

TENDER NOTIFICATION NO.03/2025-2026**DATED:- 09-07-2025**

Sub: Calling of quotations for Phase-I of outsourcing for Photocopier services of One **Copier Machine (i.e., Machine Service only)** on cost/rate per page basis for the use of the court of Chikkamagaluru Unit.

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Sealed Tender quotations are invited from the eligible Firms/Agencies/Operators (preferably local) for installation of their own new **One Copier Machines (i.e., Machine Service only)** on cost/rate per page basis through out source method on OPEX model, valid for three years from 2025 to 2028 for preparing photocopying of the documents of the courts of Chikkamagaluru unit as mentioned below, subject to terms and conditions stipulated hereunder, as per permission accorded by the Hon'ble High Court of Karnataka, Bengaluru vide letter No: HCC No.52/2023, dated: 18-01-2024.

Sl. No.	Name of the Court of Chikkamagaluru unit	Quantity required
1.	Civil Judge and JMFC., Court Koppa.	01

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).

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2. 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 court of Koppa not liable for any additional / unforeseen cost other than the Cost per page.
3. The bidder should furnish valid Registration Certificates and relevant business certifications, which is recognized by authorities.
4. 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.
5. The Vendor has to install his/its own good condition environment friendly and heavy duty Xerox machine. The said Copier Machines have to be installed in the designated location/branch of the Court. The installation cost, maintenance and the consumables cost required for the said machine has to borne by the vendor only.
6. The Vendor shall quote/offer copying cost per page basis only one side of the sheet. Court will supply the paper only, 1% wastage shall be allowed and it shall not be chargeable copies.
7. The Electric power, space and required copier sheets will be supplied for the copying purpose by the Court/Establishment concerned.

8. Down time of the Copier Machine should be NIL during working days.

9. In case of major repairs of the Copier Machine, the Vendor shall provide alternate machine without any loss of time.

10. The Copies that are to be prepared are invariably mixture of A4, A3 and Legal size.

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

12. 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.

13. The Vendor has to deposit and Earnest Money of Rs.10,000/- by way of Demand Draft drawn in the name of the Prl. District and Sessions Court, Chikkamagaluru which is returnable upon completion of procurement process.

14. The successful bidders have to bring their own new good quality environment friendly and heavy-duty Xerox machines of reputed Companies of latest model with duplex facilities having a speed of minimum of 45 copies per minute (back to back). The photocopier machine should be capable to 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.

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15. Approximately One Lakh copies will be the estimated copies per annum for Fifty Thousand copies will be the estimated copies per annum for Koppa Court for per Copier Machine. However Court will not make any minimum commitment of pages for any Copier Machine.

16. 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.

17. The work service of photocopying of the documents of the said court by providing machine 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 report 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.

18. Prl. District and Sessions Judge, Chikkamagaluru / Unit Head will reserve the right to cancel the service if the proposed service is not satisfactory.

19. All output of Copies should be clean and clear and Vendor shall Guarantee/maintain acceptable level of copy quality through out contractual period.

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Private Operators who will abide by the above terms and conditions may submit the Quotations in the form of **"Annexure-A"** annexed to this Quotation and submit the Quotation in a Sealed cover addressed to **Prl. District and Sessions Judge, Chikkamagaluru** with super scribing on the cover as **"Quotation for installation of Coper Machine at Civil Judge & JMFC., Court, Koppa "** so as to reach this Office by 5.00 p.m of 11-08-2025 and the sealed Quotations will be opened on **12-08-2025.at 5.45** p.m in the Chamber of Prl. District and Sessions Judge, Chikkamagaluru in presence of the Quotationers who are present.

The Tender documents can be downloaded from the Chikkamagaluru Judiciary Website <https://chikkamagaluru.dcourts.gov.in/notice-category/tenders/>.

(RAJESHWARI N. HEGDE)

Prl. District and Sessions Judge and
Tender Bulletin Officer,
Chikkamagaluru.

PRL. DISTRICT & SESSIONS JUDGE
CHIKMAGALUR

Copy submitted to:

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

Copy forwarded for information through E-mail to cause publication in the Notice Board of concerned Courts and Offices.

1. The Prl. Senior Civil Judge and C.J.M., Chikkamagaluru, Senior Civil Judge and J.M.F.C., Kadur/Tarikere/Mudigere/N.R.Pura, **through e-mail to display in the Notice Board of the respective Courts.**

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2. The Civil Judge and J.M.F.C., Chikkamagaluru / Mudigere/ Kadur/ Tarikere / N.R.Pura / Koppa / Sringeri, **through e-mail to display in the Notice Board of the respective Courts.**

3. The Family Court, Chikkamagaluru and Labour Court, Chikkamagaluru **through e-mail to display in the Notice Board of the respective Courts.**

4. Software Technician, Computer Branch, District Court, Chikkamagaluru for web hosting.

5. Court Notice Board of this Office.

(RAJESHWARI N. HEGDE)

Pt. District and Sessions Judge and
Tender Bulletin Officer,
Chikkamagaluru.

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ANNEXURE-A

Tendor No.	
Name of the Firm/Company	
Registration NO/License No. of 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 return 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.)	
If any other information, if it is necessary	

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

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

Signature.....

Name and Designation of the

Authorized Signatory of the Firm.....

Seal of the Firm.....