

**KERALA FINANCIAL CORPORATION
Vellayambalam, Thiruvananthapuram**

TENDER DOCUMENT

**Notice Inviting Tender for
Annual Maintenance Contract (AMC) of
Computers, Peripherals and Networking
at Kerala Financial Corporation
Head Office and 18 Branch locations
across Kerala.**

**Tender Ref. No. KFC/IT/E-Tender/05/2024-25
Date : 29.03.2025
Last date for submission of proposals
15.03.2025 up to 03:00 PM**

This tender document will be available for downloading at
<https://www.etenders.kerala.gov.in>

Table of Contents

Sl. No.	Particulars	Page No.
-	Schedule of Events for Submission of Bids	3
-	Notice Inviting e-Tender	4
1	Introduction	5
1.1	About Kerala Financial Corporation	5
2	Scope of Work	5
2.1	Regular Maintenance	5
2.2	Network/Rack Maintenance	6
2.3	Preventive Maintenance (PM)	6
3	Terms & Conditions for e-Procurement	7
3.1	Online Bidder Registration Process	7
3.2	Online Tender Process	8
3.3	Documents Comprising Bid	8
3.4	Tender Fee and Earnest Money Deposit (EMD)	8
3.5	Submission Process	8
3.6	CRITICAL DATE SHEET	8
4	Technical Bid Eligibility Criteria (4.1 to 4.10)	9
5	List of items for AMC	10
6	Financial Bid (BOQ)	10
7	Tie-Breakers in Case of Identical Bids	10
8	Award of Contract (AOC)	10
9	Service Level Agreement (SLA)	10
10	Performance Standards	10
11	Indemnification	11
12	Performance Guarantee	11
13	Relocation of Hardware	11
14	Liquidated Damages	11
15	Terms of Payment and Tax	11
16	Addition & Deletion of Hardware	11
17	Period, Completion, Extension & Termination of Contract	12
18	Arbitration	12
19	Office Locations	12
	Annexure – A - TECHNICAL BID	13-16
	Annexure – B – TENDER ACCEPTANCE LETTER	17
	Annexure – C - Financial Bid - Format	18
	Annexure – D List of Items for AMC (2025-26)	19-26
	Annexure – E KFC Office Locations	27

SCHEDULE OF EVENTS OF SUBMISSION OF BIDS

Name of the Organization	Kerala Financial Corporation
Type of the Organization	State Financial Corporation
RFP Ref. No.	KFC/IT/E-Tender/05/2024-25
Description of Work	Notice Inviting Tender for Annual Maintenance Contract (AMC) of Computers, Peripherals and Networking at Kerala Financial Corporation Head Office and 18 Branch locations across Kerala.
Tender Document Fee (Non-Refundable)	Rs.1,000/- + GST @ 18%
Earnest Money Deposit (EMD)	Rs.50,000/-
Performance Bank Guarantee	Successful Bidder has to produce Bank Guarantee for the contract period worth 10% of the agreed contract value within 15 days of award of work. EMD will be returned on submission of PG.
Date of Issue	29.03.2025
Last Date for Submission of Bids	15.04.2025 up to 03.00 PM
Technical Bid Opening Date	15.04.2025 at 04.00 PM
Financial Bid Opening Date	16.04.2025 at 03.00 PM
Name & Details of the Contact Person	Shri. Adarsh R Deputy General Manager(IT), IT Department, Kerala Financial Corporation, Head Office, Vellayambalam, Thiruvananthapuram, Kerala - 695033 Ph: 04712737700 Mob:+919496030127 Email id:adarshr@kfc.org
Website from which tender document can be downloaded	https://www.etenders.kerala.gov.in
Submission of tender and remittance of fee	Please visit the General Tender Terms & Conditions for e-Procurement section

Note: Bids once submitted will be treated as final and no further correspondence will be entertained on this. No bid will be modified after submission of bids. No bidder shall be allowed to withdraw the bid.

Notice Inviting E- Tender

This tender is an **e-Tender** and is being published online for the **Annual Maintenance Contract (AMC) for Computers, Peripherals and Networking** at f **Kerala Financial Corporation (KFC), Head Office and 17 Branch Locations across Kerala**, for a period of **one year (renewal up to three year subject to satisfactory performance)**. The tender documents may be downloaded from the official website : <https://www.etenders.kerala.gov.in>.

Applications shall be submitted **exclusively through the e-procurement portal** of the Government of Kerala. Bidders must ensure that their applications are **complete in all respects**, as per the instructions provided in the tender document, and submitted **on or before the closing date and time**.

Bidders are advised to **regularly visit the website** <https://www.etenders.kerala.gov.in> for any updates or amendments to the tender document or notice, if any, until the deadline for bid submission. **Failure to review such updates** shall not absolve the applicant of their responsibility to submit a complete and compliant application, including all updates, if any.

Incomplete applications will be liable for rejection. Applications received through **any mode other than the prescribed e-procurement portal** will be treated as **invalid** and summarily rejected.

The **Kerala Financial Corporation (KFC)** reserves the right to **verify the particulars** furnished by the bidder independently. If any information provided by the bidder is found to be **incorrect or misleading** at any stage, the bidder shall be **debarred** from participating in this tender and any future tenders or works of KFC.

The **Managing Director, KFC**, reserves the right to **reject any or all applications** without assigning any reason.

