



KERALA BOOKS AND PUBLICATIONS SOCIETY

(An undertaking of the Government of Kerala)
Kakkanad P.O. Kochi-682 030, Kerala



GST No. 32AAATK2642L1ZR

No. P1-3427/2025/5232

Date: 18/12/2025

Quotation Notice

Subject: Annual Service Contract for Computers and Printers

Sealed competitive quotations are invited from reliable and competent parties/firms for 'Annual Service Contract' (ASC) for proper servicing and maintenance of computers and printers in our organization. The total number of computers to be maintained is 74 and that of printers is 25.

Terms and Conditions

1. The ASC rate quoted should have the provision for inclusion of additional computers under the ASC on pro rata basis.
2. The contractor should attend to the internet connection, local area networking, and software issues like formatting, if found necessary and should be responsible for proper functioning of all the computer systems throughout the year.
3. Replacement of spares and components will be paid at actuals in competitive rates. However, the replaced defective spare is to be handed over to the officer in charge.
4. Society also will have the option to purchase the spares and provide to the contractor for repair/maintenance. In such cases, the contractor should be responsible for fitting/installation/servicing of the newly purchased spares.
5. In case of any complaint reported, it should be attended immediately in each case within 4 hours of intimating the problem, if not attended; penalty will be imposed as per the discretion of the Society.
6. The contractor should possess at least 5 years experience in providing ASC and should attach the list and address of the clients.
7. The successful party should execute an agreement in ₹ 200/- Kerala stamp paper agreeing for the terms and conditions under which the ASC is operated.
8. The envelopes sealed in four sides and middle by using lacquer seal containing the quotation should bear the superscription "Quotation for ASC of computers and Printers due on 30/12/2025" and should be addressed to the Managing Director, Kerala Books and Publications Society, Kakkanad P.O., Kochi - 30.
9. Intending parties may submit the quotations on their own letter head in attached quotation format.
10. The parties are requested to specify their GST No., PAN No. and HSN code of the item.
11. **Last date** for the receipt of quotations is **at 4.00 pm on 30/12/2025**. Late quotations will not be accepted. The quotations will be **opened at 3.30 pm on 31/12/2025**.
12. Parties/contractors who have defaulted in executing any purchase order/contract with KBPS or whose purchase order/contract were terminated by KBPS are not eligible to participate in this Quotation.

13. The Annual service charges will be paid on quarterly basis only.
14. The near relatives of employees of KBPS are not eligible to participate in the quotation. The relationship for the purpose will be as specified in Annexure 21 of Stores Purchase Manual of Kerala (extract given as Annexure A). In addition to this mother's sister's son/daughter shall also deemed to be a relative. The declaration (annexure B) in this regard, duly filled and signed should be submitted with the offer.
15. All the rights to accept or reject whole or part of the Quotation without assigning any reason thereof is reserved by the Managing Director. The decision of Managing Director will be final and binding on the party.
16. Details of the requirement and the conditions governing the supply can be obtained free on requisite from the office of the Managing Director, Kerala Books and Publications Society, Kakkanad, Kochi 30
17. All rules and regulations of the quotation shall be in accordance with the Stores Purchase Manual of the Government of Kerala.


Manager
(Personnel and Administration)

To

Parties as per list

Copy to: IT section for publishing in web site/Notice Board, Finance

Annexure A

EXTRACT FROM THE STORES PURCHASE MANUAL OF KERALA

Meaning of "Relative"

A person shall be deemed to be a relative of another if, and only if,

- a) they are members of Hindu undivided family or;
- b) they are husband and wife; or
- c) the one is related to the other in the manner indicated in Schedule 1-A

Schedule 1 A List of Relatives

- | | |
|---------------------------------------|-----------------------------------|
| 1) Father | 2) Mother (including step-mother) |
| 3) Son (including step-son) | 4) Son's wife |
| 5) Daughter (including step-daughter) | 6) Father's father |
| 7) Father's mother | 8) Mother's mother |
| 9) Mother's father | 10) Son's son |
| 11) Son's son's wife | 12) Son's daughter |
| 13) Son's daughter's husband | 14) Daughter's husband |
| 15) Daughter's son | 16) Daughter's son's wife |
| 17) Daughter's daughter | 18) Daughter's daughter's husband |
| 19) Brother (including step-brother) | 20) Brother's wife |
| 21) Sister (including step-sister) | 22) Sister's husband |
| 23) Husband's father | 24) Husband's mother |
| 25) Husband's sister | 26) Wife's father |
| 27) Wife's mother | 28) Wife's brother |
| 29) Wife's sister | 30) Wife's sister's husband |
| 31) Father's brother | 32) Father's sister |
| 33) Mother's brother | 34) Mother's sister |
| 35) Father's sister's husband | 36) Father's brother's wife |
| 37) Mother's brother's wife | 38) Mother's sister's husband |
| 39) Brother's son | 40) Brother's son's wife |
| 41) Brother's daughter | 42) Sister's son |
| 43) Sister's daughter | 44) Father's brother's son |
| 45) Father's brother's daughter | 46) Father's sister's son |
| 47) Father's sister's daughter | 48) Mother's brother's son |
| 49) Mother's brother's daughter | |

Annexure B
DECLARATION

FOR NO NEAR RELATIVE (S) OF THE CONTRACTOR WORKING IN KBPS

I.....S/O Sri.....

Hereby certify that none of my relative(s) as defined in the tender notice are employed in KBPS as per detail given below. In case at any stage, it is found that the information given by me is false/incorrect, Managing Director, KBPS shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

Signature of the tenderer with seal

The relationship for the purpose of rule will be as specified in Stores Purchase Manual of Kerala (extract given as Annexure A).

In case of proprietorship firm, certificate will be given by the proprietor, and in case of Partnership firm, certificate will be given by all the partners and in case of Ltd. Company by all the Directors of the company or company secretary on behalf of all directors. Any breach of these conditions by the company or firm or any other person, the tender/work will be cancelled and earnest money/security deposit will be forfeited at any stage whenever it is so noticed. The department will not pay any damages to the company or firm or the concerned person. The company or firm or the persons will also be debarred for further participation in the concerned unit.

Place:

Signature of tenderer/Authorized Signatory

Date:

Name of the Tenderer

Seal of the Tenderer

QUOTATION FORMAT
(To be submitted in own letter head)

Ref: Quotation Notice No. P1-3427/2025/5232 dated 18/12/2025 for Annual Service
Contract for Computers and Printers

Sl.No.	Item Description	Rate/Details	
1.	Name of Party		
2.	Communication Address		
3.	Contact Number		
4.	e-mail ID		
5.	GST Number		
6.	PAN Number		
7.	Enclosed sealed & signed Annexure B Declaration	Yes/No	
8.	Enclosed Quotation Format	Yes/No	
9.	Validity of Offer (in weeks)		
10.	Payment Condition	On Quarterly Basis	
11.	Item Description	ASC for Computer	ASC for Printer
12.	HSN Code		
13.	Basic Rate in ₹		
14.	Quantity	74 Nos.	25 Nos.
15.	Total Amount excluding GST in ₹		
16.	GST if any (in percentage)		
17.	GST Amount in ₹		
18.	Total Amount including GST in ₹		

Name Seal and Signature