

No. ADMN/ 7420 /2026

Office of the
Prl. District & Sessions Judge,
Udupi - 576101
Ph. No.- 0820-2530001
Mail-id - udupipdj@gmail.com

Notification No. 01/2026 - Copier Machine

Dated:15-09-2026

Sub: Procurement of Copier Machine service for the use of the
Prl. District & Sessions Judge, Udupi through outsourcing
on OPEX Model -Reg.

Ref: 1. Letter No. HCC 19/2024(E-925), dated 01-09-2026 of
the Hon'ble High Court of Karnataka, Bangalore.
2. KTPP Act, 1999 and Amended KTPP Act, 2020.
3. Office Note Dated:15-09-2026 and order passed
thereon

Quotations/Applications are invited from 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 their own copier machines in the premises of the **Prl. District & Sessions Judge Court, Udupi**

Last date for receipt of application is 30-09-2026 at 5.00 p.m.

Terms and conditions :-

1. The Vendor should be an agency/ firm/ organization with good track record of providing photocopier services and should have valid registration certificate or relevant business certificates to conduct the service.
2. The Vendor has to install his/its own good condition heavy duty Xerox machine and use good quality ink/ cartridge/ toner. The photo copier machine should be capable of printing on both sides of the sheet, specifically on auto feed mode. The said Copier Machine is to be installed in the designated location of the **Prl. District & Sessions Judge Court, Udupi**. Electric power, space and papers (preferable Legal size) will be supplied by the **Prl. District & Sessions Judge Court, Udupi**. Installation cost, maintenance, damage due to rat bite or under any unforeseen circumstances and the cost of consumables along with wages to copier machine operator etc., shall be borne by the vendor only.

3. The vendor shall quote/offer copying cost per page. 1% wastage shall be allowed and it shall not be chargeable copies. The Court is not liable for any additional/ unforeseen cost other than the cost per page.
4. Down time of the Copier Machine should be nil during working days. In case of major repairs of the Copier Machines, the Vendor shall provide alternate machine without any loss of time on his own cost.
5. The copies that are to be generated by the copier machine shall be legible and clear and vendor shall guarantee/maintain acceptable level of copy quality throughout contractual period.
6. The work service of printing/copying of the court documents will be on credit basis. The payment will be made by **Prl. District & Sessions Judge Court, Udupi** on monthly basis or on receipt of allotment from the Hon'ble High Court. If due to any other reason there is delay in payment, the tenderer should bear such delay until payment will be made.
7. 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 Performance Bank Guarantee of 2% of the estimated copying output per copier machine for a year. 1,80,000pages 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.
8. 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.
9. The vendor has to submit an affidavit regarding maintaining secrecy of court documents/ papers and that he will not save the documents in any digital form and he will not attend copying of any other institutions or persons in the premises. Further, he has to print the number of copies as per the directions of the examiner attached to the Prl. District & Sessions Judge Court, Udupi and shall avoid unnecessary wasting of xerox papers. If found violating the above condition the matter will be viewed seriously and the contract will be terminated without prior notice
10. It is not binding on the Prl. District & Sessions Judge, Udupi to accept the lowest proposal or any proposal and Authority reserves the right to cancel the entire process without assigning any reason or reject the service at any point of time, if the proposed service is found unsatisfactory.

11. If the Prl. District & Sessions Judge notices 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 EMD amount and security deposit, deposited by the tenderer without any notice and the contract would be cancelled.
12. The quotations without the relevant documents will be treated as ineligible and any communication in this regard will not be entertained.

Private Operators who are willing to abide the above terms and conditions may submit the quotations in a sealed cover addressed to Principal District and Sessions Judge, Udupi with superscribing on the cover as ***"Quotation for installation of Copier Machine in Prl. District & Sessions Judge Court, Udupi"*** so as to reach the office of the District Court, Udupi by 5.00 p.m of 30-09-2026 and the sealed quotation will be opened on 01-10-2026 at 5.30 pm in the chambers of the Principal District and Sessions Judge, Udupi.


