

QUOTATION NOTICE

Competitive quotations in sealed cover two cover system (Technical & Financial bid) are invited for the Annual Maintenance Contract for the following Computers, Printers, Laptops and Scanners at CCRI for a period of one year. The sealed quotation should be superscribed "Quotation for the Annual Maintenance Contract for the computers & Printers at CCRI"

Sl No	Name of the Equipment	Specification	Qty	Rate	GST	Amount
1	Computer	Hp, Acer, Compaq, Zebronics, I Ball	40			
2	Printer	Hp laser jet 1606 Hp laser Pro MFP Hp laser jet 1160 Hp 1020 Hp 1022 Hp Color Hp laser jet 5550 Canon Samsung RICOH-SP300dn	18 2 1 2 2 2 1 4 5 1			
3	Laptop	Dell Hp Acer	11 5 1			
4	Scanner	HP Scanjet 200	18			

The quotation should reach the undersigned on or before **06.12.2017 at 2.00 PM will be opened on the same day at 3.00 PM** in the presence of bidders, if any, present. Earnest Money Deposit of **Rs. 5,000/-** should be accompanied along with the quotation. The EMD should be submitted by crossed Demand Draft in favour of Secretary, Coir Board, payable at SBT, Pathirappally, Alappuzha or any one of the

Nationalized Banks at Alappuzha. The Secretary, Coir Board reserves the right to accept or reject any Quotation in full or partly without assigning any reason thereof. The terms and conditions governing the quotation are given overleaf.



DIRECTOR RDTE,
COIR BOARD, CCRI,
KALAVOOR

TERMS & CONDITIONS OF THE MAINTENANCE CONTRACT FOR THE COMPUTERS AND PERIPHERALS.

- 1 The party, shall truly and faithfully carry on the said job as is done by the services/business houses in proper manner/standard fashion for the comprehensive maintenance of the Computers and peripherals and etc. as mentioned in schedule-1 to the full extent and satisfaction of the party for the whole year.
- 2 The comprehensive maintenance includes **preventive maintenance**, quarterly regular services of the Computers and Peripherals and/or replacement of any items necessary for keeping the Desktops, Printers of, active and free from any defects or disturbance and also on any unscheduled call for corrective and maintenance services, taking appropriate measures/steps on time to set right the malfunctioning of the Desktops, Printers. The replacement of all the spares (excluding, Printer heads; Plastic parts, Printer ribbon and toner cartridge) is included under the Maintenance Contract. The replacement of defective spares with original spares or spares of equivalent specification will be done by the second party, without any extra charge of any kind.
- 3 The Comprehensive maintenance shall be carried out primarily at the premises of the Central Coir Research Institute (CCRI), Coir Board Complex, Kalavoor Alleppey during office hours. In case, the second party feels that the equipment cannot be repaired on site, they will carry the defective equipment with the consent of officials after giving due receipt of the equipment and deliver back the repaired equipment at their own cost and risk to get it repaired promptly.
- 4 The Operating environment condition in which the equipment is presently installed is quite satisfactory and the second party will not raise any condition with regard to the working environments for the equipment covered under the Maintenance Contract.