

Des NO 3722/26
18/08/26

**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE,
MADIKERI
TENDER NOTIFICATION NO. 01/2026-27
DATED: 17.08.2026**

Sub: Procurement of services of Copier Machines for the use of
Kodagu Judicial Unit.

Ref: 1. Letter No. HCC 19/2024 (52/2023) Dt:24.09.2024 of the
Hon'ble High Court of Karnataka, Bengaluru.

2. KTPP Act 1999 and amended KTPP Act 2020.

3. Office notes and Orders passed thereon 13.08.2026.

Sealed tenders are invited from the local (preferably) private Xerox Operators who are interested to prepare the copies of Judicial Records including Orders, Judgment, IA's, Evidence and Exhibits etc by installing their own Copier Machines in the premises of the following Court Complexes/Establishments; i.e.,

1. Prl. District & Sessions Court, Madikeri.
2. II Addl. District & Sessions Court, Madikeri (Sitting at Virajpet).
3. Senior Civil Judge & CJM, Madikeri.
4. Senior Civil Judge & JMFC, Virajpet.
5. Senior Civil Judge & JMFC, Somwarpet.
6. Prl. Civil Judge & JMFC, Madikeri.
7. Prl. Civil Judge & JMFC, Virajpet.
8. Civil Judge & JMFC, Somwarpet.
9. Civil Judge & JMFC, Ponnampet.
10. Civil Judge & JMFC, Kushalnagar, as per the resolution of the Hon'ble Computers & Technology Committee, subject to the terms and conditions stipulated here under:-

1. The tender should be agency/firm/organization with a track record of having provided photo copier services (Men Power & Machine).

2. The tender should furnish valid registration certificate and relevant business certificates which is recognised by authorities.

3. The tenderer 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/tenderer 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 be 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 court. The installation cost, maintenance, damage due to rat bite or under any unforeseen circumstance and the consumable costs along with copier machine operator cost required for the said machine has to be borne by the vendor only.
5. The tenderer/vendor shall quote/offer copying cost per page basis, including applicable taxes and deductions if any. Court will supply the paper only. 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.
6. 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.
7. The electric power, space and required copier sheets will be supplied for the copying purpose by the Court/Establishment concerned.
8. Down time of the copier machine should be NIL during working days.
9. In case of major repairs of the Copier Machines, the Vendor shall provide alternate machine without any loss of time on his own cost.
10. The copies that are to be prepared are invariably mixture of A4, A3 and Legal size, as required.
11. 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.
12. Payment will be made periodically on receipt of necessary particulars by the Vendor on monthly basis out of the allotment available in the court of the said purpose.
13. The copies those are to be generated by the Copier Machine shall be legible and very clear.

14. 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.

15. The party shall maintain premises in a clean and hygienic manner without causing any nuisance or considerable disturbance of any kind in the vicinity.

16. In case of man power provided by the vendor, the vendor has to submit an affidavit regarding, the person has to maintain secrecy 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 other than the court documents/papers. Further, he has to print specific copies as per directions of the examiner and he has to avoid unnecessary wasting of xerox papers. If, found violating the above condition the matter will be viewed seriously and the contract will be terminated without prior notice.

17. The vendor has to deposit the Earnest Money of Rs. 10,000/- by way of Demand Draft in the name of the Prl. District & Sessions Judge, Madikeri, which is returnable upon completion of procurement process.

18. 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.

19. 50,000/- 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.

20. 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.

21. Prl. District & Sessions Judge, Madikeri 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 any point of time, if the proposed to service is not satisfactory.

22. 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.

23. If the Prl. District & Sessions Judge, Madikeri notices any fault/discrepancies on the work service, the payment will 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.

24. All the output of the copies should be clean and clear and vendor shall Guarantee/maintain accaptable level of copy quality through out contractual period.

