PRINCIPAL JUDGE, FAMILY COURT, KOLAR,

NOTIFICATION NO. 1/2025-2026 Date:13.08.2025

Read:- Hon'ble High Court of Karnataka Bengaluru Letter No. HCC 52/2023 dated 18-01-2024 regarding to procure Copier Machine Services District Wise / Unit wise through Outsource method on OPEX model by calling Tender /Quotation.

Tender/Quotation 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 own Copier machine in the **office of Prl. Judge, Family Court, Kolar**, 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 machine. The said Copier Machine has to be installed in the Copying Branch of the above said office. The installation cost, maintenance along with consumables cost 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. The office of the above said court is not liable for any additional/ unforeseen cost other than the Cost per page.

3. The Vendor has to install his/its own good condition environment friendly and heavy duty Xerox machine of the reputed companies of latest model with duplex facility having a speed of minimum 45 copies per minute (back to back). The photocopies machine should be capable of printing of both side of sheet specifically on Auto-feed mode, zooming, saving in various digital format (for digitization purpose) and other basic capacities. The said copier machine has to be installed in the Copying branch of the Family Court, Kolar, as mentioned above. The installation, maintenance and consumables cost required to the said copier machine has to be borne by the successful bidder only.

4. 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 subscribed to the insurance against the said damages and such insurance policy copy shall be produced to the office, as and when called for.

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

6. Down time of the Copier Machines should be NIL during working days.

7. In case of repairs of the Copier Machines, the Vendor shall provide alternate machine without any loss of time.

8. The copies that are to be prepared are invariably mixture of A4, A3 & Legal size.

9. The Copier Machine shall have the zooming facility in order to increase or decrease the copy size.

10. 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.

11. The Vendor has to deposit an Earnest Money of 5,000/- by way of Demand Draft drawn in the name of the PRINCIPAL JUDGE, FAMILY COURT, KOLAR, which is returnable upon completion of procurement process.

12. 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 the performance Bank Guarantee of 5% of the estimated copying output per copier machine for a year.

13. 60,000 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.

14. 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.

15. Prl. Judge, Family Court, Kolar, will reserve the right to cancel the service if the proposed service is not satisfactory.

16. All output of Copies should be clean, clear, visible and legible vendor shall Guarantee/maintain acceptable level of copy quality throughout contractual period.

Private Operators who will abide by the above terms and conditions may submit the quotations in a sealed cover addressed to the **Principal Judge, Family Court, Heritage Building, District Court Complex, Kolar-563101** with super scribing on the cover as **"Quotation for installation of Copier Machine at OFFICE OF PRL. JUDGE, FAMILY COURT, KOLAR"** so as to reach this office on or before **12.09.2025 (last date) within 2.00 P.M.**

Quotations received after **2.00 pm** will not be considered and the sealed quotations will be opened on the same day at 5.45 pm in the **Chambers of the Principal Judge, Family Court, Kolar.**

13/8/25.

(T P RAMALINGE GOWDA)
Principal Judge,
ಪ್ರಧಾನ ಪ್ರಿನ್ಸಿಪಾಲ್ ನ್ಯಾಯಾಧೀಶರು
Family Court, Kolar.
ಕೌಟುಂಬಿಕ ನ್ಯಾಯಾಲಯ, ಕೋಲಾರ.

Copy submitted to :-

1. The Registrar General, Hon'ble High Court of Karnataka, Bengaluru, for kind information.

Copy forwarded for wide publication by way of affix on notice board of following offices:

1. The Prl. City Civil and Sessions Judge, Bangalore, Prl. District & Sessions Judge, Bangalore Rural District / Bagalkot / Belgaum / Bellary / Bidar / Bijapur / Chamarajanagar / Chickballapur / Chitradurga / Dakshina Kannada, Mangalore / Davanagere / Dharwad / Gadag / Gulbarga / Hassan / Haveri / Madikeri / Kolar / Koppa / Mandya / Chickmagalur / Raichur / Ramanagar/ Shimoga / Tumkur / Udupi / Uttarakannada, Karawar / Yadagir, with a request to display this Notification in their Notice Board.
2. The Software Technician, District & Sessions Court, Kolar for web hosting.
3. Director Department of Information (Vaartha Ilakhe) , Kolar, for publication.
4. The Deputy Commissioner, Kolar for display in the Notice Board.
5. The Superintendent of Police, Kolar, to display in the Notice Board.
6. The Assistant Commissioner, Kolar to display in the Notice Board.
7. The Tahsildar, Kolar to display in the Notice Board.
8. The Chief Executive Officer, Z.P., Kolar to display in the Notice Board.
9. The Commissioner, CMC, Kolar, to display in the Notice Board.
10. The Executive Engineer, PWD, Kolar to display in the Notice Board.
11. Court Notice Board of this office.
12. Office File.

TENDER/QUOTATION FORM

To,
The Prl. Judge,
Family Court,
Heritage Building,
District Court Complex,
Kolar-563101.

Tender/ quotations for the procurement of services of Copier machine in view of Tender Notification No. 1/2025-26 dated: 13.08.2025.

1	Name and Address of the Tenderer	
2	License Registration No. And GST Registration No. issued by the Government (Copy of the Order to be enclosed)	
3	Name and Designation of the Firm	
4	Particulars of DD for EMD	

Sl. No.	Name of the Service	Quantity	Copying Cost per page
1	Service of Copier Machines	1	

DECLARATION

I ..... *the designated authority of the* firm do hereby declare that, I have read all the terms and conditions as mentioned under the Tender Notification and Tender documents and to hereby undertake to bind by the said terms and conditions.

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

Date :

Signature of the authority
of the firm with seal