KERALA BOOKS AND PUBLICATIONS SOCIETY
(An undertaking of the Government of Kerala)
Kakkanad P.O. Kochi-682 030, Kerala
GST No. 32AAATK2642L1ZR

Date: 13/11/2026

No. P1-3328/2026/4291

Quotation Notice

Sealed quotations are invited for the **hiring of one new photocopier** in KBPS as per the specification shown as annexure:

Terms and Conditions

1. The envelopes sealed in four sides and middle by using **lacquer seal** containing the quotation should bear the **superscription** "Quotation for **hiring of a new photocopier** due on 27/11/2026" and should be addressed to the Managing Director, Kerala Books and Publications Society, Kakkanad P.O., Kochi - 30.
2. Intending parties may submit the quotations on their own papers in the following format:

Sl.No.	Item Description	Rate/Details
1.	Name of Party	
2.	Communication Address	
3.	Contact Number	
4.	e-mail ID	
5.	GST Number	
6.	Machine make and model	
7.	HSN Code	
8. a.	Rental charges for Copier with Printer and Colour Scanner/month	
b.	Tax if any	
9.	Number of Free copies against rental charges	
10.	Per copy print charges including consumables, spares and service except paper	
a.	For A4	
b.	Tax if any	
c.	For A3	
d.	Tax if any	
11.	Delivery	Yes/No
12.	Enclosed Annexure Specification	Yes/No
13.	Enclosed sealed & signed Annexure B Declaration	6 months
14.	Validity of Offer	Initially for 1 year
15.	Contract period	Monthly basis - On receipt of certified invoice
16.	Payment Condition	

3. **Offers with advance payment request** will be rejected outright.
4. For finalizing the quotation in order to give purchase order to the successful bidder the performance of the bidder during the previous supplies, if any, will also be considered.

M.D.Office: 0484-2422243 M.P.A.,C.F.A: 0484-2422245
Office: 0484-2422343 P.M.(Mobile): 92880 01403
E-mail: books.kbps@gmail.com , Website: www.kbps.kerala.gov.in

5. Last date for the receipt of quotations is at 3.00 pm on 27/1/2026. Late quotations will not be accepted. The quotations will be opened at 3.30 pm on 30/1/2026 in the presence of such of the parties or their authorized representatives who may be present at that time.
6. Parties/contractors who have defaulted in executing any purchase order/contract with KBPS or whose purchase order/contract were terminated by KBPS are not eligible to participate in this Quotation.
7. The near relatives of employees of KBPS are not eligible to participate in the quotation. The relationship for the purpose will be as specified in Annexure 21 of Stores Purchase Manual of Kerala (extract given as Annexure A). In addition to this mother's sister's son/daughter shall also deemed to be a relative. The declaration (annexure B) in this regard, duly filled and signed should be submitted with the offer.
8. All the rights to accept or reject whole or part of the Quotation without assigning any reason thereof is reserved by KBPS. The decision of KBPS will be final and binding on the party.
9. Details of the requirement and the conditions governing the supply can be obtained free on requisite from the office of the Managing Director, Kerala Books and Publications Society, Kakkanad, Kochi 30.
10. All rules and regulations of the quotation shall be in accordance with the Stores Purchase Manual of the Government of Kerala.

Manager
(Personnel and Administration)

