

DEPARTMENT OF STATISTICS
COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY
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DS/PURCHASE/2025-26

Dated: 02.04.2025

Quotation Notice

Sub: Sealed quotations invited for Photocopy Machine

The Head, Department of Statistics proposes to procure the following item for the use of the Department, by inviting competitive quotations from reputed firms. You are therefore invited to submit your lowest quotation for the supply of quality assured **“Photocopy Machine” under Buy-back Scheme**, in sealed envelopes so as to reach the undersigned on or before **03.00 PM on 28.04.2025**. Reference Number of the quotation notice should be superscribed on the envelope. Any quotations received after the time fixed will be summarily rejected with out further intimation. The required specifications for the Photocopier Machine is given below:-

Sl. No	Component	Quantity	Our requirement
1	Photocopier	1	<u>Supply and installation of new Photocopier with following Specifications</u> Technology : A3 Monochrome Laser Multifunctional Photocopier Printing Speed : 24 pages/min (A4) Scan Speed: 37 originals/min Scan Resolution: 50 dpi to 9600 dpi RAM : 1.0 GB RAM Core Functions : Digital Duplex Copier/Network Printer/Network Colour Scanner Print Resolution (DPI) : 600 × 600 Interface Connection : USB 2.0, 10Base-T/100Base-TX/1000Base-T Std Paper Capacity : 350 sheets(Paper Drawer: 250 sheets, MPT Tray: 100 sheets) Multiple Copies : Up to 999 copies Direct Print From : Mobile & Cloud Applications Scan destinations: Scan to email/desktop/FTP Server/Network folder (SMB)/USB Drive Supported Media Types : Thin, Plain, Recycled, Thick, Colour, Bond, Label, Pre-punched, Envelope

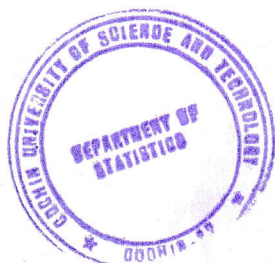
(Cont...2)

2	Buyback Photocopier	1	Sharp AR 6020 Model Photocopier
Further Instructions:-			
1	Brand	Known and Reputed brand to be specified	
2	Warranty	To be specified, Minimum 36 months	

In this context you may please note the following points:-

1. Your GST Registration Number should be mentioned in the quotation. For additional points see overleaf.
2. *Part Quotations will not be accepted. Alternate specification will not be considered.*
3. Quotations will be opened at 11.30 AM on 29.04.2025, in the presence of bidders who are present at the Department of Statistics, CUSAT.
4. You can visit the premises to examine the old photocopier machine on all working days between 10.00 AM and 03.00 PM.
5. Quotations shall be submitted by registered post, or by courier service in sealed cover with proper superscription. If the envelope is not sealed and marked properly as above, the purchaser will not assume responsibility for its misplacement, premature opening, late opening. **Late quotations will be summarily rejected.**
6. Only GST bills will be accepted. **CUSAT GST No. is 32AAALC0844JIZJ.** An undertaking attached with this quotation notice should be submitted in your letter head along with the quotation. Quotation without undertaking will be summarily rejected
7. Complete specification of the items to be supplied with brand name and the proof of ISI certificate, if any, should be attached.
8. **Warranty period Minimum of 3 year from the date of supply** should be clearly mentioned.
9. Following terms should be clear in the quotation
 - a) Terms of payment
 - b) Mode of Despatch
 - c) Period of delivery: **within 30 days from the date of receipt of supply order.**
 - d) The material should be delivered at the stores of the Department. Transportation charges, loading and unloading charges if any should be borne by the supplier
 - e) Validity of quotation should be **45 days** from the date of opening
 - f) *Advance payment will not be incurred to effect the supply.*
 - g) The quotation with price variation clause and /or' subject to prior sale' conditions will be rejected.
10. Alternate specification will not be considered. The confirmation of supply order is decided not only on lowest rare, but also quality of the item. Necessary quality assurance certificates should be submitted along with the quotation.
11. The purchase officer reserves the right to accept or reject any quotation in full/part which does not satisfy the above terms and conditions. Any other terms and conditions other than on the quotation notice, included by the firms is not acceptable.
12. The Kerala State Stores Purchase Manual rules 2013 are applicable to this quotation.

For any further clarifications please contact the undersigned @ +91- 484 - 2862471



HEAD OF THE DEPARTMENT

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