



Asansol Durgapur Development Authority

(A Statutory Body of Government of West Bengal)

Asansol Office: Sahara Apartment, Kumarpur, G.T. Road, Asansol - 713 304

Ph no: (0341) 225-7377, 225-7378; Fax: (0341)-225-7379

Durgapur Office: 1st Administrative Building, City Centre, Durgapur-16

Ph no: (0343) 254-6815, 254-6716, 254-6889; Fax: (0343) 254-6665, 254-5793

Web site: www.addaonline.in

e-mail: ceo_adda@yahoo.com, ceoadda.ud@gmail.com

adda.asl@gmail.com, adda.dgpr@gmail.com

Memo No: ADDA/ASL

Date:

NOTICE INVITING QUOTATION

A. Quotation for AMC of Computers & Accessories:

Sealed quotations on own pad in prescribed format (as enclosed with this letter) are invited from reputed Agencies having thorough knowledge about software and hardware for Annual Maintenances (A.M.C) without supply of parts for 25 Computers & its accessories, 02 laptops, 18 Printers, 01 Plotter, 01 A0 Scanner and 05 Desktop Scanners.

Terms and conditions: -

- 1) Inspection of all Computers and its accessories shall be made once in a month with preventive maintenance such as Anti Virus updation, tuning of computer & accessories.
- 2) Cleaning of all Computers and its accessories, Laptop, Printers, Scanners, and Plotter etc. shall be made once in a month.
- 3) Irrespective of Serial no 1 & 2, above service shall have to be provided within 24 hours from reporting of non working of the machines.
- 4) **Payment terms:** Payment will be made on half yearly basis without any provision of advance payment i.e. 50% of total AMC amount will be paid after satisfactory service for first six months, the remaining 50% will be paid after satisfactory service of next six months.
- 5) Successful quotationer has to enter into an agreement on a non-judicial stamp paper of Rs 10/- as per enclosed format.

B. Quotation for supply of cartridges of printers:

Sealed quotations in own pad in prescribed format are also invited for supply of cartridges for printers as given below (Rate to be submitted for each cartridge).

1. Q2612A/12A
2. CC388A/88A
3. C9403A(M.B.), C9370A(P.B.), C9371A(C), C9372A(M), C9373A(Y), C9374A(B)
4. 46(B), 46(C)
5. CZ107(B), CZ108(C)
6. Q6000A(B), Q6001A(C), Q6002A(Y), Q6003A(M)

Cartridges should be supplied within 24 hrs of placement of order.

The quotation will be received on all working days from 11:00 AM to 3:00 PM.

Last date for submission quotation is on **10.07.2015 till 3:00 PM** & quotation will be opened on the same day at **3:30 PM**.

The authority reserves the right to accept or reject any or all quotation/s without assigning any reason.

Sd/-
Chief Executive Officer

Asansol Durgapur Development Authority

Date: 25.06.15

Memo no: - ADDA/ASL/

605/1(S) VI-16(A) Part

Copy forwarded with the request to display in the notice board:

- 1) A.D.M Office, Asansol.
- 2) S.D.O. Office, Asansol.
- 3) Notice Board of ADDA, Asansol & Durgapur
- 4) Notice Board of ADDA, ECL, Asansol

✓ Sri Pradeep Banerjee, System Manager, ADDA with the request to place this notice along with format of submission of rate and terms and conditions of agreement at the Website of ADDA i.e. www.addaonline.in.

Sd/-
Chief Executive Officer

Asansol Durgapur Development Authority

@chandra

A. Format for submission of quotation of AMC

Annual Maintenance for Computers and accessories of ADDA, Asansol	Rate (in Rs)
1. 25 Computers & its accessories	
2. 02 laptops	
3. 18 Printers	
4. 01 Plotter	
5. 01 Scanners	
6. 05 Desktop Scanner	

Signature of Authorized Signatory

B. Format for submission rate for supply of cartridges:

Category of Cartridges	Rate (in Rs) for each
1. Q2612A/12A	
2. CC388A/88A	
3. C9403A(M.B.) C9370A(P.B.) C9371A(C) C9372A(M) C9373A(Y) C9374A(B)	
4. 46(B) 46(C)	
5. CZ107(B) CZ108(C)	
6. Q6000A(B) Q6001A(C) Q6002A(Y) Q6003A(M)	

Signature of Authorized Signatory

Memorandum: ADDA/AN/605/11(S)/V-16(A)/1001

- 1) A.B.M. Office, Asansol
- 2) S.D.O. Office, Asansol
- 3) Notice Board of ADDA, Asansol & Dispur
- 4) Notice Board of ADDA, H.L. Asansol
- 5) Sr. Pradhan, Computer System Manager, ADDA with the request to place this notice on the website of ADDA and to inform all the employees of ADDA about the same.

Chief Executive Officer
Asansol Computer System Development and Authority