

**OFFICE OF THE PRL. DISTRICT AND SESSIONS JUDGE, RAMANAGARA.**

**TENDER NOTIFICATION NO.1/2023-24**

**DATE: 06.07.2024.**

Sub: Calling of quotations for Phase-I of outsourcing for Photocopier services of **Two copier machines (i.e., machine services only)** on cost/rate per page basis for the use of the Courts of Ramanagara Unit.

Sealed Tender quotations are invited from the eligible Firms/Agencies/Operators (preferably local) for installation of their own new Two copier machines (i.e., Machine service only) on cost/rate per page basis through outsource method on OPEX Model, valid for three years from 2024 to 2027 for preparing photocopying of the documents of the courts of Ramanagara unit as mentioned below, subject to terms and conditions stipulated here under, as per permission accorded by the Hon'ble High Court of Karnataka, Bengaluru vide No.HCC No.52/2023, dated: 18.01.2024.

**Two Copier Machines require to be installed in the Courts of Ramanagara unit is as per below.**

Sl. No.	Court Names	Quantities
1.	Prl. Senior Civil Judge and CJM, Ramanagara	1
2.	Prl. Civil Judge and JMFC, Kanakapura	1
	Total no.of Copier Machine	2

**Terms and conditions;**

1. The Bidder should be a reputed Agency/Firm (preferably having local Business Entity) with a track record of having provided Photocopier services (Machine services).

2. The bidder should furnish valid Registration Certificates and relevant business certifications, which is recognized by authorities.
3. The agency/bidder should not have been blacklisted by any State/Central Govt. Or any other PSU, as on the date of its proposal. The agencies that are in litigation will not be eligible to participate in this tender. An undertaking to this effect should be submitted.
4. The successful bidders have to bring their own New good quality environment friendly and heavy-duty Xerox machines of latest model with duplex facility having a speed of minimum 45 copies per minute (back to back). The photocopier machine should be capable of printing of both side of the sheet specifically on Auto-feed mode, zooming, saving in various digital format (for digitization purpose) and other basic capabilities. The said machines i.e., 2 copier machines have to install in the copying branches of the courts of Ramanagara unit as mentioned above. The installation, maintenance and consumables to the said copier machine have to be borne by the successful bidders only.
5. The office shall not be liable/responsible for any damages caused to machines due to power fluctuation/short circuit or rat bite or if any other unforeseen circumstances, it should be borne by the installer. The service provider shall be subscribe to the insurance against the said damages and such insurance policy copy shall produce to the office, as and when asked.
6. The bidder should quote the **Cost Per Page (for One side of the sheet)**, excluding the cost of papers supplied by the Courts, including applicable taxes and deductions if any. 1% wastage shall be allowed and it is not chargeable. The office of the above said courts of Ramanagara unit is not liable for any additional/unforeseen cost other than the Cost per Page.
7. Electric Power, Space and required copier sheets will be supplied for the purpose by the respective Courts.
8. Down time of the copier should be Nil during working days.

9. In case of major repairs of the copier machines, alternate machines shall be provided without any loss of time.

10. The Copies that are to be prepared are invariably mixture of A-4, legal sheets and other sizes as required.

11. Manual to operate should be provided for every copier machines and supplier contact Number and E-mail ID should be pasted on the machine.

12. The installer has to analyze/inspect the overall performance of the copier machines on monthly.

13. The copies those are to be generated by the copier shall be legible and very clear. Successful bidder shall guarantee/maintain acceptable level of copy quality throughout contractual period.

14. The party shall not sub-let the installation of copying machines to any third parties for carrying out copier related works without prior written permission of the Lessor.

15. The bidder has to deposit an EMD of Rs.10,000/- by way of Demand Draft drawn in the name of the "Prl. District and Sessions Judge, Ramanagara," which is returnable upon completion of procurement process.

16. Successful bidder has to enter into service level agreement as per the above mentioned terms and conditions before installation of copier machines and submit performance security of 5% of the estimated copying output per copier machine for a year in the form of FDR of Bank Guarantee duly hypothecated in favour of the "Prl. District and Sessions Judge, Ramanagara."

