



KERALA FOREST DEVELOPMENT CORPORATION

(A Government of Kerala undertaking)

Regd. Office: "AARANYAKOM, KARAPPUZHHA, KOTTAYAM-686003, KERALA, INDIA

Tel: 0481- 2582640, Email :md.kfdc@kerala.gov.in, md_kfdcktm@yahoo.co.in

Web:www.kfdc.kerala.gov.in: UO2001KL1975SGC002660

No: KFDC/42/2026-R

Date: 06/05/ 2026

NOTICE INVITING QUOTATION

Sealed competitive quotations are invited by the Managing Director, Kerala Forest Development Corporation Ltd. (KFDC), from reputed and experienced firms for the Comprehensive Annual Maintenance Contract (AMC) of IT Equipment for the financial year 2026-27.

1. Details of Equipment for AMC:

- **Desktop Computers:** 10 Nos.
- **Laptop Computers:** 11 Nos.
- **Printers:** 10 Nos.

2. General Conditions (As per Kerala Govt. Store Purchase Rules):

- **Submission:** The quotations should be placed in a sealed envelope, clearly superscribed as "*Quotation for Comprehensive AMC of IT Equipment for 2026-27*" and addressed to **The Managing Director, Kerala Forest Development Corporation Ltd.**
- **Last Date & Time:** The sealed quotations must reach the undersigned on or before 12/05/2026 at 5 PM. Quotations received after the deadline will be rejected.
- **Opening of Quotation:** Quotations will be opened on 13/05/2026 at 11 AM in the presence of the bidders or their authorized representatives who may be present.
- **Rates:** The rates quoted should be strictly for the comprehensive AMC for a period of one year. The rates should be inclusive of all taxes, duties, and any other incidental charges.
- **Validity:** The rates quoted should remain valid for acceptance for a period of 90 days from the date of opening the quotation.

- **Agreement:** The successful bidder will be required to execute an agreement on Kerala Stamp Paper worth ₹200/- and deposit the required Security Deposit (usually 5% of the total contract value) as per the Store Purchase Manual.
- **Payment Terms:** Payment will be released on a quarterly/half-yearly basis in arrears, upon submission of the GST invoice along with the satisfactory service report certified by the competent authority at KFDC.
- **Right to Reject:** The Managing Director, KFDC, reserves the absolute right to accept or reject any or all quotations without assigning any reason thereof.

3. Technical & Service Conditions:

- **Scope of AMC:** The AMC shall be comprehensive in nature, covering all spare parts, components, labor, and servicing required for the smooth functioning of the equipment. For printers, consumables like toner/ink cartridges and paper are excluded.
- **Eligibility:** The bidding firm must have a minimum of 3 years of experience in undertaking AMC of similar IT equipment in Government Departments, PSUs, or reputed corporate organizations.
- **Preventive Maintenance:** Routine preventive maintenance must be carried out at least once every quarter for all the listed equipment.
- **Response Time & Penalty:** Breakdown calls must be attended to within 24 hours of reporting. If the equipment cannot be repaired on-site within 48 hours, a standby unit of equivalent or higher specifications must be provided. Failure to resolve issues within the stipulated time will attract a penalty as decided by the KFDC management, which may be deducted from the AMC payment.
- **Confidentiality:** The firm and its technicians shall ensure the strict confidentiality and security of the data stored in the KFDC systems.

4. Contact Details: For further details, clarification, or physical inspection of the equipment prior to quoting, please contact: **Estate Officer, KFDC Phone: 8289821025**

**Sd/- Managing Director
Kerala Forest Development Corporation Ltd.**