SRIRAM VENKITARAMAN IAS
MANAGING DIRECTOR
Kerala Financial Corporation

Thiruvananthapuram
28-03-2025

1. INTRODUCTION

1.1 About Kerala Financial Corporation

Kerala Financial Corporation (KFC), incorporated under the State Financial Corporations Act of 1951, is a public sector enterprise under the administrative control of Government of Kerala with the objective of promoting Industrialization of the State by extending financial assistance to Micro, Small and Medium Enterprises in the manufacturing and service sectors. The financial assistance is provided in the form of term loans, working capital loans and special schemes. The organizational structure of the Corporation consists of 18 Branch Offices across Kerala with its Head Quarters at Thiruvananthapuram and Zonal Offices at Kozhikode, Ernakulam & Kollam

2. Scope of Work

The selected agency shall be responsible for the regular repair and maintenance of PCs, laptops, printers, networking equipment, and racks, including the periodic maintenance of all components listed under the Annual Maintenance Contract (AMC). This comprehensive service plan is designed to ensure that all the IT infrastructure runs smoothly year-round. Here's an expanded breakdown of what the scope of work includes:

2.1 Regular Maintenance

2.1.1 PCs, Laptops & Printers

- Fixing or replacing faulty hardware components like the motherboard, processor, RAM, hard drives, display, keyboard etc. with genuine, manufacturer- KFC approved components.
- Troubleshooting operating system issues, ensuring software is up-to-date, and resolving issues like slow performance, crashes, and software incompatibility. Updates, upgrades, and patches for operating systems, drivers, and firmware to ensure optimal performance and security.
- All repairs and maintenance shall be carried out on-site at KFC's premises, unless prior written approval is obtained from KFC to move equipment to the contractor's premises. Off-site repairs must adhere to strict data security and confidentiality protocols.
- **The technician should carry basic hardware and networking tools.**

2.1.2 Data Backup and Reinstallation :

- The vendor shall ensure proper backup of user data before reinstalling operating systems or software.
- **No pirated software shall be installed**

2.1.3 Pirated Software & Virus Protection

- The vendor shall not install any pirated software on any PCs.
- The vendor shall ensure a virus-free environment and provide necessary support for maintaining the same.
- If any pirated software is identified, it must be reported to the IT department immediately.

2.2 Network/Rack Maintenance:

As part of network troubleshooting, the following actions should be performed: Check physical connections, inspect cables for damage, test different ports, check network link status (indicator lights), verify IP address and connectivity, restart network devices, test with a different device, address network/IP-related issues with printers, and replace faulty equipment.

Network rack maintenance includes proper cable and power management, keeping the network rack free from dust and dirt, hardware inspections, and emergency preparedness.

2.3 Preventive Maintenance (PM):

Quarterly preventive maintenance (PM) shall be conducted, which includes physical cleaning and inspection, checking software, hard drive, and storage maintenance, addressing network and connectivity-related issues, maintaining peripheral devices, optimizing system performance, and implementing security measures such as ensuring firewalls and antivirus software are up to date and checking for unauthorized software installations.

A detailed PM report, including findings and follow-up actions, as well as a photo of the rack, shall be submitted to the DGM (IT) within one week of completion.

3 General Terms & Conditions for e-Procurement system through

The tender is invited in two cover system from the registered and eligible firms through the e-procurement portal of Government of Kerala(<https://www.etenders.kerala.gov.in>). Prospective bidders willing to participate in this tender shall necessarily register themselves with above mentioned e-procurement portal. The tender timeline is available in the 'Schedule of Events for Submission of Bids' of this tender published in <https://www.etenders.kerala.gov.in>.

3.1 Online Bidder Registration Process:

Bidders should have a Class II or above Digital Signature Certificate (DSC) to be procured from any Registration Authorities (RA) under the Certifying Agency of India. Details of RAs will be available on www.cca.gov.in. Once, the DSC is obtained, bidders have to register on <https://www.etenders.kerala.gov.in> website for participating in this tender. Website registration is a one-time process without any registration fees. However, bidders have to procure DSC at their own cost. Bidders may contact e-Procurement support desk of Kerala State IT Mission over telephone at 0471-257 7088, 2577188, 257 7388 or 0484-233 6006, 233 2262 and through email: etendershelp@kerala.gov.in for any assistance in this regard.

3.2 Online Tender Process:

The tender process shall consist of the following stages:

i) Downloading of tender document: Tender document will be available for download on <https://www.etenders.kerala.gov.in>.

ii) Publishing of Corrigendum: Corrigendum (if any) shall be published on <https://www.etenders.kerala.gov.in> and shall not be available elsewhere.

iii) Bid submission: Bidders have to submit their bids along with supporting documents to support their eligibility, as required in this tender document on <https://www.etenders.kerala.gov.in>. All documents in support of bid (Pre-qualifications, Technical bid & Financial bid) shall be submitted online. **All documents must bear the signature of the authorized signatory along with an official stamp on every page. Failure to submit the documents online will attract disqualification. No manual submission of bid is allowed and manual bids shall not be accepted.**

A copy of the bid which forms an exact copy of the uploaded bid in the e tender site with Pre-Qualification, Technical and Financial proposal has to be submitted by the bidder through password protected soft copy of the same to email: it@kfc.org. The password will be kept under bidders' custody to be revealed only in case of a fall back where this alternate copy is to be opened.

iv) Opening of Technical Bid and Short-listing of Bidders: The technical bids of those bidders who qualify in the pre-qualification will be opened, evaluated and shortlisted as per the eligibility and technical qualifications. Bids shortlisted through this process will be taken up for opening the financial bid.

v) Opening of Financial Bids: Bids of the technically qualified bidders shall only be considered for opening and evaluation of the financial bid on the date and time mentioned in 'Schedule of Events for Submission of Bids'.

3.3 Documents Comprising Bid:

Pre-Qualification, Technical or/and financial proposal shall contain scanned copies of documents which is detailed in annexures (Ref. Table of Contents).

The Corporation doesn't take any responsibility for any technical snag or failure that has taken place during document upload.

The Bidder shall complete the Price bid as per format given for download along with this tender.

Note: The blank price bid should be downloaded and saved on bidder's computer without changing file-name; otherwise, price bid will not get uploaded. The bidder should fill in details in the same file and upload it back to the website.

Fixed price: Prices quoted by the Bidder shall be fixed during the bidder's Performance of the contract and not subject to variation on any account. A bid submitted with an adjustable/ variable price quotation will be treated as non - responsive and shall be rejected. All the rates quoted in the financial bid should be excluding GST.

3.4 Tender Fee and Earnest Money Deposit (EMD):

The Bidder shall pay, tender document fee of Rs.1,000/- plus GST @ 18% and EMD of Rs.50,000/-(Rupees Fifty thousand only). The tender document fee is non-refundable. The EMD is required to protect the Corporation against the risk of Bidder's conduct, which would warrant the forfeiture of security.

