

**OFFICE OF THE PRL.DISTRICT & SESSIONS JUDGE, TUMAKURU**  
**TENDER NOTIFICATION NO.I/2023-24**  
**DATED 19.03.2024**

**Subject:** Calling of Quotations/Tenders for outsourcing for copier services of 3 (Three) **Copier Machines** on cost/rate per page basis (Opex model) for the use of the courts of Tumakuru Unit.

Sealed Tendors/Quotations are invited from the eligible local (preferably) firms / agencies/ private xerox operators who are interested to prepare the copies of Judicial records including orders, Judgments, IA's, evidents and excibits etc, by installing own copier machines in the premises of the below noted Courts, subject to terms and conditions stipulated here under as per guidelines issued by the Hon'ble High Court of Karnataka vide letter No.HCC No.52/2023 dated 18.01.2024.

Sl.No.	Name of the Courts in Tumakuru Unit	Quantity
1	Prl.District & Sessions Judge, Tumakuru	1
2	V Addl.District & Sessions Judge, Tiptur	1
3	Prl.Civil Judge & JMFC, Kunigal	1

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).
2. The Bidder should furnish valid registration certificates and relevant Business certificate which is recognized by authorities.
3. The Bidder should not have been blacklisted by any State/Central Govt. or any other PSU, as on the date of its proposal. The Bidder/Agencies that are in litigation will not be eligible to participate in this tender. An undertaking of this effect should be submitted.
4. The successful Bidder has to install his/its own good condition environment friendly and heavy duty Xerox machines 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 3 copier machines have to install in the copying branches of the courts of Tumakuru Unit as mentioned above. The

installation, maintenance and consumables to the said copier machines have to be borne by the successful bidder only.

5. 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.
6. The said Copier Machines have to be installed in the designated location/branch of the Court. The installation cost, maintenance and the consumables cost along with copier machine operator cost required for the said machine has to borne by the Bidder only.
7. The Bidder 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 copiers.
8. The electric power, space and required copier sheets will be supplied for the copying purpose by the Court/Establishment concerned.
9. Down time of the Copier Machine should be NIL during working days.
10. In case of major repairs of the Copier Machine, the Bidder shall provide alternate machine without any loss of time.
11. The copies that are to be prepared are invariable mixture of A4, A3 & Legal size.
12. The Copier Machine shall have the zooming facility in order to increase or decrease the copy size.
13. Payment will be made periodically on receipt of necessary particulars by the bidder on monthly basis out of the allotment available in the court for the said purpose.
14. The Bidder has to deposit an Earnest money of **Rs.10,000/-** by way of Demand Draft drawn in the name of the Head of the Department i.e., Prl.District & Sessions Judge, Tumakuru which is returnable upon completion of procurement process.
15. 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.

16. 10,00,000 copies for District Court, Tumakuru, 80,000 for V Addl.District & Sessions Court, Tiptur and 90,000 for Prl.Civil Judge & JMFC, Kunigal 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.
17. 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 Bidder is satisfactory for a further period which is agreeable to the Court concerned.
18. The Prl. District & Sessions Judge, Tumakuru as Head of the Unit 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.

Private Operators who will abide by the above terms and conditions may submit the quotations/tenders in a sealed cover addressed to **Principal District and Sessions Judge, Tumakuru** with super scribing on the cover as **“Quotation/Tender for installation of Copier Machine in the Courts of Tumakuru Unit ”** so as to reach this office on or before **18.04.2024(last date) within 2.00 pm.**

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 chamber of the Prl.District & Sessions Judge, Tumakuru. The bidder or their representatives may be present during the opening of the bids. The tender documents can be downloaded from the Tumakuru Judiciary website <https://tumakuru.dcourts.gov.in/>.

Sd/-  
**(B. Jayantha Kumar)**  
**Prl.District & Sessions Judge,**  
**Tumakuru**

**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. Director Department of Information (Vaartha Ilakhe) , Tumakuru (copy forwarded in the separate covering letter)
2. The Software Technician of this Court, with directions to Web host the said Notification on the Tumakuru District Judiciary Website
3. The Deputy Commissioner, Tumakuru District, Tumakuru.
4. The Superintendent of Police, Tumakuru
5. The Assistant Commissioner , Tumakuru
6. The Prl.District & Sessions Court, Ramanagar, Chitradurga, Mandya , Mysore, Chikkabalapura, City Civil Court Bangalore, Bangalore Rural Court.
7. The V Addl.District & Sessions Judge, Tiptur
8. The IV Addl. District & Sessions Judge, Madhugiri
9. The Prl.Senior Civil Judge & CJM, Tumakuru
10. The Sr.Civil Judge & JMFC, Gubbi, Tiptur, Kunigal, Turuvekere, Chikkanayakanahalli, Sira, Madhugiri, Pavagada.
11. Civil Judge & JMFC, Koratagere
12. The Tahasildar, Taluk Office, Tumakuru
13. Court Notice Board
14. Office File.

