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**OFFICE OF THE PRL. DISTRICT & SESSIONS JUDGE, D.K.
MANGALURU
TENDER NOTIFICATION NO. 1/2026-27,
DATE:20-08-2026**

- Sub: Calling for tenders to the photocopier services of 7 copier Machine services (i.e., Machine Service only) through outsource method on cost/rate per page basis for the use of the Courts of D.K, Mangaluru, Unit.
- Ref: 1. The Hon'ble High Court of Karnataka, Bengaluru Letter No. HCC No. 19/2024(52/2023), Dated 24.09.2024.
2.This office note dated 20.08.2026 and orders passed thereon.

Sealed Tenders are invited from the eligible Firms/Agencies/ Operators (preferably local) for installation of their own new Seven copier machines for photocopying work (i.e., Machine Service only) through outsource basis on OPEX Model valid for one year 2026-2027 years 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 is as per below

SI.NO.	Court Location	Quantity
1	Prl. District and Sessions Judge, D.K. Mangaluru	2
2	Senior Civil Judge & JMFC, Belthangady	1
3	Addl Civil Judge & JMFC, Bantwal	1
4	Prl. Senior Civil Judge and CJM, Mangaluru	1
5	V Addl District & Sessions Judge, Puttur	1
6	Prl Senior Civil Judge & ACJM, Puttur	1
	Total No. Of Copier Machines.	7

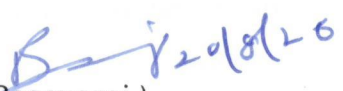
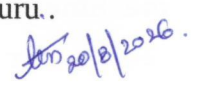
Terms and Conditions;

1. The bidder should be a reputed Agency/Firm (preferably having local Business Entity) with a track record of having provided Photocopier services (Machine service only).
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 install his/its own good conditioned environment friendly and heavy duty New Xerox machines. The service provider shall use non-carcinogenic and non-harmful ink/cartridge/toner and the machine should be free from radiation hazards. The photo copier machine should be capable of printing on both sides of the sheet, specifically on auto feed mode. The said Copier Machines have to be installed in the designated location/branches of the concerned Court. The installation cost, maintenance, damage due to rat bite/power fluctuation/short circuit or under any unforeseen circumstances and the consumables cost required for the said machines has to be borne by the vendor 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. The service provider upon successful tender allotment, shall provide the said services at the same rate, with all the conditions remaining the same, for the entire period and even after the expiry of the contract period, until the completion of the next tender process for the said services.
7. Electric Power, Space and required copier sheets will be supplied for the purpose by the respective Courts.
8. Down time of the copier should be Nil during working days.
9. In case of major repairs of the copier machines, alternate machines shall be provided without any loss of time.
10. The Copies that are to be prepared are invariably mixture of A-4, legal sheets and other sizes as required.

11. The copiers shall have the Auto-feeding, zooming, saving in various digital formats (for digitization purpose) and other basic capabilities.
12. Manual to operate should be provided for every copier machines and supplier contact Number and E-mail ID should be pasted on the machine.
13. The installer has to analyze/inspect the overall performance of the copier machines on monthly.
14. 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.
15. 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.
16. 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.
17. The bidder has to deposit an EMD of 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.
18. 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 in-favour of the Prl.District and Sessions Judge, D.K, Mangaluru.
19. 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.
20. 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.
21. 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 cancelled.
 22. Approximately 50,000 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.
 23. Finalized price per page for copying will be treated as rate contract initially for the period of one year, renewable each year, subject to the satisfactory performance.
 24. Once the contract is over, installer need to take back the copier machines on "as is where is basis".
 25. 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.
 26. All out put of copier should be clean and clear and vendor shall guarantee/ machine acceptable level of copy quality through out contractual period.
 27. Proposals without the relevant documents and EMD amount will be treated as ineligible.

The Firms/Agency/Operators who will abide by the above said terms and conditions may submit their tenders 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 "**Tender for installation of Copier Machines in the Courts of D.K, Mangaluru Unit**", so as to reach this office on or before 07-09-2025 within 5.00 p.m. Quotation received after 5.00 p.m on 07.09.2026 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)
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.
8. Prl Senior Civil Judge & ACJM, Puttur.
9. V Addl District & Sessions Judge, Puttur.
10. Senior Civil Judge & JMFC, Belthangady.
11. Addl Civil Judge & JMFC, Bantwal.
12. Prl. Senior Civil Judge and CJM, Mangaluru

Copy to the following for 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.
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

To,

Prl. District and Sessions Judge,

D.K., Mangaluru.

Tender for the procurement of services of Copier machines in view of
Tender Notification Dated: 20.08.2026.

Tender No	
Name of the Firm	
Full Address of the Firm	
Contact No and e-mail Id and FAX No.	
PAN Card No.	
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	Quotation rate (cost per copy for one side of the sheet)	Remarks, if any

DECLARATION

I the designated authority of the firm do hereby declare that, I have read all the terms and conditions as mentioned under the Tender Notification and Tender documents and I hereby undertake to abide by the said terms and conditions.

Further, I undertake to abide by the rules and regulations and the Karnataka Transparency in Public Procurement Act.

Signature of the authority of the firm with seal.