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KERALA PUBLIC SERVICE COMMISSION

No.RA1-3/1/2020-KPSC

Thiruvananthapuram

Dated :27-04-2026

QUOTATION NOTICE

Sealed quotations are invited for AMC (Annual Maintenance Contract) of fourteen (14) numbers of Photocopier Machines/ Multi function Printers installed at the following offices of the Kerala Public Service Commission.

SCHEDULE OF ITEMS

Sl. No.	Office	Make/Model
1	KPSC Head Office Thiruvananthapuram	Sharp AR 6020 NV
2	KPSC Head Office Thiruvananthapuram	Sharp AR 6020 NV
3	KPSC Head Office Thiruvananthapuram	Toshiba eStudio 3018 A
4	KPSC Head Office Thiruvananthapuram	Sharp AR 6020 NV
5	KPSC Head Office Thiruvananthapuram	Sharp AR 6020 NV
6	KPSC Head Office Thiruvananthapuram	Xerox Work Centre 5016
7	KPSC Head Office Thiruvananthapuram	Sharp AR 6020 NV
8	KPSC Head Office Thiruvananthapuram	Toshiba eStudio 2309 A
9	KPSC Head Office Thiruvananthapuram	Sharp AR 6020 NV
10	KPSC Head Office Thiruvananthapuram	Canon IR 2525
11	KPSC Head Office Thiruvananthapuram	Sharp BP 20 M 22 T
12	KPSC Head Office Thiruvananthapuram	Sharp MX 265 n
13	KPSC Regional Office Ernakulam	Sharp BP 20M22T
14	KPSC District Office Malappuram	Sharp AR 6020NV

Superscription

Quotation No.	5 / 2026.
Last date and Time for the receipt of Quotation :	01.00 PM on 12/05 /2026.
Date and Time for opening the Quotation:	03.00 PM on 12/05/ /2026.
Date up to which rates are to be firm :	One Year from the date of contract.
Name and Designation of Purchasing Officer :	Saju George, Secretary, KPSC, Pattom, Thiruvananthapuram.

Terms and Conditions

1. Rates quoted will be inclusive of all taxes.
2. Duration of this contract is for the 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 bidder should ensure service in all districts as per the schedule.
6. The right to reject any quotation in full or in part without assigning any reason thereof is reserved with the purchasing authority.
7. Payment will be made after certification by our Technical Experts on completion of each Six months.
8. In case of under performance, the contract for AMC will be revoked without any notice.
9. The bidder should have OEM Authorization certificate for each type of machines and should produce the same along with the quotation. If the copy of OEM Authorization certificate/ Dealership certificate is not produced along with quotation it is treated as the bidder does not possess OEM Authorization.
10. The file number and quotation number should be clearly mentioned on the quotation 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.