



OFFICE OF THE ACCOUNTANT GENERAL (ERSA), KERALA
THIRUVANANTHAPURAM – 695 001



PAG(ERSA)/ITS Cell/5-1/2019-20
Date: 03.03.2020

M/s

SHORT NOTICE INVITING TENDER

Office of The Accountant General (ERSA), Kerala, Thiruvananthapuram invites sealed quotations from authorized vendors for Comprehensive AMC for Server, Desktop Computers, Laptops and Printers installed at this office and its branch office at Thrissur. Detailed list of items is given as Annexures.

The Sealed cover super scribed as **‘Quotation for AMC for Computers and Printers: 2020-21’** should contain two separate sealed envelopes containing Technical Bid and Financial Bid. The technical bid and the financial bid should be sealed by the bidder in separate covers duly super scribed as **‘Technical Bid’** and **‘Financial Bid’** respectively. The technical bids shall be opened by the Purchase Committee at the first instance and evaluated. At the second stage, financial bids of only those technically qualified offers shall be opened for further evaluation and ranking before awarding the contract.

The sealed quotations addressed to **“The Deputy Accountant General (Admn & RS), O/o Accountant General (ERSA), Kerala, Trivandrum – 695001”**, should reach this office on or before **4:00 pm** of **16.03.2020**. The quotations will be opened on the same day at 4:00 pm by the Purchase Committee in the presence of the bidders, if any. The bidders who intend to be present at the time of opening of tenders may ensure their presence or their authorized representative at the time and date noted above.

Name of the Work:

Comprehensive Annual Maintenance Contract for IT hardware of various models installed at Main Office Trivandrum and its Branch Offices at Thrissur. The details for which AMC is required are given below:

Type of hardware	Trivandrum						Thrissur			Total
	AMC required from 01/04/2020	AMC required from 01/08/2020	AMC required from 01/11/2020	AMC required from 01/01/2021	AMC required from 01/02/2021	AMC required from 01/03/2021	AMC required from 01/04/2020	AMC required from 01/02/2021	AMC required from 01/03/2021	
Server	1		1*				-	-		2
Desktop	55			2*	26*		14	2*		99
Laptop	3	1*			10*		2			16
Printers	18					17*	5		1*	41

**The rate of AMC for which the IT Hardware's required from 01/08/2020, 01/11/2020, 01/01/2021, 01/02/2021 & 01/03/2021 should be calculated proportionately for the remaining period of the year.*

(A list of all items i.e. Desktops, Laptops, Servers and printers proposed under the contract, for the period from 01.04.2020 to 31.03.2021 are placed separately as Annexure-A and also the details of IT Hardware's for which maintenance contract is required for different period is given in Annexure-B)

Period of Contract:

01.04.2020 to 31.03.2021

Technical bid should include:

- Full details of the bidder viz. Name and address of the bidder firm, telephone number, fax number, e-mail id etc. (Annexure-C)
- GST registration details
- Income Tax Permanent Account Number (PAN)
- Documentary proofs as authorized service agent
- Proof of previous work awarded, with respect to AMC of IT hardware at Govt. offices / PSU etc.
- Self declaration stating that the firm has not been black listed by any Government Department / Organization as on date of submission of the Quotation / Bid and that the documents furnished are true and authentic (Annexure-E)

Financial bid should include:

- Grand Total for AMC of all the listed items (Annexure-D).
- Individual item-wise rates against each should also be mentioned clearly.

- Levies & Taxes, Rates for posting one full time Service engineer during office working hours at Main office Trivandrum, discount (if any) etc. should be clearly mentioned.
- The Grand Total of quoted amount should be mentioned in both figures and words.

Terms and conditions of AMC:

- All bidders are to quote the rates for each item separately, along with the grand total for the items at the end. The grand total should include item-wise rates, Taxes, Discounts if any, Charge for service engineer etc.
- The contract would be comprehensive i.e. including replacement of parts of Original Equipments Manufacturer (OEM). However, if any specific parts are not covered under AMC, they shall invariably be mentioned by the bidders in the quotation for AMC. No general terms will be entertained, instead the name of parts are to be expressly stated.
- The equipments should be kept in good working condition and virus free. Any replacement will have to be done by the company free of cost except cartridges, ribbon, fuser assembly, sleeve, laptop battery and other stationery.
- Servicing should be done on site and during working hours except for major fault, when the part or machine is to be taken out to the servicing agency. The units/parts are to be taken out of the office premises with proper authorization only.
- The firm shall be responsible to maintain the required drivers, additional peripherals and hardware for maintaining the equipments.
- Support for users and troubleshooting of commercial software packages alongwith removal of virus and re-installation of software, if corrupted, shall be undertaken by the entrusted firm.
- Standby arrangement to be made in case the equipment is to be taken to workshop for repairs.
- If the break down time is expected for more than 24 hours, the firm should provide a back up machine or part till the original system is repaired or replaced after rectifying the defect.
- If parts are to be replaced, it should be of the same version or a higher version of similar make and quality.
- There will be no limit of break down calls and the same should be attended to within One Hour.
- The firm is to carry out preventive maintenance once in every three months.
- Any other maintenance work to be undertaken related to the computer/peripherals.

- **Atleast ONE** Service Engineer shall be posted during office working hours exclusively for the Main office. Break down calls at Branch Offices should be attended on the same day as far as possible and latest by 5.00 PM on the next working day.

Bid Security:

- All the bidders will have to produce a Demand Draft from any commercial bank drawn in favour of “**Pay and Accounts Officer, Office of the Principal Accountant General (A&E), Kerala**”, for an amount of **₹5,000/- (Rupees Five thousand only) as Bid Security/ EMD**, along with quotations, failing which the Tender shall be treated as cancelled. The Demand Draft/Cheque, thus produced, should be valid for 45 days after the last date of short notice inviting tender. Bidders who are registered with the Central Purchase Organization, National Small Industries Corporation (NSIC) are exempted from furnishing EMD.
- The Bid Security/EMD in respect of the unsuccessful bidders shall be returned back after the finalization of Contract.

Performance Security:

- Successful bidder shall have to submit a Bank Guarantee or Demand Draft in favour of “**Pay and Accounts Officer, Office of the Principal Accountant General (A&E), Kerala**” from any commercial bank for an amount @ **5% of the agreed contract amount** towards Performance Security. The Demand Draft /Bank Guarantee submitted as Performance Security should be valid for a period of 60 days beyond the date of completion of all contractual obligations.

Payment Details:

- Payments will be made by this office on quarterly basis only, i.e. after end of each quarter, after obtaining a certificate in this regard from ITS cell.
- No advance will be paid by this office.
- No cost escalation is permitted during the contract period for any reasons whatsoever.
- TDS at applicable rate shall be deducted from the bill amount.

Penalty Clauses:

- If breakdown in respect of any hardware items exceeds 48 hours without supply of adequate backup, a penalty @ ₹50/- per day shall be charged against AMC vendor from the date of breakdown upto seventh day. The penalty shall be @ ₹ 100/- per day from the eighth day till the item is fully functional or till the date of providing a backup.
- If the preventive maintenance is not done/completed in any of the quarter, 10% of the quarterly payments shall be deducted from the payment due to the party. The

accumulated penalty chargeable during that quarter shall be deducted from the payments due to the vendor.

Condition fulfillment by the bidder:

- The bidding firm/company must be registered as a firm or as a company with the Registrar of Firms or Registrar of Companies.
- The firm/company should be in existence for over 3 years in the trade as on 31.3.2020.
- The firm/company should have a previous experience in maintenance of such equipments with Government Department/Public Sector Undertaking etc. The company should furnish its Downtime Statement of previous maintenance work.
- The firm/company must have expertise in on-site maintenance and repair of computers, servers, laser jet printers, network components, peripherals and other hardware parts and accessories.
- The firm/company applying for this tender would produce certificate for the previous financial year from the concerned authorities about the payment of service tax, income tax, works contract tax and any other tax applicable.
- The firm/company should produce the self attested photocopies of documents related to allotment of VAT Registration Number, PAN Number, Service Tax number, etc.
- An agreement has to be executed by the successful bidder with this office, specifying general rules, obligations and rights of the parties, payment terms, limitations etc along with technical aspects on AMC for the items, on stamp paper of appropriate value.