In case of unsuccessful bidder, the EMD shall be returned within a period of 30 days after the conclusion of the bid upon submitting the request for refund. No interest will be payable on EMD amount.

The EMD will be returned to the successful bidder upon submission of Performance Bank Guarantee and no interest will be payable on EMD amount.

Online Payment modes: The tender document fee and EMD can be paid through the e-Payment facility provided by the e-Procurement system.

Any transaction charges levied while using any of the modes of online payment have to be borne by the bidder. The bid will be evaluated only if payment status against bidder is showing "Success" during bid opening.

3.5 Submission Process:

For submission of bids, all interested bidders have to register online as explained above in this document. After registration, bidders shall submit their Pre-qualification, Technical bid and financial bid online on <https://www.etenders.kerala.gov.in> along with online payment of tender document fee and EMD.

It is necessary to click on "Freeze bid" link/ icon to complete the process of bid submission, otherwise the bid will not get submitted online and the same shall not be available for viewing/ opening during bid opening process.

General conditions of bid:

- a. Not more than one bid shall be submitted by the bidder.
- b. The bid submitted by the bidder is not transferable.
- c. The tender document for the bid shall be prepared in English.
- d. The tender document, its connected documents/ deliverables submitted by the bidder shall be the property of the Corporation.
- e. The bidder shall raise no claim as to the ownership or possession of the same.
- f. The Corporation is free to cancel the e-tender at any point prior to awarding of contract. In that case, the Corporation shall not be responsible for any damages to the bidder.
- g. The Corporation is at liberty to withdraw the e-tender without any liability to the bidder at any point of time. In such case no reason for withdrawal shall be attributed by the Corporation.
- h. KFC may issue addendum to clarify, modify, or supplement the tender document. Each addendum shall form part of the original tender.

NOTE: - Bidders are advised to go through the conditions in the notice inviting tender and the tender document carefully and comply them to avoid outright rejection of their tender. For any litigation relating to this order, the jurisdiction will be Thiruvananthapuram City.

4. Technical Bid Eligibility Criteria

KFC reserves the right to reject any tender submission that does not include the following **mandatory documents and details** :

4.1 Registration

- The firm must be registered under the **Companies/Shop & Establishment Act**.
- A scanned copy of the firm's **registration certificate** must be submitted.

4.2 PAN, TAN and GST/Service Tax

- Scanned copy of the **PAN/ TAN**.
- Scanned copy of the **GST/Service Tax registration certificate**.

4.3 Financial Documents

- The firm must have achieved an annual turnover of at least ₹50 lakhs in each of the last three financial years
- Scanned copies of **Income Tax Returns (ITR)** for the last three financial years (2021-22, 2022-23, 2023-24).
- **Audited financial statements** (Profit & Loss Account and Balance Sheet) certified by a **Chartered Accountant** for the last three financial years (2021-22, 2022-23, 2023-24).
- Certified **turnover details** for the last three financial years.
- Latest **GST returns** for the preceding six months (July to December 2024).

4.4 Infrastructure

- The vendor must have **at least one office location in each district of Kerala**.
- A **list of office addresses** with contact details (phone, email, and authorized representative) must be provided.

4.5 Technical Expertise

- Technicians assigned to the project must hold a **diploma or engineering degree** in a relevant field with a minimum of **two years of experience** in server and IT infrastructure maintenance.
- The vendor must submit the **names, qualifications, and locations** of assigned engineers.

4.6 Experience

- The vendor must have provided **maintenance services** for at least **three PSUs/Government Departments** in the last three years, each contract valued at a minimum of **₹3,00,000 (single contract)** in

a financial year.

- The scope of work must include maintenance of a minimum of **100 desktop PCs, AIOs, printers, scanners, and network equipment**.
- Scanned copies of **work orders** and **satisfactory completion certificates** must be submitted, along with **contact details** of the concerned officers.

4.7 Acceptance of Terms

- A **certificate on the firm's letterhead** confirming acceptance of all terms and conditions outlined in the tender document.
- A **signed copy of the tender document**, with each page initialed by an authorized representative.

4.8 Escalation Matrix

- The vendor shall provide a **clear escalation matrix** for issue resolution.

4.9 Quality Certification

- The firm should have ISO certification or any other quality certification.

4.10. Blacklisting/Service Issues

- The firm **must not be blacklisted** by **Kerala Financial Corporation (KFC)**, any **State/Central Government organization**, or **Public Sector Undertakings (PSUs)**.
- The firm **must not have any unresolved service issues** or disputes with KFC related to previous services rendered.

5. List of items for AMC

See Annexure D for details of List of items for AMC.

6. Financial Bid (BOQ)

- The firm must submit the financial bid as per the **Bill of Quantities (BOQ)** provided in **Annexure C**.
- The rates quoted in the financial bid must be **exclusive of all taxes**.

7. Tie-Breakers in Case of Identical Bids

- In case of identical bids, preference shall be given to the firm with the **highest turnover** in the financial year **2023-24** (as per audited financial statements).

8. Award of Contract (AOC)

- **Conditional bids** or **incomplete submissions** will be rejected.

- The contract shall be awarded to the **technically qualified and commercially responsive lowest bidder**. KFC reserves the right to reject any or all bids without assigning reasons.
- The **Managing Director of KFC** reserves the right to modify the quantity of items or select specific items from the bid.
- The vendor shall **not outsource** any part of the contract without prior written approval from KFC.

9. Service Level Agreement (SLA)

- The selected Bidder shall execute Service Level Agreement (SLA), which must include all the services and terms and conditions of the services to be extended as detailed herein, and as may be prescribed or recommended by the Corporation. The stamp duty / registration charges if any related to execution of the agreements shall be borne by the selected Bidder.
- The vendor shall submit a copy of the company resolution authorizing the signatory to execute the agreement.
- The successful bidder shall execute a **formal agreement** within **15 days** of receiving the work order.

