

Telephone: 287 4793

Navy Children School  
Naval Base, Kochi -04

NCS/QTN/B23

27 Dec 24

**TENDER ENQUIRY FOR PURCHASE & INSTALLATION OF HEAVY DUTY PAPER  
SHREDDER FOR NAVY CHILDREN SCHOOL, KOCHI**

Dear Sir/ Madam,

1. The school intend to purchase a branded heavy duty Paper Shredder Machine with added features and longevity of use to shred high volumes of paper.
2. Technical specifications and features of Heavy duty Paper Shredder Machine, intended to purchase are enlisted below.

<b><u>Ser no.</u></b>	<b><u>Features Of Machine</u></b>	<b><u>Technical Specification</u></b>
(a).	Type	Paper Shredder ✓
(b).	Shred Capacity	80-100 sheets with viewing pull out bin ✓
(c).	Bin Capacity	35 - 40 L ✓
(d).	Running time	40 min - 60 min ✓
(e).	Throat Width	A4 and A3 sheets ✓
(f).	Body	Robust and easily movable ✓
(g).	Warranty	01-2 years ✓

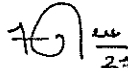
3. You are requested to submit your quotation for the above item/service required to this school on or before **10 January 2025**.

4. The other terms and conditions are as follows:-

- (a) Forward your quotation in a sealed envelope super scribed clearly as "Quotation for New Heavy duty Paper Shredder Machine for Navy Children School, Kochi"
- (b) GST Number should be mentioned in the quotation.
- (c) All taxes and duties if any, including GST are to be mentioned separately in the quote and also the final total price.
- (d) Payment will be made within 15 working days from the date of completion of supply and installation of photocopier machine.

5. The approval or rejection of the quotations rests with The Principal, Navy Children School, Kochi.

Thank you,

  
Yours faithfully, 27/12/24

(Ajeena AP)  
Principal, NCS (Kochi)

