



ASANSOL DURGAPUR DEVELOPMENT AUTHORITY

A Statutory Authority of the Government of West Bengal
(Under Urban Development & Municipal Affairs Department)

1st Administrative Building
City Centre,
Durgapur -713216

Vivekananda Sarani, Senraliegh Road,
Near Kalyanpur Housing,
Asansol - 713305

Ref No : ADDA / DGP / IT-051/773/2017-18

DATE : 05.02.2021

NOTICE INVITING QUOTATION FOR SUPPLY OF DIGITAL PHOTOCOPIER IN LIEU OF OLD PHOTOCOPIER MACHINE

Asansol Durgapur Development Authority invites sealed quotations from leading suppliers for Supply, Installation, Commissioning and Maintenance of Digital Photocopier cum Printer Scanner to be installed at the office at Durgapur of this Authority in lieu of existing photo copier machine (Model No: Canon IR 2525) as per the requirement specified in the Table and as per Terms & Condition mentioned below and to reach this Authority's Office at Durgapur by 12.02.2021 before 02.00pm. The submitted bid to be opened on 12.02.2021 at 04.00pm

	Category	No. of Units	Rate
1.	Supply and Installation of Digital Photocopier cum Printer Scanner Minimum Specification : Copy Speed of min 20CPM or above, Zoom 50-200% Document Size max upto A3, Paper Tray 2X250 sheets, Network Ready, Duplex Printing, Colour Scanning Warranty - 1years	1 (One)	
2.	Buy Back of existing Photo-copier machine Model : Canon IR 2525)	1 (One)	

Terms and Condition:

1. Bidder should be original equipment manufacturers (OEM) / Authorised Dealer / Distributer of OEM. Bidders quoting as Authorised Distributors / Dealers will be considered provided the Bidder furnishes Authorisation from the OEM.
2. Bidders should have support centre at Durgapur. In case of support through service partners details of such service partners to be attached.
3. Buy back rate have to be quoted separately as the Authority at any point of time may decide not to dispose of the existing machine.
3. Price to be quoted that of unit price and then for the quantity required inclusive of all taxes. Prices quoted should be valid for a minimum of six months. Prices quoted shall be complete for the complete item including supply, installation, testing, commissioning, etc. The number of units may increase from the one specified in the table above. The actual quantity will be mentioned on the work order issued to the successful bidder.



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4. Terms of Delivery Free Delivery at the site at Durgapur including freight & forwarding Insurance
5. Delivery to be made within 7 days on receipt of Work Order.
6. Warranty Terms: The supplied Photocopier cum Printer Scanner will be covered by onsite warranty for a period of 1 year from the date of installation / commissioning.
7. Terms and conditions of the bidder sent along with the bid, if any, put by the Bidder shall not be binding on the Authority.
8. Payment to be made within 30days from date of delivery.
9. Prices are all inclusive of taxes and any other duties. Payment will be made only after submission of Bills in triplicate and successful installation and submission of all documents. The Authority reserves the right to make necessary deduction at the then prevailing norms of the Authority.


Chief Executive Officer
Asansol Durgapur Development Authority

Copy forwarded for information to:

1. AEO, Durgapur & AEO, Asansol
2. System Manager, ADDA with a request to publish the notice in the website of ADDA
3. HA, Durgapur / Asansol with a request for publishing in the Office Notice Board


Chief Executive Officer
Asansol Durgapur Development Authority