10. Performance Standards

10.1 Response Time

- **Response time** shall not exceed **two hours**, with **issue resolution** within **four hours** of reporting.
- Failure to meet this standard will result in a **penalty of ₹100 per hour**, deducted from the next invoice.

10.2 Irreparable Equipment

- In case of irreparable equipment, the vendor shall provide a **replacement** of equivalent or higher specifications.

10.3 Technician Performance

- KFC reserves the right to **replace any technician** found underperforming or engaging in unlawful activities.

11. Indemnification

The vendor shall **indemnify** against any claims, losses, or damages arising from negligence or misconduct of its personnel.

12. Performance Guarantee

The selected vendor shall furnish an unconditional and irrevocable PG equivalent to **10% of the AMC value** within 15 days of signing the contract.

- The PG shall be released after successful AMC completion and settlement of all obligations, subject to KFC's approval.
- The PG shall remain valid for the entire duration of the contract plus an additional 1 month as a claim period.

Invoking PG: KFC shall invoke the PG in case of:

- Non-compliance with contract terms.
- Substandard performance of the resources as per agreed terms.
- Breach of contractual obligations by the Vendor.
- Consistently fails to meet the services.
- Fails to provide adequate resources.
- Incurs delays that materially impact the AMC and timeline.

13. Relocation of Hardware

- The vendor shall **relocate hardware** within or between departments as required, at **no additional cost**.

14. Liquidated Damages

- The vendor shall **indemnify KFC** against any damages, injuries, or accidents caused to its staff or representatives while performing duties on KFC premises.
- The vendor shall comply with all applicable **labor and employment laws**.

15. Terms of Payment and Tax

- **No advance payments** will be made to the vendor.
- Payments shall be made **quarterly** upon submission of:
 - An **invoice** based on the contract value.
 - A **satisfactory performance/completion report** countersigned by the IT department.
 - All documents must be countersigned by the respective **zonal/branch heads** or **HOD/M(IT)**.
- Applicable **TDS** shall be deducted from payments.

16. Addition & Deletion of Hardware

- KFC may **add or remove equipment** from the AMC list at its discretion. Payments shall be adjusted on a **pro-rata basis**.
- The AMC value of removed items shall be deducted from the next quarterly invoice.

17. Period, Completion, Extension & Termination of Contract

- The AMC contract shall be valid for **one year** from the date specified in

the work order.

- The AMC may be **renewed annually** based on satisfactory performance and submission of the previous year's audited financial statements.
- KFC reserves the right to **terminate the contract** at any time for unsatisfactory performance.
- The vendor may terminate the contract by providing **three months' written notice** to KFC.
- If the vendor withdraws from the contract without KFC's consent, the **security deposit** shall be forfeited.

18. Arbitration

- In case of disputes, the decision of the **Managing Director of KFC** shall be **final and binding**.
- All legal proceedings shall fall under the **exclusive jurisdiction of courts in Thiruvananthapuram**.

19. Office Locations

See Annexure E for details of KFC office location.

Annexure – A**TECHNICAL BID****(INFORMATION SHEET)**

1. Name & Address of the Firm	Telephone No., Fax & email:

2. TAN:**PAN:****3. Service Tax No:****4. GST No.**

5. Name & Address of contact officials	Contact Telephone No., Fax & e-mail
1)	Ph. No. Email id :
2)	Ph. No. Email id :

6. Technical Terms

Sl No.	Description	Documents submitted	Details
1.	Authorized Partner DELL /HP/ Acer etc	Authorization certificate.	Yes/ No
2.	Technical Bid in the format	Cover 1 online	Yes/ No
3.	Commercial Bid in the BOQ format	Cover 2 Online	Yes/ No
4.	Companies/Shop Establishment Act. Registration (As per 4.1)	& Registration certificate	Yes/ No
5.	PAN registration (As per 4.2)	Proof copy enclosed	Yes/ No
	TAN registration (As per 4.2)	Proof copy enclosed	Yes/ No
	GST registration (As per 4.2)	Proof copy enclosed	Yes/ No
	Service tax details (As per 4.2)	Proof copy enclosed	Yes/ No
6.	Achieved an annual turnover of at least ₹50 lakhs in each of the last three financial years	Audited financial statements	Yes/ No
7.	Income Tax Returns (ITR) for FY 2021-22 (As per 4.3)	Copy of Income tax statement	Yes/ No
8.	Income Tax Returns (ITR) for FY 2022-23 (As per 4.3)	Copy of Income tax statement	Yes/ No
9.	Income Tax Returns (ITR) for FY 2023-24 (As per 4.3)	Copy of Income tax statement	Yes/ No
10.	Balance Sheet for FY 2021-22	Audited financial	Yes/ No

	(As per 4.3)	statements	
7.	Balance Sheet for FY 2022-23 (As per 4.3)	Audited financial statements	Yes/ No
8.	Balance Sheet for FY 2023-24 (As per 4.3)	Audited financial statements	Yes/ No
9.	Turnover FY 2021-22 (As per 4.3)	Turnover	
10.	Turnover FY 2022-23 (As per 4.3)	Turnover	
11.	Turnover FY 2023-24 (As per 4.3)	Turnover	
12.	Availability of service centres in all districts. (As per 4.4)	Address details	Yes/ No
13.	Technical Expertise (As per 4.5) , Technicians assigned to the project must hold a diploma or engineering degree in a relevant field with a minimum of two years of experience in server and IT infrastructure maintenance	Technician Details	Yes/ No
14.	Experience (As per 4.6) The vendor must have provided maintenance services for at least three PSUs/Government Departments in the last three years, each contract valued at a minimum of ₹3,00,000 (single contract) in a financial year.	work orders and satisfactory completion certificates	Yes/ No
15.	Certificate for acceptance of Terms (As per 4.7)	certificate on the firm's letterhead	Yes/ No
16.	Submitted Signed Tender document(As per 4.7)	signed copy of the tender document	Yes/ No
17.	Submit Escalation Matrix (As per 4.8)	Escalation Matrix details	Yes/ No
18.	ISO certification or any other quality certification. (As per 4.9)	Certificate Copy	Yes/ No
19.	Blacklisting: Whether agency was blacklisted by KFC or any State/ Central Govt. organization/ PSUs (As per 4.10)		Yes/ No
20.	Service issues : disputes or unresolved issues with KFC related to previous services rendered.		Yes/ No
21.	BOQ submitted		Yes/ No
22.	Bank account details of the firm		Yes/ No

7. Name and Address of Service Centers (Location wise) near the site from where AMC support would be arranged

Sl. No	Location	Address
1	Trivandrum	
2	Kollam	
3	Pathanamthitta	
4	Alappuzha	

5	Kottayam	
6	Kattapana	
7	Thodupuzha	
8	Ernakulam	
9	Perumbavoor	
10	Thrissur	
11	Palakkad	
12	Malappuram	
13	Kozhikode	
14	Wayanad	
15	Kannore	
16	Kasaragode	

8. AMC of PC undertakes during last FIVE years (includes details of five PSU/Govt major clients and details of contact persons, for whom similar support service solutions were provided by the firm).

SL NO.	Organisation	PSU/Govt./Other	No.of PC's,	Contact Person, Name, Mobile, Office Land Line
1.				
2.				
3.				
4.				
5.				

9. Expertise of the Proposed Service Team (please furnish details of staff members of the firm / other firms / consortiums possessing experience /expertise in providing similar solution).

(1) Staff strength	Managerial:	Technical:	Total:
(2) Qualification-wise	B.Tech/BE:	Engg. Diploma:	Other Specialists:
Grade-wise (Specify the Designation and Name of the Staff Members proposed for the Project) – <i>additional sheets may be added if required</i>			

Name Designation	& Qualification	Certifications	Skill Areas

I declare that all the details furnished in the application are true and correct to the best of my knowledge and that in case of furnishing any false information or suppression of any material information would lead to rejection of application besides initiation of legal proceedings by the Corporation, if it deems fit.

Signatures of authorized signatory:

Name :

Designation :

Date:

Seal of Agency

[Copy of the authorisation letter from the Chief Executive/Governing Board of the agency shall be enclosed.]

Annexure – C**Financial Bid - Format**

(To be submitted online only)

AMC rates in .xls (BOQ)

Sl.No	Item	Quantity	AMC/unit	Total (without tax)	Tax	Grand Total
To be submitted online only						

Date:

Place:
Authorized Signatory

Seal & Signature of

Annexure - D**List of Items for AMC (2025-26)**

1. Location : MCB-ALAPPUZHA

Sl.No.	Item	Brand Name	Specification	Quantity	Purchase Date
1	AIO	DELL	i39thgenprocessor,8gbram,1Tb ssd,wirelesskb&mouse	4	08.11.2020
2	DESKTOP	ACER	AMD Processor,4gb ram,500gb hdd,kb&mouse,lcd	3	07.01.2013
3	DESKTOP	HP	AMD Processor,4gb ram,500gb hdd,kb&mouse,lcd	3	03.01.2011
4	PRINTER	HP	LaserJet 1020PLUS	1	06.01.2013
5	PRINTER	HP	LaserJet 113MFP	1	06.01.2013

2.a) Location : MCB-ERNAKULAM -1ST FLOOR

Sl.No.	Item	Brand Name	Specification	Quantity	Purchase Date
1	AIO	DELL	i39thgenprocessor,8gbram,1Tb ssd,wirelesskb&mouse	3	08.11.2020
2	DESKTOP	ACER	Intel Pentium,4gb Ram,500 Gb Hdd,Keyboard&Mouse,18.5 Lcd	6	07.08.2014
3	DESKTOP	ACER	AMD Processor,4gb ram,500gb hdd,kb&mouse,lcd	1	07.08.2013
3	DESKTOP	HP	i3 processor,4gb ram,500GB,keyboard&mouse,lcd	4	03.01.2011
4	PRINTER	HP	LaserJet 1136 MFP	1	29.02.2017
5	PRINTER	HP	LaserJet 1020PLUS	1	01.06.2013
6	PRINTER	HP	Photosmart C6388	1	01.05.2007
7	PRINTER	HP	LaserJet 400N - 401 DN	1	18.08.2015
8	PRINTER	HP	LaserJet P1007	1	18.06.2008
9	PRINTER	CANON	Image Class MF4450	1	
10	PRINTER	HP	LaserJet Pro 3004 dw	1	

2.b) Location : LCB-ERNAKULAM - 6TH FLOOR

Sl.No.	Item	Brand Name	Specification	Quantity	Purchase Date
1	AIO	DELL	i39thgenprocessor,8gbram,1Tb ssd,wirelesskb&mouse	2	08.11.2020
2	DESKTOP	ACER	AMD Processor,4gb ram,500gb hdd,kb&mouse,lcd	1	07.01.2013
3	PRINTER	KONICA MINTOLA	BIZHUB 227	1	

2.c) Location : SARB – ERNAKULAM 5TH FLOOR

Sl.No.	Item	Brand Name	Specification	Quantity	Purchase Date
1	AIO	DELL	i39thgenprocessor,8gbram,1Tb ssd,wirelesskb&mouse	4	08.11.2020
2	DESKTOP	ACER	Intel Pentium,4gb Ram,500 Gb Hdd,Keyboard&Mouse,18.5 Lcd	2	07.08.2014
3	PRINTER	HP	LaserJet Tank MFP 2606DN	1	12.08.2022

3. Location : MCB-KANNUR

Sl.No.	Item	Brand Name	Specification	Quantity	Purchase Date
1	AIO	DELL	i39thgenprocessor,8gbram,1Tb ssd,wirelesskb&mouse	4	08.11.2020
2	DESKTOP	ACER	AMD Processor,4gb ram,500gb hdd,kb&mouse,lcd	1	08.07.2013
3	DESKTOP	HP	AMD Processor,4gb ram,500gb hdd,kb&mouse,lcd	1	03.01.2011
4	PRINTER	HP	LaserJet M1136 MFP	1	06.01.2013
6	PRINTER	HP	LaserJet M401 DN	1	18.08.2015
7	SCANNER	HP	Scanjet Pro 2000S2	1	08.01.2024

