

COMMISSIONERATE OF RURAL DEVELOPMENT
4th Floor, Swaraj Bhavan, Nanthancode, Kowdiar P.O.
Thiruvananthapuram- 695003
Website: [http:// www.rdd.kerala.gov.in](http://www.rdd.kerala.gov.in)
Email: crdkerala@gmail.com

QUOTATION NOTICE

Quotation Number	File No. CRD/299/2021-PM-7
Due date and time for receipt of quotations	12.05.2021, 01.00pm
Date and time for opening of quotations	12.05.2021, 03.00pm
Date up to which the rates are to remain firm for acceptance	12.08.2021
Designation and address of officer to whom the quotation is to be addressed	Commissioner for Rural Development 4 th Floor, Swaraj Bhavan, Nanthancode, Kowdiar P.O., Thiruvananthapuram- 695003
<i>Superscription: Quotation for</i> Annual Maintenance Contract for Computers & Accessories installed at Commissionerate of Rural Development	

Sealed quotations are invited for the supply of the materials specified in the schedule attached below/overleaf. The rates quoted should be for delivery of the articles at the place mentioned below the schedule. The necessary superscription, due date for the receipt of quotations, the date up to which the rates will have to remain firm for acceptance and the name and address of officer to whom the quotation is to be sent are noted above. Any quotation received after the time fixed on the due date is liable to be rejected. The maximum period required for delivery of the articles should also be mentioned. Quotations not stipulating period of firmness and with price variation clause and/or 'subject to prior sale' condition are liable to be rejected.

The acceptance of the quotations will be subject to the following conditions:

1. Acceptance of the quotation constitutes a concluded contract. Nevertheless, the successful tenderer must within a fortnight/a month after the acceptance of his quotation furnish 5 per cent of the amount of the contract as security deposit and execute an agreement at his own cost for the satisfactory fulfillment of the contract, if so required.
2. Withdrawal from the quotation after it is accepted or failure to supply within a specified time or according to specifications will entail cancellation of the order and purchases being made at the offerers expenses from elsewhere, any loss incurred thereby being payable by the defaulting party. In such an event the Government reserves also the right to remove the defaulter's name from the list of Government suppliers permanently or for a specified number of years.
3. Samples, duly listed, should be forwarded if called for under separate cover and the unapproved samples got back as early as possible by the offerers at their own expenses and the Government will in no case be liable for any expenses on account of the value of the

samples or their transport charges, etc. In case, the samples are sent by railway; the railway receipt should be sent separately, and not along with the quotation since the quotation will be opened only on the appointed day and demurrage will have to be paid if the railway parcels are not cleared in time. Quotations for the supply of materials are liable to be rejected unless samples, if called for of the materials tendered for are forwarded. The approved samples may or may not be returned at the discretion of the undersigned. Samples sent by V.P. Post or "freight to pay" will not be accepted.

4. No representation for enhancement of price once accepted will be considered during the currency of the contract.
5. Any attempt on the part of tenderers or their agents to influence the Officers concerned in their favour by personal canvassing will disqualify the tenderers.
6. If any license or permit is required, tenderers must specify in their quotation and also state the authority to whom application is to be made.
7. The quotation may be for the entire or part supplies. But the tenderers should be prepared to carry out such portion of the supplies included in their quotation as may be allotted to them.
8. (a) In cases where a successful tenderer, after having made partial supplies fails to fulfill the contracts in full, all or any of the materials not supplied may, at the discretion of the Purchasing Officer be purchased by means of another tender/quotation or by negotiation or from the next higher tenderer who had offered to supply already and the loss, if any, caused to the Government shall thereby together with such sums as may be fixed by the Government towards damages be recovered from the defaulting tenderer.
(b) Even in cases where no alternate purchases are arranged for the materials not supplied, the proportionate portion of the security deposit based on the cost of the materials not supplied at the rate shown in the tender of the defaulter shall be forfeited and balance alone shall be refunded.
(c) Any sum of money due and payable to the contractor (including Security Deposit returnable to him) under this contract may be appropriated by the Purchasing Officer or Government or any other person authorized by Government and set-off against any claim of the Purchasing Officer or Government for the payment of a sum of money arising out of or under any other contract made by the contractor with the Purchasing Officer or Government or any other person authorized by Government.
9. The prices quoted should be inclusive of all taxes, duties, cesses, etc., which are or may become payable by the contractor under existing or future laws or rules of the country of origin/supply or delivery during the course of execution of the contract.
- 10.(a) Ordinarily payments will be made only after the supplies are actually verified and taken to stock but in exceptional cases, payments against satisfactory shipping documents including certificates of Insurance will be made up to 90 per cent of the value of the materials at the discretion of Government. Bank charges incurred in connection with payment against documents through bank will be to the account of the contractor. The firms will produce stamped pre-receipted invoices in all cases where payments (advance/final) for release of railway receipts/shipping documents are made through Banks. In exceptional cases where the stamped receipts of the firms are not received for the payments (in advance) the unstamped receipt of the Bank (i.e. counterfoils of pay-in-slips issued by the Bank) alone may be accepted as a valid proof for the payment made.

