



## GOA STATE BIODIVERSITY BOARD

GOA STATE CLIMATE CHANGE CELL

Established Under National Mission for Strategic Knowledge On Climate Change (NMSKCC)  
(An Autonomous Statutory Body, Govt. of Goa)

Saligao, Bardez, Goa – 403511

E-mail: [goanbiodiversity@gmail.com](mailto:goanbiodiversity@gmail.com) & [goasccc@gmail.com](mailto:goasccc@gmail.com) Phone No. 8459423916

24-15-2025/GSBB/SaltPan/ 821

Date: 18-03-2026

To,

All Authorized and Eligible Vendors

### INVITATION FOR QUOTATIONS (IFQ)

#### Supply of Printer and Scanner

The Goa State Biodiversity Board (GSBB) hereby invites **sealed quotations from authorized and eligible vendors** for the procurement of **Printer and Scanner** for official use.

#### Scope of Supply

- **Monochrome Laser Printer (All-in-One) – 01 Unit**
- **Document Scanner – 01 Unit**

#### Technical Specifications

##### A. Printer Specifications (Monochrome Laser Printer with Duplex)

Sr. No.	Specification Parameter	Minimum Requirement
1	Printer Type	All-in-One (Print, Scan, Copy)
2	Printing Technology	Monochrome Laser Printer
3	Print Output	Black & White
4	Print Speed	Minimum 29 pages per minute (A4)
5	Print Resolution	Minimum 1200 × 1200 dpi
6	Duplex Printing	Automatic Duplex Printing
7	Scanner Type	Flatbed Scanner
8	Scan Resolution	Minimum 600 × 600 dpi (Optical)
9	Copy Speed	Minimum 25–30 copies per minute
10	Connectivity	USB 2.0, Ethernet (LAN), Wi-Fi

11	Mobile Printing	Support for Mobile / Wireless Printing
12	Paper Input Capacity	Minimum 250 sheets
13	Output Tray Capacity	Minimum 100–150 sheets
14	Supported Paper Sizes	A4, A5, A6, B5, Letter, Legal
15	Memory	Minimum 256 MB
16	Processor Speed	Minimum 800 MHz
17	Display	LCD / LED Control Panel
18	Monthly Duty Cycle	Up to 50,000 pages
19	Operating System Support	Windows, macOS
20	Warranty	Minimum 3 Years On-site Warranty

### B. Scanner Specifications (Document Scanner)

Sr. No.	Specification Parameter	Minimum Requirement
1	Scanner Type	Desktop Sheet-fed Document Scanner
2	Scanning Technology	CIS (Contact Image Sensor)
3	Scan Resolution	Minimum 600 × 600 dpi (Optical)
4	Scan Speed	35–40 pages per minute (ppm)
5	Duplex Scanning	Automatic Duplex (both sides scanning)
6	Automatic Document Feeder (ADF)	50–60 sheets capacity
7	Scan Size	A4 and Legal size
8	Connectivity	USB / Wi-Fi / Network (LAN)
9	Scan File Formats	PDF, Searchable PDF, JPEG, TIFF
10	Daily Duty Cycle	Up to 4,000–5,500 pages per day
11	Scan Color Mode	Color, Grayscale, Black & White
12	Supported Media	Documents, ID cards, receipts, envelopes
13	Software Features	OCR, automatic blank page removal
14	Operating System Support	Windows, macOS
15	Warranty	Minimum 3 Years Warranty

### Terms & Conditions

- Quotations must be submitted in a **sealed envelope** clearly superscribed as “*Quotation for Printer and Scanner*”.

- The quoted price shall be **inclusive of all applicable taxes, delivery, installation, and commissioning charges.**
- Vendors must clearly indicate **delivery schedule, warranty details, and payment terms.**
- GSBB reserves the right to accept or reject any or all quotations without assigning any reason thereof.

### **Submission Details**

- **Last Date & Time: 25 March 2026, on or before 3:00 PM**

### **Opening of Quotations**

- The quotations will be **opened on the same day, i.e., 25 March 2026, after 3:00 PM.**

### **Validity of Quotation and Delivery**

- The prices quoted in the quotation should remain valid for a period of **three (03) months** from the date of opening.
- The successful bidder shall ensure delivery and supply of the items within three (03) working days from the date of issue of the purchase order.

### **Submission Address**

To,  
The Member Secretary  
Goa State Biodiversity Board (GSBB)  
C/o Department of Science, Technology & Environment  
Opposite Seminary, Saligao, Bardez, Goa – 403511

### **Contact for Clarification**

**Mr. Rupesh Velip:** [7378830624/goasccc@gmail.com](mailto:7378830624/goasccc@gmail.com)



Yours sincerely,

**Dr. Pradip Sarmokadam**  
**Member Secretary, GSBB**