4. Location : MCB-KASARGOD

Sl.No.	Item	Brand Name	Specification	Quantity	Purchase Date
1	AIO	DELL	i39thgenprocessor,8gbram,1Tb ssd,wirelesskb&mouse	4	08.11.2020
2	DESKTOP	ACER	Intel Pentium,4gb Ram,500 Gb Hdd,Keyboard&Mouse,18.5 Lcd	1	07.08.2014
3	DESKTOP	ACER	AMD Processor,4gb ram,500gb hdd,kb&mouse,lcd	2	08.07.2013
5	PRINTER	HP	LaserJet 1020PLUS	1	
6	PRINTER	HP	LaserJet M401 dn	1	

5. Location : MCB-KATTAPPANA

Sl.No.	Item	Brand Name	Specification	Quantity	Purchase Date
1	AIO	DELL	i39thgenprocessor,8gbram,1Tb ssd,wirelesskb&mouse	3	08.11.2020
2	DESKTOP	ACER	Intel Pentium,4gb Ram,500 Gb Hdd,Keyboard&Mouse,18.5 Lcd	2	08.07.2014
3	DESKTOP	ACER	AMD Processor,4gb ram,500gb hdd,kb&mouse,lcd	1	07.01.2013

4	DESKTOP	HP	i3 Processor,4gb ram,500gb hdd,kb&mouse,lcd	3	03.01.2011
5	PRINTER	HP	LaserJet 2055DN	1	
6	PRINTER	HP	LaserJet 1020PLUS	1	
7	PRINTER	HP	LaserJet 1136 MFP	1	
8	PRINTER	CANNON	LaserJet IP2900	1	

6. Location : MCB-KOLLAM

Sl.No.	Item	Brand Name	Specification	Quantity	Purchase Date
1	AIO	DELL	i39thgenprocessor,8gbram,1Tb ssd,wirelesskb&mouse	7	08.11.2020
2	DESKTOP	ACER	AMD Processor,4gb ram,500gb hdd,kb&mouse,lcd	1	07.01.2013
	DESKTOP	ACER	Intel Pentium,4gb Ram,500 Gb Hdd,Keyboard&Mouse,18.5 Lcd	1	
3	DESKTOP	HP	i3 Processor,4gb ram,500gb hdd,kb&mouse,lcd	2	03.01.2011
6	PRINTER	HP	LaserJet 1020PLUS	1	06.01.2013
7	PRINTER	HP	LaserJet M1005 MFP	1	

7. Location : SARB-KOZHICODE

Sl.No.	Item	Brand Name	Specification	Quantity	Purchase Date
1	AIO	DELL	i39thgenprocessor,8gbram,1Tb ssd,wirelesskb&mouse	2	08.11.2020
2	DESKTOP	ACER	Upgraded - i3 Processor,4gb ram,256 SSD	1	
3	PRINTER	BROTHER	DCP-B7500D	1	

8. Location : MCB-KOZHICODE AND LCB-KOZHICODE

Sl.No.	Item	Brand Name	Specification	Quantity	Purchase Date
1	AIO	DELL	i39thgenprocessor,8gbram,1Tb ssd,wirelesskb&mouse	7	08.11.2020
2	DESKTOP	HP	Upgraded - i3 Processor,4gb ram,256 SSD	1	
3	DESKTOP	ACER	Upgraded - i3 Processor,4gb ram,256 SSD	1	
4	DESKTOP	HP	AMD processor, 4GB	1	
5	AIO	ASUS	i3 10 th 12 GB, 1TB HDD	1	15.09.2020
6	PRINTER	HP	LaserJet 1020PLUS	1	
7	PRINTER	HP	LaserJet M1136 MFP	3	
8	PRINTER	BROTHER	DCP-B7500D	1	

9. Location : MCB-KOTTAYAM

Sl.No.	Item	Brand Name	Specification	Quantity	Purchase Date
1	AIO	DELL	i39thgenprocessor,8gbram,1Tb ssd,wirelesskb&mouse	3	08.11.2020
2	DESKTOP	ACER	AMD Processor,4gb ram,500gb hdd,kb&mouse,lcd	2	07.01.2013
3	DESKTOP	HP	i3 Processor,4gb ram,500gb hdd,kb&mouse,lcd	2	03.01.2011
4	DESKTOP	ACER	Intel Pentium,4gb Ram,500 Gb Hdd,Keyboard&Mouse,18.5 Lcd	4	28.11.2014
5	PRINTER	HP	LaserJet pro MFP M227FDN	1	
6	PRINTER	HP	LaserJet 1020PLUS	2	06.01.2013
7	PRINTER	HP	LaserJet M1136 MFP	2	03.01.2010
8	PRINTER	HP	LaserJet Pro 400	1	
9	SCANNER	HP	Scanjet Pro 2000 S2	1	08.01.2024

10. Location : MCB-MALAPPURAM

Sl.No.	Item	Brand Name	Specification	Quantity	Purchase Date
1	AIO	DELL	i39thgenprocessor,8gbram,1Tb ssd,wirelesskb&mouse	8	08.11.2020
2	DESKTOP	DELL	Intel ®, Core TM 2DUO,2GB,500GB HDD,KB&M	1	01.01.2011
3	DESKTOP	ACER	Intel Pentium,4gb Ram,500 Gb Hdd,Keyboard&Mouse,18.5 Lcd	2	07.01.2013
4	PRINTER	HP	LaserJet 2055 DN	1	
5	PRINTER	HP	LaserJet 1020PLUS	1	
6	PRINTER	HP	LaserJet M1136 MFP	1	

11. Location : MCB-PALAKKAD

Sl.No.	Item	Brand Name	Specification	Quantity	Purchase Date
1	AIO	DELL	i39thgenprocessor,8gbram,1Tb ssd,wirelesskb&mouse	4	08.11.2020
2	DESKTOP	ACER	Pentium G3240, 3.10 Ghz, 4gb ram,500gb hdd,kb&mouse,lcd	1	07.08.2014
3	DESKTOP	ACER	Pentium 4,3 Ghz, 1gb ram,500gb hdd,kb&mouse,lcd	1	
4	DESKTOP	ACER	i3 8100, 3.6 AMD Ghz, 4gb ram,1TB hdd,kb&mouse, 18.5 lcd	1	07.08.2014
5	DESKTOP	ACER	Md Fx4100 Quad,3.6 Ghz, 4GB ram,500gb hdd,kb&mouse,lcd	1	07.08.2013

