ACCTS/41/2025-26
(Xerox Outsource Nelamangala)

Office of the
Prl. District & Sessions Judge,
Bengaluru Rural District,
Bengaluru, Dated: 20.08.2025.

**e-Tender Notification**

Subject: Inviting tender for outsourcing Photocopier Services by installing Copier Machines along with Operator (i.e., Men & Machine Work Services) on Cost/Rate per page basis-reg.

Reference: 1. Letter No. HCC No. 52/2023, Dated: 18.01.2024 of Hon'ble High Court of Karnataka, Bengaluru.

2. Office note and orders passed thereon.

<><><><><><><>

This office invites e-bidding for proposals from eligible private Xerox operators who are interested to prepare the copies of case records / court documents by installing their own copier machines along with Operators in the office of Senior Civil Judge & JMFC, Nelamangala and Prl. Civil Judge & JMFC, Nelamangala through e-procurement portal (https://kppp.karnataka.gov.in/#/portal/Auctions/live), as per reference cited above for a period of 01 year, which may be extended for two more years (total 3 years), renewable every year from the date of commencement, the details of which are as appended below:

| Sl. No. | Item | Details |
|---|---|---|
| 1. | Tender Number | ACCTS/41/2025-26 |
| 2. | Tender Number (as issued by KPPP) | HCK/2025-26/SE0077 |
| 3. | Tender Name / Services sought for: | Photocopier Services by installing copier machines along with operators:<br>(1) In the office of the Senior Civil Judge & JMFC, Nelamangala<br>(2) In the office of the Prl. Civil Judge & JMFC, Nelamangala,<br>Court Complex, Nelamangala (i.e., Men & Machine Work Services) on Cost/Rate per page basis, in Paisa and Rupees. |

| | | |
|---|---|---|
| 4. | Procuring Entity | Prl. District & Sessions Judge, Bengaluru Rural District, Bengaluru |
| 5. | Validity of the Tender – Contract | 01 year, which may be extended for two or more years (total 3 years) renewable each year, subject to the satisfactory quality/ performance or until orders of accepting authority |
| 6. | Estimated Approximate Total Tender cost | Total estimated cost Rs. 10,00,000/- per annum (from the courts of Senior Civil Judge & JMFC, Nelamangala and Prl. Civil Judge & JMFC, Nelamangala |
| 7. | EMD Amount | Rs. 20,000/- |
| 8. | Billing model | Cost/Rate per page basis. Monthly billing upon quality performance of the said work services and certification from the Branch Supervisor. Payment will be made by the office of the Senior Civil Judge & JMFC, Nelamangala and office of the Prl. Civil Judge & JMFC, Nelamangala respectively. |
| 9. | Closing Date & Time for submission of Tender proposal | 19.09.2025 at 5.00 p.m. |
| 10. | Tender Opening Date & Time | Technical: 20.09.2025 at 5.01 p.m.<br>Financial: Upon approval of Technical Bid |
| 11. | Office contact number & e-mail ID | 080-22939382<br>bngrur002@gmail.com |

Subject to the terms and conditions stipulated as under:

1. This invitation to bid is for Request for Proposal (RFP) for providing photocopier machines to the office of the Senior Civil Judge & JMFC, Nelamangala and office of the Prl. Civil Judge & JMFC, Nelamangala. The successful bidder will be engaged for providing photocopier service through Outsource to the said Courts.

2. The agreement will be initially for a period of one year from date of signing of the contract which may be extended for a period of two more years on year to year basis on same rates, terms and conditions.

3. The bidder should be an agency/firm with a track record of having provided Photocopier services (Manpower & Machine).

4. Bidders are advised to study the Bid document carefully. Online submission of bids shall be deemed to have been done after careful study and examination of the bid document with full understanding of its implications. Offers prepared in accordance with the procedures enumerated in this Bid Document should be submitted online only through KPP portal https://kppp.karnataka.gov.in/#/portal/portal-home not later than the date, time and address laid down in this Tender document. The bidders will be required to register themselves with the "Centre for e-Governance" to participate in the bidding process and also get necessary digital signature certificates. The details of the process of registration and obtaining the digital signature certificates are available on the website: https://kppp.karnataka.gov.in.

5. Manual bid shall not be accepted.

6. The bidder should furnish valid Registration certificates and relevant business certifications, which is recognized by authorities.

7. 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.

8. The bidder shall deposit a nominal Earnest Money Deposit (EMD) of Rs. 20,000/- in the KPP portal through online payment only before the last date and time of the bid submission. EMD in any other form will not be accepted. No proposals would be accepted without the EMD amount in the prescribed method.