(K.S.Gangannavar)
Prl. District & Sessions Judge,
Udupi
15/09

Copy submitted to:- The Registrar General, Hon'ble High Court of Karnataka,
Bengaluru – with a covering letter

Copy forwarded to for information and wide publicity:

1. The Prl. District & Sessions Judge, Bengaluru City/ Bagalakote/ Ballari / Bidar / Bengaluru Rural/ Chamarajanagar / Chikkaballapur/ Chitradurga / Davanagere / Dharwad / Dakshina Kannada / Gadag / Hassan / Haveri / Kalaburgi / Koppa/ Kodagu-Madikeri / Koppal / Mandya / Mysuru / Ramanagar / Raichur / Shivamogga / Tumakuru / Uttara Kannada/ Vijayapura / Yadagir – through E-mail.
2. The District Information Officer, Udupi
3. Taluk Courts in this Unit-- through E-mail.
4. The Executive Engineer, P.W.D., Udupi.
5. The Commissioner, City Municipality, Udupi.
6. Software Technician of this Court – to web-host
7. Private Xerox Operators in Udupi
8. Notice Board of this Court
9. Office Copy.

FORM

To

The Prl. District and Sessions Judge,
Udupi-576101

Quotation for the procurement of services of Copier machine to the Prl. District & Sessions Court, Udupi in response to Notification No.1/2026- Copier Machine dated: 15-09-2026 of the Prl. District and Sessions Judge, Udupi

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

Sl. No.	Name of the Service	Copying cost per page			
		With men to operate		Without men to operate	
		1. *	Rs. (Per Page)	1. *	Rs. (Per Page)
1	Printing xerox copies	2. *		2. *	
		3. *		3. *	

*** Please mention specification of the xerox machine proposed to be provided**

DECLARATION

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

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

Place:
Date:

**Signature of the Authority
or the firm with seal**

Sar
Bilal Hussain

No. ADMN/ 7421 /2026

Office of the
Prl. District & Sessions Judge,
Udupi - 576101
Ph. No.- 0820-2530001
Mail-id - udupipdj@gmail.com

Notification No. 02/2026 - Copier Machine
Dated:15-09-2026

- Sub:** Procurement of Copier Machine service for the use of the Courts at Kundapura through outsourcing on OPEX Model -Reg.
- Ref:** 1. Letter No. HCC 19/2024(E-925), dated 01-09-2026 of the Hon'ble High Court of Karnataka, Bangalore.
2. KTPP Act, 1999 and Amended KTPP Act, 2020.
3. Office Note Dated:15-09-2026 and order passed thereon

Quotations/Applications are invited from 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 their own copier machines in the Courts at Kundapura as detailed here-below.

Sl. No.	Name of the Court	No. of Machine proposed	Approximate pages arrived at per annum
1	I Addl. District & Sessions Judge, Udupi (sitting at Kundapura), Kundapura	1	62000
2	Prl. Civil Judge & JMFC, Kundapura	1	137000

Last date for receipt of application is 30-09-2026 at 5.00 p.m.

Terms and conditions :-

1. The Vendor should be an agency/ firm/ organization with good track record of providing photocopier services and should have valid registration certificate or relevant business certificates to conduct the service.
2. The Vendor has to install his/its own good condition heavy duty Xerox machine and use good quality ink/ cartridge/ toner. The photo copier machine should be capable of printing on both sides of the sheet, specifically on auto feed mode. The said Copier Machine is to be installed in the designated location of the Courts mentioned above. Electric power, space and papers (preferable Legal size) will be supplied by the respective Courts. Installation cost, maintenance, damage due to rat bite or under any unforeseen circumstances and the cost of consumables along with wages to copier machine operator etc., shall be borne by the vendor only.
3. The vendor shall quote/offer copying cost per page. 1% wastage shall be allowed and it shall not be chargeable copies. The Court is not liable for any additional/ unforeseen cost other than the cost per page.

