



കേന്ദ്രീയ വിദ്യാലയം നം:2, നേവൽ ബേസ്, കൊച്ചി-682 004, (ഏറണാകുളം, കേരളം)

केन्द्रीय वदियालय नं-२, नेवल बेस, कोच्ची-६८२ ००४, एरणाकुलम जलिया, केरल

KENDRIYA VIDYALAYA No.2,NAVAL BASE, KOCHI- 682 004,

(Ernakulam Dist, Kerala), Tel & Fax : 0484-2668344

E-mail: kvno2kochi@gmail.com @&principalkv2k@yahoo.co.in

Website: www.kv2kochi.gov.in

F.04 /KV2 CHN/2018-19/

Date:21.01.2019

To,
M/s

Subject: Inviting Quotation for AMC for Computer – reg.

Sir,

1. Sealed quotation for the supply of the articles as per specifications shown in the attached statement is invited by the undersigned up to **11.30 AM on 28.01.2019.** Quotation should be sent under strong sealed cover marked as Quotation for the AMC for Computer. The quotations will be opened in the office of the undersigned at **1.00 PM on 28.01.2019.**
2. The quotations shall be submitted accordingly to the terms & conditions specified in paragraphs 3 to 14. Unless specified otherwise in the quotation it shall be construed that the terms & conditions stipulated hereunder have been agreed to.
3. The rates should include all the taxes, rates or imposition whatever liable in respect of the service.
4. There should not be any overwriting or corrections in the quotation. If a figure is to be amended, it should be neatly scored out, the revised figure written above and the same attested with full signature and date. In the absence of attested signature, the quotation is liable to be rejected.
5. The undersigned does not bind himself to accept the lowest quotations and reserves the right to accept the quotation in whole or in part, i.e. with respect to all article mentioned in the attached statement or in respect of any one or more than one articles specified in the attached statement as he may decide.
6. The person/persons who intend to submit the quotation shall deposit an earnest money of Rs.10 % of the quoted amount along with the quotation which shall be refunded in the event of rejection of the quotation. The earnest money will be forfeited in the event of failure to comply with the contact. In the event of acceptance of the quotation, the

earnest money will be adjusted towards Security Deposit at the rate mentioned below and the difference if any shall be payable by the Contractor: -

i. Security Deposit at 10 %

7. If the contractor is not agreeable to pay Security Deposit, the reasons thereof should be specified and the undersigned will reserve the right of the request.
8. On acceptance of the quotation it will become a contract and shall be bound by the terms and condition of the quotation.
9. If the contractor fails to supply the articles / do the service within the time stipulated in the letter, the undersigned shall be at liberty to purchase the articles from the market, or get the rest of the contract completed by any other person or firm and the difference of price, if any shall be deducted from the security deposit and in case any amount in excess of the security deposit will be paid by the undersigned and the contractor shall be liable to pay the difference.
10. The quantity of articles indicated in the attached statement may be increased or decreased at the discretion of the undersigned without assigning any reason.
11. The rates quoted by the contractor shall hold good from 01.02.2019 to 31.01.2020. No amendment in the rate except increase in the rate of sales Tax during the period of execution of the contract will be accepted.
12. The amount of security deposit shall be retained by the Vidyalaya for a period of six months from the date of completion of supplies/service as safeguard against any other defect appearing in the articles supplied within this period.
13. Quotations which do not comply with the above conditions are liable to be rejected.
14. These instructions to tenders are to be signed by the contractors in each page and returned with the tender.
15. In the events of acceptance of quotation, the payment in respect of the service will be made within 10(Ten) days of receipt of the bill (s)

PRINCIPAL

NB: Rates may be quoted in the supplied format only

All the above conditions are accepted by me/us.

Signature of the Tenderer with seal of the firm