



RUBBER PARK INDIA (PVT) LTD

(A JV of KINFRA & Rubber Board)

2 A, “Kautileeyam”, Rubber Park, Valayanchirangara,P.O, Ernakulam, Kerala-683 556.
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QUOTATION FOR
“SUPPLY, INSTALLATION AND COMMISSIONING OF
MULTIFUNCTIONAL BLACK AND WHITE LASER PRINTER WITH
COPIER AND COLOUR SCANNER AT RUBBER PARK,
IRAPURAM”

1. QUOTATION NOTICE

Rubber Park India (P) Ltd (**RPIPL**) intends to invite sealed quotations for the “**Supply, Installation and Commissioning of Multifunctional black and white laser Printer with Copier and colour Scanner at Rubber Park, Irapuram, Ernakulam District.**” In this regard, sealed competitive Quotations are invited from competent and experienced manufacturers/dealers/suppliers/firms.

Quotation No.	Last date of submission	Time & Date of opening of Bid
RP/E/QT-02/2025-26	02.30 P M on 29.09.2025	03.00 P M on 29.09.2025

The complete Quotation should reach the office of the undersigned on or before **02.30 PM on 29.09.2025** by post and the opening will be done at **03.00 PM** on the same day in the presence of available bidders/his authorized representatives. The Rubber Park shall not be responsible for the delay or non-receipt of the Sealed Quotations sent by post or courier.

The bidders are requested to read the documents (Specifications, Terms & conditions etc.) carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/instructions in this document will disqualify the bidders. The undersigned reserves the right to select the item (in single or multiple units) or to reject any bids wholly or partly without assigning any reason. Incomplete bids, amendments and additions to bids after opening or late submission of the bids are liable to be ignored, rejected and EMD will be forfeited.

Sd/-

Place: Irapuram
Date: 18.09.2025

Managing Director
Rubber Park India (P) Ltd

2. Eligibility Criteria:

The Bidders who fulfil the following requirement shall be eligible to apply.

- A. The Bidder shall be the original equipment manufacturer of the Approved Makes or an authorized dealer/agent/ distributor/channel partner of the OEM. The bidder other than OEM shall submit proof of authorized dealer/agent/ distributor/channel partner.

3. Scope of Work:

- A. The Multifunctional black and white laser Printer with Copier and color Scanners shall be supplied in compliance to the specifications mentioned in the Quotation document.
- B. The successful bidder shall be responsible for unboxing and successful installation the Multifunctional black and white laser Printer with Copier and colour Scanners on-site.
- C. The Multifunctional black and white laser Printer with Copier and colour Scanners shall have to be commissioned and operationalized without any extra cost and to the satisfaction of the Engineer in Charge of Rubber Park India (P) Ltd for warranty period.
- D. The Comprehensive Annual Maintenance Contract shall include the replacement of faulty materials with original ones and shall provide at least one preventive maintenance visit in every quarter, even in the absence of complaints. Any complaints reported shall be attended to and rectified within 24 hours from the time of reporting.

4. PRICES

- A. The Rate quoted shall be inclusive of all taxes and duties inclusive of transportation, insurance charges, all overheads, contingencies, profits, taxes (ie. Income tax etc.), duties/ levies, etc., complete for the supply, delivery & installation of Multifunctional black and white laser Printer with Copier and colour Scanners as per the technical specifications at the destination Rubber Park India (P) Ltd., Irapuram, Ernakulam Dist., except **GST**.
- B. The *prices should be stated in figures as well as in words*. In case of any discrepancy between the two, the amount written in words will be taken as correct.
- C. The rate quoted shall be firm throughout the period of contract. Price variation cannot be accepted.

5. VALIDITY

- A. The bid for the works shall remain open for acceptance for a period of Thirty (30) days from the date of opening of the Quotation.
- B. The successful Bidder shall execute an agreement in Kerala stamp paper worth Rs.200/- with the Managing Director, Rubber Park India (P) Ltd within 5 (Five) days from the date of Purchase Order.

6. RIGHT OF ACCEPTANCE

- A. Rubber Park reserves the right of rejecting any or all the bids wholly or partially without assigning any reasons whatsoever.

7. DOCUMENTS TO BE SUBMITTED

- A. Signed Quotation notice and Forms.
- B. Copy of proof of authorized dealer/agent/ distributor/channel partner
- C. Signed Price Bid.