6	PRINTER	HP	LaserJet pro MFP M266DN	1	
7	PRINTER	HP	LaserJet M1136 MFP	1	
8	PRINTER	HP	LaserJet 1020 Plus	1	
9	PRINTER	CANNON	LBP 2900B	2	
10	SCANNER	HP	Scanjet G 2410	1	
10	SCANNER	HP	Scanjetpro 2000 S2	1	08.01.2024

12. Location : MCB-PERUMBAVOOR

Sl.No.	Item	Brand Name	Specification	Quantity	Purchase Date
1	AIO	DELL	i39thgenprocessor,8gbram,1Tb ssd,wirelesskb&mouse	3	08.11.2020
2	DESKTOP	ACER	Intel Pentium,4gb Ram,500 Gb Hdd,Keyboard&Mouse,18.5 Lcd	2	08.07.2014
3	DESKTOP	ACER	AMD Processor,4gb ram,500gb hdd,kb&mouse,lcd	2	07.01.2013
4	DESKTOP	HP	i3 Processor,4gb ram,500gb hdd,kb&mouse,lcd	3	03.01.2011
5	PRINTER	HP	LaserJet 1020	1	31.05.2013
6	PRINTER	HP	LaserJet 1136MFP	1	06.01.2013
7	PRINTER	HP	LaserJet Pro 400M401DN	1	18.08.2015
8	PRINTER	CANNON	LBP2900B	1	
9	PRINTER	HP	LaserJet M233	1	18.08.2015
10	SCANNER	HP	Scanjet Pro 2000 S2	1	08.01.2024

13. Location : MCB-PATHANAMTHITTA

Sl.No.	Item	Brand Name	Specification	Quantity	Purchase Date
1	AIO	DELL	i39thgenprocessor,8gbram,1Tb ssd,wirelesskb&mouse	3	08.11.2020
2	DESKTOP	ACER	AMD Processor,4gb ram,500gb hdd,kb&mouse,lcd	2	07.01.2013
3	DESKTOP	ACER	Intel Pentium,4gb Ram,500 Gb Hdd,Keyboard&Mouse,18.5 Lcd	1	08.07.2014
4	DESKTOP	HP	i3 Processor,4gb ram,500gb hdd,kb&mouse,lcd	2	03.01.2011
5	PRINTER	HP	LaserJet MFP 1136	1	06.01.2013
6	PRINTER	HP	LaserJet 1020PLUS	1	06.01.2013
7	PRINTER	HP	LaserJet M233	1	
8	PRINTER	HP	LaserJet M401 DN	1	
9	SCANNER	HP	Scanjet 2000	1	08.01.2024

14. Location : MCB-THODUPUZZHA

Sl.No.	Item	Brand	Specification	Quantity	Purchase
--------	------	-------	---------------	----------	----------

		Name			Date
1	AIO	DELL	i39thgenprocessor,8gbram,1Tb ssd,wirelesskb&mouse	3	08.11.2020
2	DESKTOP	HP	i3 Processor,4gb ram,1TB hdd,kb&mouse,lcd	1	07.01.2013
3	DESKTOP	HP	AMD Processor,4gb ram,500gb hdd,kb&mouse,lcd	1	03.01.2011
4	PRINTER	HP	LaserJet pro 400M401 DN	1	
5	PRINTER	HP	LaserJet M 1136 MFP	1	06.01.2013
6	SCANNER	HP	Scanjet Pro 2000 S2	1	08.01.2024

15. Location : MCB-THRISSUR

Sl.No.	Item	Brand Name	Specification	Quantity	Purchase Date
1	AIO	DELL	i39thgenprocessor,8gbram,1Tb ssd,wirelesskb&mouse	4	08.11.2020
2	DESKTOP	ACER	AMD Processor,4gb ram,500gb hdd,kb&mouse,lcd	4	07.01.2013
3	PRINTER	HP	LaserJet M1136 MFP	1	
4	PRINTER	HP	LaserJet Pro MFP M226 DN	1	
5	PRINTER	HP	LaserJet 1020PLUS	1	
6	PRINTER	HP	LaserJet P2055 DN	1	

16. Location : MCB-WAYANAD

Sl.No.	Item	Brand Name	Specification	Quantity	Purchase Date
1	AIO	DELL	i39thgenprocessor,8gbram,1Tb ssd,wirelesskb&mouse	4	08.11.2020
2	DESKTOP	ACER	AMD Processor,4gb ram,500gb hdd,kb&mouse,lcd	2	07.01.2013
3	DESKTOP	HP	i3 Processor,4gb ram,1TB hdd,kb&mouse,lcd	2	03.01.2011
4	PRINTER	HP	LaserJet M1136 MFP	1	
5	PRINTER	HP	LaserJet 400 M 401 DN	1	

17. Location : MCB-THIRUVANANTHAPURAM

Sl.No.	Item	Brand Name	Specification	Quantity	Purchase Date
1	AIO	DELL	i39thgenprocessor,8gbram,1Tb ssd,wirelesskb&mouse	6	08.11.2020
2	AIO	ASUS	i3, 10 th gen, 8 GB RAM, 1TB SSD, wirelesskb&mouse	1	15.09.2020
3	DESKTOP	ACER	AMD Processor,4gb ram,500gb hdd,kb&mouse,lcd	1	07.08.2013

4	DESKTOP		i3 Processor,2 nd Gen,6gb ram,500gb hdd,kb&mouse,lcd	1	
5	PRINTER	HP	LaserJet P 1008	1	01.01.2009
6	PRINTER	HP	LaserJet 403 DN	1	29.02.2016
7	PRINTER	HP	LaserJet M1005 MFP	1	13.06.2008
8	PRINTER	HP	LaserJet 1136 MFP	1	07.01.2013

