

Office of the Sr. Dy. Director(EDP)
5th Floor, Administrative Building,
Willingdon Island, Cochin-682009

No. FIN/EDP/PCs&Peripherals/2025

Dated: 23/07/2025

NOTICE INVITING BUDGETARY QUOTE

Cochin Port Authority (CoPA) is intending to invite Tenders from eligible vendors for purchasing 3 Nos Multifunction Monochrome Laserjet Printers. Therefore, Budgetary Quote is invited 3 Nos Multifunction Monochrome Laserjet Printers from prospective bidders for deriving budgetary estimate.

All prospective bidders are requested to submit the budgetary quote by duly filling Annexure1 and submit the same along with this Notice Inviting Budgetary Quote in sealed cover addressed to the Sr.Dy.Director (EDP), Office of the Sr. Dy. Director(EDP), 5th Floor, Administrative Building, Cochin Port Authority, Willingdon Island, Cochin-682009 to reach the office on or before 04.08.2025 at 17.00Hrs.




Sr. Dy. Director (EDP)

Annexure -1

| BUDGETARY QUOTE | |
|------------------------|--|
| Name of the Vendor | |
| Address of the Vendor | |
| City | |
| Phone | |
| e-mail | |
| GST No | |

| Item Description | Quantity (Nos) | Unit Price (Rs) Excl.Tax | Total Amount (Rs) Excl tax | Tax Rs. | Total Amount (Rs) Incl. tax |
|---|----------------|--------------------------|----------------------------|---------|-----------------------------|
| <u>Multifunction Laserjet Printer</u> Function: Print/Scan/Copy, Automatic Duplex Printing Print Speed: Up to 38 ppm (A4) Connectivity: USB, Ethernet, Wi-Fi Warranty : 1 Year Brand: HP/Canon/Epson | 3 | | | | |

Place:

Date :

Seal

Authorised Signature