8. WARRANTY

- A. The bidder should give warranty of 06 months comprehensive warranty for the materials from the date of supply, Installation and Commissioning. The bidder shall submit the warranty certificate along with the equipment in favour of the Managing Director – Rubber Park India (P) Ltd.

9. TIME OF COMPLETION OF SUPPLY

- C. The time of completion of the supply at the site of Rubber Park India (P) Ltd at Irapuram will be 15 (Fifteen) days from the date of purchase order. If there is any delay in supply, penalty @ 1% on the contract value per week subject to a maximum of 10% will be recovered from the Contractor.

10. TERMS OF PAYMENT

- A. The Payment for the supply, installation and commissioning shall be released on successful commissioning of the equipment within 10 days against the submission of GST invoice and reflection of payment towards the buyback of materials. The payment for AMC shall be on quarterly basis on rendering satisfactory service and the payment will be released within 10 days from the date of submission of GST invoice. The quarterly bills shall be enclosed with the service reports.
- B. The GST portion of the invoice would be released only after reflection of GST amount in our GSTR 2B.

Annexure 1

Technical Specifications

Sl. No.	Particulars	Description	Quantity
1	Makes	Canon/Toshiba/sharp/Samsung/HP	1 No.
2	Functions	Photocopier, Printer, Colour Scanner	
3	Minimum Speed per Minute (A4- one side)	22 PPM and above	
4	Memory	1 GB or above	
5	Maximum Warm-up Time	25 Seconds or below	
6	Paper Capacity	Minimum 1X250 sheets tray + One Bypass tray of 100 sheets capacity	
7	Size of paper	A3 to A5	
8	Magnification	25-400%	
9	Multiple / Continuous Copy	Up to 999	
10	Copy Resolution	600x600 dpi	
11	Display	5-Line LCD or Touchscreen	
12	Networking Feature Availability	Yes	
13	Document Feeder Type	ARDF/DADF	
14	Duplexing Feature Availability	Yes	
15	Toner	One additional stand by toner/cartridge to be provided at the time of installation.	
16	Warranty	6 Months	

BID FORMS & OTHER FORMS

FORM I
DETAILS OF THE BIDDER

<i>Name of Work:</i> Supply, Installation and Commissioning of Multifunctional black and white laser Printer with Copier and colour Scanner at Rubber Park, Irapuram, Ernakulam District.		
Quotation No: RP/E/QT-02/2025-26 dated 18.09.2025		
1. Details of the Bidder		
1.1	Name of the Firm/Bidder	
1.2	Address	
	Tel. No. (O)	
	Mob. No.	
	E mail	
1.3	Nature of Firm (Note: - 1. Tick whichever is applicable. 2. Attach certified documentary proof)	☐ Proprietary ☐ Partnership ☐ Company (Private Limited) ☐ Company (Public Limited)
1.4	Details of proprietor/ partners/ Directors.	
1.5	Name of the responsible contact person:	
	Tel No. (O)	
	Mobile No.	
1.6	Permanent Account Number	
1.7	GST registration Number	

Signature of the Bidder

FORM II

FORM OF BID

Note: Bidders are required to furnish this form in the letter head, filling all the blank spaces.

To

Date:

The Managing Director,
Rubber Park India (P) Ltd.,
2A, “Kautileeyam”
Valayanchirangara P.O
Ernakulam,
Pin: 683 556

Dear Sir,

Sub: Quotation for the “Supply, Installation and Commissioning of Multifunctional black and white laser Printer with Copier and colour Scanner at Rubber Park, Irapuram, Ernakulam District”
Ref: Quotation No. RP/E/QT-02/2025-26, dated 18.09.2025

I/We have read and examined the notice inviting Quotation and the terms and conditions, Specifications referred to in the Quotation Documents, the receipt of which is hereby duly acknowledged, I/We, the undersigned, offer to supply and deliver goods and services including installation and commissioning as detailed in the schedule, in conformity with the specifications and the terms and conditions as mentioned in or referred to in the said Quotation documents for the sum as quoted in the Priced part or such other sums as may be ascertained in accordance with the schedule attached herewith and made part of this bid and the said conditions.

My/Our acceptance to all the conditions of the Quotation document in this bid form shall persist over any other terms and conditions, deviations, if any, given in my/our bid.

I/We undertake, if my/our bid is accepted, to commence and complete delivery of all the goods and services including supply and installations and commissioning as specified in the Quotation document, from the date of receipt of your Purchase Order/Letter of Award.

If my/our bid is accepted, I/We will obtain the security deposit as per the terms and conditions for the due performance of the contract.