18.a) Location : LCB- THIRUVANANTHAPURAM

Sl.No.	Item	Brand Name	Specification	Quantity	Purchase Date
1	AIO	DELL	i39thgenprocessor,8gbram,1Tb3 ssd,wirelesskb&mouse	3	08.11.2020

18.b) Location : HEAD OFFICE - THIRUVANANTHAPURAM

Sl.No.	Item	Brand Name	Specification	Quantity	Purchase Date
1	AIO	DELL	i39thgenprocessor,8gbram,1Tb3 ssd,wirelesskb&mouse	30	08.11.2020
2	DESKTOP	HP	i3 Processor, 4gb ram, 1 TB hdd,kb&mouse,lcd	2	31.03.2012
3	DESKTOP	ACER	Intel Pentium,4gb Ram,500 Gb Hdd,Keyboard&Mouse,18.5 Lcd	5	08.07.2013
4	DESKTOP	HP	i3 Processor,8 TH Gen 8gb ram, 1 TB hdd,kb&mouse,lcd	1	11.03.2019
5	DESKTOP	DELL	i5 Processor,4gb ram,500gb hdd, WIN 10, kb&mouse,lcd	1	06.01.2020
6	DESKTOP	DELL	Core 2 duo Processor,4gb ram,500gb hdd, WIN 10, kb&mouse,lcd	1	03.01.2011
7	DESKTOP	ACER	AMD Processor,4gb ram,500gb hdd,kb&mouse,lcd	1	07.08.2013
8	AIO	DELL	i5 Processor,4gb ram,500gb hdd, WIN 10, kb&mouse,lcd	1	21.07.2014
9	AIO	HP	i5, 6400 T, 16 GB, 512 SSD	1	15.09.2020
10	DESKTOP	DELL	i5 Processor,8 th Gen, 8 gb ram,1 TB hdd, kb&mouse,lcd	4	11.03.2019
11	DESKTOP	DELL	i5 Processor,9 TH Gen, 8 gb ram,256 SSD, 1 TB hdd, kb&mouse,lcd	1	31.07.2021
12	DESKTOP	ACER	i5 Processor,9 TH Gen, 16 gb ram, 1 TB hdd, kb&mouse,lcd	1	18.02.2020
13	PRINTER	CANNON	MF 4820 D	2	14.06.2017
14	PRINTER	HP	LaserJet Pro MFP M 226 DN	1	14.06.2017
15	PRINTER	HP	LaserJet 2055DN	2	28.11.2007

16	PRINTER	HP	LaserJet MFP 1136	3	06.01.2013
17	PRINTER	HP	LaserJet MFP M 1005	1	13.06.2008
18	PRINTER	HP	LaserJet 126 SW	1	04.04.2016
19	PRINTER	HP	LaserJet M400 M401 DN	2	13.08.2015
20	PRINTER	EPSON	L405, L3216, L3110	3	17.04.2018
21	PRINTER	CANNON	LBP 151	1	18.05.2020
22	PRINTER	Brother	DCP-B7500D	6	2023
23	PRINTER	HP	LJ M 208 DW	1	17.10.2022
24	PRINTER	HP	Laser jet 1020 Plus	1	06.01.2013
25	SCANNER	HP	Scanjet 200	2	2013

Annexure – E**KFC Office Locations**

SL NO.	Kerala Financial Corporation Branch Offices Address	City
1	KFC, Head Office, Vellayambalam, Thiruvananthapuram, 695 033	Trivandrum
2	KFC, Trivandrum Branch Office, Vellayambalam, Thiruvananthapuram, 695 033	Trivandrum
3	KFC, Kollam Branch Office , A.G.C. Complex,1 st Floor, Beach Road, Kollam,691001	Kollam
4	KFC, Pathanamthitta Branch Office, Pazhamannil Jessy Towers, 1 st Floor, Near Municipal Stadium, Pathanamthitta,689645	Pathanamthitta
5	KFC, Kottayam Branch Office, Geetha Trade Centre, East of YWCA, M.C. Road, Kottayam,686001	Kottayam
6	KFC, Alappuzha Branch Office, Kumaranasan Smaraka Mandiram, Court Road, Alappuzha,688001	Alappuzha
7	KFC,Ernakulam Branch Office, Finance Towers, 1 st Floor, Kaloor, Road, Ernakulam,682017	Ernakulam
8	KFC, Thodupuzha Branch Office, IST Floor George Tom,Vengaloor Thodupuzha,685608	Thodupuzha
9	KFC,Kattappana Branch Office, Parakandathil Building, 2 nd Floor, Puliyanmala Road, Kattappana, Idukki,685508	Kattappana
10	KFC, Perumbavoor Branch Office, S.N.D.P. Shopping Complex, P.P. Road, Perumbavoor,683542	Perumbavoor
11	KFC, Thrissur Branch Office, 2 nd Floor, Smart Centre, Kokala Junction, Thrissur,680021	Thrissur
12	KFC, Palakkad Branch Office, 1 st Floor, Century Complex, Matha Kovil Street, Sultanpet, Palakkad,678001	Palakkad
13	KFC, Malappuram Branch Office, Maliyekkal Building, Manjeri Road, Uphill, Malappuram,676505	Malappuram
14	KFC, Kozhikode Branch Office, Hotel Malabar Palace,Muthalakulam, G H Road, Kozhikode,673 001	Kozhikode
15	KFC, Kozhikkode Sarb Office, Ground Floor, Kunnummal Arcade, Makkkolath Lane, Opp. Road Of Coronation Theatre , Kozhikode - 673 004	Kozhikode
16	KFC, Branch Office, Urban Square,Kannur University Road,Thavakkara,Kannur - 670002	Kannur
17	KFC, Wayanad Branch Office, 1 st Floor, Trident Arcade, Panangode Road, Kalpetta, Wayanad, 673121	Wayanad
18	KFC, Branch Office, High Lane Plaza, M.G. Road, Anebagilu Kasaragod, 671121	Kasaragod