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കേരള കോ-ഓപ്പറേറ്റീവ് മിൽക്ക് മാർക്കറ്റിംഗ് ഫെഡറേഷൻ ലിമിറ്റഡ്
Kerala Co-operative Milk Marketing Federation Ltd.

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

Phone : 0471 – 2786441, 2786442

E-mail : projects@milma.com, Web Site : www.milma.com

No. KCMMF/KHO/PROJ/187/2026

28th September 2026

QUOTATION NOTICE

Sub: Supply & installation of 1 No. of Digital Franking Machine for KCMMF Head Office, Pattom, Thiruvananthapuram –reg.

With reference to above, sealed quotations are invited from reputed Suppliers/Manufactures for the **Supply & installation of 1 No. of Digital Franking Machine for KCMMF Head Office, Pattom, Thiruvananthapuram**. Detailed terms and conditions (commercial & technical) are exhibited in our website. Interested parties may submit their offer in the prescribed format indicating rate (Incl. of GST). Bidding Document shall be downloaded from our website www.milma.com. The bidders are requested to submit Bid submission fee (tender fee incl. of GST) of Rs. 590/- and EMD of Rs.2,300/- incl. of GST either in the form of Demand Draft (DD) in favour of Managing Director, KCMMF Ltd, Pattom, Trivandrum or in the form of NEFT/ Internet Banking / RTGS (Beneficiary: Kerala Co-operative Milk Marketing Federation Ltd. Account No:083101000012001, Bank Name: Indian Overseas Bank, IFSC Code: IOBA0000831, Branch : Pattom Br., Thiruvananthapuram).

The Quotation shall be addressed to **The Managing Director, KCMMF LTD, Milma Bhavan, Pattom Palace P O, Trivandrum 695 004 in sealed covers, super scribe with "Quotation- Milma Digital Franking Machine."** to be reached us by before 14.00 hrs on or before 12.10.2026. The quotations will be opened at 15.00 hrs on 12.10.2026. Managing Director, KCMMF Ltd. reserves the right to accept or reject any/all quotations without assigning any reason. For further details, please contact Assistant Manager (Projects) at the above office address/phone number, Head Office Pattom, Trivandrum, subject to the following terms and conditions.

INVITATION TO BID

Detailed terms and conditions as indicated in the invitation to bid are contained in the bidding document of the above work.

a.	Bid reference No.	KCMMF/KHO/PROJ/187/2026
b.	Amount of bid security/EMD	Rs.2300.00 Incl. GST
c.	Bid submission fee (tender fee)	Rs. 590.00 Incl. GST
d.	Downloading of bid document start	28.09.2026
e.	Last date & time of submission of bids	12.10.2026 at 14.00 hrs
f.	Date and Time of bid opening	12.10.2026 at 15.00 hrs.
g.	Time of completion	15 days
h.	Address for communication and place of bid opening	KCMMF Ltd, Milma Bhavan, Pattom,Trivandrum.
i.	Bid validity	30 days
j.	Bid document can be downloaded from our website www.milma.com .	
k.	KCMMF shall not take any responsibility for any delay in receipt of the bidding document if it is sent by post.	

Thiruvananthapuram.

Date: 28.09.2026

MANAGING DIRECTOR.

KCMMF LTD.

COMMERCIAL TERMS AND CONDITION

1. Nature of work:

Supply & installation of 1 No. of Digital Franking Machine for KCMMF Head Office, Pattom, Thiruvananthapuram

2. Price Basis:

The bidder shall quote their rates in the standard **Quotation Submission Form** provided indicating the breakup details. The quoted rates shall be in Indian Rupee and on FOR basis, inclusive of all taxes, duties, loading charges, transportation to site, Postal License Fee unloading charges at site, insurance and all other incidental expenses for the safe delivery of the equipment at site and satisfactory commissioning of the equipment including imparting necessary training on operation and maintenance to the buyer's representatives.

3. Validity:

The offer should remain valid for acceptance for a period of 30 (Thirty) days from the date of opening of bids

4. Period of completion:

The works shall be completed within 15 days from the date of receipt of this order.

5. Delivery:

The item should be supplied within 15 days from the date of receipt of order. However, early delivery period will be appreciated. If the supplier fails to make delivery within the specified 15 days after giving the work order or the site clearance from our side, the Federation reserves the right to effect Clause No. 13 for liquidated damages, without assigning any reason thereof and the EMD will be forfeited.

6. Address of Consignees & Bills in favour of:

Delivery & Billing Address
Managing Director KCMMF Ltd. Pattom, Trivandrum - 695004
GST No: 32AAAAK5375M3ZE

7. Earnest Money Deposit

- a. The offer should be accompanied by an EMD of Rs. 2,300/- (Rupees Two Thousand Three Hundred only).
- b. The EMD shall be either in the form of Demand Draft (DD) in favour of Managing Director, KCMMF Ltd, Pattom, Trivandrum or in the form of NEFT/ Internet Banking/ RTGS (Beneficiary : Kerala Co-operative Milk Marketing Federation Ltd. Account No: 083101000012001, Bank Name: Indian Overseas Bank, IFSC Code: IOBA0000831, Branch : Pattom Br., Thiruvananthapuram)

- c. Offers without EMD are liable to be rejected.
- d. The EMD of the unsuccessful quotations will be released on finalisation of the contract.
- e. The EMD of the successful quotationer will be released only after submission of agreement and performance security.
- f. No interest will be paid for the EMD for the period for which it lies with the KCMMF Ltd.

