



**RUBBER PARK INDIA (PVT) LTD**  
*(A JV of KINFRA & Rubber Board)*

2 A, “Kautilleeyam”, Rubber Park, Valayanchirangara,P.O, Ernakulam, Kerala-683 556.  
Tel: (0484) 2657218/ 2655548 |Email: [md@rubberparkindia.org](mailto:md@rubberparkindia.org) | Web: [www.rubberparkindia.org](http://www.rubberparkindia.org)

**QUOTATION FOR**  
**“PROVIDING ANNUAL MAINTENANCE CONTRACT (AMC) FOR**  
**THE DESKTOPS & ANNUAL SERVICE CONTRACT (ASC) FOR THE**  
**LAPTOPS, PRINTERS & NETWORK SWITCHES AT RUBBER**  
**PARK, IRAPURAM”**

## 1. QUOTATION NOTICE

Rubber Park invites quotations from reputed and experienced service providers for providing **Annual Maintenance Contract (AMC)** for the **Desktops & Annual Service Contract (ASC)** for the **Laptops, Printers and Network Switch** installed at Rubber Park as per the lists attached (Part A : Rubber Park Electrical Distribution Licensee business & Part B : Rubber Park office). In this regard, sealed competitive Quotations are invited from competent and experienced service providers/firms.

<b>Quotation No.</b>	<b>Last date of submission</b>	<b>Time &amp; Date of opening of Bid</b>
RP/ADM/Q/007/2026	2.30 P M on 19.03.2026	03.00 P M on 19.03.2026

The complete Quotation should reach the office of the undersigned on or before **02.30 PM on 19.03.2026** by post and the opening will be done at **03.00 PM** on the same day in the presence of available bidders/his authorized representatives. The Rubber Park shall not be responsible for the delay or non-receipt of the Sealed Quotations sent by post or courier.

The bidders are requested to read the documents carefully and ensure compliance with all instructions herein. Non-compliance with instructions in this document will disqualify the bidders. The undersigned reserves the right to reject any bids wholly or partly without assigning any reason. Incomplete bids, amendments and additions to bids after opening or late submission of the bids are liable to be ignored, rejected.

Place: Irapuram  
Date: 11.03.2026

Sd/-  
**Managing Director**  
Rubber Park India (P) Ltd

## 2. SCOPE OF WORK

The selected vendor shall provide maintenance support for all desktops, laptops and printers installed at Rubber Park. The scope includes:

- Preventive and breakdown maintenance of all systems including printer & Network Switch.
- Diagnosis and troubleshooting of hardware and software issues.
- Repair or replacement of faulty components (as applicable under AMC/ASC).
- Installation and configuration of operating systems, drivers and necessary utilities.
- The successful bidder shall deploy only **qualified and experienced service engineers** for maintenance activities.
- **Replacement of Parts** : The AMC charges shall include repair or replacement of all components of desktop systems, including but not limited to Motherboard, RAM, HDD, SMPS, Keyboard, Mouse, and Cabinet, at no additional cost during the contract period. However, plastic parts and consumable items are excluded from the AMC coverage. In the case of ASC (Annual Service Contract), the charges shall cover inspection and troubleshooting only, and any replacement of spare parts will be carried out on a billable basis.
- **Quality of Spares**: The equipment parts replaced must be new and of original make of the replaced item. In the case of non availability of original make, equivalent make in performance of existing parts subject to prior written approval. If any part of same technical specification not available during the contract period, the same shall be replaced with higher version available free of cost. The original invoice of the replaced parts should be submitted without failure.
- **Response Time**: The maintenance work shall normally be carried out during the working hours of Rubber Park. However, in case of emergencies, maintenance services may be required beyond office hours, including holidays. In such cases, prior arrangements shall be made through proper communication with the concerned authorities.  
All reported complaints shall be attended to and rectified within **24 hours from the time of reporting** in case of offline service. For issues reported through online support, the response and resolution time shall be within **3–5 hours**, depending on the nature of the problem

## 3. EIGIBILITY CRITERIA:

The bidder shall have at least **three years of experience** in providing AMC/ASC services. Documentary proof such as **copies of work orders or service agreements** shall be submitted as evidence.

