

**IN THE COURT OF PRL. DISTRICT & SESSIONS JUDGE,**  
**HASSAN**

Phone No.:08172-268352

E-mail: prldj.hassan@gmail.com

**No. ADMN/ 4261 /2026**

**Date: 22.06.2026**

**TENDER NOTIFICATION NO.02/2026-27**

**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.**

**Ref: Hon'ble High Court of Karnataka, Bengaluru Letter No. HCC.No.19/2024 (52/2023), dated 24.09.2024.**

\*\*\*\*\*

Sealed tenders are invited from the eligible Firms/Agencies/ Operators (preferably local) for installation of their own new **03 copier machines** on cost/ rate per page (both side) basis through outsource method or OPEX method, **valid for three years (03) 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       | ALUR          | Civil Judge & JMFC         | 1                       |
| 2       | HOLENARSIPURA | Prl. Civil Judge & JMFC    | 1                       |
| 3       | HASSAN        | I Addl. Civil Judge & JMFC | 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 Vendor 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 per Copier Machine. However, Court will not make any minimum commitment of pages for any Copier Machine.
12. **Finalized price per page (both side) 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. Prl. District & Sessions Judge, Hassan 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 super subscribing on the cover as "Quotation/Tender for installation of Copier Machines at Hassan Unit"-so as to reach this office **by 5.30 P.M of 15.07.2026** and the sealed quotation/tender will be opened on **15.07.2026 at 5.45 P.M.** in the chambers of the Principal District and Sessions Judge, Hassan.

  
(Hemavathi)

Principal District and Sessions Judge,  
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 along with the form "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 **15.07.2026 within 5.30 p.m.** Quotation received after 5.30 p.m on 15.07.2026 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>.

**Copy submitted to:-**

1. The Registrar General, Hon'ble High Court of Karnataka, Bengaluru 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, Vartha Soudha, Infantry Road, Bengaluru-560001:- along with 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
8. Notice Board of this Office.

**Copy to the following the information and necessary action:**

1. Spartan Info Solution, No.143, 2<sup>nd</sup> Main, 4<sup>th</sup> cross, Syndicate Bank, layout, Herohalli, Vishwaneedam Post, Andrahalli main road, Bengaluru-560091([abbiis@spartaninfosolution.com](mailto:abbiis@spartaninfosolution.com)).
2. 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))
3. 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-560004 ([harish@shreekar.in](mailto:harish@shreekar.in))
4. R.R.Enterprises, No.122, 3<sup>rd</sup> cross, K.N.Enterprises. Triveni mad, Yeshwanthpur, Bengaluru-560022 ([sale@rreenter.in](mailto:sale@rreenter.in))
5. Gaurav Communications, D.No.599/1, 1<sup>st</sup> Main, 6<sup>th</sup> Cross, K.B. Extension, Davangere-577002.
6. Accounts Branch, District Court, Hassan.
7. Office copy.

### ANNEXURE-A

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

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