



# 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/ASL/ 479 /VI-23/IT/GEN (Part-III)

Date: 26 /07/2022

## NOTICE INVITING QUOTATION

Asansol-Durgapur Development Authority invites sealed quotations from reputed Companies / Agencies for Supply one Laptop Computer at ADDA office, Asansol.

The quotation should be submitted in **sealed cover** in two parts – Technical Part and Financial Part mentioning Notice no. and date on top of the envelopes. Both parts shall be put together in a separate sealed cover mentioning quotation notice no. with date.

- A. The Technical Part** should contain Trade Licence, PAN Card, GST registration certificate & Company authorisation certificate.
- B. The Financial Part** should contain only Rate (inclusive of all taxes & duties) quoted by the quotationer in both, figure and words in the letter head pad.

The required rates of the items with specifications are as follows –

Produce Name	Make	Configuration & features of the produce	Quantity
Laptop Computer	Hp / Dell / Sony	Intel Celeron Processor N4500, 8GB SODIMM DDR4 SDRAM, 256 SSD, Windows 11 Preloaded, Microsoft Office 2021 Preloaded, 14" HD Display, Wifi, Bluetooth, Webcam with Microphone, 1-year onsite Warranty.	One

The terms and conditions -

- The authority reserves the right either to accept or reject any or all the bids without assigning any reason whatsoever.
- For more details please contact the System Manager, ADDA, Asansol on any working day.
- Earnest Money of unsuccessful bidders will be refunded after issue of Work Order to the successful bidder. 2% of total quoted price of successful bidder will be considered as earnest money. Hence the successful bidder will have to deposit the balance amount was i.e. [(2% of total quoted price) – Rs. 700/-] in the form of demand draft in favour of “*Asansol Durgapur Development Authority*”, payable at *Asansol*. Earnest Money of successful bidder will be converted into security deposit.
- 1% of bill amount shall be deducted as security deposit so that the total security deposit becomes 3% of total quoted price. Security deposit will be refunded after one year from the date of successful delivery of the product. These one year is the liability period of the agency entrusted with the work. During this period any problem intimated to the agency by ADDA should be promptly attended.
- The authority reserves the right either to accept or reject any or all the bids without assigning any reason whatsoever.

The Quotation will be received in Tender Box up to 2:30 P.M. on ~~05.08.2022~~ at ADDA Asansol office and will be opened on same day at 3.00 P.M.

  
Chief Executive Officer,  
Asansol-Durgapur Development Authority

Contd. .... P/2.



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Copy forwarded to :-

- (i) AEO, ADDA, Asansol.
- (ii) FO, ADDA
- (iii) System Manager, ADDA Dgp with a request to publish in office website.
- (iv) Notice Board.

  
Chief Executive Officer,  
Asansol-Durgapur Development Authority  