#### **4. PRICES**

- A. The Rate quoted towards the AMC/ASC shall be inclusive of all taxes and duties, transportation/travelling cost during the contract period through out the year, except **GST**. The Bidder shall quote the rates separately for Part A : Rubber Park Electrical Distribution Licensee business & Part B : Rubber Park office.
- B. The *prices should be stated in figures as well as in words*. In case of any discrepancy between the two, the amount written in words will be taken as correct.
- C. The rate quoted shall be firm throughout the period of contract. Price variation cannot be accepted.

#### **5. VALIDITY**

- A. The bid for the works shall remain open for acceptance for a period of Thirty (30) days from the date of opening of the Quotation.
- B. The successful Bidder shall execute agreements in Kerala stamp paper worth Rs.200/- with the Managing Director, Rubber Park India (P) Ltd within 5 (Five) days from the date of Work Order for (Part A : Rubber Park Electrical Distribution Licensee business & Part B : Rubber Park office) separately.

#### **6. RIGHT OF ACCEPTANCE**

- A. Rubber Park reserves the right of rejecting any or all the bids wholly or partially without assigning any reasons whatsoever.

#### **7. DOCUMENTS TO BE SUBMITTED**

- A. Signed Quotation notice and Forms.
- B. Signed Price Bid
- C. Copies of work orders or service agreements for previous 3 years

#### **8. TERMS OF PAYMENT**

- A. Payment in advance shall be made upon submission of invoice.
- B. The Bidder shall submit the GST invoice for Part A : Rubber Park Electrical Distribution business & Part B : Rubber Park office separately.
- C. Payment within 10 days after execution of the agreement and submission of GST invoice.
- D. GST portion of the invoice would be released only after reflection of GST amount in our GSTR 2B.

## **BID FORMS & OTHER FORMS**

**FORM I**  
**DETAILS OF THE BIDDER**

***Name of Work:*** Annual Maintenance Contract (AMC) for the Desktops & Annual Service Contract (ASC) for the Laptops, Printers and Network Switch at Rubber Park, Irapuram, Ernakulam District.

**Quotation No:** RP/ADM/Q/007/2026 dated 11.03.2026

**1. Details of the Bidder**

1.1	Name of the Firm/Bidder	
1.2	Address	
1.3	Tel. No. (O)	
	Mob. No.	
	E mail	
1.4	Name of the responsible contact person:	
	Tel No. (O)	
	Mobile No.	
1.5	Permanent Account Number	
1.6	GST registration Number	

**Signature of the Bidder**

**FORM II**

**FORM OF BID**

Note: Bidders are required to furnish this form in the letter head, filling all the blank spaces.

To

Date:

The Managing Director,  
Rubber Park India (P) Ltd.,  
2A, "Kautileeyam"  
Valayanchirangara P.O  
Ernakulam,  
Pin: 683 556

Dear Sir,

**Sub: Quotation for the "Providing Annual Maintenance Contract (AMC) for the Desktops & Annual Service Contract (ASC) for the Laptops, Printers and Network Switch at Rubber Park, Irapuram, Ernakulam District"**  
**Ref: Quotation No. RP/ADM/Q/007/2026, dated 11.03.2026**

I/We have read and examined the notice inviting Quotation and the terms and conditions, Specifications referred to in the Quotation Documents, the receipt of which is hereby duly acknowledged, I/We, the undersigned, offer to provide the said services as detailed in the quotation, in conformity with the terms and conditions as mentioned in or referred to in the said Quotation documents for the sum as quoted in the Priced part attached herewith and made part of this bid and the said conditions.

My/Our acceptance to all the conditions of the Quotation document in this bid form shall persist over any other terms and conditions, deviations, if any, given in my/our bid.

I/We undertake, if my/our bid is accepted, to commence and complete the work as specified in the Quotation document, from the date of receipt of your Purchase Order/Letter of Award.