**Sr. AUDIT OFFICER
IT Support Cell**

ANNEXURE – A

Details of items for which AMC required from **01.04.2020**

Main Office Thiruvananthapuram

Desktops

SI No	Make	Unique Id No	Serial No	Processor	Date of Purchase	Purchase Value	Location
1.	HP	04 007	SGH410PTY2	Core i5	06/06/2014	50400	Sr.AO/Report (COPU)
2.	HP	04 008	SGH410PTYC	Core i5	06/06/2014	50400	ENTT
3.	HP	04 009	SGH410PTZM	Core i5	06/06/2014	50400	RSA I
4.	HP	04 011	SGH410PV2W	Core i5	06/06/2014	50400	RSA V
5.	HP	04 012	SGH410PV3J	Core i5	06/06/2014	50400	Hindi Cell
6.	HP	04 013	SGH410Q153	Core i5	06/06/2014	50400	Cash
7.	HP	04 015	SGH410Q1BV	Core i5	06/06/2014	50400	ECA
8.	HP	04 016	SGH410Q1C9	Core i5	06/06/2014	50400	Report (COPU)
9.	HP	04 017	SGH410Q1DB	Core i5	06/06/2014	50400	Legal Cell/C Cell
10.	HP	04 018	SGH410Q1DL	Core i5	06/06/2014	50400	ITA
11.	HP	04 019	SGH410Q1DS	Core i5	06/06/2014	50400	AAO/CA IV
12.	HP	04 020	SGH410Q1MC	Core i5	06/06/2014	50400	Admin
13.	HP	04 021	SGH410Q1MH	Core i5	06/06/2014	50400	RSA I
14.	HP	04 022	SGH410Q1MJ	Core i5	06/06/2014	50400	RSA IV
15.	HP	04 023	SGH410Q1ML	Core i5	06/06/2014	50400	CA I
16.	HP	04 024	SGH410Q1N4	Core i5	06/06/2014	50400	Report (Comml)
17.	HP	04 025	SGH410Q1N6	Core i5	06/06/2014	50400	AAO/Report(Copu)
18.	HP	04 026	SGH410Q1W1	Core i5	06/06/2014	50400	RSA II
19.	HP	04 027	SGH410Q1WR	Core i5	06/06/2014	50400	ACM Party
20.	HP	04 028	SGH410Q1X9	Core i5	06/06/2014	50400	General (ERSA)
21.	HP	04 029	SGH410Q1XB	Core i5	06/06/2014	50400	Sr.AO/CA I
22.	HP	04 030	SGH414T8JN	Core i5	06/06/2014	50400	TA
23.	HP	04 031	SGH414T8LY	Core i5	06/06/2014	50400	ACM Party
24.	HP	04 032	SGH414T8LZ	Core i5	06/06/2014	50400	Hindi Cell
25.	HP	04 033	SGH414T8M0	Core i5	06/06/2014	50400	Report (RR)
26.	HP	04 034	SGH414T8N3	Core i5	06/06/2014	50400	Report (Comml)
27.	HP	04 035	SGH414T8N4	Core i5	06/06/2014	50400	Cash
28.	HP	04 036	SGH414T8N6	Core i5	06/06/2014	50400	CA II
29.	HP	04 037	SGH414T8Q6	Core i5	06/06/2014	50400	AAO/CA I
30.	HP	04 038	SGH414T8Q9	Core i5	06/06/2014	50400	General Section

