



केंद्रीय विद्यालय एन ए डी आलुवा

Kendriya Vidyalaya NAD, Aluva

एच एम टी कोलनी पोस्ट, कलमशेरि 683503 -

H.M.T. COLONY P.O, KALAMASSERY - 683503

Tel:0484 -2532860 Fax: 0484 -25586 60

F 31089/2018-19/KVNAD/

Dated: 17.09.2019

TENDER DOCUMENT

Sub: "Invitation for sealed Quotations for Annual maintenance Contract (AMC) for various brands of Computers/Printers (Comprehensive and Non-comprehensive in KVS- reg"

Sir/Madam,

The Kendriya Vidyalaya Sangathan, a centrally funded Autonomous Body, is a Society registered under Societies' Registration Act, 1860. The Sangathan administers the Scheme of Kendriya Vidyalayas set up for imparting education to the children of transferable Central Govt. Employees among others.

2. Sealed competitive quotations from the registered firms are invited by the undersigned on behalf of Kendriya Vidyalaya Sangathan for the supply of the following item

Brief Description of the Item

Annual Maintenance of Computers (including network support and Printers in KV NAD ALUVA

3. **Bid Price:**

- The AMC shall be for various brands of Computers, installed in KVS, as described in **para 2**. The bidder may quote rate for items in the format of quotation attached. Corrections, if any, shall be made by crossing out, initialing, dating and rewriting,
- The other terms and conditions will be regulated as per the Terms and Conditions of the Model Maintenance Agreement attached with this letter of Invitation for Quotation;
- All duties, taxes and other levies payable by the bidder shall be included in the total price. However the tax and duties leviable should be quoted separately.
- The prices should be quoted in Indian Rupees only.
- Each bidder shall submit only one quotation.
- Telex or Facsimile quotations are not acceptable.

- g. The bidder should deposit Rs.1000/-(Rupees One thousand Only) in the form of Demand Draft in favor **VVN Account of Kendriya Vidyalaya NAD ALUVA**, payable at **Union Bank of India, KALAMASSERY** as **Earnest money along with the Bid**. The Earnest money shall be returned to the unsuccessful bidders after the award of the contract.
- h. The forms should enclose supporting documents regarding registration of VAT/ Service Tax/PAN

4. **Validity of quotations:**

The quotation shall remain valid for a period of one year after the deadline specified for submission of quotations.

5. **Evaluation of quotations:**

This office will evaluate and compare the quotations determined to be substantially responsive i.e., which are:

- a) Properly signed, and
- b) Confirm to the terms and conditions and specifications.

The evaluation would be done for all the items put together. The bidder who has quoted for partial quantity of any one or more item(s) would be treated as non-responsive. The office will award the contract to the responsive bidder whose total cost for all the items put together is the lowest.

6. **Award of contract:**

The Competent Authority will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest price as per para 5 above;

- (a). The bidder whose bid is accepted will be notified of the award of the contract by the Office prior to expiry of the quotation validity period;
- (b). The notification of Award to clearly specify any change in the unit price or any other terms and conditions accepted.
- (c) Normal commercial warranty/guarantee shall be applicable to the supplied items.
- (d). Payment shall be made quarterly basis, no advance payment.
- (f). Notwithstanding the above, the Competent Authority reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.
- (g) 2% TDS will be deducted from each bill of AMC.
- (h) The successful bidder has to deposit **performance security** with the **KVNAD ALUVA** an amount of Rs. 5000/- in favour of **VVN Account Kendriya Vidyalaya NAD ALUVA, Kochi** payable at **Union Bank of India KALAMASSERY** in the form of DD/Bank Guarantee at the time of the award of the contract. The EMD of Rs.1000/- will be adjusted against the security deposit amount if paid by DD

7. You are advised to visit the office to see the hardware on (Time 12.00 pm to 3.00pm)

8. **How to send quotation**

Bids duly sealed and superscripted "**Quotations of Annual Maintenance Contract(AMC) for various brands of computers**" in **Kendriya Vidyalaya, NAD ALUVA** shall be submitted as per bid details given above.

9. Last date and time of receipt of quotations:

The tender has to be dropped in the Tender Box of Vidyalaya Office / by Registered / by Speed Post/by Courier on or before **2.00 PM** .on due date: **30.09.2019**

10. Opening of Tender

- a. The tender will be opened in the office of PRINCIPAL on **04.10.2019** at **14.40 hrs.** (EXTENDED)
- b. The tenderers are at liberty to be present or authorize a representative to be present at the opening of tender.

Yours faithfully,

Principal

**AMC OF COMPUTER AND PERIPHERALS
FORM OF QUOTATION**

Sl No.	Description of Equipment along with specification Brand for Maintenance of computers ,Printers ,Scanners ,LAN connectivity & so on for a period of one year	Number of Unit *	Unit Rate (Rs.) in figures	Unit Rate (Rs.) in words	Taxes if any	Total Amount without Tax	Total Amount with Tax
1	Computers /Lap Tops: Computer Lab	30					
2	Printers	07					
3	24 Port Giga Byte switch managed with LAN connectivity	02					
04	08/16 Port switch managed with LAN connectivity	02					

. *Number of Item may vary

Bidders may visit the lab for seeing the machines

As indicated in Schedule 1 of the Model Maintenance Agreement

- **APPLICATION FORM For AMC of computers to KVNAD ALUVA, ALUVA Annexure A**

S.No	Particulars	
1	Name of the organization Address, email, Telephone No.& Fax, Website	
2	Name of the Contact person Telephone No. E-mail ID	
3	Type pf the organization(Public Sector/Private Limited/Partnership/Proprietary/Society/Any other)	
4	Labour License Registration details (enclose certificates of Company Registration under the Act 1970)	
5	PAN No (Enclose certificate) Please enclose the last three years Income Tax return statement	
6	EPF registration No.(Attach copy, Proof of remittance of EPF share may be enclosed	
7	ESI registration No.(Attach copy, Proof of remittance of ESI share may be enclosed	
8	Activities of the company (List of activities. Separate list may be attach if necessary)	
9	List of clients with contact details like Address, contact, contact person, Phone number, and e-mail I ID, copy of works contract)	
10	Turnover of the company for the last three years.: Enclose proof	
11	Total no. of employees (Technical & Non technical staffs)	
12	Details of EMD enclosed	
13	Banker of the service provider, Bank, Account No.	
14	Any other information that the applicant wants to finish.	

I hereby declare that the above information/documents furnished are true to the best of my knowledge. I/We, am/ are well aware of the fact that furnishing of any false information in the fabricated document would lead to rejection of my tender at any stage besides liability towards prosecution under appropriate Law. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

Place

Date

Name & Address of Firm

Signature with Name & Seal

Seal of Firm