4. Down time of the Copier Machine should be nil during working days. In case of major repairs of the Copier Machines, the Vendor shall provide alternate machine without any loss of time on his own cost.
5. The copies that are to be generated by the copier machine shall be legible and clear and vendor shall guarantee/maintain acceptable level of copy quality throughout contractual period.
6. The work service of printing/copying of the court documents will be on credit basis. The payment will be made by the respective Courts on monthly basis or on receipt of allotment from the Hon'ble High Court. If due to any other reason there is delay in payment, the tenderer should bear such delay until payment will be made.
7. 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 Performance Bank Guarantee of 2% of the estimated copying output per copier machine for a year. Approximate pages mentioned above 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.
8. 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.
9. The vendor has to submit an affidavit regarding maintaining secrecy of court documents/ papers and that he will not save the documents in any digital form and he will not attend copying of any other institutions or persons in the premises. Further, he has to print the number of copies as per the directions of the examiner attached to the respective Courts and shall avoid unnecessary wasting of xerox papers. If found violating the above condition the matter will be viewed seriously and the contract will be terminated without prior notice
10. It is not binding on the Prl. District & Sessions Judge, Udupi to accept the lowest proposal or any proposal and Authority reserves the right to cancel the entire process without assigning any reason or reject the service at any point of time, if the proposed service is found unsatisfactory.
11. If any fault/ discrepancies on the work service is brought to the notice of the Prl. District & Sessions Judge, 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 EMD amount and security deposit, deposited by the tenderer without any notice and the contract would be cancelled.
12. The quotations without the relevant documents will be treated as ineligible and any communication in this regard will not be entertained.

Private Operators who are willing to abide the above terms and conditions may submit the quotations in a sealed cover addressed to Principal District and Sessions Judge, Udupi with superscribing on the cover as ***"Quotation for installation of Copier Machine in the Courts at Kundapura, Udupi District"*** so as to reach the office of the District Court, Udupi by 5.00 p.m on 30-09-2026 and the sealed quotation will be opened on 01-10-2026 at 5.30 pm in the chambers of the Principal District and Sessions Judge, Udupi.


(K.S.Gangannavar)
Prl. District & Sessions Judge,
Udupi
15/09

Copy submitted to:- The Registrar General, Hon'ble High Court of Karnataka,
Bengaluru – with a covering letter

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2. The District Information Officer, Udupi
3. Taluk Courts in this Unit-- through E-mail.
4. The Executive Engineer, P.W.D., Udupi.
5. The Commissioner, City Municipality, Udupi.
6. Software Technician of this Court – to web-host
7. Private Xerox Operators in Udupi/Kundapura.
8. Notice Board of this Court
9. Office Copy.

FORM

To

The Prl. District and Sessions Judge,
Udupi-576101

Quotation for the procurement of services of Copier machines to the Courts at Kundapura in response to Notification No.2/2026 - Copier Machine dated: 15-09-2026 of the Prl. District and Sessions Judge, Udupi

- 1 Name and Address of the Vendor
- 2 License Registration No. and GST Registration No. issued by the Government (Copy of the Order to be enclosed)
- 3 Name and Address of the Firm
- 4 Particulars of DD for EMD/Security Deposit

Sl. No.	Name of the Service	Name of the Court	Copying cost per page			
			With men to operate		Without men to operate	
1	Printing xerox copies	I Addl. District & Sessions Judge, Udupi (sitting at Kundapura)	1. *	**	1. *	**
			2. *	**	2. *	**
			3. *	**	3. *	**
2	Printing xerox copies	Prl. Civil Judge & JMFC, Kundapura	1. *	**	1. *	**
			2. *	**	2. *	**
			3. *	**	3. *	**

*** Please mention specification of the xerox machine proposed to be provided**

**** Please mention Rs./Per Page**

DECLARATION

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

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

Place:

Date:

Signature of the Authority
or the firm with seal

Seen

