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Kerala Co-operative Milk Marketing Federation Ltd.

Milma Bhavan, Pattom Palace P.O., Thiruvananthapuram - 695004

No. KCMMF/HOP/PROJ:GEN/187/2020

22nd JULY 2021

Sir,

Sub: Purchase of Photocopy machine for KCMMF HO.

The Kerala Co-operative Milk Marketing Federation Ltd., invite your detailed offer quoting lowest price and shortest delivery period for the supply and installation of Photocopy Machine and suitable size stabilizer and stand mentioned in the annexure for our Head Office. The offer will be subject to the following terms and conditions: -

The offer should be sent in a sealed cover super scribed "**Quotation No.187/PC:HO:PROJ:PCM/2021 - Supply of 1 No. Photocopy Machine**" addressed to:

**The Managing Director,
KCMMF Ltd. Milma Bhavan
Pattom P.O., Trivandrum - 695004**

The quotation should reach us latest by 5th August 2021, 14.00 hrs and open on the same day at 15.00 hrs.

All prices must be quoted on F.O.R at our Head office, including packing, forwarding, freight, transit risk insurance, commissioning and all other costs for safe delivery at our office. Taxes/Duties should be quoted separately. (Percentage of taxes/duties applicable and your GST No should be clearly indicated in the quotation).

Your quotation should be valid for 30 days from the date of opening of the quotation.

Full details of the item offered including make, model, technical details/leaflets, specifications and other details, if any, should enclosed with your offer.

You will guarantee to repair/replace without any extra cost of the item or part thereof, if found defective due to bad designing, workmanship or substandard

material within 36 months from the date of commissioning of the system. The entire expenditure towards replacement/ repair in this regard shall be borne by you.

Payment Terms:

95% payment will be released on commissioning of the complete system and 5% after the guarantee period. However the final 5% will be released on submission of a Bank Guarantee for an equal value valid for the guarantee period.

General

- Quotationer should indicate details of Free supply of Tonner in guarantee period.
- Quotationer should indicate cost of tonner and No of copies received from one tonner and quotation must also include the **Comprehensive Annual Maintenance Charges** for one year after the guarantee period. This rate is applicable for minimum two years after the guarantee period. This will be considered as a part of the quotation and appropriate weightage will be given to the maintenance charges. Quotations without the maintenance charges are liable to be rejected.
- Quotationer should indicate capacity and cost of suitable size Stabilizer separately in the Quotation.

Any items found defective during the guarantee period shall be repaired/replaced free of cost.

Kerala Co-operative Milk Marketing Federation does not bind itself to accept the lowest offer and reserve the right to accept any offer/offers in part or full without assigning any reason. You will not have any claim in this regard.

Yours faithfully,

**Manager (Projects)
For MANAGING DIRECTOR**

Copy to: Accounts Officer

ANNEXER-I

Our Technical requirements

Sl No	Specifications for Digital copier/printer/Colour scanner	
1	Make	SHARP/CANON
2	Type	Desktop
3	Core functions	Print, copy, color scan,
4	Engine Speed	25 to /35 ppm
5	Memory	Minimum 2 GB
6	Control panel display	Colour touch panel
4	Memory media	Standard USB memory
5	Paper supply capacity/Out put capacity A4 80gsm	Standard 250 sheet, Maximum 545 sheet/500 Sheet X Two tray, 100 Sheet Bypass tray (with cassette feeding unit)
8	Warm-up time*3	AR-6031NV/6026NV: 20 sec. AR-6023NV/6020NV: 25 sec.
10	Power source available	220-240 AC Volt 5.2A ±10%, 50/60 Hz.
11	Power consumption	Maximum : Approx. 1500 W, standby Approx. 20 W, sleep mode : Approx. 0.6 W.
	Continuous copy	Max. 999 copies
	Zoom range	25% to 400% (50% to 200% using RSPF) in 1% increments
	Network Printer	
	Resolution	600 x 600 dpi
	Interface	USB 2.0, 10Base-T/100Base-TX
	Supported OS*7	Windows 8 and above
	Network protocols	TCP/IP
	Stabilizer	Suitable size

**Manager (Projects)
For MANAGING DIRECTOR**