I/We agree to abide by this bid for the period of 15 days from the date fixed for bid opening and it shall remain binding upon me/us and may be accepted at any time before the expiration of that period. However, if required, validity of Quotation period shall be extended by the bidder, on the request of the Quotation inviting authority, without any additional financial commitments.

Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your Letter of Intent shall constitute a binding contract between me/us.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

I/We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this.....<sup>th</sup>day of.....2026

(Signature)

For and on behalf of .....

**FORM III**

**ACCEPTANCE LETTER**

**Note:** Bidders are required to furnish this form in the letter head filling all the blank spaces.

To

The Managing Director,  
Rubber Park India (P) Ltd.,  
2A, "Kautileeyam"  
Valayanchirangara P.O  
Ernakulam,  
Pin: 683 556

Dear sir,

I/We hereby unconditionally accept the Quotation terms and conditions in its entirety for Quotation No. **RP/ADM/Q/007/2026**, dated **11.03.2026** for the "**Providing Annual Maintenance Contract (AMC) for the Desktops & Annual Service Contract (ASC) for the Laptops, Printers and Network Switch at Rubber Park, Irapuram, Ernakulam District.**"

Date:

**SIGNATURE OF THE BIDDER  
WITH RUBBER STAMP**

**FORM IV**

**DECLARATION FORM**

**Note:** Bidders are required to furnish this form in the letter head filling all the blank spaces.

To

The Managing Director,  
Rubber Park India (P) Ltd.,  
2A, "Kautileeyam"  
Valayanchirangara P.O  
Ernakulam,  
Pin: 683 556

**DECLARATION**

I/We hereby declare that I/We read and understood that Terms & Conditions of contract, Schedule of Requirements etc for the Quotation No. **RP/ADM/Q/007/2026**, dated **11.03.2026** for the " **Providing Providing Annual Maintenance Contract (AMC) for the Desktops & Annual Service Contract (ASC) for the Laptops, Printers and Network Switch at Rubber Park, Irapuram, Ernakulam District.**" and hereby agree to abide by them. In token of I/We also understand that otherwise this Quotation is liable to be rejected.

I/We hereby confirm that only the relevant entries asked for, have been made within the Quotation documents issued to us. I/We also confirm that in the event of any entry in this Quotation document, other than the relevant entry, shall make this Quotation invalid.

I/We hereby confirm that I/We am/are authorised to sign on behalf of the bidder.

Date:

**SIGNATURE OF THE  
BIDDER WITH RUBBER STAMP**

**FORM V**  
**PRICE BID FORM**

To

**The Managing Director,**  
Rubber Park India (P) Ltd,  
2A, Kautileeyam,  
Valayanchirangara P O,  
**Perumbavoor, Ernakulam – 683 556.**

Sir,

I/We, the undersigned, offer to carry out the supply of the items in accordance with the specification, terms & conditions detailed in the Quotation No. **RP/ADM/Q/007/2026** dated **11.03.2026** for the “ **Providing Annual Maintenance Contract (AMC) for the Desktops & Annual Service Contract (ASC) for the Laptops, Printers and Network Switch at Rubber Park, Irapuram, Ernakulam District.**” (Part A : Rubber Park Electrical Distribution Licensee business & Part B : Rubber Park office). The amount quoted is excluding GST.

A	<b>List of Desktop, Laptop, Printer for Electrical Distribution Licensee</b>			
S/N	Description	Qty	Unit Price (Exc. GST)	Total Cost (Exc. GST)
	<b>DESKTOP (AMC)</b>			
1	<b>Dell Vostro</b> Intel ® Core ™ 2Duo CPU E7500 @ 2.93 Ghz 1.96 GB of RAM , Multimedia keyboard, Optical mouse, DVDRW, 18.5”LCD Dell Monitor, ATX Monitor S/N: 01WK23#74261#091133U CPU S/N: 6N1J68S	1		
2	<b>DELL Inspiron 3268 SFF</b> 7 <sup>th</sup> Gen Intel R Core i3-7100 Processor, 4GB DDR4 RAM, 1TB HDD, Key Board & Mouse, 18.5 TFT, DVD WR, Wi-Fi, Bluetooth, USB, VGA, HDMI, Network & Audio Ports, Win 10 Professional OEM, MS Office Home & Business Monitor S/N:CN-0173Y9-FCC0075K-DV5YA00 CPU – 34587009794	1		

