AB. No. 05/2025
(Copier Machine)

Office of the
Prl. District & Sessions Judge
Kolar, dated 09-12-2025

e-Tender Notification

Sub: Inviting tender for outsourcing Photocopier Services by installing one Copier Machine each on Cost/Rate per page basis in the office of Prl. District and Sessions Court, Kolar, Senior Civil Judge and JMFC., Mulbagal and Prl. Civil Judge and JMFC., Mulbagal and Prl. Civil Judge and JMFC, Malur.

Ref: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.

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This office invites e-bidding for request for proposals from eligible private Copier Machine operators who are interested to prepare the copies of orders and judgments and other records by installing their own copier machine one each (In total 4 in numbers) in the office of the Prl. District and Sessions Court, Kolar, Senior Civil Judge and JMFC, Mulbagal, Prl. Civil Judge and JMFC, Mulbagal and Prl. Civil Judge and JMFC, Malur 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	AB. No. 05/2025
2.	Tender Number (as issued by KPPP)	--
3.	Tender Name / Services sought for:	Photocopier Services, by installing copier Machine in the office of the Prl. District and Sessions Court, Kolar, Senior Civil Judge and JMFC., Mulbagal and Prl. Civil Judge and JMFC., Mulbagal and Prl. Civil Judge and JMFC, Malur on Cost/Rate per page basis, in Paise and

		Rupees.
4.	Procuring Entity	Prl. District & Sessions Judge, Kolar.
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	Rs. 6,00,000/- per annum
7.	EMD Amount	Rs. 10,000/-
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 Prl. District and Sessions Judge, Kolar.
9.	Closing Date & Time for submission of Tender proposal	23-12-2025 at 5.00 p.m.
10.	Tender Opening Date & Time	Technical: 24-12-2025 at 5.00 p.m. Financial: Upon approval of Technical Bid
11.	Office contact number & e-mail ID	08152-222091 districtpdjklr@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 machine to the courts of Prl. District and Sessions Court, Kolar, Senior Civil Judge and JMFC, Mulbagal and Prl. Civil Judge and JMFC, Mulbagal and Prl. Civil Judge and JMFC, Malur.. The successful bidder will be engaged for providing photocopier service through Outsource to the said Court.
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 (having business within Kolar District) 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. 10,000/- 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.

9. Tenderer who has downloaded the tender from the Kolar District Judiciary website **https://kolar.dcourts.gov.in/** and Karnataka Public Procurement Portal (KPPP) website **https://kppp.karnataka.gov.in** shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer will be liable to be banned from doing

business with the Prl. District and Sessions Court, Kolar.

10. Intending bidders are advised to check Kolar District Judiciary website https://**kolar.dcourts.gov.in/** tender section and KPPP website https://kppp.karnataka.gov.in/#/portal/portal- home at least three days prior to closing date of submission of tender for any corrigendum/ addendum/amendment on this RFP. Bids will be opened as per date/time as mentioned in this Tender document. After online opening of Technical-Bid, the technically qualified bids, Price-bids will be opened.
11. The party has to bring his own new good quality environment-friendly and heavy-duty Copier Machine. The Photocopier machine should be capable of printing on both sides of the sheet, specifically on Auto-feed Mode. The said copier machine has to be installed at the copying branch of Prl. District and Sessions Court, Kolar, Senior Civil Judge and JMFC., Mulbagal and Prl. Civil Judge and JMFC., Mulbagal and Prl. Civil Judge and JMFC, Malur.
12. The cost involved in installation, maintenance, damage or other any unforeseen circumstances and the consumables along with required for the said machines have to be borne by the party only.
13. 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 Prl. District and Sessions Court, Kolar, Senior Civil Judge and JMFC, Mulbagal and Prl. Civil Judge and JMFC, Mulbagal and Prl. Civil Judge and JMFC, Malur. The bidder should note that 1% wastage shall be allowed and it is not chargeable. The office of the Prl. District and Sessions Court, Kolar, Senior Civil Judge and JMFC, Mulbagal and Prl. Civil Judge and JMFC, Mulbagal and Prl. Civil Judge and JMFC, Malur, is not liable for any additional/unforeseen cost other than the Cost per Copy/page.
14. The electric power, space and required copier sheets will be supplied for the purpose by the concerned Court.
15. Down time of the copier machines should be Nil during the non-working days.

16. One lakh copies will be the rough estimated copies per annum per copier machine. However court will not make any minimum commitment of pages for any copier machines.

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

18. The copies that are to be prepared are invariably mixture of A-4, legal sheets and other sizes as required. The copier machine supplied shall support the above said format on both side copying.

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

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

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

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

23. The bidder 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.

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

25. EMD amount which is 2% of the estimated cost should be paid under e-payment, as per KPP portal guidelines. No proposals would be accepted without the EMD amount in the prescribed method.

26. 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 5% of the estimated cost per annum.

27. The Principal District and Sessions Judge, Kolar, 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 be canceled the entire tender process without assigning any reasons.

28. The Work service of Printing/Copying the said Court Documents by providing machine 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 Prl. District and Sessions Court, Kolar, Senior Civil Judge and JMFC, Mulbagal and Prl. Civil Judge and JMFC, Mulbagal and Prl. Civil Judge and JMFC, Malur, only after receiving funds from the Hon'ble High Court/Government. Due to other reason if any delay caused in making payment by the office, the Tenderer should bear such delay until payment would be made.

29. If the Principal District and Sessions Judge, Kolar, 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 is forfeiture of EMD Amount and security deposits, 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 (having business in Kolar District), 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 and
Sessions Judge, Kolar,

I/C Chief Administrative Officer
District & Sessions Court
Kolar

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. All the Prl. District & Sessions Judges of Karnataka.

