



POLICE



DEPARTMENT

No. E1(c)-23502/2025/Cyb(1)

Cyber Police Headquarters,

Thiruvananthapuram

Pattom

Pincode:695004

✉adgpcyberops.pol@kerala.gov.in

☎04712726522

Dated. 13-11-2025

Quotation No. 68/2025/Cyber Operations

01. Sealed quotations are invited for **Comprehensive Annual Maintenance Contract for 1 No. of Toshiba E-Studio 2309A Digital Copier** installed at CCSE Centre, Cyber Police Headquarters for a period of **1 year**.

1. The quotation should include the cost of all materials, labour, taxes, and any other charges.

2. The quotation should be submitted in a sealed envelope superscribed with the name of the work and addressed to the Inspector General of Police, Cyber Police Headquarters, Pattom, Thiruvananthapuram.

3. Intending parties may submit their Quotation in their own letterhead along with TIN/CST/GSTIN number.

02. Scope of Work

To provide Comprehensive Annual Maintenance Contract for 1 No. of Toshiba E-Studio 2309A Digital Copier installed at CCSE Centre for a period of 1 year, including preventive maintenance, breakdown support, supply of consumables, and replacement of faulty components.

03. Specifications

Sl. No.	Item	Details
1	Brand/Model	Toshiba E-Studio 2309A
2	Type	Digital Copier (Black & White Multifunction)
3	Copy Speed	23 PPM
4	Memory	512 MB
5	Print Resolution	600 x 2,400 dpi



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6	Scan Resolution	600 dpi
7	Paper Size	ST-R to LD
8	Paper Supply	Drawer (250 Sheets) + Bypass Tray (100 Sheets)
9	Warm-up Time	20 Seconds
10	First Copy Time	7.1 Seconds
11	Contract Period	1 Year

04. Schedule

Particulars	Date & Time
Last Date & Time for Receipt of Quotations	25/11/2025 at 4.00 PM
Date & Time of Opening of Quotations	26/11/2025 at 11.00 AM
Date up to which Rates are to Remain Firm	31/03/2026

05. Terms and Conditions

01. The rates quoted should be for delivery of the completed work at the site mentioned.

02. Quotations received after the due date and time will be rejected.

03. The maximum period required for completion should be clearly mentioned.

04. Quotations with price variation clause or "subject to prior sale" condition will be rejected.

05. Acceptance of the quotation constitutes a concluded contract. The successful quotationer must, within a fortnight, execute an agreement at their own cost, if required.

06. Withdrawal after acceptance or failure to execute the work/supply as per specifications will lead to cancellation, risk purchase, and recovery of loss. risk purchase, and recovery of loss.

07. The Government reserves the right to remove defaulters from the list of quotationers/tenderers.

08. No price enhancement will be considered during the currency of the contract.

09. Any attempt to influence officers through canvassing will disqualify the quotationer.

10. Non-completed works/supply may be arranged from



another source and losses recovered.

11. Proportionate forfeiture of security deposit will apply for incomplete works/supply.
12. Government may set off dues from other contracts against payable amounts.
13. Prices should include all taxes, duties, cesses, etc.
14. Payment will be made on submission of invoice (in triplicate) and based on the verification report of the Work/Supply Verification Committee after completion of the entrusted work/supply.
15. Pre-receipted stamped invoices are required for payments.
16. The quotationer shall quote rebate percentage, if any, for early payment.
17. Any special conditions printed by the quotationer will not apply unless expressly accepted in writing.
18. Advance payment is not allowed.



ANKIT ASOKAN IPS
Superintendent of Police
For Inspector General of Police (Cyber
Operations)

To : All DySsP/IsP in Tele. & Tech./Cyber Division for wide publicity.
Copy To : 1. Inspector, Cyber Security – for publishing in the official Police website. 2. SI, Tele & Tech HQ – to display on notice board and inform existing firms. 3. IP Drone Forensic Lab– for follow-up action.

