

No.ACC.DJS. 9402-13 /2025.

Office of the  
Prl.District and Sessions Judge,  
Shivamogga, dated: 22.04.2025.

**TENDER/QUOTATION NOTIFICATION NO. 3/2024**

**DATE: 22.04.2025**

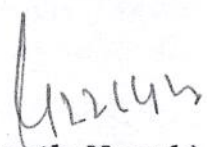
Sealed tender Quotations are invited from the private Xerox operators (preferably local) who are interested to prepare the copies of judicial records including orders, judgments, IA's, Evidences and Exhibits etc, by installing their own **one** photocopier machine through outsource method on **OPEX MODEL** in the **premises of the Prl. District & Sessions Court, Shivamogga,** 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 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.
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 copies.
3. The electric power, space and required copier sheets will be supplied for the copying purpose by the Court/ Establishment concerned.
4. Down time of the Copier Machine should be NIL during working days.
5. In case of major repairs of the Copier Machine, the Vendor shall provide alternate machine without any loss of time.
6. The copies that are to be prepared are invariably mixture of A4, A3 and Legal size.
7. The Copier Machine shall have the zooming facility in order to increase or decrease the copy size.
8. 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.
9. The Vendor has to deposit an Earnest Money of Rs. 10,000/- by way of Demand Draft drawn in the name of the Prl. District and Sessions Court, Shivamogga which is returnable upon completion of procurement process.



10. 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 5% of the estimated copying output per copier machine for a year.
11. Approximately One lakh 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.
12. 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.
13. Prl.District and Sessions Judge, Shivamogga/Unit Head will reserve the right to cancel the service if the proposed service is not satisfactory.
14. All output of Copies should be clean and clear and vendor shall Guarantee/maintain acceptable level of copy quality through out contractual period.

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 the Prl. District and Sessions Judge, Shivamogga with super scribing on the cover as **"Quotation for installation of Copier Machine"** so as to reach this office by **5.00 P.M of 06/05/2025** and the sealed quotations will be opened on **06/05/2025 at 5.30 P.M.** in the chambers of the Prl. District and Sessions Judge, Shivamogga in presence of the quotationers, who are present.

  
(Manjunath Nayak)  
Prl.District and Sessions Judge,  
Shivamogga. *04/5*

Copy Submitted to to the Registrar General, Hon'ble High Court of Karnatka, Bengaluru for kind information with a covering letter.

Copy forwarded to:-

- ✓ 1. The software technician of this court with a direction to web host the said notification and to send this notification to all courts of this unit and to all district, district courts of the state through email for vide publication.
2. The President, Bar Association, Shivamogga for notification.
3. Deputy Commissioner Shivamogga for notification.



4. Superintendent of Police, Shivamogga for notification.
5. Prl. District and Sessions Court, Chikkamagaluru, Davanagere, Haveri and Chithradurga for notification
6. Director Department of Information (Vartha Ilakhe), Shivamogga  
( Copy Forwarded in the Separate Covering letter) for vide publication
7. Divine Technical solutions, Seetharama Nilaya, Fort Road  
Shivamogga.
8. Kalyani Technologies, opposite to water tank, Kote Road,  
Shivamogga.
9. Jordine computer systems Bearys city center, S-16, II floor, B.H  
Road, Shivamogga.
10. Siddhi Office solutions, Bhairaveshwara Complex, I floor, S.J.  
Road, Jannapura, Bhadravathi- 577301
11. Spare copies to other local Xerox Operators.



ANNEXURE-A

Tender 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 returns 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.)	
EMD Details	
If any other information, if it is necessary	

Sl. No.	Description of the photocopier machines in detail (mention the specification of the machine with features)	Copier machine model name/ Company 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 undertaken 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\_\_\_\_\_