

Quotation Notice

Competitive quotations are invited from reputed firms/ manufactures for Supply of following items as per the minimum specification given below for the use of **Department of Communication & Journalism (DCJ), University of Kerala, Kariavattom Campus.**

1	Name of Items	Desktop Computers – 3 Nos
2	Documents to be submitted.	1. Technical Data Sheet of the items 2. Details of warranty 3. Details of the Firm 4. Financial Bid 5. Any other relevant information
3	Last Date of receipt of Tender/ Bid closing	March 07, 2018 - 3.00 PM
4	Date and time of Opening Tender	March 08, 2018 – 2 pm

Technical Specification

Desktop Computer

Processor - Intel core i3 6th Gen or higher

Mother Board - OEM motherboard

RAM - 4 GB DDR4 or higher

Hard disk - 500 GB or higher

Screen - 19" or higher Full HD

Input interface - Wired USB Multimedia Keyboard & Mouse

DVD Writer, Basic Stereo Speakers

Brands Preferred: Dell, Lenovo, H.P, Acer

Ports - USB 3.0/USB 2.0 / Front USB, MIC/Headphone Sockets

Other Essential items (Mouse pad, Driver DVD etc.)

Warranty - 3 years

Terms and conditions

1. The Bidder shall quote price in clear terms and the specification of products. The rates quote must be inclusive of all taxes, cost of supply at site, warranty and installation charges etc...
2. The price should be quoted only in Indian rupees. The bid shall be typed and signed by the bidder.
3. All the documents mentioned above shall be submitted without fail.
4. Validity: - The Bid will be valid for 90 days from its date of opening. Further extension can be done by mutual consent.
5. Delivery: - The item should be delivered at DCJ, Kariavattom campus
6. Installation and commissioning: - The items shall be installed and commissioned at the Department of Communication & Journalism (DCJ)
7. Payment:-The University will release the payment only after inspecting the equipment and satisfy that the supply is as per the requirements. The payment will be made after successful completion of the supply on producing invoice in duplicate.
8. Warranty/Guarantee: - The supplier shall guarantee to repair/replace the items or its part –if found defective within the warranty period. The entire expenditure for repair/ replace the item in this regard shall be borne by the supplier.
9. In case of dispute arises, the decision of University authority shall be final and binding on bidders.
10. The undersigned reserves the right to reject or accept any or all the tenders received fully or partly without assigning any reason thereof.
11. General rules relating to purchase of materials/equipment will also applicable to this tender.
 1. The cover may be superscripted with “Supply and installation of Desktop Computers-3 nos. in Department of Communication & Journalism (DCJ), Kariavattom Campus” and also should be addressed to The HOD, Department of Communication & Journalism, University of Kerala
12. The bids shall be opened at the office of the HOD, Department of Communication & Journalism (DCJ), Kariavattom Campus, Kerala University on Date mentioned above. If the above date of opening tender happens to be on a holiday or due to any other valid reason, the tender opening process will be done on the next working day or the day fixed by the undersigned.

Head

Dept. of Communication & Journalism, University of Kerala, Kariavattom campus.

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