**Estd: 1982** **-0674-2550822 (0674 – 2550822)**

**केन्द्रीya ivaValaya, naM–2‚ko•ir•pu•bala pirsar‚ BauvanaoSvar, ओडीशा Kendriya Vidyalaya No-2, CRPF Campus, Bhubaneswar PIN-751011 (Odisha)**

Web site-no2bhubaneswar.kvs.ac.in E-mail**-****principalkv2bbsr@gmail.com**

 **School No. 19123 Affiliation No. 1500015 - FAX - 0674-2556499**

Ref.No.F.150225/2/1147/2020/ Date: 22.12.2020

 (Regd./Speed Post)

To

 M/S...........................................................................................

..................................................................................................

Sub: Invitation for sealed quotations for Annual Maintenance Contract (AMC) for various brands of computers, printers, UPS, and scanner installed in KV – reg.

Madam / Sir,

The Kendriya Vidyalaya Sangathan, a centrally funded autonomous body, is a society registered under Societies’ Registration Act, 1860. The Sangathan administers the scheme of Kendriya Vidyalayas set up for imparting education to the children of transferable Central Government Employees among others.

2. You are invited to submit your most competitive quotation for Annual Maintenance Contract (AMC) for various brands of computers, printers, UPS, and scanner installed in KV No.2, CRPF campus, Bhubaneswar, as per schedule 1 of the Model Maintenance Agreement attached with this letter.

3. **Bid Price:**

a. The AMC shall be for various brands of computers, printers, UPS, and scanner installed in KV No.2, CRPF campus, Bhubaneswar, as described in schedule 1 of the Model Maintenance Agreement. The bidder may quote rate for items in the format of quotation attached. Corrections, if any, shall be made by crossing out, initialling, dating and rewriting.

b. The other terms and conditions will be regulated as per the terms and conditions of the Model Maintenance Agreement attached with this letter of invitation for quotation.

c. The prices should be quoted in India Rupees only.

d. Each bidder shall submit only one quotation.

e. Telex or Facsimile quotations are not acceptable.

4. **Validity of quotations:**

The quotation shall remain valid for a period of **One year** from the date of approval of quotation(after the deadline specified for submission of quotations) which may be extended 1(one) year more if both parties agree.

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**Contd…Page…2/-**

**Page…2/-**

5. **Evaluation of quotations:**

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

1. Properly signed, and
2. Conform to the terms and conditions and specifications.

The evaluation would be done for all the items put together. The bidder who has quoted for partial quantity of any one or more item(s) would be treated as non-responsive. The office will award the contract to the responsive bidder whose total cost for all the items put together is the lowest.

6. **Award of contract:**

The competent Authority will award the contract to the bidder whose quotation has been determined to be substantiality responsive and who has offered the lowest price as per Para 5 above:

1. The bidder whose bid is accepted will be notified of the award of the contract by the Officer prior to expiry of the quotation validity period.
2. Notwithstanding the above, the Competent Authority reserves the right to accept or reject any quotations and to cancel the biding process and reject all quotations at any time prior to the award of the contract.

7. You are advised to visit the office to see the hardware on **02.01.2020 between 10 am to 12 Noon**.

8. Last date and time of receipt of quotations:

You are requested to submit the sealed quotations super scribed on the envelope as **“Quotations for Annual Maintenance Contract (AMC) for various brands of computers, printers, UPS, scanner** due on **07.01.2021** latest by **2.00 P.M.** The quotations will be opened on **08/01/2021** **at 11.00 AM.**

We look forward to receiving your quotation and thank you for your interest in the KVS.

 Yours faithfully,

Signature

Name: **Dr.Anjan Kumar Khatua**

Designation: PRINCIPAL

 For and on behalf of the Kendriya Vidyalaya Sangathan

 **RATE QUOTATED PROFORMA**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl.No | Description of Goods  | Quantity (Approx.) | Unit price  | Amount |
| 1 | System (Monitor , CPU ) | 55 |  |  |
| 2 | Printer(Inkjet) | 01 |  |  |
| 3 | Printer (Laser jet) | 07 |  |  |
| 4 | UPS | 30 |  |  |
| 5 | Scanner  | 03 |  |  |
|  |  | TOTAL |  |

FORMAT OF QUOTATION

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| SN | Description of equipment | Machine Sl. No. # | Unit Rate (Rs.) in figures | Unit Rate (Rs.) in words | Taxes if any | Total amount without tax | Total amount with tax |
|  |  |  |  |  |  |  |  |
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# As indicated in Schedule I of the Model Maintenance Agreement available in the Vidyalaya website

 www.no2bhubaneswar.kvs.ac.in

 Gross total cost: Rs. ......................... (In figures)Rs. ...............................................................................

....................................................................................................................... (In words)

 We agree to have Annual Maintenance Contract (AMC) of the above items of equipment 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 **one year** but quotation validity as specified in the Invitation for Quotations.

(Bidder)

Name: ..............................................................

Signature: ........................................................

Date: ................................................................

Encl.: Registration documents

Bid security

Profile of Business -