

G.T.No. 4248/2025.

Office of the
Prl. District & Sessions Judge
Tumakuru, dated 02.09.2025.

e-TENDER NOTIFICATION NO.2/2025-26

Subject: Calling of e-Tender/Quotations for outsourcing copier services of 8 (Eight) **Copier Machines** on cost/rate per page basis (Opex model) for the use of the courts of Tumakuru Unit.

Ref: 1. Letter vide HCC No.52/2023, dated 18.01.2024 of Hon'ble High Court of Karnataka, Bengaluru.
2. Letter vide HCC No.19/2024, dated 23.08.2025 of Hon'ble High Court of Karnataka, Bengaluru.

e-Tender/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 exhibits etc, by installing own copier machines in the premises of the **below noted Courts**, through e-procurement portal (<https://kppp.karnataka.gov.in/#/portal/Auctions/live>) for a period of 1 year which may be extended for 2 more years (total 3 years), renewable every year from the date of commencement, 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	Quantity	Capacity
1	Prl. District and Sessions Court, Tumakuru	1	45 copies per minute with duplex scanning system
2	Prl. Senior Civil Judge and CJM Court, Tumakuru	1	45 copies per minute with duplex scanning system
3	Prl. Civil Judge and JMFC Court, Tumakuru	1	45 copies per minute with duplex scanning system
4	Prl Civil Judge and JMFC Court, Madhugiri	1	30 copies per minute with duplex scanning system
5	Civil Judge and JMFC Court, Koratagere	1	30 copies per minute with duplex scanning system
6	Prl. Civil Judge and JMFC Court, Sira	1	30 copies per minute with duplex scanning system
7	Prl. Civil Judge and JMFC Court, Pavagada	1	30 copies per minute with duplex scanning system
8	Prl. Civil Judge and JMFC Court, Gubbi	1	30 copies per minute with duplex scanning system

1.	Last date and Time of Receipt of tender	22.09.2025 5.30pm
2.	Technical bid opening	24.09.2025 2.00pm
3.	EMD Amount	20000/-
4.	Place of opening Tender	Office of the Prl. District & Sessions Judge, Tumakuru

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. Bidders are advised to Bid document carefully. **Only 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. 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 and 30 copies per minute (back to back). The photocopier 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 8 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.
6. 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.

7. 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 Bidder only.
8. The Bidder shall quote copying cost per page basis. Court will supply the paper. Only 1% wastage shall be allowed and it shall not be chargeable. The office of the above said courts of Tumakuru Unit is not liable for any additional/ unforeseen cost other than the Cost per page.
9. The electric power, space and required copier sheets will be supplied for the copying purpose by the Court/Establishment concerned.
10. Down time of the Copier Machine should be NIL during working days.
11. In case of major repairs of the Copier Machine, the Bidder shall provide alternate machine without any loss of time.
12. The copies that are to be prepared are invariable mixture of A4, legal sheets and other sizes as required.
13. The Copier Machine shall have the zooming facility in order to increase or decrease the copy size.
14. Manual to operate machine should be provided for every copier machines and supplier contact Number and E-mail ID should be pasted on the machine.
15. The Installer has to analyze/ inspect the overall performance of the copier machines on monthly basis.
16. The Copies those are to be generated by the copier shall be legible and very clear. Successful bidder shall guarantee/ maintain acceptable level of copy quality throughout contractual period.
17. The party shall not sub-let the installation of copying machines to any third parties for carrying out copier related works without prior written permission.
18. 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.
19. The Bidder has to deposit an Earnest money of **Rs.20,000/- through online** in the name of the Prl. District & Sessions Judge, Tumakuru which is returnable upon completion of procurement process.

20. 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.
21. The acceptance or rejection of the quotation/Tender is at the discretion of Prl.District & Sessions Judge, Tumakuru.
22. The work service will be on Credit basis, the payment will be made periodically on receipt of necessary particulars by the successful bidder on monthly basis after satisfactory performance report. 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.
23. If the Prl.District & Sessions Judge noticed 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 security deposits, deposited by the Tenderer without any notice and that the contract would be canceled.
24. Approximately 8,00,000 copies per annum will be the rough estimated copies per annum for 8 copier Machine. However Court will not make any minimum commitment of pages for any copier machine.
25. 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 concerned Courts.
26. 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.

Note:

- a) Proposals without the relevant documents and EMD will be treated as ineligible.
- b) If any details submitted by the bidder are found to be incorrect or false at a later stage, then the firm will be blacklisted.

The Firms/Agencies/Private Operators who will abide by the above terms and conditions may submit the quotations/tenders through e-procurement portal (<https://kppp.karnataka.gov.in/#/portal/Auctions/live>) with duly filled Annexure-I to Annexure IV so as to reach this office on or before **22.09.2025(last date) within 5.30 pm.**

Online Submission of Quotations after 5.30 pm will not be considered and the online quotations/tenders will be opened on the 24.09.2025 at 2.00 pm. The tender documents can be downloaded from the Tumakuru Judiciary website <https://tumakuru.dcourts.gov.in/> and karnataka public procurement portal (KPPP) website <https://kppp.karnataka.gov.in>.

(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.

ANNEXURE-I

Tender/ Quotation 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	
Bank Details Name of the Bank: Bank Branch: IFSC Code: (Cancel Cheque has to be enclosed)	
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_____

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,
Tumakuru.

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 2 in numbers) in the office of the Prl. District and Sessions Court, Tumakuru, 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, Tumakuru, 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, Tumakuru, 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, Tumakuru, 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 this 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, Tumakuru.
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 Prl. District and Sessions Court, Tumakuru, 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 Tenderer

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: