

**STATE ELECTION COMMISSION, KERALA**

THIRUVANANTHAPURAM-695033

No:A4/30/2024-SEC

Date:21-08-2025

LIMITED TENDER NOTICE

Sealed tenders are invited to purchase of 4 Desktops in the O/o State Election Commission.

The sealed envelopes containing the tender shall be superscribed as Tender for "Purchase of 4 Desktops in the O/o State Election Commission" should be sent to Secretary, State Election Commission, Vikas Bhavan P.O, Thiruvananthapuram so as to reach before 5 pm on 26/8/2025 . Late tenders will not be accepted. Tenders will be opened at 3 p.m. on 27/8/2025. The rates quoted should be inclusive of all taxes applicable and the delivery charges and installation charges. Tender will be opened in the presence of the tenderer s or their authorized representatives on the same day. They shall submit the proof of identity/authorization letter at the time of opening.

Tender should be accompanied by EMD (2.5% of the total tender value) and in the form of DD drawn in favour of the "Secretary , State Election Commission". The EMD of unsuccessful bidders will be refunded. The tenderer s / bidders shall enter into a contract with State Election Commission incorporating all the clauses of tender. The successful bidder has to produce a security deposit equal to 5% of the total quoted value. Delivery of the article should be made at free of cost to State Election Commission office within 5 days from the receipt of supply order.

Payment will be made only after successful installation of the items and no advance payment shall be permitted under any reason whatsoever.

The Secretary, State Election Commission will have all the rights to accept or reject any / all tenders without assigning any reason.

Annexure – I
APPLICANTS'S PROFILE

1	a. Name of the applicant/organization b. Address of the Registered Office with Phone No.s, Fax No.s & E-mail ID & Contact Person.	
2	Years of establishment	
3	Type of the organization (Whether sole Proprietorship, Partnership, Private Ltd.or Ltd.Co.etc.) (Enclose certified copies of documents as evidence)	
4	No.of years of experience in the field (furnish the details)	
5	GST, PAN No. & Bank Account details	

Annexure II
WORK EXPERIENCE

Project Name	Name & address of the Client	Description of work	Value of work (lakhs)	Date of issue of supply order (copy to be enclosed)	Completion Certificate from clients

Notes:

1. Information has to be filled up specifically in this format. Please do not write remark “As indicated in Brochure”
2. For certificates the issuing authority shall not be less than an Executive in charge
3. Document proofs of work orders and completion certificates from the clients needs to be attached.

Annexure III DECLARATION

In case my / our Offer is accepted, I/we undertake the following and declare as under:-

1. Will provide items as per specifications laid down in this tender, which would be new in nature as on date of installation.
2. If any fault is being reported, the service will be provided within 24 working hours. If the service provider fails to do so, the warranty may be exceeded by the delay incurred.
3. All the laws applicable to Union, State and local laws, ordinance, regulations and codes will be complied.
4. I / We agree that the decision of IMG in selection of Contractor will be final and binding to me/us.
5. All the information furnished by me/us hereunder is correct to the best of my knowledge and belief.
6. I/We agree that I / We have no objection if enquiries are made about the supply listed by me / us in the accompanying sheets.

Authorised Signatory

Name & Designation, seal of the Service Provider

Date:-

Place:-

Annexure IV

Special Features

Specifications of Desktop Computer for official purpose:-

- *processor: Intel i-1.2400*
- *RAM: 8GB DDR4*
- *Storage: 512GB SSD + 1TB HDD*
- *Monitor: 24" FHD*
- *Operating System: Windows 11 Professional Software: MS Office 2021*
- *Accessories: Keyboard, Mouse*
- *Warranty: 3 years*

Yours faithfully,

Signed by

Prakash B S

Date: 21-08-2025 17:26:46

PRAKASH.B.S

SECRETARY

‘JANAHITHAM’, T.C 27/6(2), VIKAS BHAVAN P. O, THIRUVANANTHAPURAM-695033,
Phone:0471-2325048(Administration),0471-2337884(Election)
e-mail:cru.sec@kerala.gov.in,website:www.sec.kerala.gov.in