

QUOTATION NOTICE

TERMS AND CONDITIONS FOR SUPPLY OF DESKTOP COMPUTER

1. OPEN QUOTATIONS

Competitive quotations are invited with last date at **2 pm on 29.01.2018** for the purchase of one desktop computer. The quotations will be processed at 2.30 pm on the same day in the presence of those quotationers who are present that time.

2. SPECIFICATION

Item	Configuration/Specification	Quantity
Branded Desktop Computer (HP/Lenovo/Acer)	Processor : Intel Core i3 or Higher Memory : Minimum 6 GB / Higher Hard Drive: 1 TB or Higher SATA Operating System: Windows 10 Home / Higher Warranty : 3 years Removable Media : DVD + RW Drive Monitor : 18.5 " LED / Higher Keyboard/Mouse : Microsoft wired	1 No.

3. DETAILS TO BE FURNISHED

- a) All the technical specifications and features of softwares and other items are to be specifically mentioned.
- b) The amount should be quoted for the machine with actual specification given above. Price difference for other configurations should be mentioned as '**amount less/extra**' specifically in the quotations itself.
- c) Comprehensive warranty period should be mentioned in the quotation.

- d) Address in which the orders have to be placed, in case the order is awarded, shall be mentioned in the quotation.
- e) The terms and conditions including whether the quoted rate is inclusive of applicable taxes or not, shall be mentioned in the quotation.
- f) The bid should contain the rate offered for desktop computer inclusive of all standard softwares.

4. DELIVERY OF THE PRODUCT

If ordered, the product should be delivered and commissioned by the supplier at the Head Office of KTDFC (6th Floor, TRANS TOWERS, Vazhuthacaud, Thiruvananthapuram) within 3 days of the date of purchase order.

5. PAYMENT TERMS

100% of the payment will be effected within 7 days of the delivery and satisfactory commissioning of the product and its accessories.

sd/-

Company Secretary