



# ASANSOL DURGAPUR DEVELOPMENT AUTHORITY

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

1<sup>st</sup> Administrative Building,  
City Centre,  
Durgapur – 713216

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

Memo No. ADDA/DGP/IT-012/PT-2/818/2011-12

Date : 22.04.2022

## **NOTICE INVITING QUOTATION FOR ANNUAL MAINTENANCE OF COMPUTERS, PRINTERS & SCANNERS**

Asansol Durgapur Development Authority invites sealed quotations from reputed and resourceful agencies who have executed similar type of work of maintenance of desktop computers and printers in any Govt. /Semi Govt./ Undertaking/ Autonomous Body/ Statutory Body throughout the year. as per the requirement specified in the Table and as per Scope of Work and Terms & Condition mentioned below and to reach this Authority's Office at Durgapur by **29.04.2022** before 02.00pm. The submitted bid to be opened on **29.04.2022 at 04.00pm**.

|    | <b>Category</b>   | <b>No. of Units</b>   | <b>Unit Rate per month</b> | <b>Total Amount (per month)</b> |
|----|---|---|----------------------------|---------------------------------|
| 1. | Maintenance of Desktop Computers (CPU, Monitor, Keyboard, Mouse, UPS) as per the scope of work (without replacement of any parts) | 70 nos.   |                            |                                 |
| 2. | Maintenance of Printers as per scope of work (without replacement of any parts)   | Laser Jet – 55nos<br>Colour Ink tank -<br>9 nos. All In One<br>– 3 nos. |                            |                                 |
| 3. | Maintenance of Scanners as per scope of work (without replacement of any parts)   | 18 nos.   |                            |                                 |

### **Terms and Condition:**

1. Bidders should have support centre at Durgapur. Scope of Work attached.
2. Price to be quoted that of unit price and then for the quantity specified inclusive of all taxes. Prices quoted should be valid for the entire period of 1 (One) year. The number of units may increase or decrease time to time from the one specified in the table above. The actual quantity will be mentioned on the work order issued to the successful bidder.
3. Commencement of work to be made within 3 days on receipt of Work Order.



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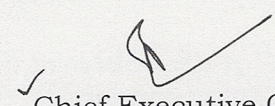
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4. Terms and conditions of the bidder sent along with the bid, if any, put by the Bidder shall not be binding on the Authority.
5. Payment will be made on completion for a period of 6 (six) months (bi-annually) on submission of Bills in triplicate and submission of all documents. The Authority reserves the right to make necessary deduction as per prevailing norms of the Authority.

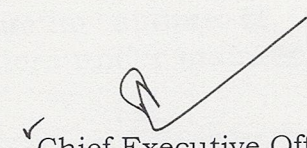
  
Chief Executive Officer  
Asansol Durgapur Development Authority

Memo No : \_\_\_\_\_

Dated : \_\_\_\_\_

**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
5. HA, Durgapur /Asansol with a request for publishing in the Office Notice Board

  
Chief Executive Officer  
Asansol Durgapur Development Authority