- (b) The tenderers shall quote also the percentage of rebate (discount) offered by them in case the payment is made promptly within fifteen days/within one month of taking delivery of stores.
11. Any sum of money due and payable to the successful tenderer or contractor from Government shall be adjusted against any sum of money due to Government from him under any other contracts.
 12. Special conditions, if any, printed on the quotation sheets of the tenderer or attached with the tender will not be applicable to the contract unless they are expressly accepted in writing by the purchases.
 13. The price quoted should be inclusive of all taxes, duties, cesses etc. which are or may become payable by the contractor under existing or future laws or rules of the country of origin/supplier delivery during the course of execution of the contract.
 14. A dedicated person, service engineer, shall be assigned by the contractor from 10.00 AM to 5.00PM on all the working days and even on holidays or beyond office hours, if need arises, to attend to the day to day maintenance issues or he will be available within two hours of lodging the complaint and his contact details be provided to this office.
 15. In case of breakdown of any equipment in question, the contractor will be required to attend to the complaints within 24 hours of those being lodged:-
 - a. Critical equipment's complaints shall be cleared in 24 hours.
 - b. Non critical equipments complain shall be cleared in 48 hours.Vendors shall do all call logging and provide quarterly reports.
 16. If for any reason, downtime is expected to be more than 48 hours, the contractor shall provide a working standby components of identical configuration until the fault has been rectified.
 17. The designated Caretaker of this office will be authorized to lodge the complaint to Agency on Telephone call /SMS or in written form. If the complaint is reported before 3.00 pm, the Agency should attend and rectify it on the same day. Complaint lodged after 3.00 pm should be attended before 11.30 am of the following working day.
 18. The rates once approved will not be enhanced by the AMC provider in any case during the currency of the contract.
 19. The prospective bidders may, if they so desire, may depute an authorized representative for verifying the configuration and condition of the equipment given in the table below.
 20. Wherever during the period of the contract the contractor does not rectify the fault/defects brought to his notice within a reasonable period of time, the office shall get the faults defects rectified by engaging suitable professionals from the open market at the contractor's risk and cost and the amount paid shall be deducted from the amount payable to the contractor. In case the contractor's services are found to be consistently unsatisfactory, the contract shall be terminated after giving one week's notice and the work shall be got done from the Open market at the contractor's cost
 21. At the time of expiry of the contract, the contractor would be required to hand over the department's property in perfect working condition.
 22. The contractor shall be responsible for the loss of any Government property owing to negligence on his or his representative's part while maintaining the Systems.

23.No advance payment will be made in any case. Quarterly payments in the next month of each quarter shall be effected.

24.The contractor would carry out preventive maintenance of Computers & Accessories during each quarter, in order to forestall any major failure of the same.

DOCUMENTS TO BE SUBMITTED

The sealed cover of quotation shall contain.

