sessions Judge,
Belagavi

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

Copy Submitted to:

1. The Registrar General, High Court of Karnataka, Bangalore with a covering letter.

Copy to:

1. The Prl. City Civil and Sessions Judge, Bangalore, Prl. District & Sessions Judge, Bangalore Rural District / Mysore / Bagalkot / Bellary / Bidar / Bijapur / Chamarajanagar / Chickballapur/ Chitradurga / DakshinaKannada / Mangalore / Davanagere / Belgaum / Bellary / Bidar / Bijapur / Chamarajanagar / Chickballapur / Chitradurga / DakshinaKannada / Mangalore / Davanagere / Dharwad / Gadag / Gulbarga / Hassan / Haveri / Madikeri / Kolar / Koppal / Mandya / Chickmagalur / Ramanagar / Shimoga / Tumkur / Udupi / Uttarakannada / Karawar / Yadagir, with a request to display this Notification in their Notice Board.
2. The I, II, III, IV, V, VI, VII, VIII, IX, X, XI, XII Addl. District & Sessions Judge, Belagavi.
3. The Addl. District & Sessions Judge, FTSC-I, Belagavi.
4. The Prl. Judge, Family Court, Belagavi.
5. The 1st Addl. Prl. Judge, Family Court, Belagavi.
6. The Presiding Officer, Labour Court, Belagavi.
7. The Member Secretary, DLSA, Belagavi.
8. The Prl. Sr. Civil Judge & CJM, Belagavi.
9. The I, II, III Addl. Senior Civil Judge & CJM, Belagavi.
10. The IV Addl. Senior Civil Judge & JMFC, Belagavi.
11. The 1, IIAddl. Senior Civil Judge & JMFC, Athani/Gokak.
12. The Senior Civil Judge & JMFC, Athani/Gokak/Nipani.
13. The Senior Civil Judge, Bailhongal / Chikkodi / Hukkeri / Khanapur / Ramdurg/Raibag/Saundatti.

15. The I, II, III Addl. Civil Judge & JMFC, Athani/Bailhongal/Chikodi/Gokak/Khanapur/Nipani/ Raibag / Sankeshwar/Saundatti.

16. The Civil Judge & JMFC, Kagwad / Kittur / Mudalagi / Hukkeri / Ramdurg.

17. The Deputy Commissioner, Belagavi, Belagavi to display in the Notice Board of the said office.

18. The Superintendent of Police, Belagavi, Belagavi to display in the Notice Board of the said office.

19. The Commissioner, City Corporation, Belagavi to display in the Notice Board of the said office.

20. The Commissioner, City Municipality, Belagavi to display in the Notice Board of the said office.

21. The Tahasildar, Taluka Office, Belagavi/Athani/Bailhongal / Chikkodi / Kagawad / Kittur / Gokak /Mudalagi / Hukkeri / Khanapur/Nipani/Ramdurg/Raibag/Sankeshwar/Saundatti.

22. The Senior Sheristedar, Accounts Branch, District Court, Belagavi.

23. Office Copy.

Copy for information to:

1. 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 through Nodal Officer, e-Gazette of Belagavi unit.
2. The Chief Executive Officer, Z.P., Belagavi to display in the Notice Board.
3. The Commissioner, Belagavi Municipality to display in
4. the Notice Board of the said office..
5. The Executive Engineer, P.W.D., Belagavi.
6. Software Technician, District & Sessions Court, Belagavi for web hosting to send Email to all concerned.
7. Court Notice Board of this office **06/11/2025**

TENDER FORM

TENDER FOR PROVIDING COPIER MACHINE THROUGH OPEX METHOD

Tender Notification Dated: 06/11/2025
E.M.D amount of Rs. 10,000

Last date for receipt of Tender: 24/11/2025

1	Name of Tenderer	
2	Address and Contact No. of the Tenderer	
3	Voter Id / 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 & words)*	

DECLARATION

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

Place :
Date :

Signature of the authority
of the firm with seal