

Annexure – II

Quotations must be submitted in the bidder letterhead

Details of Requirement & Bid Submission Format

Requirement & Quotation Table

Ser.no	Item Description	Qty	Amount Per Unit Inclusive of GST (₹)	Total Value Inclusive of GST (₹)
1.	Konica Minolta BIZHUB 651i Heavy duty mono A3 MFD With Inbuilt Network Printing, scanning with send functions, Duplex Printing & Single Pass Auto Document Feeder & Wi-fi <ul style="list-style-type: none">• 65 PPM color/B/W• Network Printer• Network Color Scanner• Automatic Duplex Unit• Dual scan Document Feeder• Trolley	1		
2.	Konica Minolta (FS539SD) for KM 651i MFP Finisher with attachment kit (9RU 513 + PC116) 20 Sheets saddle stitch, 50 sheets	1		
3.	Konica Minolta BIZHUB 306iA3 MFD with Inbuilt Network Printing, Color Scanning with send functions, Duplex Printing & Auto Duplex Document feeder. <ul style="list-style-type: none">• 30 PPM /B/W• Network Printer• Network Color Scanner• Automatic Duplex Unit• Reversing Automatic Document Feeder• Trolley	4		

4.	Konica Minolta BIZHUB C 266i Colour MFD A3 <ul style="list-style-type: none"> • 26 PPM color/B/W • Network Printer • Network Color Scanner • Automatic Duplex Unit • Reversing Automatic Document Feeder • Trolley 	1		
5.	Charges for Comprehensive Service Maintenance Contract (CSMC) Heavy Duty Photocopier - 1 No (2 Lakhs copies) Small Office Photocopier - 4 No's (1.5Lakhs copies) <p>The four small office photocopiers will be clubbed together and treated as a single CSMC contract with a combined annual copy volume of 1.5 Lakhs copies per year.</p> <p>The contract shall be valid for a period of one year, and the rates quoted should include all charges under the Comprehensive Service Maintenance Contract (CSMC) for the stipulated copy volumes.</p>	Per copy rate		

Buback Offer:

Sl. No.	Description	Qty	Amount (₹)
1	Buyback Value – Toshiba e-Studio 4518A Heavy Duty Photocopier Purchased On: March 2020	1	
2	Buyback Value – Toshiba e-Studio 2329A Medium Duty Photocopier Purchased On: March 2021	4	
3	Buyback Value – Canon Digital Copier IRC3020 Purchased On: January 2018	1	
Total Buyback Value Offered (₹)			

The bidder are requested to quote a separate buyback value for the existing photocopier machines presently installed at The Lawrence School, Lovedale. The quoted buyback value shall be considered during the financial evaluation of the bid. The successful bidder shall be responsible for dismantling, lifting, transportation, and disposal of the old machines at their own cost after successful installation and commissioning of the new photocopiers.

Submission of Supporting Documents: Bidders are required to carefully refer to the **Eligibility Criteria for the Service Provider (SP)** mentioned in this tender document and submit **all relevant documentary evidence/supporting documents without fail**. Failure to furnish the prescribed documents or submission of incomplete information may result in the **disqualification of the bid**.

Declaration

We hereby certify that:

1. The quoted prices are inclusive of all applicable taxes (including GST), duties, freight, insurance, installation, and any other charges up to delivery and installation at The Lawrence School, Lovedale.
2. All items offered are genuine OEM products with original manufacturer's warranty.
3. The delivery and installation shall be completed within **15 days from the date of the Purchase Order (PO)**.

Authorized Signatory: _____

Name & Designation: _____

Seal & Date: _____