

# एम एस एम ई - विकास संस्थान

सूक्ष्म लघु और मध्यम उद्यम मंत्रालय  
भारत सरकार  
कांजाणी रोड, अय्यंतोल डाकघर  
थ्रिश्शूर - 680 003 - केरल



**MSME-DEVELOPMENT INSTITUTE**  
Ministry of Micro, Small & Medium Enterprises  
Government of India  
Kanjani Road, Ayyanthole P.O.  
Thrissur - 680 003 - Kerala

No. 90(18)/2021-22/SENET

Date: 17.09.2025

## **SPEED POST**

**Sub: Quotations invited for Annual Maintenance Contract (AMC) – September, 2025 to Sep' 2026 for Computers, LAN and peripherals at MSME-DFO, Thrissur -reg.**

Sealed quotations super scribing “**QUOTATION FOR AMC FOR COMPUTERS, LAN AND PERIPHERALS (SENET)**” are invited from reputed Computer Servicing and maintenance firms having their own established Servicing firm in and around Thrissur City.

- The interested/reputed parties may send their sealed quotations for attending the service works at MSME-DFO, Thrissur as per the enclosed format (Annexure A). Quotation may be sent by post or by hand on proper letter head with complete address and marked with captions “Quotation for AMC for Computer & its peripherals (Printers, Servers and Internet Connection etc)” in MSME- DFO, Thrissur not later than 29.09.2025 at 12.00 hrs. Cost of spares if required, will be borne by MSME-DFO, Thrissur. Quotations received after aforesaid date shall not be entertained.**
- The quotations/tenders will be opened in MSME-DDFO, Thrissur at 3.00PM on 29.09.2025 in the presence of applicant whosoever is present.
- The offer shall remain valid for a period of 90 days from the date of the opening of the quotation. The AMC will effect for an initial period of one year, extendable up to one more year from the date of signing of an agreement with the service provider, based on successful completion of AMC of initial 1 year.
- The firm/contractor should have minimum three years of similar work experience in handling Government contracts of Computer maintenance of the similar nature and size and also state their annual turnover for the last three years from this type of business.**
- The maintenance work is to be carried out in the office premises itself. However, only such work as cannot be done in the office premises will be allowed to be done outside with written permission of the Section Officer and no extra payment will be made on this account.
- Payment of the work done and services rendered will be made to the contractor. Call based payment model will be adopted, where payment will be made for all the visit. The payment towards spare parts, consumable and other parts which will be replaced as made extra as per the actual rates as shown in the GST based invoice supplied by the service provider.**

7. The successful firm will be required to do the work for a period of minimum one year from the date of awarding contract. This office shall, however, reserve the right to terminate the contract at anytime without assigning any reason.
8. The job will be entrusted on the basis of all inclusive rates contract on “As is where is” and competitive basis.
9. No extra payments, whatsoever, on account of natural calamities or otherwise will be made to the contractor except the all inclusive rates and the rates permitted under this contract. It shall be the contractor’s responsibility to make the computers/printers /UPSs/server/etc. in working condition satisfactory through the service work during the period of the contract.
10. Failure to repair/servicing the equipment in quotation within the reasonable time without adequate reasons or to return the repaired machine within a week’s time of the maximum, may entitle proportionate deduction in the bill in respect of the total period.
11. If the work of the contractor is found unsatisfactory or if the contractor dishonors the contract, the job will be entrusted to any other firm/party at the risk expenses of the defaulting contractor.
12. This office can terminate the contract summarily anytime if the work of the contractor is found unsatisfactory.
13. A specific mention must be made in your quotation to the effect that the terms and conditions mentioned above are acceptable to your firm, in full.
14. The Competent Authority reserves the right to reject any or all quotations in full or in part without assigning any reason thereof.
15. The AMC will be awarded for one year extendable up to one more year from the date of signing of an agreement with the service provider, based on successful completion of one year from the date of signing the agreement with this office.

Yours faithfully,

(MARTIN P CHACKO)  
Assistant Director  
for Joint Director/HOO

**List of Computers and Peripherals at MSME-DFO, Thrissur as on 17.09.2025**

No.	NAME	PC (Code)	Printer	UPS	Remarks
1.	G.S. Prakash	C-70	P-31	U-44	
2.	Sheena S	MSME-DFO/PC/2024/2	MSME-DFO/P-IJ/2024/1	U-40	
3.	Arunima	C-63	P-17	Hykon	600va UPS
4.	Mehek/unused	C-9	N.A.	N.A.	
5.	Martin P C	MSME-DFO/PC/2024/1	P-38	MSME-DFO/UPS/2024/1	UPS WITH EXTERNAL BATTERY
6.	AYUSH	C-55	P-20	U-38	PRINTER COMMON TO ACCOUNTS
7.	AMIT	C-30	N.A.	U-36	SCANNER: V-370
8.	SEBASTIAN	MSME-DFO//2023/PC/12	P-40	Iball 1000kva	Model: Nirantar 1080
9.	Leena	C-67	N.A.	U-19.	SCANNER: V-39
10.	Usha	C-31	P-21	U-15	
11.	C K JALAJA	C-32	P-30	U-26R	
12.	LACHITHAMOL	C-64	P-32	U-43	New Battery on 15/9//25
13.	C.S. Anusha	Acer intel core i7 all in one	P-39	U-47	PC PURCHASED FOR DNC KAVARATTI
14.	SHIVANEE	INTEL NUC	P-42	U-23	
15.	Safoora M A	C-64	P-16	U-33	
16.	Sreeram Pillai	C-34	P-1	U-41	
17.	Baby K M	C-21	P-22	U-4R	
18.	SUJA R	C-71	P-18	U-20	
19.	Aniamma C	C-26	P-44	U-37	
20.	Preethy	C-60	P-19	U-2R	

**List of Computers and Peripherals at MSME-DFO, Thrissur as on 17.09.2025**

21.	Tech. Section (free)	C-58	N.A.	V-GUARD 600 KVA	
22.	Cluster (PBS)	C-68	Epson L15150	Hykon with external battery	Printer and ups is common
23.	Cluster (prayash)	ACER VERITON E220			
24.	Shaji N M	C-65	P-37	U-47	
25.	V C ROOM	Intel Nuc	N.A.	N.A.	
26.	Manikandan	C-21	N.A.	U-27	
27.	Aruna	C-6	P-3	U-6	
28.	Reception	C-28	P-10	N.A.	
29.	Jethuram	C-72	P-23	HYKON	1000 KVA
30.	CWS (G Sreeram Pillai)	C-22	N.A.	N.A.	COMPUTER IS UNSERVICEABLE
31.	CWS (shibudas)	Assembled.	N.A.	U-17	
32.	Vishesh A	C-69	P-43,P-9	U-39	

**TENDER FORM**

**Annexure 'A'**

Service charges (Inclusive all taxes) for successfully servicing/repairing one technical service problem in the IT equipment as per the list attached and as available at MSME-DFO, Thrissur as on date of contract.	Rs.
--	-----

**Signature with Seal**

**Place:**

**Date:**