3. *All the Courts coming under the Kolar District unit.*

4. 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.

5. The Software Technician, District & Sessions Court, Kolar, to Web Host on the Kolar District Judiciary Website.

6. The Sheristedar, Accounts Branch, District and Sessions Court, Kolar.

7. Notice Board. 8. Office copy.

ANNEXURE – I

Tender No.	
Name of the Firm / Company	
Full address of the Firm	
Contact No., E-mail ID and Fax No.	
Name & Contact No. of the authorized representative	
Registration No. /License No. of the firm (furnish the copy of Reg. Cert.)	
PAN Card No. (copy to be enclosed)	
Years of experience	
Income tax return acknowledgement of last 2 years (copy to be enclosed)	
Details of work order/performance certificate, if any in Government Departments / Public sector undertakings or any other entity	
Bank Details Name of the Bank:	

Bank Branch: IFSC code: (Cancel Cheque has to be enclosed)	
If any other information, if it is necessary	

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 _____

ANNEXURE - II

SELF DECLARATION OF NON-BLACKLISTING

I, Sri/Smt._____ s/o or d/o Sri/Smt._____, being the Proprietor /Authorized Representative/Agent of M/s _____ _____ (Name of the firm/agency) hereby declare that the above said firm is not blacklisted in the last 5 years. It is hereby further submitted that the above said information and any other information, documents provided during the course of the application showing interest to participate in this Tender, is true and I fully bear consequences of all the mis-representation, if so, arising out in any near future.

Signature of the Proprietor
/Authorized Agent

ANNEXURE - III

Technical Proposal Submission Form

To,

The Chief Administrative Officer,
District & Sessions Court,
Kolar.

Sir,

With reference to your Request For Proposal Document, I/we, the undersigned, having examined all relevant documents and understood their contents,

1. Hereby submit our offer to provide services for providing Photocopier Services by installing photo copier machine each (In total 4 in numbers) in the Office of the Prl. District and Sessions Court, Kolar, Senior Civil Judge and JMFC, Mulbagal and Prl. Civil Judge and JMFC, Mulbagal and Prl. Civil Judge and JMFC, Malur, in accordance with your Request for Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Commercial Proposal as per packets through KPP Portal. The proposal is unconditional and unqualified.
2. I/We hereby declare that all the information and statements made in this Proposal and in the Appendices are true and correct, nothing has been omitted which renders such information misleading; and all documents accompanying such Proposal are true copies of their respective originals and accept that any misinterpretation contained in it may lead to our disqualification. I/We shall make available to the Office of the Prl. District and Sessions Court, Kolar, Senior Civil Judge and JMFC., Mulbagal and Prl. Civil Judge and JMFC, Mulbagal and Prl. Civil Judge and JMFC, Malur any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
3. I/We declare that I/We have examined and have no reservations to the RFP Documents, including any Addendum/Clarification issued by the Office of the Prl. District & Sessions Court, Kolar, and I/We do not have any conflict of interest in accordance with RFP Document.
4. I/We undertake, if our Proposal is accepted and we are engaged for providing the services to the Office of the Prl. District and Sessions Court, Kolar, Senior Civil Judge and JMFC, Mulbagal and Prl. Civil Judge and JMFC, Mulbagal and Prl. Civil Judge and JMFC, Malur, we shall abide by the conditions of the RFP.
5. I/We understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the agency, without incurring any liability to the Applicants in accordance with clauses of the RFP document. I/We

understand that you have right to reject our application without assigning any reason or otherwise. I/we hereby waive our right to challenge the same on any account whatsoever.

6. I/We agree and understand that the proposal is subject to the provisions of the RFP document. In no case, shall I/we have any claim or right if proposal is not opened or rejected.
7. A Power of Attorney in favour of the authorized signatory to sign and submit this Proposal and documents is attached herewith.
8. The Financial Proposal is being submitted separately as specified in RFP. This Technical Proposal read with the Financial Proposal shall constitute the Application which shall be binding on us.
9. I/We certify that _____ (Company Name) has not been banned from carrying out business either with the entire Government of India, Government of Karnataka, any department of Government or any statutory/autonomous bodies, PSUs or any other entity as on date. I/We also undertake that a similar ban imposed before the award of the contract under this RFP shall disqualify the company from being considered and all claims arising out of this RFP, other than the refund of the bid security, shall stand forfeited.
10. I/We certify that M/s _____ (Company Name) is a Single Applicant in response to your RFP for Providing Photocopier Services by installing photo copier machine in the Office of the Prl. District and Sessions Court, Kolar, Senior Civil Judge and JMFC, Mulbagal and Prl. Civil Judge and JMFC, Mulbagal and Prl. Civil Judge and JMFC, Malur.
11. I/We agree and undertake to abide by all the terms and conditions of the RFP Document. I/we hereby unconditionally accept the RFP conditions of the Office of the Prl. District & Sessions Court, Kolar, RFP documents in its entirety for the above work. In witness thereof, I/we submit this Proposal under and in accordance with the terms of the RFP Document.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Company:

Address:

Location:

Date:

Seal:

ANNEXURE – IV

Declaration of Unconditional Acceptance of Terms and Condition of Tender

1. I, _____, Son/Daughter/Wife of Shri_____, Director/ authorized signatory of the Agency mentioned below, am competent to sign this declaration and execute this tender document.

2. I/we hereby certify that I/we have inspected the site and carefully read and understood all the terms and conditions of the tender document which shall form part of the contract agreement and I/We undertake to abide by the conditions/clauses contained therein.

3. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/We am/are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Company:

Seal: