D.N: 6000/25
03/06/25

OFFICE OF THE PRL. DISTRICT & SESSIONS JUDGE, D.K. MANGALURU

TENDER NOTIFICATION NO.01/2025-26, DATE: 03-06-2025

Sub: **Calling of quotations for procurement of 12 copier Machine services (i.e., Machine Service Only) through outsource method on on cost/rate per page basis for the use of the Courts of D.K, Mangaluru, Unit.**

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Sealed Tenders are invited from the eligible Firms/Agencies/ Operators (preferably local) for installation of their own new 12 copier machines for photocopying work (i.e., Machine Service only) through outsource basis on OPEX Model valid for three years from 2024 to 2027 for preparing photocopying of documents of the courts of D.K. unit for the use of following Courts of D.K, Mangaluru. Unit, subject to the terms and conditions stipulated here under. As per permission accorded by Hon'ble High Court of Karnataka Vide Letter No. HCC.No.19/2024 (52/2023) Dated: 24-09-2024

List of Copier Machines require to install in the Courts of D.K, Mangaluru unit

SI.NO.	Court Location	Quantity	
1	Prl. District and Sessions Judge, D.K. Mangaluru	2	
2	I Addl. Family Court, Mangaluru	1	
3	Labour Court, Mangaluru	1	
4	Prl. Senior Civil Judge and CJM, Mangaluru	1	
5	Prl. Civil Judge and JMFC, Mangaluru	2	
6	JMFC (IX Court), Mangaluru	1	
7	Prl. Civil Judge and JMFC, Belthangady	1	
8	Prl. Civil Judge and JMFC, Moodabidri	1	
9	Prl. Civil Judge and JMFC, Puttur	1	
10	Senior Civil Judge Sullia	1	

Terms and Conditions;

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 certifications, which is recognized by authorities.

3. The agency/bidder should not have been blacklisted by any State/Central Govt. or any other PSU, as on the date of its proposal. The agencies that are in litigation will not be eligible to participate in this tender. An undertaking to this effect should be submitted.

4. The successful bidder has to bring his own New good quality environment friendly and heavy-duty Xerox machines. The said machines i.e.,12 copier machines have to install in the copying branches of the courts of D.K, Mangaluru unit mentioned as above. The installation, maintenance and the consumables for the said machines have to be borne by the successful bidder only.

5. The bidder should quote the **Cost Per Copy (for One side of the sheet)**, excluding the cost of papers supplied by the Courts, including applicable taxes and deductions if any. 1% wastage shall be allowed and it is not chargeable. The office of the above said courts of D.K, Mangaluru is not liable for any additional/ unforeseen cost other than the Cost per Copy.

6. Electric Power, Space and required copier sheets will be supplied for the purpose by the respective Courts.

7. Down time of the copier should be Nil during working days.

8. In case of major repairs of the copier machines, alternate machines shall be provided without any loss of time.

9. The Copies that are to be prepared are invariably mixture of A-4, legal sheets and other sizes as required.

10. The copiers shall have the Auto-feeding, zooming, saving in various digital formats (for digitization purpose) and other basic capabilities.

11. Manual to operate should be provided for every copier machines and supplier contact Number and E-mail ID should be pasted on the machine.

12. The installer has to analyze/inspect the overall performance of the copier machines on monthly.

13. 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.

14. 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 of the Lessor.

15. The office shall not be liable or responsible if any damages caused to machines due to short circuit or if any other reasons in the office premises. It should be borne by the installer. The service provider shall be subscribe to the insurance against the said damages and such insurance policy copy shall produce to the office, as and when asked.

16. The vendor has to deposit an Rs.10,000/- by way of Demand Draft drawn in the name of the "Prl.District and Sessions Judge, D.K, Mangaluru", which is returnable upon completion of procurement process.

17. Successful bidder has to enter into service level agreement as per the above mentioned terms and conditions before installation of copier machines and submit performance security of 5% of the estimated copying output per copier machine for a year in the form of FDR or Bank Guarantee duly hypothecated infavour of the Prl.District and Sessions Judge, D.K, Mangaluru.

18. The acceptance or rejection of the tender is at the discretion of the Prl.District and Sessions Judge, D.K, Mangaluru and it is final and is not binding to accept the lowest proposal or any proposal, and reserve the right of acceptance to the whole or any part of the tender (proposal) or portion of the quantity offered and also reducing or enhancing the Tender Amount and to cancel

the service, if proposed service is not satisfactory, without assigning/specifying any reasons thereof.

19. The Work service of photocopying of the said Court Documents by providing machine will be on the credit basis. The payment will be made periodically on receipt of necessary particulars by the successful bidder on monthly basis. On the basis of said demand slips and satisfactory performance during respective period, payment will be made out of allotment available in the Courts for said purpose. 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.

20. If the Principal District and 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.

21. Approximately 1 or 2 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.

22. Finalized price per page for copying will be treated as rate contract initially for the period of three years i.e., 2024-2027, renewable each year, subject to the satisfactory performance.

23. Once the contract is over, installer need to take back the copier machines on "as is where is basis".

24. The Prl. District and Sessions Judge, D.K, Mangaluru, unit head will reserve the right to cancel the service if the proposed service is not satisfactory.

25. All out put of copier should be clean and clear and vendor shall guarantee/machine acceptable level of copy quality through out contractual period.

Note:

a) **Proposals without the relevant documents and EMD amount will be treated as ineligible.**

b) **The Firms/Agencies/Operators who will abide by the above said terms and conditions may submit their Quotations in the form of "Annexure-A" in sealed cover addressed to the "Prl.District and Sessions Judge, D.K, Mangaluru" with superscribing on the cover as "Quotation for installation of Copier Machines in the Courts of D.K, Mangaluru Unit", so as to reach this office on or before 17.06.2025 within 5.30 p.m. Quotation received after 5.30 p.m on 17.06.2025 will not be considered and the sealed quotations will be opened on the same day at 5.45 p.m in the Chamber of the Prl.District and Sessions Judge, D.K, Mangaluru. The tender documents can be downloaded from the D.K, Mangaluru Judiciary Website https://dk.dcourts.gov.in/notice-category/tenders.**

(BASAVARAJ) 3/6/25
Prl. District and Sessions Judge,
D.K, Mangaluru.

Copy submitted to:-

1. The Registrar General, Hon'ble High Court of Karnataka, Bangalore for kind information with a covering letter.

Copy forwarded for wide publication by way of affix on notice board of following offices.

1. Director Department of Information (Vaartha Ilakhe) D.K, Mangaluru (Copy forwarded in the separate covering letter) for wide publication.
2. The Software Technician of this Court, with a direction to Web host the said Notification on the D.K, Mangaluru District Judiciary Website.
3. Deputy Commissioner, D.K, Mangaluru District, D.K, Mangaluru .
4. Superintendent of Police, D.K, Mangaluru .
5. Assistant Commissioner, D.K, Mangaluru .
6. The all courts of this unit for information and to display the same in the notice board.
7. The Tahashildar, Mangaluru to display in the notice board of said office.

Copy to the following the information and necessary action:

1. Spartan Info Solution, No.143, 2nd Main, 4th cross, Syndicate Bank, layout, Herohalli, Vishwaneedam Post, Andrahalli main road, Bengaluru-560091(abbiis@spartaninfosolution.com).

2. Kyocera Document Solutions India, Pvt. Ltd., C/o. Fedex TNTB Pvt. Ltd., Survey No.803/5, D/c, Block A Kutumbakkam Vill, Thiruvallur-600124.

3. Future Business Tech. India Pvt. Ltd., Corporate Office No.2038, 26th Cross, K.R.Road, BSK II-Stage, Bengaluru-560070 (www.futurebiztech.com)

4. The chief executive officer, Z.P.Urva store Mangaluru to display in the notice board.

5. M/s Shreekar Enterprises No.64 (old3334), 7th main, 3rd cross, RPC layout, Vijayanagar, 2nd stage, Bengaluru-560004 (harish@shreekar.in)

6. R.R.Enterprises, No.122, 3rd cross, K.N.Enterprises. Triveni mad, Yeshwanthpur, Bengaluru-560022 (sale@rrenter.in)

7. Gaurav Communications, D.No.599/1, 1st Main, 6th Cross, K.B. Extension, Davangere-577002.

ANNEXURE-A

Tender No	
Name of the Firm/ company Registration No/License no of the firm (furniture copy of the court)	
Full Address of the Firm	
Contact No and e-mail Id and FAX No.	
PAN Card No.	
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(Annex. Doc)	
EMD Details	
If any other information	

Sl. No.	Description of the photocopier machines in detail	Company/ Model Name	Copying cost per page	
			By providing Machine Service only	By providing Manpower and Machine Service

I hereby undertaken to accept and abide all the terms and conditions of the tender document.

Name and Signature of the Firm

(Seal of the firm)