31.	HP	04 039	SGH414T8QJ	Core i5	06/06/2014	50400	RSA II
32.	ACER	04 131	UXVKGSI038G3773006	Intel i5	23/09/2016	45500	AAO/Hindi Cell
33.	ACER	04 132	UXVKGSI038G3773007	Intel i5	23/09/2016	45500	TA
34.	ACER	04 133	UXVKGSI038G3773009	Intel i5	23/09/2016	45500	Sr.AO/Legal Cell
35.	ACER	04 134	UXVKGSI038G3773011	Intel i5	23/09/2016	45500	AAO/Admn
36.	ACER	04 135	UXVKGSI038G3773012	Intel i5	23/09/2016	45500	RSA(DataAnalytics)
37.	ACER	04 136	UXVKGSI038G3773013	Intel i5	23/09/2016	45500	Sr.AO/Rep(Comml)
38.	ACER	04 137	UXVKGSI038G3773014	Intel i5	23/09/2016	45500	Sr.AO/CA III&IV
39.	ACER	04 138	UXVKGSI038G3773015	Intel i5	23/09/2016	45500	CA III
40.	ACER	04 139	UXVKGSI037G3772986	Intel i3	23/09/2016	38500	RSA II
41.	ACER	04 140	UXVKGSI037G3772987	Intel i3	23/09/2016	38500	ECA
42.	ACER	04 141	UXVKGSI037G3772989	Intel i3	23/09/2016	38500	TA
43.	ACER	04 142	UXVKGSI037G3772990	Intel i3	23/09/2016	38500	Bills
44.	ACER	04 143	UXVKGSI037G3772991	Intel i3	23/09/2016	38500	Admn
45.	ACER	04 144	UXVKGSI037G3772993	Intel i3	23/09/2016	38500	PA to DAG(A&RS)
46.	ACER	04 145	UXVKGSI037G3772995	Intel i3	23/09/2016	38500	RSA III
47.	ACER	04 146	UXVKGSI037G3772996	Intel i3	23/09/2016	38500	AAO/CAII
48.	ACER	04 147	UXVKGSI037G3772997	Intel i3	23/09/2016	38500	RSA IV
49.	ACER	04 148	UXVKGSI037G3772998	Intel i3	23/09/2016	38500	PA to DAG(ES I)
50.	ACER	04 149	UXVKGSI037G3773000	Intel i3	23/09/2016	38500	RSA I
51.	ACER	04 150	UXVKGSI037G3773001	Intel i3	23/09/2016	38500	Cash
52.	ACER	04 151	UXVKGSI037G3773002	Intel i3	23/09/2016	38500	CA III
53.	ACER	04 152	UXVKGSI037G3773003	Intel i3	23/09/2016	38500	AAO/RSA V
54.	ACER	04 153	UXVKGSI037G3773004	Intel i3	23/09/2016	38500	Bills
55.	ACER	04 154	UXVKGSI037G3773005	Intel i3	23/09/2016	38500	Rep(Comml)

Laptops

SI No	Make	Unique ID No	Serial No	Processor	Date of Purchase	Purchase Value	Placed	Location
1	DELL	E3 064	B8KKG22	Intel i7	15/01/2016	70000	TVM	DAG(ES I)
2	HP	E3 067	8CG71109P5	Intel i7	14/08/2017	70000	TVM	DAG(A&RS)
3	HP	03 122	CND64402QL	Intel i3	02/01/2016	45200	TVM	AAO/ITS

Server

SI No	Make	Unique ID No	Serial No	Processor	Date of Purchase	Purchase Value	Placed	Location
1.	HP	02 173	SGH311PDLC	Intel Xeon E5-2420	23/08/2013	284110	TVM	ITS Cell

Printers

SI No	Make	Unique Id No	Serial No	Date of Purchase	Purchase Value	Location
1.	HP LJ P1106	115	VNF5P03275	06/06/2014	5513	Bills
2.	HP LJ P1106	116	VNF5P03276	06/06/2014	5513	Rep(RS)
3.	HP LJ P1106	117	VNF5P02656	06/06/2014	5513	ACM party
4.	HP LJ PRO M 401 DN	120	VNH4B06409	25/07/2014	29975	AAO/RSA IV
5.	HP LJ P1606DN	122	VNF3429390	01/08/2014	8967	Cash
6.	HP LJ P1606DN	123	VNF3L28880	01/08/2014	8967	Rep(Cmml)
7.	HP LJ P1606DN	124	VNF3L29377	01/08/2014	8967	AAO/CA IV
8.	HP LJ P1606 DN	125	VNF3L29392	01/08/2014	8967	AAO/Entt
9.	HP LJ P1606 DN	126	VNF3C34412	01/08/2014	8967	AAO/RSA I
10.	HP LJ PRO CP 1025nw	127	CNF5Q22636	19/08/2014	16380	ITS Cell
11.	HP LJ PRO M128FN	157	CNB7H5GHWG	06/11/2015	15987	Sr.AO/Rep(Copu)
12.	HP LJ Pro M 202dw	159	VNC3518728	22/09/2016	13755	AAO/General
13.	HP LJ Pro M 202dw	160	VNC3522055	22/09/2016	13755	AG Sectt
14.	HP LJ Pro M 202dw	161	VNC3J27241	22/09/2016	13755	Report (Copu)
15.	HP LJ 3015dn	162	VNF3R17230	22/09/2016	60900	Rep(RS)
16.	HP LaserJet Pro M202dw	E2-4	VNC3522243	29-03-2017	13230	Sr.AO/RSA III & IV
17.	Brother MFC 9140 CPN	E2-5	E71878B7J922749	29/03/2017	31615	AG Sectt
18.	HP LaserJet Pro 154 nw	E2-3	VNC8R01094	08/04/2019	20000	ITS Cell

