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## KERALA PUBLIC SERVICE COMMISSION

No.RA1-3/1/2020-KPSC

Thiruvananthapuram

Dated :01-01-2026

### RE QUOTATION NOTICE

Sealed quotations are invited for AMC (Annual Maintenance Contract) of SHARP AR 6020 NV photocopier machine installed at the District Office of Kerala Public Service Commission, KOLLAM.

### Superscription.

Quotation No :	31/2025
Last date and time for receipt of Quotation:	13/01/2026 1.00 PM
Date and time for opening the Quotation:	13 /01/2026 3.00 PM
Date up to which the rates are to be firm:	One Year from the date of contract.
Name and Designation of the purchasing Officer:	<b>SAJU GEORGE</b> <b>Secretary,</b> <b>Kerala Public Service Commission,</b> <b>Pattom, Thiruvananthapuram.</b>

### Terms and Conditions.

1. Rates quoted will be inclusive of all taxes.
2. Duration of this contract is for a period of ONE year.
3. Assurance on promptness of service within next working day.
4. The bidder should ensure preventive maintenance of Photocopier Machine/ Multi function Printer once in 3 months.
5. The right to reject any quotation in full or in part without assigning any reason thereof is reserved with the purchasing authority.
6. Payment will be made after certification by our technical experts on completion of each six months.
7. In case of under performance, the contract for AMC will be revoked without any notice.
8. The bidder should have OEM Authorization certificate and should produce the same along with the quotation. If a copy of Authorization Certificate/ Dealership Certificate is not produced along with quotation, it is treated that the bidder does not possess OEM authorization.
9. File Number and Quotation Number should be clearly mentioned on the envelop.

**SAJU GEORGE**  
**Secretary,**  
**Kerala Public Service Commission.**

NOTE:- More details can be had from the Office of the Additional Secretary, R&A Wing, Kerala Public Service Commission.