

**KERALA STATE CO-OPERATIVE BANK LTD,
HEAD OFFICE, CO-BANK TOWERS, PALAYAM
THIRUVANANTHAPURAM**



Quotation Notice

Quotation for Digital photocopier machines – reg.

Competitive quotations are inviting from experienced firms/agencies on behalf of Managing Director, Kerala State Co-operative Bank for supply of 6 photocopier machines for the use of our branches at Peroorkada, Overbridge, Karamana, Kollam, Alappuzha & Idukki.

The last date for receipt of quotations and the specification of Machines are given below.

- 1 The last date of receipt of quotation : 23.10.2017 : 3 PM
- 2 Quotation address : The Managing Director
KSCB Ltd, Co-bank Towers
Vikas Bhavan P O, PMG,
Thiruvananthapuram 695033
- 3 Specification & other details : Visit Website
www.keralacobank.com
- 4 For any further information call : Office : 0471-2547241/228

Sd/-
Deputy General Manager (P&E)
KSCB

10.10.2017
Thiruvananthapuram

Invitation for quotation for the supply of Digital Photocopier Machines

1) Schedule of Item

Sl.No.	Description	Quantity
1.	<p>Supply and Installation of Digital Copier/Laser Printer with Colour Scanner Machine</p> <p><u>Specification</u></p> <p>Type : Printer/Copier/Scanner Print Method – Monochrome Laser Paper Handling – A4,A3, legal/letter Paper capacity : 250 sheets + 1 sheet Manual tray Memory Size : 32MB or above Warranty : 5 year comprehensive onsite warranty</p> <p><u>Printer</u></p> <p>Print speed: 20 PPM or above Print Resolution: 600 X 600 dpi Laser Monochrome</p> <p><u>Copier</u></p> <p>Resolution: 600 X 600 dpi Reduction/Enlargement: 25% - 400% (50% to 200% using RSPF) in 1% increment</p> <p><u>Scanner</u></p> <p>Scan : Colour, Grey Scale, Monochrome Scan Resolution: Minimum 600 X 600 dpi Scan Type: Flat bed/ADF Scan to PC, Scan to SFTP, facilities Scan Formats: PDF, Searchable PDF, JPEG, JPG, PNG</p> <p><u>Interfaces</u></p> <p>Local : High speed USB 2.0 Network: 10-Base T/100 Base-TX Ethernet/TCP-IP Sharing facilities : Network printer sharing, network scanner sharing.</p>	6 Nos.
2.	Buy Back for the old Photocopier Machine	2 Nos.

2) Bid Price

- b) The Contractor/bidder shall be for the fully quantity as described above. Corrections if any shall be made by crossing out, rewriting with initial and date.
- b) The rate should be all inclusive – taxes levies transport etc.
- c) Usual deduction will be made from the gross amount of bill.
- d) The rate quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- f) Prices should be quoted in Indian Rupees only.

3) Each bidder shall submit only one quotation

4) Validity of Quotation

Quotation shall remain valid for a period not less than 45 days after the deadline date specified for submission.

5) Evaluation of Quotation

The purchaser will evaluate and compare the quotation determined to be substantially responsible ie. which

- c) Are properly signed.
- d) Confirm to the terms and conditions and specifications.

6) Award of Contract

- c) The purchaser will award the contract to the bidder whose quotations has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
- d) Notwithstanding above, the purchaser reserves the right to accept or refill any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.

7) The payment will be released after the verification of whole job and the receipt of performa invoice in this office.

8) Specified conditions

- (1) OEM/Authorised dealers/Registered Company/Agent are only eligible.
- (2) The payment will be released after verification of whole job.
- (3) The bidder should have authorized service centers/Engineers at Trivandrum/Kollam/Alappuzha/Idukki for all their quoted equipments.
- (4) Bidder should specify the guarantee to minimum 3-5 years for the Machines.

Deputy General Manager
(P&E)

Format of Quotation for Digital Photocopier Machine

Sl. No.	Model No./ Description of goods	Specification	Quantity	Unit/Quoted Rate	Total

Gross Total cost (Rupees.....)
(in words)

We agree to supply and install the above goods in accordance with the technical specification for a total price of Rs. (amount in figure) (amount in words) within the period specified in the evaluation for quotation.

Name of supplier:

Signature :

Place:

Date: