



# 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-11015(11)/11/2023/889/1

Date: 08.12.2023

## QUOTATION NO.: ITQ-103/2023

### NOTICE INVITING QUOTATION FOR SUPPLY OF EXTERNAL HARD DISK DRIVE AND PENDRIVE

Asansol Durgapur Development Authority invites sealed Quotations from leading suppliers for supply of 2 TB External Hard Disk Drive and 64 GB Pendrive at Durgapur office of this Authority as per specification prescribed in the Table and as per Terms & Condition mentioned below and to reach this Authority's Office at Durgapur by 20.12.2023 before 03:00 PM. The submitted bid to be opened on 20.12.2023 at 04:00 PM.

Sl. No.	Item Description	No. of Units Required	Rate per Unit
1.	External Hard Disk Drive (2 TB)	5 Nos.	
2	Pendrive (64 GB)	10 Nos.	

#### Terms and Condition:

1. Price to be quoted inclusive of GST and inclusive of all taxes.
2. Prices quoted should be valid for the entire period of one year. The number of units may increase from the one specified in the above table. The actual quantity will be mentioned on the Work Order issued to the successful bidder.
3. Bidders should have support centre at Durgapur.
4. Terms of Delivery and collection Free Delivery at site at Durgapur including freight & forwarding Insurance.
5. The Authority reserves the right to terminate the contract at any time by giving one month notice without assigning any reason whatsoever.
6. Price to be quoted inclusive of GST and inclusive of all taxes. Prices quoted should be valid for the entire period of 1 (One) year.
7. Bidders should submit PAN CARD, EPF/ESIC Registration Certificate, GST Registration Certificate, Income Tax Return for last Financial year and Completion certificate for carrying out similar nature from any State Govt./ Central Govt./ Undertaking/ Autonomous Body/ Statutory Body.



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8. Delivery to be made within 2 (Two) days on receipt of Work Order.
9. Terms and conditions of the bidder sent along with the tender, if any, put by the Bidder shall not be binding on the Authority.
10. Payment to be made within 30 days from date of delivery.
11. 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.
12. The authority reserves the right to cancel or reject the quotation without assigning any reason thereof.

  
**Chief Executive Officer**  
Asansol Durgapur Development Authority

**Memo No. ADDA/DGP/IT-11015(11)/11/2023/889(4)**

**Date: 08.12.2023**

Copy forwarded for information to:

1. AEO (Admin.)
2. AEO (Land) & HOD (I.T. Cell)
3. System Manager, ADDA with a request to publish the notice in the website of ADDA
4. HA, Durgapur with a request for publishing in the Office Notice Board

  
**Chief Executive Officer**  
Asansol Durgapur Development Authority