

O.No.: 3821 /2026

Office of the
Prl. District and Sessions Court,
Haveri, dated: 01.10.2026

**Quotation for Procurement of Copier Machine Service
through OPEX Method**

Quotations are invited from the 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 following Court; subject to terms and conditions stipulated hereunder:-

- 1). Prl. District and Sessions Court, Haveri,
 - 2). Prl. Senior Civil Judge and CJM, Haveri,
 - 3). Civil Judge and JMFC, Haveri,
1. The Vendor has to install his/its own good condition, environment friendly and heavy-duty Xerox machines. 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 be borne by the vendor only.
 2. The vendor shall quote/offer copying cost on a 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 an alternate machine without any loss of time.
 6. The copies that are to be prepared are invariably a mixture of A4, A3 & 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 10,000/- by way of Demand Draft drawn in the name of the Prl. District and Sessions Judge Haveri, 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. 240000 (Two lakh forty thousand) will be the rough estimated copies per annum 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 of 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 Haveri 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 a sealed cover addressed to Principal District and Sessions Judge Haveri, with super scribing on the cover as "Quotation for installation of Copier Machine at Haveri Court Complex" so as to reach the office on or before 5.00 PM of 12.10.2026 and the sealed quotation will be opened on 13.10.2026 at 5.30 PM in the chambers of the Principal District and Sessions Judge, Haveri.

Place:Haveri

Date:01.10.2026

Prl. District and Sessions Judge,
Haveri


01/10/2026