

**INFORMATION KERALA MISSION**  
**Pratheeksha, Near Govt.College of Engineering, Pangappara P.O.**  
**Thiruvananthapuram-695 581**



*Quotation Notice No.IKM/QUOT/670/2009-10 Dt.18.04.2009*

Quotation Documents for “Providing Rental service of computers, UPS, Printers, network, Projectors etc.” in ..... District (Please specify the name of Distirct)

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NAME AND ADDRESS OF THE VENDOR IN FULL

.....  
.....

Tel.no: (.....)..... FAX: (.....).....

Name of contact person: .....

Mobile tel.no.: ..... E-mail:.....

QUOTATION SUBMISSION ON .....

LIST OF ENCLOSURES:

<b>Sl.No.</b>	<b>Item</b>
1	Earnest Money Deposit
2	Ownership Certificate/Registration
3	Experience/Details of Past Orders
4	Schedule of Rates
5	Details of equipments available

Date:

(Seal)

Signature of vendor

**INFORMATION KERALA MISSION**  
**Pratheeksha, Near Govt.College of Engineering, Pangappara,**  
**Thiruvananthapuram-695581**

**CONDITIONS**

Sealed District wise quotations are invited for providing Rental Service of Computers for 2009-2010 subject to the following conditions:

1. The quotations should be addressed to the Executive Chairman & Director, Information Kerala Mission, Pratheeksha, Pangappara P.O, Thiruvananthapuram-695581, in a sealed cover with the quotation number and name duly superscribed on the cover.
2. Every quotationer should submit along with each quotation an Earnest Money Deposit of Rs.1000/- (Kudumbashree Units are exempted from submitting EMD). The amount is to be paid in the form of Demand Drafts (Crossed) on the local branch of a nationalised bank drawn in favour of Executive Chairman & Director, Information Kerala Mission, Thiruvananthapuram-695581 payable at Thiruvananthapuram. Cheques will not be accepted. The earnest money of the unsuccessful quotationers will be returned within a period of one month after the quotations are finalised; but that of the successful quotation will be adjusted towards the security deposit and that will have to be deposited for the satisfactory fulfilment of the contract. No interest will be paid for the earnest money deposited.
3. Intending quotationers should send their quotation so as to reach Information Kerala Mission, on or before **19.05.2009, 3PM**. No quotation received after this specified date and time will be accepted on any account. IKM will not be responsible for delays by post.
4. The quotations will be opened **on 19.05.2009, 4PM** at the office of the undersigned in the presence of such of those quotationers or their nominees who may be present at that time.
5. Quotationers shall invariably specify in their quotations, the conditions for providing the items.
6. The final acceptance of the quotations rests entirely with Information Kerala Mission who does not bind themselves to accept the lowest or any quotation.
7. Information Kerala Mission reserves the right to rent the articles in part or full and the quotationers on their part should be prepared to carry

out such portion of the rentals included in their quotations as may be allotted to them.

8. The services provided should be of desired quality. In case the final equipment or the service provided during the specified period does not meet the desired quality, a penalty would be imposed.
9. The successful quotationer shall also execute an agreement for the due fulfilment of the contract within the period to be specified in the letter of acceptance. The contractor shall have to pay all stamp duty.
10. The successful quotationer shall before signing the agreement and within the period specified in the letter of acceptance of this quotation, deposit a sum of Rs.2000/- as security for each district for the satisfactory fulfilment of the contract. The amount of security may be deposited in the form of Demand drafts (crossed) on the local branch of a nationalised bank drawn in favour of the Executive Chairman & Director, Information Kerala Mission.
11. In case where a successful quotationer, after having made partial supply, fails to fulfil the contracts in full, all or any of the supplies not rendered may at the discretion of the Purchasing Officer be rented by means of another quotation or by negotiation or from the next higher quotationer who had offered to provide supplies already and the loss, if any, caused to Information Kerala Mission shall thereby together with such sum as may be fixed by Information Kerala Mission towards damages be recovered, the proportionate portion of the security deposit based on the cost of the supplies not provided at the rate shown in the quotation of the defaulter shall be forfeited and balance alone shall be refunded.
12. Ordinarily payments will be made only after the outputs of the services, if any, are actually verified and accepted, or at the end of every month for continuing services like rental.
13. The quotation shall be submitted in sealed cover superscribed with the quotation number and name, last date for submission, and the name and address of the firm submitting the quotation along with DD for Rs.1000/- drawn in favour of Executive Chairman & Director, Information Kerala Mission, Thiruvananthapuram-695581, payable at Thiruvananthapuram being EMD which is returnable to those who are not selected.
14. The quotation would be finalised district-wise. Those who are interested and having facilities to carry out works in more than one

