

M.T. No. 9254 /2025

Office of the
Prl. District & Sessions Judge,
Chikkaballapura, Dated : 18.06.2025.
Ph : 08156 - 270966
email - pdjcbpura@gmail.com

:: TENDER NOTIFICATION ::

**TENDER / QUOTATIONS FOR PROCUREMENT OF COPIER
MACHINE SERVICE THROUGH OPEX METHOD**

Quotations are invited for the local (preferably) private Xerox operators who are interested to prepare the copies of Judicial records including Orders, Judgments, I.A's, evidence and exhibits, etc., by their own copier machines in the premises of the following Court Complexes/ Establishments, subject to terms and conditions stipulated hereunder :-

- 1) IV-Addl. District & Sessions Court, Chikkaballapura**
- 2) Prl. Civil Judge & JMFC Court, Chikkaballapura.**
- 3) Prl. Civil Judge & JMFC Court, Gowribidanur.**

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 installed in the designated location / branch of the Court. The installation cost, maintenance and the consumables cost along with copier machine operator cost required for the said machine has to borne by the vendor only.
- 2) The Vendor shall quote / offer copying cost per page bases. 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) *The vendor shall undertake to maintain the copier machine installed during the period of service without any hindrance and in the event the copier machine suffers from major repairs, then the vendor shall provide alternate without any loss of time.*
- 6) *The copies that are to be prepared are invariably mixture of A4, A3, and Legal size.*
- 7) *The Copier Machine shall have the zooming facility in order to increase or decrease the copy size.*
- 8) *Service Down Time : 24 to 48 hours. Penalty of 5% will be charged and deducted in the next Invoice if services are not provided as per Service Level Agreement*
- 9) *Spare Toner : Every equipment should always carry one extra / spare toners at any given time.*
- 10) *If the tenderer desires, the vendor shall undertake to continue his service even after expiry of service period till the next service provider enter into fresh contract with the tenderer/Court.*
- 11) *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.*
- 12) *The Vendor has to deposit an Earnest Money of Rs.10,000/- by way of Demand Draft drawn in the name of the PRINCIPAL DISTRICT AND SESSIONS JUDGE, CHIKKABALLAPURA, returnable upon completion of procurement process except the successful bidder.*

- 13) *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.*
- 14) *1,00,000/- will be rough estimated copies per annum per Copier machine. However, Court will not make any minimum commitment of pages for any Copier Machine.*
- 15) *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 satisfactory.*
- 16) *Principal District & Sessions Judge, Chikkaballapura will reserve the right to cancel the service if the proposed service is not satisfactory.*
- 17) *All output of copies should be clean and clear and vendor shall Guarantee/ maintain acceptable level of copy quality through out the contractual period.*
- 18) *The Quotation shall include - (i) Quote with operator for 05 years. (ii) Quote only for equipment for 05 years & (iii) Monthly rental and per page cost separately.*
- 19) *The rate contract will be minimum for 05 years or above.*

*Private operators who will abide by the above terms and conditions may submit the quotations in a sealed cover addressed to **Principal District & Sessions Judge, Chikkaballapura** with super scribing on the cover as "Quotation for installation of Copier Machine at Chikkaballapura – 03 / Gowribidanur – 01" so as to reach the office of the Principal District & Sessions Judge, Chikkaballapura by 4.00 p.m. of 30.06.2025 and the sealed quotations will be opened on the*

01.07.2025 by 2.00 p.m. in the chambers of the Principal District & Sessions Judge, Chikkaballapura.


(N.V. BHAVANI)

Prl. District & Sessions Judge,
Chikkaballapura.

PRL. DISTRICT AND SESSIONS JUDGE
CHICKBALLAPUR

Copy submitted for information to :

The Registrar, Computers, Hon'ble High Court of
Karnataka, Bengaluru.

Copy forwarded for information and with a request to cause
publication in the Notice Board and concerned Courts and Offices.

- 1) The All the Prl. District & Sessions Judges in Karnataka State through Gmail.
- 2) The Deputy Registrar, City Civil Court, Bengaluru.
- 3) The District Bulletin Officer (Deputy Commissioner), Chikkaballapura.
- 4) All the subordinate Courts of this unit.
- 5) All the Advocates Bar Association of this unit.
- 6) The City Municipal Council, Chikkaballapura.
- 7) Accounts Branch of this office.
- ✓ 8) Computer Branch / Software Technician of this Office for Web Hosting.
- 9) Office Copy.

TENDER FORM

**TENDER FOR PROVIDING COPIER MACHINE SERVICE
THROUGH OPEX METHOD**

Corrigendum to Re-Tender Notification Dated 05/11/2024.

E.M.D. amount of Rs.10,000/-

Last date for receipt of Tender 15.11.2024

1	Name of the Tenderer	
2	Address & Contact No. of the Tenderer	
3	Voter ID Card No. / Aadhar 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 and words)	

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

I do hereby declare that I abide by the terms and conditions as per tender Notification dated 05.11.2024.

Place :

Date :

(SIGNATURE)