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## KERALA PUBLIC SERVICE COMMISSION

No.RA1-3/1/2020-KPSC

Thiruvananthapuram

Dated :20-07-2024

### QUOTATION NOTICE

Sealed quotations are invited for AMC (Annual Maintenance Contract) of 7 (Seven) numbers of Photocopier machine/ Multi function printers installed at various Regional/District offices of Kerala Public Service Commission.

### SCHEDULE OF ITEMS

Sl No	Make	Model	Location
1	Xerox	Workcentre5016	KPSC Regional Office Ernakulam
2	SHARP	AR 6020 V	KPSC Regional Office Kollam
3	SHARP	AR 5618	KPSC Regional Office Kozhikode
4	SHARP	AR 5516	KPSC District Office Alappuzha
5	SHARP	AR 6020 V	KPSC District Office Kannur
6	Ricoh	MP 2001 L	KPSC District Office Idukki
7	Konica	Bizhub 165e	KPSC District Office Ernakulam

### Superscription

Quotation No: 16/2024

Last date and time for receipt of quotation: 1.00PM 31/07/2024

Date and time for opening the Quotation:3.00PM 31/07/2024

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**

**Thiruvananthapuram.**

### Terms and conitions

- 1.Rates quoted will be inclusive of all taxes.
- 2.Duration of 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 / Multi function 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 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 quotations. If a copy of Authorization certificate/ Dealership certificate is not produced along with the quotation, it will be treated that the bidder does not possess OEM authorization.

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

NOTE: More details can be obtained from the office of The Joint Secretary, R&A wing,  
Kerala Public Service Commission.