- district can submit separate quotation for each district and separate EMD should be submitted.
15. Ownership Certificate/Registration Certificate should be submitted along with the quotation.
  16. Details of rental services provided (ongoing and completed) should be summarised in the format given at **Annexure A**. The proof of these should be submitted in the form of certified copies of:
    - a) Work orders issued to the bidder, and
    - b) Certificate from clients on successful completion and satisfactory maintenance.
    - c) Details of equipment available at a time should be given in **Annexure B**.
  17. The proposal shall be in the prescribed format (Schedule of Rates) – **Annexure C**. Unit rentals have to be given for all the items. Rates should include all duties, taxes etc as applicable or should be quoted separately.
  18. Period of firmness for rates quoted will be 1 year from the date of submission of tender. The contract entered into shall be applicable for one year. The rates shall be applicable for all orders placed during this period.
  19. Boarding, lodging, conveyance, clearance from any department, etc. for the delivery and installation of hardware shall be the responsibility of the vendor.
  20. IKM reserves the right to make a panel of the rental service providers for different kinds of equipment from the qualified bidders.
  21. The equipment shall be delivered and installed at the location specified. All expenses in this regard are to be borne by the contractor.
  22. The equipment shall have the minimum specification mentioned in the order. The equipment offered shall have the minimum specification as mentioned below.

**Computer Type I:**

Pentium 4 or equivalent  
512 MB RAM  
20GB or better hard disk  
CD-ROM drive  
Keyboard, scroll mouse  
Ethernet network interface card  
14"/15" Colour Monitor  
Windows 2000 Professional

**Computer Type 2:**

Pentium II/Pentium III/Celeron/Pentium 4 or equivalent  
128 MB RAM  
10GB or better hard disk  
Keyboard, scroll mouse  
Ethernet network interface card  
CD-ROM drive

14"/15" Colour monitor  
Windows 2000 Professional

**Dot matrix printer**

9-pin/24-pin 80-column/132-column dot matrix printer

**Laser printer**

Monochrome laser printer with 6 ppm or better print speed A4 & A3 Printer

**Multimedia Projector**

1000 lumens or better LCD/DLP based multimedia projector

VGA cable

Splitter cable

Audio, video cable

Screen with stand

**UPS-5 kVA**

UPS 5kVA with 1 hour backup

**UPS-2kVA**

UPS 2kVA with 1 hour backup

**UPS - 3 KVA:**

UPS 3 kVA with 1 hour backup

**UPS-600VA to 1kVA:**

UPS-600VA to 1kVA with 0.5 hour to 1 hour backup

23. The orders for each assignment shall be issued separately. 2 days of lead time shall be provided to deliver and install the computers. The normal requirement would be for 20 computers, UPS, Printers and Multimedia Projectors for 1 week to 1 month or more.
24. The acceptance shall be communicated to IKM within 6 hours of receipt of order. Failure to deliver the equipment as per requirement after indicating acceptance shall invite penalties. Failure to accept 3 consecutive orders shall lead to cancellation of the contract and forfeiture of the security deposit.
25. The delivery and installation shall be completed at least by the previous day evening before the scheduled day of requirement indicated by IKM.
26. Delay in completing the work shall invite penalties at the rate of Rs.100 per equipment per day for the quantity of work delayed in addition to the loss of rent.
27. Computers installed by the Contractor shall be virus free and in good condition. It is recommended that the operating system (Windows 2000) be installed afresh before providing it to IKM on rent.
28. Failure of computer systems (including virus problems at the time of installation) shall invite penalties at Rs.100 per day or part thereof if not rectified within 1 hour of reporting of the problem. The rent for that computer for the day will also be forfeited. This strict condition is imposed in

view of the fact that the trainee/data entry operator would be idling in the absence of a working computer, which would create problems. In this regard it is advised that the bidder provide one extra computer per 20 computers at each location, as a standby.