25. 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 quotation/tenders in a sealed cover addressed to **Prl. District & Sessions Judge, Kodagu-Madikeri** with super scribing on the cover as "**Quotation for installation of Copier Machine** at

1. Prl. District & Sessions Court, Madikeri.
2. II Addl. District & Sessions Court, Madikeri (Sitting at Virajpet).
3. Senior Civil Judge & CJM, Madikeri.
4. Senior Civil Judge & JMFC, Virajpet.
5. Senior Civil Judge & JMFC, Somwarpet.
6. Prl. Civil Judge & JMFC, Madikeri.
7. Prl. Civil Judge & JMFC, Virajpet.
8. Civil Judge & JMFC, Somwarpet.
9. Civil Judge & JMFC, Ponnampet.
10. Civil Judge & JMFC, Kushalnagar," so as to reach this office **on or before 15.09.2026** and the sealed quotation/tender will be **opened on 17.09.2026 at 5.30 pm** in the chambers of the Prl. District & Sessions Judge, Madikeri.


Prl. District & Sessions Judge,
Kodagu-Madikeri
 

Copy to:

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

2. The Prl. City Civil & Sessions Judge, Bengaluru, Prl. District & Sessions Judge, Bengaluru Rural District/Bagalkot/Belgaum/Bellary/Bidar/Chamarajanagar/Chikkaballapur/Chitradurga/Dakshina Kannada, Mangaluru/Davanagere/Dharwad/Gadag/Gulbarga/Hassan/Haveri/Kolar/Koppal/Mandya/Raichur/Ramanagar/Shimoga/Tumakur/Udupi/Uttara kannada, Karawar/Vijayapur/Vijayanagar/Yadagir, with a request to display this Notification in their Notice Board.

3. II Addl. District & Sessions Judge, Madikeri (Sitting at Virajpet), Senior Civil Judge & CJM, Madikeri, Senior Civil Judge & JMFC, Virajpet, Senior Civil Judge & JMFC, Somwarpet, Prl. Civil Judge & JMFC, Madikeri/Virajpet, Civil Judge & JMFC, Somwapret/Ponnampet/Kushalnagar, with an information of display in Notice Board of respective Courts.

4. The Deputy Commissioner Kodagu-Madikeri, for publication of the Tender Notification in the next Tender Bulletin and to display in the Notice Board of said office.

5. Tahasildar, Kodagu-Madikeri to display in the Notice Board of said office.

6. The Information Officer, Department of Information and Publicity, Madikeri to give vide publicity at free of cost.

Copy to the following for information and necessary action:

7. Global Copier Services No. 291, Seetha Vilas Road, Opposite ICICI Bank, Mysuru, (gcsmys@rediffmail.com)

8. Star Technologies, No. 340 A, 1st floor, 14th main, 5th cross, Saraswathipuram, Mysuru-570009. (starmyacct@gmail.com)

9. M/s Spartan Info Solutions, No.143, 2nd main, 4th cross, Syndicate Bank Layout, Herohalli, Vishwaneedam post, Andrahalli main road, Bengaluru-560091. (abhi.s@spartaninfosolution.com)

10. M/s Shreekar Enterprises No.64 (old 3334), 7th main 3rd cross, RPC layout, Vijayanagar, 2nd stage, Bengaluru-560104. (harish@shreekar.in)

11. M/s R R Enterprises, No.122, 3rd cross, K.N. Extension, Triveni road, Yeshwanthpur, Bengaluru-560022. (sales@rrenter.in)

12. Kyocera Document Solutions India Pvt. Ltd, C/o Fedex TNTB P. Ltd., Survey No. 803/5, DIC, Block A Kutumbakkam Village, Thiruvallur-600124.

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

14. 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 and English language for wide publication.

15. The Chief Executive Officer, Z.P., Kodagu-Madikeri to display in the Notice Board.

16. The Commissioner, Madikeri City Corporation to display in the Notice Board.

17. The Executive Engineer, PWD, Madikeri to display in the Notice Board.

✓ 18. Software Technician, Prl. District & Sessions Court, Madikeri for webhosting and to send E-mail to the courts mentioned in Sl. No. 2 and 3 and also Sl. No. 7 to 13.

19. Court Notice Board of this office.

TENDER FORM

To,
The Prl. District & Sessions Judge,
Kodagu-Madikeri.

Tender for the procurement of services of copier machines in view of Tender Notification
No. 1/2026-27 Dt: 17.08.2026

01	Name and address of the Tenderer with Mobile No.	
02	License Registration No. And GST Registration No. Issued by the Government(copy of the order to be enclosed)	
03	Name and Designation of the Firm	
04	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
01	Service of copier machines	10		

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 do 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