I/We agree to abide by this bid for the period of 30 days from the date fixed for bid opening and it shall remain binding upon me/us and may be accepted at any time before the expiration of that period. However, if required, validity of Quotation period shall be extended by the bidder, on the request of the Quotation inviting authority, without any additional financial commitments.

Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your Letter of Intent shall constitute a binding contract between me/us.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

I/We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this.....thday of2025

(Signature)

For and on behalf of

FORM III

ACCEPTANCE LETTER

Note: Bidders are required to furnish this form in the letter head filling all the blank spaces.

To

The Managing Director,
Rubber Park India (P) Ltd.,
2A, “Kautileeyam”
Valayanchirangara P.O
Ernakulam,
Pin: 683 556

Dear sir,

I/We hereby unconditionally accept the Quotation terms and conditions in its entirety for Quotation No. **RP/E/QT-02/2025-26**, dated **18.09.2025** for the “ **Supply, Installation and Commissioning of Multifunctional black and white laser Printer with Copier and colour Scanner at Rubber Park, Irapuram, Ernakulam District.**”

Date:

**SIGNATURE OF THE BIDDER
WITH RUBBER STAMP**

FORM IV

DECLARATION FORM

Note: Bidders are required to furnish this form in the letter head filling all the blank spaces.

To

The Managing Director,
Rubber Park India (P) Ltd.,
2A, “Kautileeyam”
Valayanchirangara P.O
Ernakulam,
Pin: 683 556

DECLARATION

I/We hereby declare that I/We read and understood that Terms & Conditions of contract, Schedule of Requirements etc for the Quotation No. **RP/E/QT-02/2025-26, dated 18.09.2025** for the “ **Supply, Installation and Commissioning of Multifunctional black and white laser Printer with Copier and colour Scanner at Rubber Park, Irapuram, Ernakulam District.**” and hereby agree to abide by them. In token of I/We also understand that otherwise this Quotation is liable to be rejected.

I/We hereby confirm that only the relevant entries asked for, have been made within the Quotation documents issued to us. I/We also confirm that in the event of any entry in this Quotation document, other than the relevant entry, shall make this Quotation invalid.

I/We hereby confirm that I/We am/are authorised to sign on behalf of the bidder.

Date:

**SIGNATURE OF THE
BIDDER WITH RUBBER STAMP**

FORM V
PRICE BID FORM

To

The Managing Director,
Rubber Park India (P) Ltd, 2A, Kautileeyam,
Valayanchirangara P O,
Perumbavoor, Ernakulam – 683 556.

Sir,

I/We, the undersigned, offer to carry out the supply of the items in accordance with the specification, terms & conditions detailed in the Quotation No. **RP/E/QT-02/2025-26, dated 18.09.2025** for the “**Supply, Installation and Commissioning of Multifunctional black and white laser Printer with Copier and colour Scanner at Rubber Park, Irapuram, Ernakulam District.**” The amount quoted is inclusive of the cost of all accessories, tools & tackles etc., and all the taxes are clearly spelt excluding GST. The GST will be paid extra, as applicable at the time of delivery.

Sl. No.	Description	Make & Model	Qty	Rate (Rs)	Total Amount excluding GST (Rs)
1	Supply Installation and Commissioning of Multifunctional black and white laser Printer with Copier and colour Scanners as per the technical specification inclusive of one spare cartridge (Excluding GST).		01 Set		
	Total (Rs.in figures)				
	Total (Rs. In words)				
2	Buy Back price for Canon Multifunctional Printer (Excluding GST)	Canon-MF4320d Year- 2010	01 Set		
	Total (Rs.in figures)				
	Total (Rs. In words)				
3	Comprehensive AMC Charges for First year (Rs.in figures) (Excluding GST)				
4	Comprehensive AMC Charges for Second year (Rs.in figures) (Excluding GST)				
5	Comprehensive AMC Charges for Third year (Rs.in figures) (Excluding GST)				

I/We have read and understood all the terms & conditions attached to this quotation notice and agree to abide by it.

Date:

Office Seal

Signature:

Name:

Designation:

List of Encl:- 1. Signed Quotation notice.
2. Copy of OEM Authorisation.
3. Technical Specification Compliance.

For Office Use (To be entered by the person opening the Quotation)

1. Scorings:
2. Overwriting:
3. Corrections:

Date:

Witness: 1. Name:

Signature:

Signature of the person
opening the Quotation:

*** End of the document ***