



KERALA BOOKS AND PUBLICATIONS SOCIETY

(An undertaking of the Government of Kerala)
Kakkanad P.O. Kochi-682 030, Kerala

No. P1-3427/2020/4733

Dated: 15.11.2023

Quotation notice

Subject : Annual Service contract for Computers and printers

Sealed competitive quotations are invited from reliable and competent parties/firms for 'Annual Service Contract' (ASC) for proper servicing and maintenance of computers and printers in our Organization. The total no. of computers to be maintained is 63 and no. of printers is 27.

Terms and Conditions

1. The ASC rate quoted should have the provision for inclusion of additional computers under the ASC on pro rata basis.
2. The contractor should attend to the internet connection, local area networking, and software issues like formatting, if found necessary and should be responsible for proper functioning of all the computer systems throughout the year.
3. Replacement of spares and components will be paid at actuals in competitive rates. However the replaced defective spare is to be handed over to the officer in charge.
4. Society also will have the option to purchase the spares and provide to the contractor for repair/maintenance. In such cases, the contractor should be responsible for fitting/installation/servicing of the newly purchased spares.
5. In case of any complaint reported, it should be attended immediately in each case within 4 hours of intimating the problem, if not attended; penalty will be imposed as per the discretion of the Society.
6. The contractor should possess at least 5 years experience in providing ASC and should attach the list and address of the clients.
7. The successful party should execute an agreement in Rs.200/- stamp paper agreeing for the terms and conditions under which the ASC is operated.
8. For Finalizing the tender in order to give work order to the successful bidder the performance of the bidder during the previous years if any will also be considered.
9. The envelopes sealed in four sides and middle by using lacquer seal containing the quotation should bear the superscription "Quotation for ASC of computers and printers due on 28.11.2023" and should be addressed to the Managing Director, Kerala Books and Publications Society, Kakkanad P.O., Kochi - 30.
10. Intending parties may submit the quotations on their own papers.
11. The parties are requested to specify their GST no., PAN no. and HSN code of the item.
12. Last date for the receipt of quotations is at 11.00 a m on 24.11.2023. Late quotations will not be accepted. The quotations will be opened at 11.30 am on 28.11.2023.
13. Parties/contractors who have defaulted in executing any purchase order/contract with KBPS or whose purchase order/contract were terminated by KBPS are not eligible to participate in this Quotation.

14. The Annual service charges will be paid on quarterly basis only.
15. The near relatives of employees of KBPS are not eligible to participate in the quotation. The relationship for the purpose will be as specified in Annexure 21 of Stores Purchase Manual of Kerala (extract given as Annexure A). In addition to this mother's sister's son/daughter shall also deemed to be a relative. The declaration (annexure B) in this regard, duly filled and signed should be submitted with the offer.
16. All the rights to accept or reject whole or part of the Quotation without assigning any reason thereof is reserved by the Managing Director. The decision of Managing Director will be final and binding on the party.
17. Details of the requirement and the conditions governing the supply can be obtained free on requisite from the office of the Managing Director, Kerala Books and Publications Society, Kakkanad, Kochi 30
18. All rules and regulations of the quotation shall be in accordance with the Stores Purchase Manual of the Government of Kerala.



MANAGER
(Personnel & Administration)

To

Parties as per list.

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