Branch Office Thrissur**Desktops**

SI No	Make	Unique Id No	Serial No	Processor	Date of Purchase	Purchase Value
1.	HP	04 001	SGH410PTZL	Core i5	06/06/2014	50400
2.	HP	04 010	SGH410PTZP	Core i5	06/06/2014	50400
3.	HP	04 002	SGH410PV04	Core i5	06/06/2014	50400
4.	HP	04 003	SGH410PV3K	Core i5	06/06/2014	50400
5.	HP	04 014	SGH410Q1BM	Core i5	06/06/2014	50400
6.	HP	04 004	SGH410Q1BW	Core i5	06/06/2014	50400
7.	HP	04 005	SGH410Q1CN	Core i5	06/06/2014	50400
8.	HP	04 006	SGH410Q1MN	Core i5	06/06/2014	50400
9.	ACER	04 155	UXVKGSI038G3773008	Intel i5	23/09/2016	45500
10.	ACER	04 156	UXVKGSI038G3773009	Intel i5	23/09/2016	45500
11.	ACER	04 157	UXVKGSI037G3772988	Intel i3	23/09/2016	38500
12.	ACER	04 158	UXVKGSI037G3772992	Intel i3	23/09/2016	38500
13.	ACER	04 159	UXVKGSI037G3772994	Intel i3	23/09/2016	38500
14.	ACER	04 160	UXVKGSI037G3772999	Intel i3	23/09/2016	38500

Laptops

SI No	Make	Unique ID No	Serial No	Processor	Date of Purchase	Purchase Value
1.	HP	03 123	CND6387FLF	Intel i3	02/01/2016	45200
2.	HP	03 124	CND6412ZYS	Intel i3	02/01/2016	45200

Laserjet Printers

SI No	Make	Unique Id No	Serial No	Date of Purchase	Purchase Value
1	HP LJ P 1106	118	VNF5P02405	06/06/2014	5513
2	HP LJ Pro M401DN	119	VNH4B06408	25/07/2014	29975
3	HP LJ P 1606DN	121	VNF3L29386	01/08/2014	8967
4	Canon LBP2900	155	NAQA505231	20/03/2015	7400
5	Canon LBP6230DN	158	NCCA116145	15/02/2016	8644

ANNEXURE – B**Main office Trivandrum****Details of Laptops for which AMC required from 01.08.2020**

SI No	Make	Unique ID No	Serial No	Processor	Date of Purchase	Purchase Value
1.	HP	E3 011	5CD70825C4	Intel i5	28/07/2017	69669

Details of Server for which AMC required from 01.11.2020

SI No	Make	Unique ID No	Serial No	Processor	Date of Purchase	Purchase Value	Placed	Location
1.	DELL	E1 001	03772-018-244-055 X21-13606	Intel Xeon E5-2620	23/10/2017	389990	TVM	ITS Cell

Details of Desktops for which AMC required from 01.01.2021

SI No	Make	Unique ID No	Serial No	Processor	Date of Purchase	Purchase Value	Location
1.	HP	E1 002	INA738YXLN	Intel i7	08/12/2017	103300	ITS Cell
2.	HP	E1 003	INA738YXLP	Intel i7	08/12/2017	103300	ITS Cell

