



# KERALA STATE ROAD TRANSPORT CORPORATION

TRANSPORT BHAVAN, FORT, THIRUVANANTHAPURAM - 695 023

Telephone No: 0471-2471011, Extn: 231/236

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No. S001-SS04/46/2025-STORE-KSRTC-HQ

Dated: 06.05.2025

## TENDER NOTICE

KSRTC is inviting Tender in **Two Bid System** for the supply of **A4 Multifunction Printer**

Sealed tenders in **two bid** system are invited from the manufacturer or their authorized distributor and it should reach the Office of the Chairman & Managing Director, KSRTC, Transport Bhavan, Fort, Thiruvananthapuram - 23, before 13.00 hours on **21.05.2025** and it will be opened at 15.00 hours on the same day.

*There shall not be more than one Brand/Model/Type offer in the tender. Offering more than one Brand/Model/Type will make the bid invalid*

a	Name of Item, Quantity and Specifications	A4 Multifunction Printer		-	31 Nos.	
		Category	Specification			
		Type	Printer/Copier/Scanner			
		Print Method	Monochrome Laser			
		Paper Handling	A4, Letter			
		Paper Capacity	250 sheets+1sheet manual tray			
		Display	LCD Display			
		Supported OS	Ubuntu			
		Memory	32 MB			
		Monthly Duty Cycle	10,000 pages per month			
		Special Features	ADF, Auto Duplex			
		Warranty	5 Years Comprehensive Onsite Warranty			
		Print Speed	20 PPM or higher			
		Print Resolution	600 x 600 dpi			
		Print Type	Laser, Monochrome			
		Copy Resolution	600 x 600 dpi			
		Zoom Range	25%-400%			
		Scan Types	Color, Grayscale, Monochrome			
		Scan Resolution	Minimum 600 x 600 dpi			
		Scanner Type	Flatbed and ADF			
		Scan to PC	Supported			
		Scan Formats	PDF, JPEG, JPG			
		Local Interface	Hi-Speed USB 2.0			
		Network Interface	10-Base-T/100 Base-TX Ethernet			
		Network Sharing	Supported for both Printer and Scanner			
b	Last date and time of tender submission	21.05.2025 13.00 Hrs.				
c	Date and time of opening of Pre qualification bid	21.05.2025 15.00 Hrs.				
d	Place of Opening	Kerala State Road Transport Corporation, Transport Bhavan, Fort, Thiruvananthapuram.				

e	<b>Tender Fees (Non Refundable)</b>	<b>Rs.1042/- (Rs.930/-+GST@12%) (Rupees One Thousand and Fourty Two only)</b>
f	<b>Earnest Money Deposit. (EMD) EMD Exemption NOT allowed.</b>	<b>Rs.4650/- (Rupees Four Thousand Six Hundred and Fifty only)</b>
g	<b>Tender inviting Authority</b>	<b>Chairman and Managing Director, Kerala State Road Transport Corporation, Transport Bhavan, East Fort, Thiruvananthapuram – 695 023</b>

- 1) Firms who have been blacklisted by the Central Government/ any State Government/ any State Transport Undertaking will not considered.
- 2) Firms who supplied Stores of inferior quality or defective materials, which caused non settlement of claim/ pending claim of KSRTC will not be considered. In the event, if the party is ready to settle the claim, Chief Executive Officer/ Chairman & Managing Director of Corporation shall consider the tender of such firm which is solely at his discretion.
- 3) **Quotation which are received after the date and time stipulated in the Tender notice will be summarily rejected.**
- 4) **Supply Schedule & Payments :-**
  - a) Supply of the material should be completed within the time stipulated by the corporation or within the time mutually agreed to failing which the corporation will procure the materials from other sources at the risk and cost of the bidder.
  - b) Delivery period will be for a period of 30 days.
  - c) Payment will be made only after receipt & acceptance at the delivery point specified in the Purchase Order.
- 5) **Liquidated damages for non supply and performance:-** The successful bidders shall supply the ordered quantity of materials as per the delivery schedule given by KSRTC. If materials are not supplied as per supply schedule given by KSRTC, liquidated damages will be realised from the supplier at the rate of 0.5% of the Cost of item per week for each week or part there of, up to a maximum deduction of 10% of the Contract prices and there after the Corporation will consider the termination of the contract at the risk and cost of the contractor.
- 6) Tender will be opened at 15:00 hours on **21.05.2025** in the presence of the bidders or their authorized nominees available at the time of opening.
- 7) The price offered should be firm, for a period of Six months.
- 8) No enhancement of rates once accepted will be considered.
- 9) Bidder should specify brand of the material offered, manufacturer's name and Guarantee period.
- 10) Delivery position should be clearly noted by the bidder.
- 11) **Agreement & Security Deposit :-**  
An agreement has to be executed by the successful bidder in the prescribed form (format available in our Website) in not less than Rs.200/- Indian Stamp Paper after furnishing a security equal to 5 % of the total cost of materials.
- 12) **The rate offered should be for door delivery at KSRTC Chief Stores, Pappanamcode, Thiruvananthapuram as per schedule given from this office.**
- 13) The articles are to be similar, in all respects according to the specifications shown in tender notice and shall be subject to the approval of the Chairman & Managing Director, KSRTC.



- 14) The Chairman & Managing Director, KSRTC does not bind himself to accept the lowest or any offer and reserves the right to select one or more from the offers made as considered expedient.
- 15) All orders placed by the Corporation are to be executed within the time limit specified. In the event of accepting the contract any failure to supply the item on or before the specified date or in the event of the supplies being rejected, the orders are liable to be cancelled.
- 16) In case the supply is not made within the stipulated time and as per the P.O. conditions, the Corporation will cancel the order and procure the item from any other source at the risk and cost of contractor. The KSRTC may deduct the difference in rate between the order rate and the rate actually paid for from the supplier's bill or from any money that may be due or become due to them or by initiating legal steps including revenue recovery.
- 17) The Chairman & Managing Director, KSRTC may reject any or all the supplies made which he consider not suitable for the purpose for which they are ordered for or because they are of inferior quality or not up to or in accordance with the specifications shown in the Tender Notice and not as per sample submitted along with the Tender and his opinion in the matter will be final and not liable to be questioned by the firm or any one on his behalf. Rejected articles should be taken back by the Contractor at his own cost.
- 18) The offer once made cannot be withdrawn or modified under any circumstances
- 19) The quantity indicated is subjected to variation by 15% more or less
- 20) If the date of opening of tender happens to be a holiday, the tender will be received & opened on the next working day at the time already fixed, in the presence of bidder or his authorized nominee if they available at the time & place.
- 21) The decision of the Chairman & Managing Director of KSRTC Corporation will be final and legally binding in all process of this tender proceedings.
- 22) Disputes if any shall be settled through mediation and Corporation will notify mediating official from time to time and only when mediation is failed, litigation within the jurisdiction of the courts at Thiruvananthapuram and Ernakulam need to be sought.

**23) The tender documents shall be enclosed and submitted as follows:**

**The tender shall contain the following documents:**

**Cover – I : (Technical Bid)**

- 1) Cost of Tender form in the form of Demand Draft or Cash Receipt (not Refundable). In the case of cash remittance the original cash receipt should be attached along with tender.
- 2) EMD in the form of Demand Draft or Cash Receipt separately. In the case of cash remittance the original cash receipt should be attached along with tender.
- 3) This tender notice (All pages) duly signed and stamped.
- 4) The bidder shall submit manufacturing license in the case of manufacturer or Dealership Certificate in the case of dealer.
- 5) GST Registration Certificate should be attached along with tender.
- 6) The details such as name of manufacturer, make/brand etc, should be provided in the tender.
- 7) Annexure A Specification Comparison Sheet should be attached along with tender.

**Cover – II : (Financial Bid)**

Tender Form (Annexure B) - Financial Bid (can be downloaded from the website) duly filled and signed.

- a) **Main Cover:** Both covers (Cover-I and Cover II) should be enclosed in a single cover (main cover) and to be sealed and superscripted as "Tender for the supply of Photocopy Machine due on 21.05.2025".

32) Tender notice should be submitted in sealed covers with Superscription as

**\*TENDER FOR THE SUPPLY OF MULTIFUNCTION PRINTER \***

**Tender No. : S001-SS04/46/2025-STORE-KSRTC-HQ**

**DUE ON : 21.05.2025**

Details can be had from the Office of the Chairman & Managing Director in all working days. Our Telephone Numbers: 0471-2471011 - Extn.: 231, 236 our Website [www.keralartc.com](http://www.keralartc.com).

- Superscription on cover is very important.

**For Tender Inviting Authority**

This Tender notice should be signed, sealed and returned to this office along with the tender form.

ACCEPTED

Place:

Date:

**SIGNATURE AND SEAL OF THE BIDDER  
WITH FULL ADDRESS AND DATE**



**ANNEXURE - A****SPECIFICATION SHEET****Tender for the supply of A4 MULTIFUNCTION PRINTER****Tender No. S001-SS04/46/2025-STORE-KSRTC-HQ Dt. 06.05.2025****Technical Specification (Compliance status in Yes / No and bidders specification is compulsory)****Make :****Brand/ Model :**

Sl No.	Required specification		Compliance State Yes or No	Bidder's specification	Remarks, if any
1	Type	Printer/Copier/Scanner			
2	Print Method	Monochrome Laser			
3	Paper Handling	A4, Letter			
4	Paper Capacity	250 sheets+1 sheet manual tray			
5	Display	LCD Display			
6	Supported OS	Ubuntu			
7	Memory	32 MB			
8	Monthly Duty Cycle	10,000 pages per month			
9	Special Features	ADF, Auto Duplex			
10	Warranty	5 Years Comprehensive Onsite Warranty			
11	Print Speed	20 PPM or higher			
12	Print Resolution	600 x 600 dpi			
13	Print Type	Laser, Monochrome			
14	Copy Resolution	600 x 600 dpi			
15	Zoom Range	25%-400%			
16	Scan Types	Color, Grayscale, Monochrome			
17	Scan Resolution	Minimum 600 x 600 dpi			
18	Scanner Type	Flatbed and ADF			
19	Scan to PC	Supported			
20	Scan Formats	PDF, JPEG, JPG			
21	Local Interface	Hi-Speed USB 2.0			
22	Network Interface	10-Base-T/100Base-TX Ethernet			
23	Network Sharing	Supported for both Printer and Scanner			

I/We hereby declare that the information furnished above are true, to the best of my / our knowledge and belief.

Place:  
Date:

Signature with Name, Address & Seal of  
Tenderer.



### Annexure – B (Financial Bid)

## **KERALA STATE ROAD TRANSPORT CORPORATION TENDER FORM FOR THE SUPPLY OF A4 MULTIFUNCTION PRINTER**

Tender Notice No: S001-SS04/46/2025-STORE-KSRTC-HQ

Dated: 05.05.2025

1. Name of supplier:

2. Particulars of Rate Quoted

<i>Sl. No.</i>	<i>Particulars of item required with specification There shall not be more than one financial offer for one item in a financial bid</i>	<i>Qty</i>	<i>Basic Price for 1 No. in Rs</i>	<i>Discount (if any) in Rs</i>	<i>GST in Rs &amp; in %</i>	<i>End rate for Door delivery for 1 No. in Rs</i>
<b>1</b>	<b>A4 MULTIFUNCTION PRINTER</b>	<b>31 Nos.</b>				

Make :

Brand/Model :

- 1) All the Columns should be filled by the tenderer. No columns shall be left unfilled. Any exemption in duties and taxes should be mentioned specifically. Those firms who have specifically mentioned the **amount of GST** in the respective columns will only be eligible for revised levies declared from time to time by Government. In the event, if the levy amounts are not separately shown in the columns specifically ear marked for it, or if the levies are shown as “**inclusive**”, such firms will not be eligible for revised levies declared from time to time.
- 2) The rate quoted should be for supply of item at Chief Stores, Pappanamcode, Thiruvananthapuram as per schedule given from this office.
- 3) The price offered should be firm, for a period of one year from the date of purchase order.
- 4) Offering more than one financial offer in a financial bid for one item will make the financial bid invalid.

I agree to sign and return the terms & conditions of quotation, failing which the quotation will be liable to be rejected

Place:

Date:

Signature :

Name and Address of the Bidder

(Seal of the Bidder)