



NOTICE INVITING QUOTATION

Quotation Schedule

Quotation No 2018/101/2636	
Due date & time for receipt of Quotation	3.00 pm on 25.07.2018
Time for opening of Quotation	3.30 pm on 25.07.2018
Supply	Within 7 days on receipt of supply order

The Director, Kerala Institute of Local Administration (KILA), Thrissur invites sealed competitive quotations from the intending suppliers for the supply of following items for a period of ONE year to this institute, as and when it is required, as per the terms and conditions mentioned below:

List of computer consumables and hardwares required at KILA for a period of One Year

Sl. no	Item Description
1	Motherboard - G41 Motherboard (Asus/Gigabyte/MSI)
2	Processor - Intel G41 Dual Core Processor
3	RAM- DDR3 2GB Ram
4	Hard Disk- 160 GB (Segate/WD)
5	SMPS
6	Cabinet- ATX CABINET
7	DVD Writer - LG/Samsung
8	Mouse - Optical USB
9	Keyboard - USB Keyboard
10	Ratchet Screwdriver Set with Magnet
11	Digital Multimeter
12	Electricity Tester
13	Thermal Paste
14	Tissue Paper
15	Network Crimping Tool
16	Network Tester
17	Cat 6 Network Cable- D Link
18	Cat 6 RJ45 Network Jack- D Link
19	8 Port Gigabit Network Switch- D Link

Sealed envelope containing the quotation duly signed by the Bidder(s) should be sent to the Director, Kerala Institute of Local Administration (KILA), Mulankunnathukavu P.O., Thrissur – 680 681 with superscription “ **Quotation for Supply of Computer Consumables for a period of One Year** ”.

1. Quotation should reach either by Registered post or by person to the Director, Kerala Institute of Local Administration (KILA), Mulankunnathukavu P.O., Thrissur-680 581 on or before 3.00 PM on 25.07.2018.



2. Quotations received after due date and time stated above will not be entertained under any circumstances. The Director, KILA will not be responsible for any postal delay or misplacement of Quotation documents sent by post. Quotations will be opened at 3.30 PM on 25.07.2018 in the presence of the interested quotationers or their authorized representatives whoever are present . In case the information submitted by the Bidder is found to be incorrect/false, at any stage, quotation of such party will be rejected.
3. The Director, KILA reserves to himself the right to reject any or all the Quotations without assigning any reason thereof and to call for any other details or information from any of the bidders.
4. The Director, KILA shall have the right to postpone/extend the date(s) of submission of Quotation/opening of bids.
5. The price quoted should be for the **unit quantity** mentioned above.
6. The rate of tax and the amount of tax should be quoted separately.
7. The price must be quoted inclusive of all applicable taxes, charges, levies, handling and transportation charges, etc.
8. The items are to be supplied at KILA as and when required.
9. The date up to which the rates are to remain firm for acceptance should be mentioned.
10. An agreement has to be signed in Kerala Stamp Paper of Rs. 200/- for the supply of the items as in the quotation for a period of one year.
11. The selected Bidder shall supply the items within 7 days of the date of receipt of purchase order.
12. If the selected Bidder fails to supply the items within the said period of 7 days, The Director, KILA shall be entitled to cancel the purchase order given to the bidder and make alternative arrangements for the said supply.
13. Payment will be made by Bank Cheque payable at Thrissur on receipt of the items in good condition.
14. Acceptance or non-acceptance of any quotation shall rest with the Director, KILA at his discretion.
15. Non-compliance with any of the conditions given herein may lead to the rejection of Quotation.



16. In the event of any default, failure negligence, breach or violation, in the opinion of Director, KILA, on the part of the selected bidder in complying with all or any of the conditions, KILA will be entitled and be at liberty to revoke the purchase order, by serving notice in writing.
17. Incomplete or conditional or optional Quotation will not be accepted. The optional either in model or in rates will not be accepted and the quotation will be rejected.

DIRECTOR



PROFORMA FOR PRICE SCHEDULE

I/We here by certify that we are established stockists/suppliers/distributers to supply the following items at the prices indicated below.

Sl. no	Item Description	Price
1	Motherboard - G41 Motherboard (Asus/Gigabyte/MSI)	
2	Processor - Intel G41 Dual core Processor	
3	RAM- DDR3 2GB Ram	
4	Hard Disk- 160 GB (Segate/WD)	
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18	Cat 6 RJ45 Network Jack- D Link	
19	8 Port Gigabit Network Switch- D Link	

Signature
Address

Place:
Date:

Seal

❖ The bidder is free to quote the rates in their Letter Head also