



कयर बोर्ड COIR BOARD

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, (भारत सरकार)
Ministry of Micro, Small and Medium Enterprises,
(Government of India)

केन्द्रीय कयर अनुसंधान संस्थान
CENTRAL COIR RESEARCH INSTITUTE

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J-14026/1/2019-CCRI/ADM QN02

01.07.2021

QUOTATION NOTICE

Competitive sealed quotations are invited for Annual Maintenance Contract for the Computers, Printers and Peripherals in the Central Coir Research Institute, Coir Board Complex, Kalavoor, Alappuzha for the year 2021-22. The sealed quotations should be superscribed "**Quotation for Annual Maintenance Contract for the Computers, Printers and Peripherals in the Central Coir Research Institute, Coir Board Complex, Kalavoor, Alappuzha for the year 2021-22**".

SI No.	Item	Specification	Qty	Rate	GST	Amount
1	Computer	Hp,acer,Compaq, Systronics,i ball,DELL, LENOVO,Zebronics,AOC	42			
2	Printer	Hp laser jet 1606 Hp laser jet pro MFP Canon Epson Samsung LaserjetproMFPM126nw Canon ImageclassMF244dw HP laserjet1020 plus	18 5 3 1 1 1 1 1			
3	Laptop	Dell Hp Acer	10 5 2			
4	Scanner		15			

The quotations should reach the undersigned on or before 22.07.2021 at 3 PM and it will be opened on the same day at 3.30 PM in the presence of bidders if any present. 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

Central Coir Research Institute

TERMS & CONDITIONS

1. The quotation documents and other details either can be had from Central Coir Research Institute, Coir Board Complex, Kalavoor-688 522, Alleppey, Kerala or can be downloaded from the Board's website www.ccriindia.org
2. The bidder should submit their offer in original to The DIRECTOR, RDTE, Central Coir Research Institute, Kalavoor-688 522, Alleppey, Kerala
3. The bidder should submit their rate in the prescribed form attached to this quotation notice along with their basic details in ANNEXURE-A. The specification of work/ product is given in ANNEXURE- B.
4. Further details, if any regarding the AMC work, please contact Section Officer, CCRI, Kalavoor.
5. In case the quotationer fails to effect supply of the item within the stipulated time or fails to fulfill the conditions for the supply of the item or in any other manner refrain from affecting the supply shall be liable to pay compensation to the Board for the loss or inconveniences caused thereby.
6. Failure to give delivery of the item within the period stipulated in the supply order will render the order liable to be cancelled without notice.
7. The bill in original together with a pre-stamped receipt should be furnished to the concerned Officer in Charge, Coir Board for arranging payment.
8. The payment will be released only after successful supply/ installation/ commissioning of the work/ product in good condition and on the satisfactory performance report from the concerned Officer in Charge, Coir Board
9. Failure to furnish any of documents in any respect will be at the bidder's risk and may result in the rejection of his bid
10. Successful bidder should visit CCRI once in two weeks for periodical check up
11. The Secretary, Coir Board reserves the right to accept or reject any quotation without assigning any reasons, whatsoever.

ANNEXURE-A

BASIC DETAILS OF BIDDER

Company/ Firm profile with full address :

Contact Person & Number with Email ID :

Company/ Firm Registration details :

Length of Experience in the field :

Income Tax Registration details :

GST Registration details :

PAN Registration details :

Coir Board Registration details, if any :

MSME/ NSIC Registration details, if any :

EMD details, if any :

Bank Details with branch & IFSC :

List of documents attached in OID :

Other documents/ details, if any :

Name, Designation & Address:

Date & Place:

(Signature & Seal)

ANNEXURE- B
TECHNICAL SPECIFICATIONS

SI NO.	Item	Specification	Qty
1	Computer	Hp,acer,Compaq,Systronics,i ball,DELL,LENOVO,Zebronics,AOC	42
2	Printer	Hp laser jet 1606 Hp laser jet pro MFP Canon Epson Samsung LaserjetproMFPM126nw Canon Image classMF244dw HP laserjet1020 plus	18 5 3 1 1 1 1 1
3	Laptop	Dell Hp Acer	10 5 2
4	Scanner		15