Details of Desktops for which AMC required from 01.02.2021

SI No	Make	Unique Id No	Serial No	Processor	Date of Purchase	Purchase Value	Location
1.	DELL	E1 004	CPYRQM2	Core i5	25/01/2018	47750	Secy to AG
2.	DELL	E1 005	CQGNQM2	Core i5	25/01/2018	47750	AAO/General
3.	DELL	E1 006	CQDNQM2	Core i5	25/01/2018	47750	AAO/RSA I
4.	DELL	E1 007	CQDJQM2	Core i5	25/01/2018	47750	Sr.AO/Report(RS)
5.	DELL	E1 008	CQ6PQM2	Core i5	25/01/2018	47750	ITS Cell
6.	DELL	E1 009	CQDSQM2	Core i5	25/01/2018	47750	CA I / Data Analytics
7.	DELL	E1 010	CQHLQM2	Core i5	25/01/2018	47750	Sr.AO/Admin
8.	DELL	E1 011	CQCPQM2	Core i5	25/01/2018	47750	PA to AG
9.	DELL	E1 012	CQKPQM2	Core i5	25/01/2018	47750	Sr.AO/ITS Cell
10.	DELL	E1 013	CQ7SQM2	Core i5	25/01/2018	47750	ITS Cell
11.	DELL	E1 014	CQLNQM2	Core i5	25/01/2018	47750	ECA
12.	DELL	E1 015	CQJPQM2	Core i5	25/01/2018	47750	AG Sectt
13.	DELL	E1 016	CQFRQM2	Core i5	25/01/2018	47750	CA I
14.	DELL	E1 017	CQLRQM2	Core i5	25/01/2018	47750	Sr.AO/Bills/Cash/Entt

15.	DELL	E1 018	CQCKQM2	Core i5	25/01/2018	47750	AAO/Report(RS)
16.	DELL	E1 019	CQFMQM2	Core i5	25/01/2018	47750	Sr.AO/RSA III & IV
17.	DELL	E1 020	CQKKQM2	Core i5	25/01/2018	47750	AAO/RSA III
18.	DELL	E1 021	CQLKQM2	Core i5	25/01/2018	47750	AAO/Report(Com ml)
19.	DELL	E1 022	CQBKQM2	Core i5	25/01/2018	47750	AAO/ITA
20.	DELL	E1 023	CQ3KQM2	Core i5	25/01/2018	47750	Sr.AO/RSA II
21.	DELL	E1 024	CQ3SQM2	Core i5	25/01/2018	47750	DAG(A&RS)
22.	DELL	E1 025	CQ9QQM2	Core i5	25/01/2018	47750	DAG(ES I)
23.	DELL	E1 026	CQ2KQM2	Core i5	25/01/2018	47750	AG
24.	DELL	E1 027	CQ8QQM2	Core i5	25/01/2018	47750	Cash
25.	DELL	E1 028	CQ0QQM2	Core i5	25/01/2018	47750	AAO/Report(RS)
26.	DELL	E1 029	CQHQQM2	Core i5	25/01/2018	47750	AAO/Entt

Details of Laptops for which AMC required from **01.02.2021**

SI No	Make	Unique ID No	Serial No	Processor	Date of Purchase	Purchase Value
1.	HP	E3 001	5CG74255SG	Intel i5	25/01/2018	49000
2.	HP	E3 002	5CG74255W5	Intel i5	25/01/2018	49000
3.	HP	E3 003	5CG74254SN	Intel i5	25/01/2018	49000
4.	HP	E3 004	5CG74255RY	Intel i5	25/01/2018	49000
5.	HP	E3 005	5CG7516HBY	Intel i5	25/01/2018	49000
6.	HP	E3 006	5CG7425564	Intel i5	25/01/2018	49000
7.	HP	E3 007	5CG74254L5	Intel i5	25/01/2018	49000
8.	HP	E3 008	5CG7516H7G	Intel i5	25/01/2018	49000
9.	HP	E3 009	5CG74255Q7	Intel i5	25/01/2018	49000
10.	HP	E3 010	5CG7371P9V	Intel i5	25/01/2018	49000

Details of Printers for which AMC required from **01.03.2021**

SI No	Make	Unique Id No	Serial No	Date of Purchase	Purchase Value	Location
1.	CANON MF 635 CX	E2 07	WTY14164	27-02-2018	46964	DAG (A&RS)
2.	CANON MF 635 CX	E2 06	WTY22645	27-02-2018	46964	DAG (ES I)
3.	CANON MF 635 CX	E2 08	WTY22644	27-02-2018	46964	AG (ERSA)

