



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-11015(13)/2/2023-DGP-IT(ADDA)/899

DATE : 09/02/2024

NIQ No: ITO-107/2024

NOTICE INVITING QUOTATION FOR MAINTENANCE OF COMPUTERS AND OTHER PERIPHERALS

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 for a period as mentioned below and as per the requirement specified in the Table, Scope of Work (Annexure- I) and Terms & Condition mentioned below and to reach this Authority's Office at Durgapur by 19/02/2024 before 02.00pm. The submitted bid to be opened on 05/03/2024 at 04.00pm.

	Category	No. of Units	Unit Rate per month	Add GST @18%	Total Amount (per month)
1.	Maintenance of Desktop Computers (CPU, Monitor, Keyboard, Mouse, UPS) including All in One Computers as per the scope of work (without replacement of any parts)	51 nos.			
2.	Maintenance of Printers as per scope of work (without replacement of any parts)	i) Laser Jet – 31 nos. ii) All in One Colour Ink tank - 3 nos. iii) Multi Function Printer – 20 nos.			
3.	Maintenance of Scanners as per scope of work (without replacement of any parts)	EPSON DS 410- 5 nos.			
			TOTAL AMOUNT=		

Terms and Condition:

1. Bidders should have support centre at Durgapur and have experience in carrying out similar works in any Govt./Semi Govt./ Undertaking/ Autonomous Body/ Statutory Body.
2. The Initial contract period is for 5(five) months however this can be extended for a further period by the Authority with existing Terms & Conditions based on the satisfactory performance till the next tender is processed.
3. 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.



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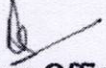
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4. Preventive as well as breakdown maintenance, both are covered under scope of work on Maintenance, which is comprehensive & corrective maintenance of Desktop Computers and Printers including other hardware and cabling.
5. The Bidders are advised to inspect the site before quoting their rates.
6. The Authority reserves the right to terminate the contract at any time by giving 15days notice without assigning any reason whatsoever.
7. The maintenance work shall be performed with skilled personnel totally conversant with the work.
8. All tools and plants required for the work has to be arranged by the selected bidder at his own cost.
9. The selected bidder will provide his personnel with protective equipment and should ensure safety of his service Engineer/Technicians, engaged for the purpose of AMC and during the process of work, if any accident occurs due to any cause, the Authority shall not be held responsible, and any claim or legal penalties arising out of it will be the responsibility of selected bidder.
10. Nothing under the contract of deployment of personnel shall confer any right by himself or by the selected bidder to claim any direct employment under ADDA or to be treated at any time as employees of ADDA
11. Bidders should submit PAN Card, EPF/ESIC Registration Certificate, GST Registration Certificate, P.Tax Challan for the current year, Income Tax return for the Last 3 (Three) Financial Year and Completion Certificate / Work Order for carrying out similar work in any State Government/Central Government/Undertaking of State Government or Central Government organisation.
12. Commencement of work to be made within 7 days on receipt of Work Order.
13. Terms and conditions of the bidder sent along with the bid, if any, put by the Bidder shall not be binding on the Authority.
14. Payment will be made on satisfactory completion of the work for a period of 5 (five) months 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 : ADDA-11015(13)/2/2023-DGP-IT(ADDA)/899(4)

Dated : 09/02/2024

Copy forwarded for information to:

1. AEO (Admin.), Durgapur
2. AEO (Land & IT), Durgapur
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