8. Payment:

- a. 90% payment shall be released after the successful supply, installation and commissioning of the equipment, including obtaining the required postal license.
- b. Final 10% will be released against submission of a bank guarantee for a period of 1 year for an equal value from a Nationalized Bank/Scheduled Bank/New Generation Bank. In case the bank guarantee is not submitted, the 10% payment will be released after the guarantee period of 1 year.

9. Insurance:

The supplier shall arrange insurance coverage according to dispatch instructions issued by the buyer in the name of The Managing Director, KCMMF Ltd., and should cover all dispatches. However, to avoid complication that may arise at the time of settlement of claims by the undertakers for the transit losses, it is proposed that the insurance coverage shall be analyzed by the supplier as under:

- a. Supplier should arrange insurance coverage commencing from their warehouse/works to the factory of the buyer.
- b. The cover provided by the insurance will be in such currency and in such amount so as to allow complete replacement for any item lost or damaged.

10. Guarantee:

The contractor shall guarantee to repair/replace without any extra cost, the items supplied in part or full if found defective due to bad designing, poor workmanship or substandard material within the warranty period from the date of completion of supply / commissioning in all respects. The entire expenditure towards replacement/repair shall be borne by supplier.

11. Submission of Quotations and Opening:

Quotation No. KCMMF/KHO/PROJ/187/2026

Date & Time of Opening: 12.10.2026 at 3.00.pm

The offer shall be submitted in original in a sealed cover Quotation No. KCMMF/KHO/PROJ/187/2026.

The offers should reach this office on or before 14.00 hrs. on 12.10.2026 and will be opened at 15.00 hrs on the same day in the presence of interested bidders or their authorized representatives.

12. Delays in the Contractor's Performance:

- 12.1 Delivery of the Goods and performance of services shall be made by the Contractor in accordance with the time schedule specified by the KCMMF LTD in its Schedule of Requirements.
- 12.2 An unexcused delay by the Contractor in the performance of its delivery obligations shall render the Contractor liable to any or all of the following sanctions: forfeiture of its performance security, imposition of liquidated damages and/or termination of the Contract for default.
- 12.3 If any time during performance of the contract, the contractor or its subcontractor(s) should encounter conditions impeding timely delivery of the Goods and performance of Services, Contractor shall promptly notify KCMMF LTD in writing of the fact of delay, it's likely duration and its cause(s). As soon as practicable after receipt of the Contractor's notice, the KCMMF LTD shall evaluate the situation and may at its discretion extend the Contractor's time for performance, in which case the extension shall be ratified by the parties by amendment of the Contract.

13. Liquidated Damages

- 13.1 If the Contractor fails to deliver any or all of the Goods or perform the Services within the time period(s) specified in the Contract, the KCMMF LTD shall, without prejudice to its other remedies under the Contract, deduct from the Contract price, as liquidated damages, a sum equivalent to:
 - I. 0.5% of the full contract value for each week of delay
 - II. The total amount so deducted shall not exceed 5% of the Contract value. Once the maximum is reached, the KCMMF Ltd. may consider termination of the Contract.

14. Force Majeure:

- 14.1 The Contractor shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- 14.2 For purposes of this clause, "Force Majeure" means an event beyond the control of the Contractor and not involving the Contractor's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the KCMMF LTD either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 14.3 If a Force Majeure situation arises, the Contractor shall promptly notify the KCMMF LTD in writing of such condition and the cause thereof. Unless otherwise directed by the KCMMF LTD in writing, the Contractor shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

15. General:

- a. No telegraphic/email/telephonic tender will be considered.
- b. The undersigned reserves the right to accept/reject the quotation in part or full.

Technical Specifications

Sl No.	Description	Qty
1	Supply & installation of 1 No. of Digital Franking Machine for KCMMF Head Office, Pattom, Thiruvananthapuram <u>Specifications:</u> • Speed: Up to 65 Letters / Minute. • Weighing Platform: Integrated (Up to 7 Kg.) • User Account: 25 <u>Other Features:</u> • Android 7" Touch Display Panel • Print Value: 0.00 to 9999.99 • Max Article Size: 127 x 89 to 380 x 330 mm • Max Article thickness: 9.25 mm • Connectivity: LAN (Wired) or Wi-Fi (Wireless) • Postage, Slogan and tariff download: Through Intellilink • Optional weighing platform (interfaced): Up to 12 / 35 Kg • Date & Time Setting: Automatic • Low fund Warning • Low Ink warning • Electronic password: 6 digit • Self-Locking • Date & Time for inbound mails • Text Message Entry • Power Supply: 230 V, 50 Hz • Weight of the Machine: 8 Kg	1

QUOTATION SUBMISSION FORM

**Supply & installation of 1 No. of Digital Franking Machine for KCMMF Head Office,
Pattom, Thiruvananthapuram**

Sl No	Description	
1	Name & Address of the Quotationer	
2	Phone Number(Mob) Land Phone Number	
3	Experience in this Field (Documents to be enclosed)	
4	GST Registration Number (Documents to be enclosed)	
5	PAN card Registration Number (Documents to be enclosed)	
6	Details of satisfactorily completed works (Documents to be enclosed)	
7	Quoted Amount for Supply & installation of 1 No. of Digital Franking Machine for KCMMF Head Office, Pattom, Thiruvananthapuram, Trivandrum (inclusive of GST and freight charges, unloading charges)	
8	Buyback value on the existing franking machine at HO, KCMMF, Trivandrum	
9	Quoted Amount for Annual Maintenance Contract for 2 years after expiry of standard warranty Including. all charges (However the AMC quote will not be considered part of the total bid value for determining the lowest bidder).	

Place:

Date:

Office Seal

Signature