

केन्द्रीय विद्यालय पट्टम तिरुवनतपुरम

KENDRIYA VIDYALAYA PATTOM THIRUVANANTHAPURAM – 695004

(UNDER MINISTRY OF H.R.D GOVT OF INDIA)

Fax: 0471.2441815 Email:kendriyavidyalaya_pattom@yahoo.com PHONE NO.0471-2445854/2441816, CBSE Affiliation No.900004 Website: www.kvpattom.nic.in CBSE SCHOOL NO: 06527



F.31089/KV/TVM/2-21/2018-2019/

Dated: 11.12.2018

TENDER DOCUMENTS

INVITATION OF AMC QUOTATION FOR AMC OF COMPUTERS AND PRINTERS-2018-19

Sir/Madam,

Kendriya Vidyalaya Pattom Thiruvananthapuram is an Educational Institution under Kendriya Vidyalaya Sangathan a Society registered under Societies' Registration Act, 1860 and Autonomous Body under Government of India. 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 service providers are invited by the Principal Kendriya Vidyalaya Pattom on behalf of Kendriya Vidyalaya Sangathan for the supply of the following items:

Brief description of service

Annual Maintenance of Computers (Including network support) and Printers in KV Pattom

3. Bid Price

- The contract shall be for the supply of the above mentioned items/services to the **KV Pattom**. The bidder shall quote the item / services in the format of quotation (Enclosed). Corrections, if any, shall be made by crossing out, initialing with date and rewriting:
- All duties, taxes and other levies payable by the bidder shall be included in the total price. However, the tax and duties livable should be quoted separately.
- The rates quoted by the bidder shall be fixed for the **duration of the contract i.e for one year** from the date of award of the contract.
- The prices should be quoted in Indian Rupees only.
- Each bidder shall submit only one quotation;
- Quotations are not acceptable if submitted through e-mail/Fax etc.

- g. The bid should be submitted along with EMD for **Rs.10000/-** through RTGS or Bank Draft in favour of “Principal Kendriya Vidyalaya Pattom VVN Account” payable at Thiruvananthapuram. The EMD paid will be refunded in the case of unsuccessful bidders within 90 days from the date of opening of Quotation. Quotation without EMD of Rs. NIL shall be rejected

Note: Earnest money is exempted for registered firms of KV Pattom only.

- h. The firm/Contractor should enclose supporting documents regarding registration certificate for similar contract work GST/IT- PAN /TAN / without fail.
- i. The bidder shall attach the duly signed Pre-contract Integrity Pact as Annexure to the Tender Document.
- j. The Contractor may visit the Vidyalaya for inspecting the item, if required.

4. Validity of quotations

The quotation shall remain valid for a period not less than **90 days** after the deadline specified for submission of quotations.

5. Evaluation of quotations:

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

a) Properly signed, and

b) Conform to the terms and conditions and specifications.

The evaluation would be done for all the items/services put together. The items/services for which no rates have been quoted would be treated as zero and the total amount would be computed accordingly. The bidder who has quoted for partial quantity of any one or more item(s) would be treated as non-responsive. The contractor shall keep in mind that the rates quoted shall be competitive and do not in any manner whatsoever compromise with the quality of items and **services to be** provided by him as per the terms and conditions. **KV** Pattom will award the contract to the responsive bidder whose total cost for all the items put together is the lowest. However, this does not restrict the purchaser from imposing any further conditions before awarding the contract.

6. Award of contract:

- (a) The purchaser 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 3(b) and 5 above;
- (b) The bidder whose bid is accepted will be notified of the award of the contract by the Office prior to expiration of the quotation validity period;
- (c) The Notification of Award shall clearly specify any change in the unit price or any other terms and conditions accepted.
- (d) Normal commercial warranty/guarantee shall be applicable to the supplied goods/services.
- (e) Payment shall be made within 15 days after the supply/works is completed.
- (f) Notwithstanding the above, the Purchaser 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) The successful bidder has to deposit performance security @ 5% of the total value of the contract in favour of “Principal Kendriya Vidyalaya Pattom VVN ” t h r o u g h R T G S o r payable at Thiruvananthapuram in the form of DD at the time of award of contract. The EMD of **Rs.10000/-** will be adjusted against the security Deposit amount, if paid by through RTGS or Demand Draft.

7. Last date and time of receipt of quotations:

You are requested to submit the **sealed quotations send by SPEED POST OR COURIER** super scribed on the envelop as “**Annual Maintenance of Computers Service contract on service charge basis**” The due date for receipt of Quotation is 28.12.2018 latest by 2pm. The quotation shall be opened at 3 pm on same day. The bidders or their representatives who choose to be present at the time of opening of quotation are invited to do so. The purchaser looks forward to receiving the quotation and appreciates the interest of the bidders in the KVS.

Yours faithfully,

(S.AJAYA KUMAR)
PRINCIPAL
For and on behalf of the
Kendriya Vidyalaya Sangathan.

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

1. Name of the Firm :
2. Name of the Proprietor :
3. Address :
4. Telephone / Mobile No. :
5. Estt.Reg.No./Pan No./Service Tax /TAN No./ ISO Certificate /ESI Certificate / Balance Sheet last 03 year /AMC working experience Order last 03 year (Attach all proof)

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	95					
2	Printers	12					
3	Projectors	14					
4	Interactive Board	11					
5	UPS	06					
6	On Line UPS (Big) 1 KVA	03					
7	24 Port Giga Bite managed switch with LAN connectivity	08					
8	Modem 8/24	10					

*Number of Item may vary

Bidders may visit the lab for seeing the machines

As indicated in Schedule 1 of the Model Maintenance Agreement.

(NOTE: RTGS THROUGH VVN A/C No. 545102050000049 , IFSC Code : UBIN0554511)

Gross Total Cost Rs. (in figures)

(Rs.....

(in words)

We agree to have annual Maintenance Contract of the above items in accordance with the technical specifications and Model Maintenance Agreement for a total contract price of Rs.

.....(in figures)

(Rs..... (in

words) for the period specified in the invitation for Quotations.

(Bidder)

Name :.....

Signature :

Date :