



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, Senraleigh Road,
Near Kalyanpur Housing More,
Asansol -713305

Memo No.: ADDA/ASL/812/VI-46

Date: 19.08.2021

NOTICE INVITING QUOTATION

Asansol-Durgapur Development Authority invites sealed quotations from experienced and resourceful local Agencies for Annual Maintenance Contract of office Computers, Laptops, Printers (B&W and Colour), Scanners and other accessories along with LAN at ADDA office, Asansol, Dist.- Paschim Bardhaman without supply of parts for thirty-eight Computers (Desktop & All-In-One), one Laptops, thirty-six Printers (B&W / Colour), seven Scanners.

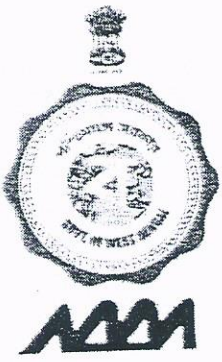
The tender should be submitted in **sealed cover** in two parts mentioning part no. and tender notice no. with date on top of the envelope of the parts. Two parts shall be put together in a separate sealed cover mentioning tender notice no. with date.

- A. **The Technical Part** should contain self-attested photo copies of PAN Card, Trade License, GST Registration Certificate, Latest Income Tax.
- B. **The Financial Part** should contain only Rate (*inclusive all taxes & duties*) quoted by the bidder in both figure and words in his / her letter-head pad.

The Technical Parts will be opened first and the Financial Part of only technically qualified bidder(s) will be opened.

The terms and conditions:-

- (A) The Agency should have thorough knowledge about software and hardware.
- (B) Inspection of all Computers with its accessories shall be made once in a week with preventive maintenance such as Software installation, Anti-Virus updating, tuning of Computer and its accessories.
- (C) Cleaning of all Computers and its accessories, Laptop, Printers, Scanners shall be made at least once in a month.
- (D) Irrespective of Serial (B) & (C), above service shall have to be provided within 2 hours from reporting of non-working of the machines.
- (E) Payment terms: Payment will be made on quarterly basis without any provision of advance payment i.e. 25% of total Annual Maintenance Contract amount will be paid in each instalment after satisfactory service for every three month each.
- (F) All service charges are included in Annual Maintenance Contract. Only cost of replaced spare parts is to be borne by the authority if it needed.
- (G) Successful quotationer has to enter into an agreement on a non-judicial stamp paper of Rs. 10/- as per enclosed format.



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(2)

The Quotation will be received in Tender Box up to 3.00 P.M. on 31.08.2021 at ADDA Asansol office and will be opened on next working day at 3.30 P.M.

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

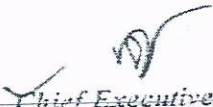

Chief Executive Officer,
Asansol-Durgapur Development Authority

Memo No.: ADDA/ASL/S/12/1(5)/VI-46

Date: 19.08.2021

Copy forwarded to :-

- The AEO, ADDA, Asansol.
- The Finance Officer, ADDA
- CA to CEO, ADDA with a request to place it before CEO.
- System Manager, ADDA with a request to publish in office website.
- Notice Board.


Chief Executive Officer,
Asansol-Durgapur Development Authority