3	<p><b>HP Business Desktop 400 G7</b></p> <p>Intel Core i5-10500/8 GB RAM/1TB HDD No ODD/Windows 10 Pro(OEM)/3 years Warranty/Keyboard and Mouse/18.5” Monitor/Microsoft Office Home and Student 2019 Edition Monitor : CN#0KYJ23BOZ00#155#2RUE#A08 CPU : 1N113402G2</p> <p>Additional 16GB Desktop RAM (Adata/Crucial) 512GB M.2 NVMe SSD (Gigabyte/Kingston)</p>	1		
4	<p><b>HP Business Desktop 280 G6</b></p> <p>Intel(R) Core(TM) i3-10100 CPU @ 3.60GHz 3.60 GHz RAM 8.00 GB (7.83 GB usable)/1TB HDD /DVD RW/Windows 10 Pro (OEM)/ 3 years Warranty/Keyboard and Mouse/ HP V19-18.5” Monitor/Microsoft Office Home and Student 2019 Edition Monitor : 3CQ12713BS CPU : TPC-F123-MT Additional 4 GB Desktop RAM (Adata/Crucial) 512GB M.2 NVMe SSD (Gigabyte/Kingston)</p>	1		
5	<p>12<sup>th</sup> Gen Interl Core™ i5-2400, 2500MHZ 6 core (s) MS Office 11 8GB RAM Desktop- 6V26FF6/HP Monitor 18”</p>	1		
	<b>LAPTOP (ASC)</b>			
1	<p><b>DELL Inspiron 14 Queen- Intel®</b> Core™i5-2450M, 2.50GHz, 14.0 widescreen, 4GB DDR3, 1333Mhz, 500GB, 5400RPM Hard Drive – [ Service Only] B85G8R124437491021</p>	1		
2	<p><b>HP Business Laptop 440 G8</b></p> <p>Intel Core i5-11<sup>th</sup> Gen 1135G7 Processor / 8GB DDR4 RAM / 512 GB SSD / 14” HD / Windows 11 Professional / 3 years Onsite Warranty + 1 year ADP / Carry Bag / Microsoft Office Home &amp; Business 2021 Edition #5CD2051P5T</p>	1		

3	<b>HP Business Laptop 440 G8</b> Intel Core i5-11 <sup>th</sup> Gen 1135G7 Processor / 8GB DDR4 RAM / 512 GB SSD / 14" HD / Windows 11 Professional / 3 years Onsite Warranty + 1 year ADP / Carry Bag / Microsoft Office Home & Business 2021 Edition #5CD2051P77	1		
4	<b>HP Business Laptop 440 G8</b> Intel Core i5 11 <sup>th</sup> Gen 1135G7 Processor / 8GB DDR4 RAM/512 GB SSD/14" HD / Windows 10 Professional / 3 years Onsite Warranty + 1 year ADP/Carry Bag / Microsoft Office Home & Business Edition #5CD140FT0P	1		
	<b>PRINTERS (ASC)</b>			
1	<b>Canon Image Class LBP 151dw</b> R41001201	1		

