



MAHATMA GANDHI UNIVERSITY KOTTAYAM
SCHOOL OF PHYSICAL EDUCATION AND SPORTS SCIENCES

MGU/RUSA/SPESS/QUOTATION/2024-2025/16-1

Date:10/03/2025

QUOTATION NOTICE

Sealed competitive quotations are invited for the **Annual Maintenance Contract (AMC)** for **one year of five desktops, one Laptop, and one multifunctional printer copier** for School of Physical Education and Sports Sciences, Mahatma Gandhi University, Kottayam. The amount quoted should be inclusive of all taxes and excise duty. The details are as mentioned below: -

SI No.	Items and Specifications for Annual Maintenance Contract	Quantity
1	HP Slim Desktop S01-pF2xxx, 12th Gen Intel(R) Core (TM) i5-12400 2.50 GHz, 16.0 GB, Windows 11 Home Single Language.	5
2	HP Pav 15-eg3036TU Intel Core i7 13th Gen 1360P - (16 GB/1 TB SSD/Windows 11 Home) Thin and Light Laptop	1
3	Sharp BP-20M22 All-in-One Monochrome Laser Photo Copier Machine Printer	1

The AMC should cover the following:

1. Hardware Maintenance: Cleaning, dust removal, troubleshooting, and minor repairs.
2. Software Support: OS updates, driver installation, and software troubleshooting.
3. Security & Antivirus: McAfee software license upgrade and renewal for all systems.
4. Performance Optimization: System health checkups, speed optimization, and troubleshooting.
5. Printer/Copier Maintenance: Periodic servicing, cleaning, and troubleshooting of the printer/copier
6. On-Call Support: Quick response to technical issues within the agreed service time

The cover containing the quotation should be superscribed **“Quotation for Annual Maintenance Contract,”** and the same should reach the Head Department, School of Physical Education and Sports Sciences, Mahatma Gandhi University on or before **17th March 2025, 11:00 am**. The quotation will be opened on the same day at the office of the School of Physical Education and Sports Sciences, Mahatma Gandhi University.

TERMS AND CONDITIONS

1. The Annual Maintenance contract proposal of the Desktop and Printer should be submitted.
2. Confirmation of quotation is decided based on quality, suitability, etc
3. The quoted price should be inclusive of all taxes/freight/installation etc.
4. Warranty/AMC terms and conditions and nearest service centre details should be provided.
5. The right to accept or reject the quotation without assigning any reason rests entirely with the undersigned.
6. The sealed cover containing the quotation should be superscribed "Quotation for AMC" and sent to the undersigned, School of Physical Education and Sports Sciences, Mahatma Gandhi University, Kottayam, to reach on or before **17th March 2025 at 11:00 am.**
7. The quotation will be opened on **17th March 2025 at 2.00 pm.**
8. Quotations received after the last date and time should be rejected. If the quotation opening day is a holiday, it will open on the next working day.

Principal Investigator

Prof. (Dr.) Binu George Varghese

Principal Investigator

RUSA 2.0, MRP Project No. 16

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Director

School of Physical Education & Sports Sciences
Mahatma Gandhi University, Kottayam - 686 560

