

ACCTS/39/2024-25

Office of the  
District & Sessions Court,  
Bengaluru Rural District,  
Bengaluru, Dated: 12.09.2024

**NOTIFICATION**

Sub: Inviting Quotations for outsourcing Photocopier Services by installing one Copier Machine along with Operator (i.e., Men & Machine Work Services) on Cost/Rate per page basis in the court of Senior Civil Judge & JMFC, Devanahalli.

Ref: Letter No. HCC No. 52/2023, Dated: 18.01.2024 of Hon'ble High Court of Karnataka, Bengaluru.

<><><><><>

Sealed quotations are invited from the local private Xerox operators who are interested to prepare the copies of orders and judgments by installing their own copier machine along with Operator in the office of the Senior Civil Judge & JMFC, Devanahalli as per reference cited above until further orders, renewable every year subject to the terms and conditions stipulated here under:

1. The bidder should be reputed Agency / Firm (preferably having local business entity) with a track record of having provided photocopier 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 Government 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 70 copies per minute or higher capacity (back to back). The photocopier machine should be capable of printing both sides of the sheet specifically on auto-feed mode, zooming, saving in various digital formats (for digitization purpose) and other basic capabilities. The said machine has to be installed in the copying branch of Senior Civil Judge & JMFC Court, Devanahalli. The installation, maintenance and consumables along with copier machine

- operator required for the said machine has to be borne by the successful bidder 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 court, including applicable taxes and deductions if any. 1% wastage shall be allowed and it is not chargeable. The office of the Senior Civil Judge & JMFC, Devanahalli is not liable for any additional / unforeseen cost other than Cost per Page.
  7. The electric power, space and required copier sheets will be supplied by the office of the Senior Civil Judge & JMFC, Devanahalli.
  8. Down time of the copier machine should be NIL during working days.
  9. In case of major repairs of the copiers, alternate machines shall be provided without any loss of time.
  10. The copies that are to be prepared are invariably mixture of A4 Size, A3 Size, legal size and other sizes as required.
  11. Manual to operate should be provided for copier machine 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 machine 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 and EMD of Rs. 10,000/- by way of Demand draft drawn in the name of the "Prl. District & Sessions Judge, Bengaluru Rural District, Bengaluru", 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 3% of the estimated copying output per copier machine for a year in the form of FDR or Bank Guarantee duly hypothecated in favour of the Prl. District & Sessions Judge, Bengaluru Rural District, Bengaluru.


17. The acceptance or rejection of the tender is at the discretion of the Prl. District & Sessions Judge, Bengaluru Rural District, Bengaluru and it is final and Prl. District & Sessions Judge, Bengaluru Rural District, Bengaluru 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 reason thereof.
18. The work service of photocopying of the documents of the said court 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 such delay until payment would be made.
19. If the Prl. District & 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 cancelled.
20. Approximately 6,00,000/- copies will be the rough estimated copies per annum for 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 needs to take back the copier machines on "as is where is basis".
24. The Prl. District & Sessions Judge, Bengaluru Rural District 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, the then firm will be blacklisted.

- c) Pre-meeting will be conducted for the prospective bidders on 01.10.2024 at 2.30pm in the Chamber of Chief Administrative Officer of this court, for ensuring about the specifications, obligatory terms & conditions and instructions, 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 & conditions may submit their Quotations in the form of "Annexure-A" in sealed cover addressed to the "**Prl. District & Sessions Judge, Bengaluru Rural District, Bengaluru**" with super scribing on the cover as "**Quotation for installation of Copier Machine in Court of Senior Civil Judge & JMFC, Devanahalli**", so as to reach this office on or before 04.10.2024 within 2.00pm. Quotation received after 2.00p.m. on 04.10.2024 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 & Sessions Judge, Bengaluru Rural District, Bengaluru. The tender documents can be downloaded from the Bengaluru Rural District Judiciary website <https://bengalururural.dcourts.gov.in/>.

  
(GEETHA K. B.)  
Prl. District & Sessions Judge,  
Bengaluru Rural District,  
Bengaluru  
Prl. District & Sessions Judge  
Bengaluru Rural District  
Bengaluru

Copy submitted to:-

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

Copy with a request to publish in the Notice Board:-

1. The Registrar, City Civil Court, Bengaluru.
2. The V Addl. District & Sessions Judge, Devanahalli.
3. The Senior Civil Judge & JMFC, Devanahalli.
4. The Prl. Civil Judge & JMFC, Devanahalli.
5. The Office of the Deputy Commissioner, Beerasandra, Devanahalli.
6. The Tahsildar Office, Devanahalli.
7. The President, Advocates' Association, Bengaluru.
8. The President, Advocates' Association, Devanahalli.
9. Computer Section of this office to webhost the same in the website.
10. Notice Board of this office.
11. Office Copy.

**ANNEXURE – A**

Tender No.	
Name of the Firm / Company	
Registration No. / License No. of the firm (furnish the copy of Reg. Cert.)	
Full address of the Firm	
Contact No., 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 FY (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 FY)	
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	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.

Signature \_\_\_\_\_  
 Name & Designation of  
 The Authorized signatory of  
 The Firm \_\_\_\_\_  
 Seal of the Firm \_\_\_\_\_