- a. Photocopy of the quotation notice duly signed by the bidder in all pages.
- b. Documents of proof with respect to experience, previous engagement (for the last 3years) in Government/ Public Sector Undertakings etc.
- c. Details of key person including details of technical man power (with qualification, experience etc.)
- d. **Financial quote in letter head with details showing rate in figures and words with sign and seal, against the list of items included in the AMC, given in the table below.**

ELIGIBILITY/QUALIFICATION CRITERIA:

- e. The bidder shall have relevant experience preferably in managing and providing support for Computers & Accessories.
- f. The bidders who are registered/ approved by any Government department/organization will be given preference.
- g. The firm should have an experience to execute the similar work in Government/PSU or any Organisation/dept. The firm should have sufficient technical man power for the purpose. The firm may enclose sufficient documents regarding execution of Government work order, etc.
- h. All bidders must enclose GST registration certificate along with the tender documents.

SCOPE OF WORK:

Maintenance & service of Computers & Accessories installed at the office of Commissioner for Rural Development, as and when required.

LIST OF ITEMS UNDER AMC

DESKTOP COMPUTERS		
#	Items	Quantity
1	Acer Veriton M200-A55 AMD A8 5500, AMD chipset, 4GB RAM, 500GB SATA HDD DVD writer, 18.5" wide LCD Monitor, Keyboard & Optical Mouse	9
2	Acer Veriton M200 Q87 i3, 4 GB RAM, 1TB HDD DVD writer, 18.5" wide LCD Monitor, Keyboard & Optical Mouse	1
3	Acer Veriton M200 Q87 i5, 4 GB RAM, 500GB HDD	3

	DVD writer, 18.5" wide LCD Monitor, Keyboard & Optical Mouse	
4	HP Prodesk 406 G1MT Intel Core i5 4570, 4GB DDR3 RAM, 1TB SATA HDD DVD writer, 18.5" wide LCD Monitor, Keyboard & Optical Mouse	1
5	Keltron PC Intel Core i3 3220 Intel Original MB, 4GB DDR3 RAM, 500GB SATA HDD DVD writer, 18.5" wide LCD Monitor, Keyboard & Optical Mouse	8
6	Keltron PC Intel Core i3 2120/2100 Intel Original MB, 4GB DDR3 RAM, 500GB SATA HDD, DVD writer, 18.5" wide LCD Monitor, Keyboard & Optical Mouse	7
7	Lenovo PC Intel Core i3-6100, 4 GB RAM, 1 TB HDD DVD writer, 21.5" wide LCD Monitor, Keyboard & Optical Mouse	1
TOTAL		30
LAPTOPS		
8	Dell Latitude 3440 Laptop Intel Core i5, 4GB DDR3 RAM, 500GB SATA HDD DVD writer, 14" Antiglare display, VGA cam, Battery with charger	4
9	HP Probook 440G2 Laptop Intel Core i5, 4GB DDR3 RAM, 500GB SATA HDD DVD writer, , 14" Antiglare display, HD cam, Battery with charger	1
10	HP AC 101 TU Turbo Silver Laptop Intel Core i3 500U, 4GB RAM, 1TB SATA HDD DVD writer, , 15.6" Antiglare display, HD cam, Battery with charger	1
11	HP Pavilion 13-S 102 TU Natural Silver Laptop Intel Core i3 6100U, 4GB RAM, 1TB SATA HDD, DVD writer, , Full HD Antiglare touchscreen display, HD cam, Optical Mouse, Battery with charger	1
TOTAL		7

PRINTERS & SCANNERS		
#	Items	Quantity
Laser Printers		
1	HP Laser Jet 1007 Laser Printer	1
2	HP Laser Jet P1566 Laser Printer	7
3	HP Laser Jet 401dn Laser Printer	1
4	HP Laser Jet 251n Colour Laser Printer	1
5	HP Laser Jet Pro M202dw Laser Printer	1
6	Canon LBP 6230DN Laser Printer	2
7	HP M227sdn MFP	1
8	HP Laserjet M1136MFP	1
9	Brother MFC 7340 Laser Fax Machine	1

	Scanners	
10	Kodak i3200 Scanner	1
11	Kodak i1180 Scanner	2
12	Canon LiDE 120 Scanner	1

Sd/-
 Vanajakumari K
 Additional Development Commissioner
 for Commissioner for Rural Development

Approved for issue

Deputy Director (P&M)

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