

**Commissionerate of Rural Development**  
**4<sup>th</sup> Floor, Swaraj Bhavan**  
**Nanthancode, Kowdiar-P.O.,**  
**Thiruvananthapuram. – 695003**  
Website: [http:// www.rddkerala.gov.in.l](http://www.rddkerala.gov.in.l)  
Email: [crdkerala@gmail.com](mailto:crdkerala@gmail.com)

**QUOTATION NOTICE**

Dated: 05.03.2019

**Sub: Supply of Antivirus software for server & client computers Enterprise End point Protection/ Security**

Sealed quotations are invited for the Supply of **Antivirus software for server & client computers Enterprise End point Protection/ Security** for the Computers and laptops installed at the address mentioned above. Description of items to be supplied is as follows:-

#	Description
1	<b>Antivirus software for server &amp; client computers Enterprise End point Protection/ Security-50 users for one year</b> ( with media and paper license) Product installation & Support for one year should be provided.

**2. GENERAL CONDITIONS:**

- a) Interested agencies are requested to submit their quotation in a sealed cover duly super scribed "**Supply of Antivirus software**".
- b) The quotations in sealed covers should be sent to this office, addressed to the Commissioner for Rural Development, Commissionerate of Rural Development, 4<sup>th</sup> floor, Swaraj Bhavan, Nanthancode, Kowdiar-P.O Thiruvananthapuram-695003
- c) The hardcopy of quotations may be sent by post or delivered at the above office address (Softcopies shall not be accepted).
- d) The hardcopy of quotation in the sealed cover containing the financial bids must reach this office on or before **12.03.2019 at 3PM** Bids received after the due date/time shall not be entertained.
- e) The received bids shall be opened in this office on **12.03.2019 at 4PM** in the presence of the authorized representatives of the bidders. All the bidders will be informed
- f) The bidder will have to be present in person or through an authorized representative on the aforementioned time and date in this office. However, this office reserves the right to reject any bid without assigning any reasons.
- g) Bids received after due date, bids not contained in a sealed envelope, incomplete quotation, bids not accompanied with the required and supporting documents or Quotations or

received later than stipulated time shall be summarily rejected without assigning any reason and without any communication.

- h) The rates quoted shall be valid for one year from the date of awarding the work for Commissioner for Rural Development, Swaraj Bhavan, Nanthancode, Kowdiar-P.O Thiruvananthapuram

### **3. DOCUMENTS TO BE SUBMITTED**

The sealed cover of quotation shall contain.

- i. Photocopy of the quotation notice duly signed by the bidder in all pages.
- ii. Documents of proof with respect to experience, previous engagement (for the last 5years) in Government/ Private etc..
- iii. Details of key person including details of technical man power (with qualification, experience etc.)

### **4. TERMS AND CONDITIONS**

1. Acceptance of the quotation constitutes a concluded contract. The successful vendor shall execute and agreement in stamp paper with Rs. 200/- for satisfactory fulfillment of contract, if required.
2. Withdrawal from quotation after the same is accepted, will entail cancellation of the order. 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 year.
3. No representation for enhancement of price once accepted and which will be considered during the period of the contract.
4. 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.
5. The selected agency will be responsible for supplying the for server & client computers Enterprise End point Protection/ Security for 50 users media and paper license, installation and support for one year. The complete responsibility for smooth functioning of all the Computers and laptops under this contract (as above) shall rest with the contractor. He shall provide trouble free and prompt service throughout the period of the contract.
6. The quotation may be for the entire or part supplies. But the tenders should be prepared to carry out such portion of the supplies included in their quotation as may be allotted to them.
7. In case where a successful tenderer, after having the contract, made partial supplies fail to fulfill the contract in full , all or any of the material 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 course to the government shall thereby together with such sum as may be fixed by the government towards damages be recovered from the defaulting tenderer.
8. Even in case where no alternate purchase are arranged for the materials not supplied, the proportionate portion of the security deposit based on the cost of material not

supplied, at the rate shown in the tenders of the defaulter shall be forfeited and balance alone shall be refunded

9. Any sum of money due and payable to the contract (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 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
10. Ordinarily payment will be made only after the supplies are actually verified and taken to store but in exceptional cases, payment against satisfactory shipping documents including certificate of insurance will be made up to 90% of the value of the material 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 firm will produce stamped pre receipted invoices in all cases where the payments (advance/final) for release of railway receipt/shipping documents are made through Bank. In exceptional cases where the stamped receipts of the firm are not received for the payment (in advance) the unstamped receipt of the bank (ie counterfoils of pay-in-slip issued by the bank alone may be accepted as a valid proof for the payment made.
11. The tenders shall quote also the percentage of rebate offered by them in case the payment is made promptly within 15 days /within one month of the taking delivery of stores.
12. 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.
13. Special conditions, if any printed on the quotation sheet 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.
14. The successful tender will have to execute an agreement in a proforma as per annexure 32 of Store Purchase Manual 2013 in **Kerala government stamp paper having value of Rs. 200/-** for the proper supply of items
15. Any defected noticed on the supply item during the period of contract is to be replaced with good items at free of cost by the contractor.

#### **16. ELIGIBILITY/QUALIFICATION CRITERIA:**

1. The bidder shall have relevant experience preferably in managing and providing support for **the Antivirus software for server & Client computers enterprises End Point Protection/Security** in this Office.
2. The bidders who are registered/ approved by any Government department/organization will be given preference.
3. The firm should have an experience to execute the similar work in Government/PSU or any org/dept. The firm may enclose sufficient documents regarding execution of Government work order, etc.
4. All bidders must enclose GST registration certificate along with the tender documents.

**(5) SCOPE OF WORK:**

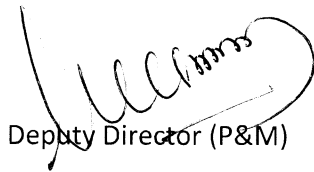
- A. Installation and support of **Antivirus software for server & Client computers enterprises End Point Protection/Security** installed at the office of Commissioner for Rural Development, as and when required.

Sd/-  
Additional Development Commissioner I

Copy to:

1. Notice Board.
2. System supervisor, Commissionerate of Rural Development

Approved for Issue



Deputy Director (P&M)