

LBS INSTITUTE OF TECHNOLOGY FOR WOMEN, POOJAPPURA
THIRUVANANTHAPURAM

QUOTATION NOTICE

No. P/1213/LBT/2023

Dated: 17.08.2023

Quotation Number	P/1213/LBT/2023
Due date and time for receipt of quotations	01.09.2023, 1 PM
Date and time for opening of quotations	01.09.2023, 2 PM
Designation and address of officer to whom the quotation is to be addressed	PRINCIPAL LBSITW, POOJAPPURA, TRIVANDRUM.
Superscription: Quotation for the AMC of Kyocera printer in the exam cell of LBSITW, Poojappura	

Sealed quotations are invited by the Principal, LBS Institute of Technology for Women, Poojappura, Thiruvananthapuram, Kerala, Pin-695012, **from manufacturers/authorized distributors/partner of Kyocera printer** towards the **AMC of the Kyocera printer** installed in the exam cell of LBSITW, Poojappura as specified in the schedule attached below. The Cover shall be superscribed as "Quotation for **AMC No. P- 1213/LBT/2023**". The necessary superscription, due date for the receipt of quotations and the name and address of officer to whom the quotation is to be sent are noted above. Any quotation received after the time fixed on the due date and illegible and incomplete quotations is liable to be rejected. The prices quoted should be inclusive of all taxes, duties etc. The quotationer shall also quote the percentage of rebate/discount if any offered by them against the item.

Special conditions if any or printed on quotation notice will not be applicable to the contract unless they are expressly accepted in writing by the undersigned.

Encl: Specification of Item & Terms and Conditions

Copy to:

- 1) College website
- 2) Notice Board.



LBS INSTITUTE OF TECHNOLOGY FOR WOMEN, POOJAPPURA

Specification of item

Sl. No	ITEM DETAILS	QUANTITY	Model No	Serial No	LOCATION
1	Kyocera Multifunction Printer	1 No	3212i	REF 1220704	Exam Cell LBSITW

Terms and conditions

- 1 The AMC shall cover comprehensive contract for all spares & consumables like toner & Drum Cartridge.
- 2 Dealership Certificate from the manufacturer should be attached and the company shall have Original Equipment Manufacturer (OEM) certified service engineers/ technicians.
- 3 The service personnel shall rectify the complaints received from the Office on the same day. If necessary, they will be required to stay back after office hours and even on holidays too, to attend to any emergency work.
- 4 If the faulty components / printer is not rectified within the same working day, necessary stand by components / printer of the same shall be provided on the following day for smooth functioning of office work. If the original equipment is not rectified till the expiry of the contract, either the cost of repair of the equipment is borne by the contractor or the stand-by supplied by the contractor not be reclaimed.
- 5 Proper services will be provided on respective period of monthly/fortnightly or as and when required.
- 6 The successful bidder should maintain Log Registers / Service Reports of all calls attended / Pending issues, preventive maintenance records and details of all replacement of spares. A separate log shall be maintained for Preventive Maintenance. Copy of the service report shall also be provided.
- 7 No component (s) / Spare(s) shall be removed without informing the competent authority.
- 8 Rates quoted will be inclusive of all taxes including GST and payments will be made on half yearly basis only after satisfactory completion of 6 months and after certification by our Technical Experts on completion
- 9 Quotationer must be the authorized dealers/premium partners of Kyocera Printer
- 10 The AMC shall be in force for 12 months from the date of commencement of the contract.
- 11 The personnel / staff responsible for attending to the complaints should be stationed and available within the Trivandrum District limits.
- 12 In case of underperformance, the contract for AMC will be revoked without any notice.
- 13 The right to reject any quotation in full or in part without assigning any reason the there of is reserved with the purchasing authority.




PRINCIPAL

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