17. The acceptances or rejection of the tender is at the discretion of the Prl. District and Sessions Judge, Ramanagara, and it is final and Prl. District and Sessions Judge, Ramanagara is not binding to accept the lowest proposal or any proposal, and reserve the right of acceptance to the whole or any part of the tender (proposal) or portion of the quantity offered and also reducing or enhancing the Tender Amount and to cancel

the service, if proposed service is not satisfactory, without assigning/specifying any reasons thereof.

18. The Work service of photocopying of the documents of the said Courts by providing machines will be on the credit basis. The payment will be made periodically on receipt of necessary particulars by the successful bidder on monthly basis. On the basis of said demand slips and satisfactory performance during respective period, payment will be made out of allotment available in the Courts for said purpose. Due to any other reasons, if delay caused for making payment by this office, the Tenderer should bear the such delay until payment would be made.

19. If the Principal District and Sessions Judge, noticed any fault/discrepancies on the work service, the payment would be withheld 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 security deposits, deposited by the tenderer without any notice and that the contract would be canceled.

20. Approximately 9,00,000/- 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 machine.

21. Finalized price per page for copying will be treated as rate contract initially for the period of three years i.e., 2024-2027, renewable each year, subject to the satisfactory performance by the firm.

22. This office has the right to terminate the contract, in case of performance and the service rendered by the firm is found to be unsatisfactory, by giving a notice of 7 days.

23. Once the contract is over, installer need to take back the copier machines on "as is where is basis".

24. The Prl. District and Sessions Judge, Ramanagara, unit head will reserve the right to cancel the service if the proposed service is not satisfactory.

**Note:**

- a) Proposals without the relevant documents and EMD amount will be treated as ineligible.
- b) If any details submitted by the bidder are found to be incorrect or false at a later stage, then the firm will be blacklisted.
- c) Pre-meeting will be conducted for the prospective bidders on 24/07/2024 at 2.30 pm in the Chamber of Chief Administrative Officer of this Court, for ensuring about the specifications, obligatory terms and conditions and introduction and if required any clarifications regarding photocopying of the documents, through outsourcing method on OPEX model.

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, Ramanagara**" with superscribing on the cover as "**Quotation for installation of Copier Machines in the Courts of Ramanagara unit**", so as to reach this office on or before 07.08.2024 within 5.00 p.m. Quotation received after 5.00 p.m on 07.08.2024 will not be considered and the sealed quotations will be opened on the next day on 08.08.2024 at 5.45 p.m. in the Chamber of the Prl. District and Sessions Judge, Ramanagara. The tender documents can be downloaded from the Ramanagara Judiciary Website <https://Ramanagara.dcourts.gov.in/>.

Sd/-

**(B.V. Renuka)**

Prl. District and Sessions Judge,  
Ramanagara.

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. Director Department of Information (Vaartha Ilakhe)  
Ramanagara (Copy forwarded in the separate covering letter)  
for wide publication.
2. The Software Technician of this Court, with a directions to  
Web host the said Notification on the Ramanagara Distirct  
Judiciary Website.
3. Deputy Commissioner, Ramanagara District, Ramanagara.
4. Superintendent of Police, Ramanagara.
5. Assistant Commissioner, Ramanagara.
6. The Prl. Distirct & Sessions Court, Mandya, Mysore, Chikkabalapura,  
Thumkur, City Civil Court, Bengaluru, Bangalore Rural court,
7. The Prl. Senior Civil Judge & CJM., court, Ramanagara.
8. The Prl . Civil Judge & JMFC., Kanakapura.
9. The Commissioner, City Municipality, Ramanagara.
10. The Tahasildar, Taluk Office, Ramanagara.

## ANNEXURE-A

Tender No.	
Name of the Firm/Company	
Registration No/ License No f the firm (furnish the copy of Reg. Cer.)	
Full Address of the Firm	
Contact No and E-mail Id and FAX No.	
PAN Card No.	
TIN Certificate (Copy enclosed)	
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 during last 3 years (should be Annexed Doc.)	
EMD Details	
If any other information, if it is necessary	

Sl. No.	Description of the photocopier machines in detail ( mention the specification of the machine with features)	Copier machine model name/ Company Name	Quantities i.e., No. Of copeir machines ready for supply	Quotation rate (cost per page for one side of the sheet)	Remarks,if any

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