

**THE PRL.DISTRICT & SESSIONS JUDGE,  
U.K, KARWAR.**

NO.COMP/**3887**/2024

Dated:19-07-2024.

**Read:-** Hon'ble High Court of Karnataka Bengaluru Letter No. HCC 52/2023

dated 27-03-2024 regarding to procure Copier Machine Services District Wise /  
Unit wise through Outsource method on OPEX model by calling Tender / Quotation.

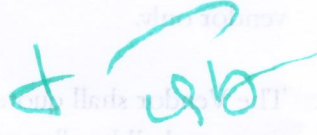
**Quotations are Re-invited for procurement of Copier Machine service through  
OPEX Method.**

Quotations are invited from the local(preferably) private Xerox operators who are interested to prepare the copies of Judicial records including Orders,Judgments,IAs,evidences and exhibits etc by installing their own copier machines in the premises of the **Civil Judge & JMFC Court, Mundgod** establishment subject to terms and conditions stipulated here under:-

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 designated location/branch of the Court. The installation cost,maintenance and the consumables cost along with copier machine operators cost required for the said machine 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 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 Machine 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 **PRL.DISTRICT & SESSIONS JUDGE U.K KARWAR PAYABLE AT KARWAR**, 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 machine and submit Performance **Bank Guarantee of 5% of the estimated** copying output per copier machine for a year.
11. **42000** 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.
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 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/ Unit Head with super scribing on the cover as **"Quotation for installation of Copier Machine at Civil Judge & JMFC Court, Mundgod"** so as to reach the office of **PRL.DISTRICT & SESSIONS COURT U.K KARWAR** by **5.30 pm of 18-08-2024** and the sealed quotation will be opened on **20-08-2024 at 5.00 pm** in the chambers of the Prl.District & Sessions Judge, U.K, Karwar.

  
D.S Vijay Kumar  
Prl.District & Sessions Judge,  
U.K, Karwar.



## **QUOTATION FORM**

To

The Prl.District and Sessions Judge,  
Uttara Kannada, Karwar.

Quotation for the procurement of Copier machine service along with man  
power in Civil Judge & JMFC Court, Mundgod, in view of Notification No.        /  
2024 dated:

1	Name of the Bidder	
2	Address of the Bidder	
3	Copying cost per page including the cost of man power	
4	Particulars of DD	

### **DECLARATION**

I ..... hereby declare  
that, I have read all the terms and conditions as mentioned under the  
Quotation Notification and hereby undertake to bind by the said terms and  
conditions.

Further, I undertake to abide by the rules and regulations of Karnataka  
Transparency in Public Procurement Act.

Signature of the Bidder