9. The disputes related to return and refund of EMD may be addressed with the Centre for e-Governance department.

10. The party has to bring his own new good quality environment-friendly and heavy-duty Xerox machines. The Photocopier machines should be capable of printing on both sides of the sheet, specifically on Auto-feed Mode. The said copier machines has to be installed at the copying branches of the (1) office of the Senior Civil Judge & JMFC, Nelamangala and (2) office of the Prl.

Civil Judge & JMFC, Nelamangala, in the Court Complex, Nelamangala.

11. The cost involved in installation, maintenance, damage due to rat bite or under any unforeseen circumstances and the consumables along with copier machine operator required for the said machines have to be borne by the party only.

12. The bidder should quote the Cost per copy **(for one side of the sheet)**, excluding the cost of papers supplied by the office of the Senior Civil Judge & JMFC, Nelamangala and office of the Prl. Civil Judge & JMFC, Nelamangala. 1% wastage shall be allowed and it is not chargeable. The office of the Senior Civil Judge & JMFC, Nelamangala and office of the Prl. Civil Judge & JMFC, Nelamangala is not liable for any additional/unforeseen cost other than the Cost per Copy/page.

13. The electric power, space and required copier sheets will be supplied for the purpose by the concerned Court.

14. Down time of the copier should be Nil.

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

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

17. The copiers shall have the Auto-feeding, zooming, saving in various digital formats (for digitization purpose) and other basic capabilities.

18. Payment will be made on receipt of necessary particulars out of the allotment available in the respective court for the said purpose.

19. The copies those are to be generated by the copier shall be legible and very clear.

20. The Manpower for operating machine will be provided by the operating agency only.

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

22. The party shall not sub-let the installation of copying machine to any third parties for carrying out copier related works without prior written permission of this authority.

23. Only online bids would be considered through e-tender portal i.e., https://kppp.karnataka.gov.in/#/portal/Auctions/live.

24. The successful bidder has to enter into service level agreement as per the above terms and conditions before installation of the copier machines and submit performance bank guarantee of 3% of the estimated cost per annum.

25. The Principal District and Sessions Judge, Bengaluru Rural District, Bengaluru, is not binding to accept the lowest proposal or any proposal, and reserves 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 he may cancelled the entire tender process without assigning any reasons. The jurisdiction for any claims is within Bengaluru City only.

26. The Work service of Printing/Copying the said Court Documents by providing machine and manpower will be on the credit basis and on delivery of the service on monthly basis. The payment would be made by the office of the Senior Civil Judge & JMFC, Nelamangala and office of the Prl. Civil Judge & JMFC, Nelamangala, respectively after receiving funds from 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 would be made.

27. If the Principal District and Sessions Judge, Bengaluru Rural District, Bengaluru noticed any fault/discrepancies on the work service, the payment would be with-held till the rectification and that in the event of non-fulfillment of any of the terms or whole of the contract, there will be forfeiture of security deposit, deposited by the tenderer without any notice and that the contract would be canceled.

Note: Proposals without the relevant documents will be treated as ineligible.

The Eligible and Interested Firms/Agencies/Operators, in acceptance to the above stated details, terms and conditions may submit their e-Bidding Proposals (Quotations), through e-procurement portal (https://kppp.karnataka.gov.in/#/portal/Auctions/live).

By order of the Prl. District Judge,

I/C Chief Administrative Officer,
District & Sessions Court,
Bengaluru Rural District, Bengaluru.

Chief Administrative Officer
District & Sessions Court
Bangalore Rural District.
Bangalore

Copy To, For wide Publication:

1. The Registrar General, Hon'ble High Court of Karnataka, Bengaluru, with a request to publish the Tender notification on the Hon'ble High Court Website.
2. The Prl. City Civil & Sessions Judge, Bengaluru City.
3. The Chief Metropolitan Magistrate, Bengaluru.
4. The Registrar, Court of Small Causes, Bengaluru.
5. The Director, Department of Information (Vaartha Ilakhe), No.17, Vartha Soudha, Infantry Road, Bengaluru – 560001:- along with Tender Notification & Brief Tender Notification, requesting for publication of the same in two widely circulated Daily News Papers, each of Kannada and English language, for wide publication.
6. The Software Technician, District & Sessions Court, Bengaluru Rural District, Bengaluru:- to Web Host on the Bengaluru Rural District Judiciary Website.
7. Notice Boards
8. Office Copy