SI No	Make	Unique Id No	Serial No	Date of Purchase	Purchase Value	Location
4.	CANON MF 633 CDW	E2 10	WUE13236	27-02-2018	41654	Sr. AO/ITS
5.	CANON MF 244 DW	E2 11	WQE32585	27-02-2018	17570	Sr.AO/Admn
6.	CANON MF 244 DW	E2 12	WQE32580	27-02-2018	17570	Sr.AO/Legal Cell
7.	CANON MF 244 DW	E2 13	WQE32791	27-02-2018	17570	Sr.AO/RSA II
8.	CANON MF 244 DW	E2 14	WQE32792	27-02-2018	17570	Sr.AO/Rep(RS)
9.	CANON MF 244 DW	E2 15	WQE32790	27-02-2018	17570	Sr.AO/Cash
10.	CANON MF 244 DW	E2 16	WQE32584	27-02-2018	17570	Secy to AG
11.	CANON MF 244 DW	E2 17	WQE32583	27-02-2018	17570	Sr.AO/CA HQ I
12.	CANON MF 244 DW	E2 18	WQE32736	27-02-2018	17570	Sr.AO/Rep(Cml)
13.	HP LJ PRO M 203 dn	E2 19	VNC3X04777	24/02/2018	11690	ITA
14.	HP LJ PRO M 203 dn	E2 20	VNC3F17561	24/02/2018	11690	General(ERSA)
15.	HP LJ PRO M 203 dn	E2 21	VNC5L01308	24/02/2018	11690	RSA II
16.	HP LJ PRO M 203 dn	E2 22	VNC3F17552	24/02/2018	11690	RSA III
17.	HP LJ PRO M 203 dn	E2 23	VNC3F17550	24/02/2018	11690	RSA V

Branch Office Thrissur

Details of Desktops for which AMC required from **01.02.2021**

SI No	Make	Unique ID No	Serial No	Processor	Date of Purchase	Purchase Value
1.	DELL	E1 030	CQ9LQM2	Intel i5	25/01/2018	47750
2.	DELL	E1 031	CQGRQM2	Intel i5	25/01/2018	47750

Details of Printers for which AMC required from **01.02.2021**

SI No	Make	Unique Id No	Serial No	Date of Purchase	Purchase Value
1.	CANON MF 635 CX	E2 09	WTY22650	27/02/2018	46964

TECHNICAL BID

(To be submitted in a separate sealed envelope super scribed as ‘Technical Bid’)

1.	Nature of business (Private/ Partnership/ Company)	
2.	Name of Firm/ Company/ Agency with complete postal address	
3.	Name of Proprietor with mobile number	
4.	Telephone Number Fax Number e-mail id	
5.	Permanent Account Number (PAN) (Copy to be enclosed)	
6.	GST No. (Copy to be enclosed)	
7.	Proof of previous work awarded with respect to AMC of computers/ printers at Govt. offices/ PSU etc. (Copy to be enclosed)	
8.	Details of EMD produced	
9.	No. of years of experience in the field of servicing computers/ printers	
10	Proof of previous work awarded with respect to AMC of computers/ printers at Govt. Offices/ PSU etc. (Copy to be enclosed)	
11.	Whether the firm has adequate No of service personnel to attend service calls at our Branch office at Thrissur ?	

Date :

Place:

Seal :

Signature of the proprietor/ authorized person

Full Name :

FINANCIAL BID

(To be submitted in a separate sealed envelope super scribed as ‘Financial Bid’)

1.	Name of Firm/ Tenderer with complete postal address	
2.	Whether item-wise rate has been quoted specifically?	YES / NO
3.	AMC value	
4.	Rate of fulltime Service Engineer for the AMC period, if any.	
5.	Additional charges, if any.	
6.	GST	
7.	Grand Total of comprehensive AMC of all listed items for the AMC period (01.04.2020 to 31.03.2021) Write in figures as well as in words	

Date :

Place:

Seal :

Signature of the proprietor/ authorized person

Full Name :

DECLARATION
(To be submitted with the Technical Bid)

I,,
son/daughter/wife of Sri., Proprietor/
Director/ Authorized signatory of the (Agency/Firm) is
competent to sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and
undertake to abide by them.

3. I also declare that I/we or my/our Firm has not been blacklisted by any Government
Department/ Organization as on the date of submission of the bid/tender.

4. The information/documents furnished along with the application are true and
authentic to the best of my knowledge and belief. I/we am/are well aware of the fact that
furnishing of any false/misleading information and/or fabricated document would lead to
rejection of my tender at any stage.

Date :

Place:

Seal :

Signature of the proprietor/ authorized person

Full Name :