<b>B. List of Desktop, Laptop, Printer for Rubber Park</b>				
	<b>DESKTOP (AMC)</b>	<b>Qty</b>	<b>Unit Price (Exc. GST)</b>	<b>Total Cost (Exc. GST)</b>
1	<b>HP DESKTOP-OAET9I9</b>  Processor 12th Gen Intel(R) Core(TM) i5-12400 2.50 GHz Installed RAM 8.00 GB (7.69 GB usable) System type 64-bit operating system, x64-based processor Pen and touch No pen or touch input is available for this display Edition Windows 11 Home Single Language Version 23H2 Monitor : 3CQ307OB2H  CPU – 4CE311DB6Z	1		
2	<b>Dell Vostro</b> Intel ® Core ™ 2 Duo CPU E7500 @ 2.93 Ghz 2 GB of RAM, KB/Optical mouse, DVDRW, 18.5”LCD Dell Monitor, Cabinet ATX CPU: GPQK4BS	1		
3	<b>Dell Inspiron</b> Intel ® Core I 2 Duo CPU, E7500@2.93Ghz/2GB/KB/Mouse/18.5”Dell LCD monitor, cabinet	1		
4	<b>Intel ® Pentium ® 4</b> CPU 3.00 Ghz, 960 MB of RAM/ 80 GB HDD/ KB / Mouse / DVD Writer / 18.5” Dell Monitor : CN-01WK23-74261-091-142U CPU : E8504026-55274-640-5856396-23460	1		
5	Pentium ® Dual core CPU E 5400 @2.70 GHz, 2.70 GHz, 992 MB RAM/Dell 15” Monitor/KB/Mouse/DVD Writer/Cabinet Monitor : CN-OUU578-64180-01R-2NSM	1		
6	<b>Samsung</b> ROM 1.88 GB of RAM HP Pro 6200 SFF Intel Core i 3-2120/ DDR3/3.30 GHz 3.29 Ghz, Win XP, 18.5 TFT monitor/KB/Mouse/DVD Monitor HP : CNC2150SYJ CPU : Samsung - 2410051210882	1		

7	<b>HP Pro 8200</b> SFF Intel Core i7-2600 /8 GB RAM/2GB DDR3/320 GB HDD 3.4 Ghz, 8 MB, Win 7 Pro, /KB/Mouse/DVD ROM Monitor : CN21605LK CPU: TPC=F007-SF	1		
8	<b>Dell Intel( R) Core™ i5-6400</b> <a href="#">CPU@2.70GHz</a> 2.71 GHz, 8.00 GB, 64 bit OS, x64 based Processor, Device ID: D64ADAD07F-7CF2-4E6B-8836-3A28D409B72A, Product ID : 00327-30396-82627-AAOEM Monitor : CNOMMK39-72872-64K-CY8UAOO CPU : 5JGWFD2 (12061155782)	1		
9	<b>Device Name DESKTOP-8P0ROHD</b> Processor Intel(R) Pentium(R) Gold G5420 CPU @ 3.80GHz 3.79 GHz Installed RAM 4.00 GB Storage 932 GB HDD TOSHIBA HDWD110 Graphics Card NVIDIA GeForce GT 710 (2 GB) Device ID 10C9EA51-AAF1-4533-8735-3952B7F0799A Product ID 00331-10000-00001-AA931 System Type 64-bit operating system, x64-based processor Monitor Size – 18” Monitor : Make – AOC SL. No. - AOC 1TF2L3550828	1		
<b>PRINTERS/COPIER CUM SCANNER/NETWORK SWITCH (ASC)</b>				
1	<b>Canon 2900 B Laser L11121E, 220-240V</b> 50/60hz 3.3 <sup>a</sup> – [ Service only ]	1		
2	<b>Canon 2900 B Laser L11121E, 220-240V</b> 50/60hz 3.3 <sup>a</sup> – [ Service only ]	1		
3	<b>HP M128FW Printer cum Copier</b> CNB9H5GMXB	1		
4	<b>24 PORT Network Switch</b> <b>Make D Link</b>	1		

I/We have read and understood all the terms & conditions attached to this quotation notice and agree to abide by it.

**Date:**

**Signature:**

Office Seal

**Name:**

**Designation:**

List of Encl:- 1. Signed Quotation notice and forms.  
2. Price Bids.

---

**For Office Use** (To be entered by the person opening the Quotation)

1. Scorings:
2. Overwriting:
3. Corrections:

Date:

Signature of the person  
opening the Quotation:

Witness: 1. Name:

Signature: