



KERALA STATE ROAD TRANSPORT CORPORATION

TRANSPORT BHAVAN, FORT, THIRUVANANTHAPURAM - 695 023

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

E-mail: sr@kerala.gov.in Web: www.keralartc.com

No. S001-SS04/27/2025-STORE-KSRTC-HQ

Dated: 19.04.2025

TENDER NOTICE

KSRTC is inviting Tender in **Two Bid System** for the supply of **PHOTOCOPY MACHINE**

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 **29.04.2025** 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	<p>PHOTOCOPY MACHINE - 2 Nos.</p> <p>Specifications:</p> <p>Type of Machine: Multifunction Laser Printer Print Technology: Laser Type of Printing: Black & White Cartridge Technology: Separate drum and toner (Mono Component)</p> <p>Platen/Flatbed Size: A3 Paper Size: A3 RAM Size: 2GB or higher Print Speed: 35 ppm or higher (A4, mono) Scanning Feature: Available, with dual-scan capability Duplexing Feature: Available for print, copy, and scan Network Feature: Available, with Gigabit Ethernet Wi-Fi: Available, with Wi-Fi Direct and NFC for mobile printing</p> <p>Original Document Feeder Type: DADF (Dual Scan Document Feeder)</p> <p>Number of Main Paper Trays: 2 Tray Paper Capacity: 1000 sheets total (500 sheets per tray) Bypass Tray: 100 sheets Control Panel: Touchscreen Operating System Compatibility: Windows, macOS, Linux, iOS Security Features: Secure print, user authentication, data encryption Energy Efficiency: ENERGY STAR certified Finishing Options: Optional stapler, hole punch, booklet maker Warranty: 3 years onsite warranty</p> <p>During warranty period consumable such as toner shall arrange by the successful bidder as per the per copy AMC Charge.</p> <p>Per copy charge includes all spares, consumable (TONER), spares and service charges etc.</p>
b	Last date and time of tender submission	29.04.2025 13.00 Hrs.
c	Date and time of opening of Pre qualification bid	29.04.2025 15.00 Hrs.
d	Place of Opening	Kerala State Road Transport Corporation, Transport Bhavan, Fort, Thiruvananthapuram.

e	Tender Fees (Non Refundable)	Rs.448/-(Rs.400/-+GST@12%) (Rupees Four Hundred and Forty Eight only)
f	Earnest Money Deposit. (EMD) EMD Exemption NOT allowed.	Rs.1500/- (Rupees One Thousand and Five Hundred only)
g	Tender inviting Authority	Chairman and Managing Director, Kerala State Road Transport Corporation, Transport Bhavan, East Fort, Thiruvananthapuram – 695 023

- 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 **29.04.2025** 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) The bidder has to quote AMC rate on "**per copy**" basis for 5 years for parts which are not covered under warranty and consumables except paper.
- 12) The successful bidder shall provide consumable such as Toner as and when informed from this end for taking copies and also arrange repair and preventive maintenance of the machine recommended by the manufacturer. Also during the Warranty and AMC period, KSRTC will not make any payment except per copy AMC Charge.
- 13) L1 status of the bidder will be on the basis of price of the machine and total AMC charge for 5 years taken together. (Average No. of prints per year: 60,000 Nos.)
- 14) The quoted per copy AMC charge will not be increased, during the period of 5 years of AMC.

- 15) If there is any failure occur, it must be repaired and the machine should be in working condition within 2 days. Beyond 2 days, penalty @ Rs.100/- per day and this amount shall be deducted from the amount of AMC Charge for the current month.
- 17) The successful bidder shall extend the AMC after the expiry of AMC period or arrange spare parts of the machine.
- 18) Sample Price Evaluation is included as Appendix –I
- 19) **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.
- 20) **The rate offered should be for door delivery at KSRTC Chief Stores, Pappanamcode, Thiruvananthapuram as per schedule given from this office. The offers other than F.O.R. destination will be considered only when the freight charges are shown separately and the delivery is assured on freight paid basis. If not the tender will not be considered.**
- 21) 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.
- 22) 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.
- 23) 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.
- 24) 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.
- 25) 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.
- 26) The offer once made cannot be withdrawn or modified under any circumstances
- 27) The quantity indicated is subjected to variation by 15% more or less
- 28) 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.
- 29) The decision of the Chairman & Managing Director of KSRTC Corporation will be final and legally binding in all process of this tender proceedings.
- 30) 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.

31) 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 B Specification Comparison Sheet should be attached along with tender.

Cover – II : (Financial Bid)

Tender Form (Annexure A) - 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 29.04.2025”.

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

***TENDER FOR THE SUPPLY OF PHOTOCOPY MACHINE ***

Tender No. : S001-SS04/27/2025-STORE-KSRTC-HQ

DUE ON : 29.04.2025

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.

- 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 (Financial Bid)

KERALA STATE ROAD TRANSPORT CORPORATION TENDER FORM FOR THE SUPPLY OF PHOTOCOPY MACHINE

Tender Notice No: S001-SS04/27/2025-STORE-KSRTC-HQ

Dated: 19.04.2025

1. Name of supplier:
2. Particulars of Rate Quoted

Sl. No.	<i>Particulars of item required with specification There shall not be more than one financial offer for one item in a financial bid</i>	Qty	<i>Basic Price for 1 No. in Rs</i>	<i>Discount if any in Rs</i>	<i>GST in Rs & in %</i>	<i>End rate for Door delivery for 1 No. in Rs</i>
1	PHOTOCOPY MACHINE Warranty: 3 Years onsite	2 Nos.				

	Basic rate of per copy AMC charge	GST in % and in Rs.	End Rate of per copy AMC charge in Rs.
I Year per copy Charge			
II Year per copy Charge			
III Year per copy Charge			
IV Year per copy Charge			
V year per copy Charge			

* Number of photocopies taken per year is taken as 60,000 Nos.

* Per copy AMC charge will be released on monthly basis upon the submission of Tax Invoice.

- 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)

**ANNEXURE - B****SPECIFICATION SHEET**Tender for the supply of **PHOTOCOPY MACHINE**

Tender No. S001-SS04/27/2025-STORE-KSRTC-HQ Dt.19.04.2025

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 of Machine	Multifunction Laser Printer			
2	Print Technology	Laser			
3	Type of Printing	Black & White			
4	Cartridge Technology	Separate Drum and Toner (Mono Component)			
5	Platen/ Flatbed size	A3			
6	Paper Size	A3			
7	RAM Size	2GB or higher			
8	Print speed	35 ppm or higher (A4, mono)			
9	Scanning Feature	Available, with dual-scan capability			
10	Duplexing Feature	Available for print, copy & scan			
10	Network Feature	Available, with Gigabit Ethernet			
11	Wi-Fi	Available, with Wi-Fi Direct and NFC for mobile printing			
12	Original Document Feeder Type	DADF(Dual Scan Document Feeder)			
13	Number of Main Paper Trays	2			

14	Tray Paper Capacity	1000 Sheets total (500 sheets per tray)			
15	Bypass Tray	100 sheets			
16	Control Panel	Touch Screen			
17	Operating System Compatibility	Windows, macOS, Linux, iOS			
18	Security Features	Secure print, user authentication, data encryption			
19	Energy Efficiency	ENERGY STAR certified			
20	Finishing Options	Optional stapler, hole punch, booklet maker			
21	Warranty	3 Year Onsite Warranty			

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.

NB : Blank column if any in this sheet will lead to rejection of tender



Appendix – I
KERALA STATE ROAD TRANSPORT CORPORATION
SAMPLE PRICE EVALUATION

The price bid evaluation will not be on the basis of price quoted for the machine alone, but including cost of supply, installation, commissioning and per copy charge per year for the period of 5 years as detailed follows. Number of photocopies taken per year is taken as 60,000 Nos. and the AMC charge including per copy charge for 60,000 Nos. and the AMC charge including per copy charge for 60,000 Nos. of photocopies per year for a period of 5 years is taken for Tabulation.

Description	Bidder I (a)	Bidder II (b)	Bidder III (c)	Bidder IV (d)
End Rate for supply, installation and commissioning of “Photocopy machine with all accessories including 3 year warranty (As per specification of NIT).	62,000	63,000	64,000	65,000
1 st year total per copy AMC charge	18,000	17,400	16,800	16,200
2 nd year total per copy AMC charge	18,000	17,400	16,800	16,200
3 rd year total per copy AMC charge	18,000	17,400	16,800	16,200
4 th year total per copy AMC charge	18,000	17,400	16,800	16,200
5 th year total per copy AMC charge	18,000	17,400	16,800	16,200
Total	1,52,000	1,50,000	1,48,000	1,46,000
Status	L4	L3	L2	L1

Place:

Date:

Signature with Name, Address & Seal
of the Tenderer