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### KERALA PUBLIC SERVICE COMMISSION

No.RA1-3/1/2020-KPSC

Thiruvananthapuram

Dated :06-04-2024

#### QUOTATION NOTICE

Sealed quotations are invited for AMC (Annual Maintenance Contract) of 16(Sixteen) numbers of photocopier machines/ multifunction printers installed at the Head Office of Kerala Public Service Commission, Pattom, Thiruvananthapuram.

#### SCHEDULE OF ITEMS

Sl No	Make	Model	Location
1	Xerox	5020	KPSC Head Office Thiruvananthapuram.
2	Xerox	5016	KPSC Head Office Thiruvananthapuram.
3	Xerox	5016	KPSC Head Office Thiruvananthapuram.
4	SHARP	AR 6020 N	KPSC Head Office Thiruvananthapuram.
5	SHARP	AR 6020 N	KPSC Head Office Thiruvananthapuram.
6	SHARP	AR 6020 N	KPSC Head Office Thiruvananthapuram.
7	SHARP	AR 6020 N	KPSC Head Office Thiruvananthapuram.
8	SHARP	AR 6020 N	KPSC Head Office Thiruvananthapuram.
9	SHARP	AR 6020 N	KPSC Head Office Thiruvananthapuram.
10	SHARP	AR 6020 N	KPSC Head Office Thiruvananthapuram.
11	SHARP	MxM 265 N	KPSC Head Office Thiruvananthapuram.
12	Thoshiba	E Studio2303 A	KPSC Head Office Thiruvananthapuram.
13	Thoshiba	E Studio2303 A	KPSC Head Office Thiruvananthapuram.
14	Thoshiba	E Studio2309 A	KPSC Head Office Thiruvananthapuram.
15	Thoshiba	E Studio3018 A	KPSC Head Office Thiruvananthapuram.
16	Thoshiba	E Studio 181	KPSC Head Office Thiruvananthapuram.

#### Superscription

Quotation No : 08/2024

Last date and time for receipt of Quotation : 1.00 PM 20 /04/2024

Date and time for opening the Quotation : 3.00 PM 20 /04/2024

Date up to which the rates are to be firm : One Year from the date of contract.

Name and Designation of the purchasing Officer : SAJU GEORGE

Secretary,

Kerala Public Service Commission,

Pattom, Thiruvananthapuram.

**Terms and Conditions**

1. Rates quoted will be inclusive of all taxes.
2. duration of this contract is for a period of ONE year.
3. Assurance on promptness of service within next working day.
4. **The bidder should ensure preventive maintenance of Photocopier Machine/ Multifunction Printer once in 3 months.**
5. The right to reject any quotation in full or in part without assigning any reason thereof is reserved with the purchasing authority.
6. **Payment will be made after certification by our technical experts on completion of each six months.**
7. In case of under performance, the contract for AMC will be revoked without any notice.
8. **The bidder should have OEM Authorization certificate for each type of machines and should produce the same along with the quotation. If a copy of Authorization Certificate/ Dealership Certificate is not produced along with quotation, it is treated that the bidder does not possess OEM authorization.**

**SAJU GEORGE,  
SECRETARY,  
KERALA PUBLIC SERVICE COMMISSION.**

NOTE:- More details can be had from the Office of the Additional Secretary, R&A Wing, Kerala Public Service Commission.