



STATE ELECTION COMMISSION, KERALA  
THIRUVANANTHAPURAM-695033

Order No. A6/174/2026-SEC

Date : 24-08-2026

**LIMITED TENDER NOTICE**

Sealed tenders are invited for the purchase of 1(One) Laptop in the O/o the State Election Commission.

The sealed envelopes containing the tender shall be superscribed as "Tender for the Purchase of 1(One) Laptop in the O/o State Election Commission" and shall be sent to the Secretary, State Election Commission, Vikas Bhavan P.O, Thiruvananthapuram so as to reach before 2.00 pm on 01/09/2026. Late tenders will not be accepted. 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 tenderers 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 tenderers / 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 shall be made at free of cost to the O/o the State Election Commission 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-1**  
**APPLICANTS'S PROFILE**

|   |                                                                                                                                                        |  |
|---|--------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1 | a. Name of the applicant/organization<br>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.)<br>(Enclose certified copies of documents as evidence) |  |
| 4 | No.of years of experience in the field<br>(furnish the details)                                                                                        |  |
| 5 | GST, PAN No. & Bank Account details                                                                                                                    |  |

**Annexure II**  
**WORK EXPERIENCE**

| <b>Project Name</b> | <b>Name&amp; address of the Client</b> | <b>Description of work</b> | <b>Value of work (lakhs)</b> | <b>Date of issue of supply order (copy to be enclosed)</b> | <b>Completion Certificate from clients</b> |
|---------------------|----------------------------------------|----------------------------|------------------------------|------------------------------------------------------------|--------------------------------------------|
|                     |                                        |                            |                              |                                                            |                                            |
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**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 State Election Commission 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:-**

- Operating System: Windows 11 Pro, pre-installed and activated.
- Processor: 13th Gen i7 or AMD Ryzen 5
- Memory (RAM): 16 GB DDR4 (16 GB x 1), 2666 MT/s.
- Storage: 512 GB/ 1 TB NVMe SSD.
- Display: 15-inch or larger Full HD (minimum) anti-glare display.
- Input Devices: Keyboard and mouse (matching the colour of the system).
- Office Suite: Microsoft Office Home 2024 (lifetime one-time purchase licence) pre- installed. One-year Microsoft 365 subscription.
- Warranty: Minimum one-year comprehensive onsite warranty covering parts and labour. Preference for extended onsite warranty options up to two years or more, with support directly from the manufacturer or its authorized partners.

ADMINISTRATIVE OFFICER

GEETHA JR  
SENIOR

& Secretary(i/c)

Digitally signed by  
GEETHA J R  
Date: 24-08-2026  
11:25:59