To: Venders through e-mail/IT section for publishing in web site

ANNEXURE

Specification

1.	Print Technology	Laser
2.	Type of Machine	Multifunction Machine
3.	Type of Printing	Mono
4.	Cartridge Technology	Separate Drum and Tonor (Dual Component)
5.	Developer Unit	Yes
6.	Platen/Flatbed Size	A3
7.	Paper Size (Original/Image)	A3/A3
8.	RAM size (MB)	4096
9.	Hard Disk Capacity (GB)	1024
10.	Minimum Speed per Minute as per ISO/IEC 24734 in A4 Size-Mono	25
11.	Minimum Speed per Minute as per ISO/IEC 24734 in A4 Size-Colour	0
12.	Minimum Speed per Minute as per ISO/IEC 24734 in A3 Size-Mono	14
13.	Minimum Speed per Minute as per ISO/IEC 24734 in A3 Size-Colour	0
14.	Scanning Feature Availability	Yes
15.	Duplexing Feature Availability	Yes
16.	Faxing Feature Availability	No
17.	Speed of Fax, if Fax Feature is available	NA
18.	Networking feature availability	Yes
19.	If yes, Type of Network Interface	Ethernet 10/100/1000
20.	Wi-Fi Availability	No
21.	If yes, Wi-Fi Type	NA
22.	Original Document Feeder Type	DADF/DADF
23.	Feeder Capacity (Number)	130
24.	Number of Main Paper Tray	1
25.	Each Main Paper Tray Capacity (Number)	520
26.	Bypass Facility	Yes
27.	Bypass Tray Capacity	100
28.	Yield of the cartridge/Ink Tank/Ink Pack Supplied with Machine as per ISO/IEC:19798/2007(E) for Cyan colour (Number of prints)	0
29.	Yield of the cartridge/Ink Tank/Ink Pack Supplied with Machine as per ISO/IEC:19798/2007(E) for Yellow colour (Number of prints)	0
30.	Yield of the cartridge/Ink Tank/Ink Pack Supplied with Machine as per ISO/IEC:19798/2007(E) for Magenta colour (Number of prints)	0
31.	Yield of the cartridge/Ink Tank/Ink Pack Supplied with Machine as per ISO/IEC:19798/2007(E) for Black colour (Number of prints)	15200
32.	Life of Drum in terms of number of Prints in case of Separate Drum and Toner cartridge technology – Cyan (Number of Prints)	0
33.	Life of Drum in terms of number of Prints in case of Separate Drum and Toner cartridge technology – Yellow (Number of Prints)	0
34.	Life of Drum in terms of number of Prints in case of Separate Drum and Toner cartridge technology – Magenta (Number of Prints)	0
35.	Life of Drum in terms of number of Prints in case of Separate Drum and Toner cartridge technology – Black (Number of Prints)	80000
36.	Duty Cycle (No. of Prints/month)	107000
37.	Minimum Operating Temperature (Degree C)	10
38.	Maximum Operating Temperature (Degree C)	32
39.	Minimum Operating Humidity (%RH)	10
40.	Maximum Operating Humidity (%RH)	85
41.	BIS Registration under CRS of Meity	Yes
42.	BIS Registration Number	R-41020249
43.	Other Certifications Available	RoHS
44.	Dimension (mm x mm x mm)	590*671*767
45.	Weight (Kg)	54.2

Annexure A

EXTRACT FROM THE STORES PURCHASE MANUAL OF KERALA

Meaning of "Relative"

A person shall be deemed to be a relative of another if, and only if,

a) they are members of Hindu undivided family or;
b) they are husband and wife; or
c) the one is related to the other in the manner indicated in Schedule 1-A

Schedule 1 A List of Relatives

1) Father
2) Mother (including step-mother)
3) Son (including step-son)
4) Son's wife
5) Daughter (including step-daughter)
6) Father's father
7) Father's mother
8) Mother's mother
9) Mother's father
10) Son's son
11) Son's son's wife
12) Son's daughter
13) Son's daughter's husband
14) Daughter's husband
15) Daughter's son
16) Daughter's son's wife
17) Daughter's daughter
18) Daughter's daughter's husband
19) Brother (including step-brother)
20) Brother's wife
21) Sister (including step-sister)
22) Sister's husband
23) Husband's father
24) Husband's mother
25) Husband's sister
26) Wife's father
27) Wife's mother
28) Wife's brother
29) Wife's sister
30) Wife's sister's husband
31) Father's brother
32) Father's sister
33) Mother's brother
34) Mother's sister
35) Father's sister's husband
36) Father's brother's wife
37) Mother's brother's wife
38) Mother's sister's husband
39) Brother's son
40) Brother's son's wife
41) Brother's daughter
42) Sister's son
43) Sister's daughter
44) Father's brother's son
45) Father's brother's daughter
46) Father's sister's son
47) Father's sister's daughter
48) Mother's brother's son
49) Mother's brother's daughter

Annexure B

DECLARATION

FOR NO NEAR RELATIVE (S) OF THE CONTRACTOR WORKING IN KBPS

I.....S/O Sri.....

Hereby certify that none of my relative(s) as defined in the tender notice are employed in KBPS as per detail given below. In case at any stage, it is found that the information given by me is false/incorrect, Managing Director, KBPS shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

Signature of the tenderer with seal

The relationship for the purpose of rule will be as specified in Stores Purchase Manual of Kerala (extract given as Annexure A).

In case of proprietorship firm, certificate will be given by the proprietor, and in case of Partnership firm, certificate will be given by all the partners and in case of Ltd. Company by all the Directors of the company or company secretary on behalf of all directors. Any breach of these conditions by the company or firm or any other person, the tender/work will be cancelled and earnest money/security deposit will be forfeited at any stage whenever it is so noticed. The department will not pay any damages to the company or firm or the concerned person. The company or firm or the persons will also be debarred for further participation in the concerned unit.

Signature of tenderer/Authorized Signatory

Place:
Date:

Name of the Tenderer

Seal of the Tenderer