

OFFICE OF THE PRL. DISTRICT & SESSIONS JUDGE,
HASSAN

TENDER NOTIFICATION NO.03/2025-26,

DATE:19.08.2025

Sub: Calling of quotations for procurement of 03 copier Machine services (i.e., Machine Service Only) through outsource method on cost/rate per page basis for the use of the Courts of Hassan, Unit.

Sealed Tenders are invited from the eligible Firms/Agencies/ Operators (preferably local) for installation of their own new 03 copier machines for photocopying work (i.e., Machine Service only) through outsource basis on OPEX Model valid for three years from 2025 to 2028 for preparing photocopying of documents of the courts of Hassan unit for the use of following Courts of Hassan Unit, subject to the terms and conditions stipulated here under. As per permission accorded by Hon'ble High Court of Karnataka Vide Letter No. HCC.No.19/2024 Dated: 31.07.2025.

List of Copier Machines require to install in the Courts of Hassan unit

Sl.NO.	Court Location	Quantity
1	Senior Civil Jduge & JMFC, Channarayapatna	1
2	Senior Civil Jduge & JMFC, Belur	1
3	Civil Jduge & JMFC, Sakleshpura	1

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 copying branch of the above said offices. The installation cost, maintenance along with consumables cost for the said machines in the above said courts 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 Machines should be NIL during non working days.
5. **In case of repairs of the Copier Machines, 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 Machines 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 Vender has to deposit an Earnest Money of **10,000/-** by way of Demand Draft drawn in the name of the PRINCIPAL DISTRICT AND SESSIONS JUDGE, Hassan, which is 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 machines and submit the Performance Bank Guarantee of 5% of the estimated copying output per copier machine for a year.
11. **Approximately 1,50,000** copies 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 Machines.

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 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, Hassan with superscribing on the cover as "Quotation/Tender for installation of Copier Machines in the Court of Hassan Unit"-so as to reach the office of Principal District and Sessions Court, Hassan by 5.30 P.M of 19.09.2025 in the Chambers of Principal District and Sessions Judge, Hassan and the sealed quotation will be opened on 19.09.2025 AT 5.45.P.M. in the chambers of the Principal District and Sessions Judge/Unit Head.

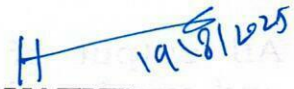
**Principal District and Sessions Judge,
Hassan.**

**Prl. District & Sessions Judge
Hassan**

Note:

- a) Proposals without the relevant documents and EMD amount will be treated as ineligible.
- b) The Firms/Agencies/Operators who will abide by the above said terms and conditions may submit their Quotations in the form of "Annexure-A" in sealed cover addressed to the "Prl. District and Sessions Judge, Hassan" with superscribing on the cover as "Quotation for installation of Copier Machines in the

Courts of Hassan Unit", so as to reach this office on or before **19.09.2025** within **5.30 p.m.** Quotation received after 5.30 p.m on 19.09.2025 will not be considered and the sealed quotations will be opened on the same day at 5.45 p.m in the Chamber of the Prl. District and Sessions Judge, Hassan. The tender documents can be downloaded from the Hassan Judiciary Website <https://hassan.dcourts.gov.in/notice-category/tenders>.


(HEMAVATHI)

Prl. District and Sessions Judge,
Hassan.

Prl. District & Sessions Judge
Hassan

Copy submitted to:-

1. The Registrar General, Hon'ble High Court of Karnataka, Bengaluru for kind information with a covering letter.

Copy forwarded for wide publication by way of affix on notice board of following offices.

1. The Director Department of Information (Vaartha Ilakhe), No.17, Vatha Soudha, Infantry Road, Bengaluru-560001:- along with Tender Notification & Brief Tender Notification, requesting for publication of the same in two widely circulated Daily News Papers, each of Kannada & English Language, for wide publication.
2. The Software Technician of this Court, with a direction to Web host the said Notification on the Hassan District Judiciary Website.
3. Deputy Commissioner, Hassan District, Hassan .
4. Superintendent of Police, Hassan.
5. Assistant Commissioner, Hassan.

6. The all courts of this unit for information and to display the same in the notice board.

7. The Tahashildar, Hassan to display in the notice board of said office.

Copy to the following the information and necessary action:

1. Spartan Info Solution, No.143, 2nd Main, 4th cross, Syndicate Bank, layout, Herohalli, Vishwaneedam Post, Andrahalli main road, Bengaluru-560091(abbiis@spartaninfosolution.com).

2. Kyocera Document Solutions India, Pvt. Ltd., C/o. Fedex TNTB Pvt. Ltd., Survey No.803/5, D/c, Block A Kutumbakkam Vill, Thiruvallur-600124.

3. Future Business Tech. India Pvt. Ltd., Corporate Office No.2038, 26th Cross, K.R.Road, BSK II-Stage, Bengaluru-560070 (www.futurebiztech.com)

4. M/s Shreekar Enterprises No.64 (old 3334), 7th main, 3rd cross, RPC layout, Vijayanagar, 2nd stage, Bengaluru-560004 (harish@shreekar.in)

6. R.R.Enterprises, No.122, 3rd cross, K.N.Enterprises. Triveni mad, Yeshwanthpur, Bengaluru-560022 (sale@rrenter.in)

7. Gaurav Communications, D.No.599/1, 1st Main, 6th Cross, K.B. Extension, Davangere-577002.

8. Senior Sheristedar, Accounts Branch, District Court, Hassan.

9. Office Copy.

ANNEXURE-A

Tender No	
Name of the Firm/ company Registration No/License no of the firm (furniture copy of the court)	
Full Address of the Firm	
Contact No and e-mail Id and FAX No.	
PAN Card No.	
Details of Service tax and Income tax returns of last 3 preceding F.Y (furnish the income tax returns copies)	
Three years annual turnover details (Proof of annual turnover shall be submitted in the form of audited balance sheet of last 3 preceding F.Y)	
Copy of Registration with service tax department	
Details of work experience, if any in Government sector (Annex. Doc)	
EMD Details	
If any other information	

Sl. No.	Description of the photocopier machines in detail	Company/ Model Name	Copying cost per page	
			By providing Machine Service only	By providing Manpower and Machine Service

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

Name and Signature of the Firm

(Seal of the firm)

ANNEXURE-A

Tender No	
Name of the Firm/ company Registration No/License no of the firm (furniture copy of the court)	
Full Address of the Firm	
Contact No and e-mail Id and FAX No.	
PAN Card No.	
Details of Service tax and Income tax returns of last 3 preceding F.Y (furnish the income tax returns copies)	
Three years annual turnover details (Proof of annual turnover shall be submitted in the form of audited balance sheet of last 3 preceding F.Y)	
Copy of Registration with service tax department	
Details of work experience, if any in Government sector(Annex. Doc)	
EMD Details	
If any other information	

Sl. No.	Description of the photocopier machines in detail	Company/ Model Name	Quotation rate (cost per copy for one side of the sheet along with GST Tax)	Remarks, if any

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

Name and Signature of the Firm

(Seal of the firm)