29. Maximum number of computers that can be supplied at a time should be specifically mentioned in the quotation.

The proposal should be addressed to:

Executive Chairman & Director  
Information Kerala Mission  
Pratheeksha, Near Govt.College of Engineering  
Pangappara, Trivandrum-695581

The cover should be superscribed

Quotation No.: **IKM/QUOT/670/2009-10 dt.18.04.2009**

Quotation for **Providing Rental Service of Computers and Peripherals**

Last date for submission: 19.05.2009, 3PM

To

The Executive Chairman & Director  
Pratheeksha, Pangappara,  
Near Govt.College of Engineering,  
Pangappara,  
Thiruvananthapuram-695581

<the name and address of the quotationer>

*Annexure A*

**FORM FOR SUBMITTING DETAILS OF PAST ORDERS FOR PROVIDING RENTAL SERVICES**

*(Indicate each order separately)*

Sl.No.	Agency to which service provided	Name and address of contact person (with tel.nos.)	Equipment provided on rent	Quantity of equipment	Period of rent and duration (in months)	Order amount (Rs.)
1						
2						
3						
4						
5						

**Annexure B**

**FORM FOR SUBMITTING DETAILS OF EQUIPMENT THAT ARE AVAILABLE WITH THE BIDDER FOR PROVIDING ON RENT**

**Name of District:**

**Table 1: Computer details**

Sl.No.	Brief Specification of computer <sup>1</sup>	Make and model, if any	Maximum quantity that can be supplied
1			

**Table 2: UPS**

Sl.No.	Brief specification of UPS <sup>2</sup>	Make and model, if any	Maximum quantity that can be supplied
1			

**Table 3: Printer**

Sl.No.	Type of printer <sup>3</sup>	Make and model, if any	Page sizes supported	Speed <sup>4</sup>	Maximum quantity that can be supplied
1					

<sup>1</sup> Specification of computer should mention processor name, frequency, RAM and hard disk capacity, network card details, CD-ROM, display whether colour or monochrome. Items with different specification shall be listed separately.

<sup>2</sup> Specification of UPS should mention maxing VA rating and hours of backup

<sup>3</sup> Whether dot matrix, laser, line printer, inkjet, etc.

<sup>4</sup> In character per second (draft cps for DMP), lines per second (for line printer), or pages per minute (for laser printer)

**Table 4: Multimedia Projector**

Sl.No.	Brief Specification of projector <sup>5</sup>	Make and model, if any	Maximum quantity that can be supplied
1			

**Table 5: Network Hub/Switch**

Sl.No.	Brief Specification of Switch/Hub <sup>6</sup>	Make and Model, if any	Maximum quantity that can be supplied
1			

**Table 6: Details of offices/Service Centres**

Sl.No.	Full address of the office/service centre	Contact details	No.of support personnel available	No.of computers, projectors, UPS, printers available at each location	Normal area of service (mention districts)
1					

<sup>5</sup> Whether LCD or DLP, ANSI lumen rating

<sup>6</sup> Whether Switch or Hub, speed rating, no.of ports

*Annexure C*

**Schedule of Rates:**

Name of vendor :.....

District for which quoted .....

Sl. No.	Item	Maximum available quantity at a time	Rate upto one week	Rate upto two weeks	Rate upto one month	Monthly rate above one month
1	Computer Type I					
2	Computer Type II					
3	UPS-3kVA					
4	UPS-2kVA					
5	UPS-1kVA					
6	UPS-5kVA					
7	Dot matrix printer-132 column					
8	Dot matrix printer-80 column					
9	Laser Printer (A3 size)					
10	Laser Printer (A4 size)					
11	Multimedia Projector					