



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/103 /VI-46

Date: 20/05/2025

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 related LAN at ADDA office, Asansol, Dist.- Paschim Bardhaman without supply of parts for **thirty-seven** Computers (Desktop & All-In-One), **three** Laptops, **forty** Printers (B&W / Colour), and **thirty-five** UPS along with related accessories.

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

- A. The Technical Part** should contain self-attested photocopies of PAN Card, Trade License, GST Registration Certificate, IT Returns submitted for the last three years, credentials that is similar nature of the job entrusted in the government sector during the last three years.
- B. The Financial Part** should contain only the Rate (*inclusive of all taxes & duties*) quoted by the bidder in both figures and words in his / her letterhead pad.

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

The terms and conditions:-

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



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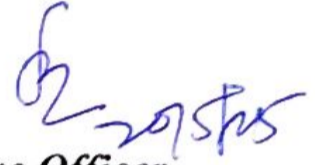
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The Quotation will be received in Tender Box up to 3.00 P.M. on **29.05.2025** at ADDA Asansol office and will be opened on next working day at **3.30 P.M.**

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

Date: 20/05/2025

Memo No.: ADDA/ASL/103/1(5) /VI-46

Copy forwarded to :-

- (i) The AEO, ADDA, Asansol.
- (ii) The Finance Officer, ADDA
- (iii) CA to CEO, ADDA with a request to place it before CEO.
- (iv) System Manager, ADDA with a request to publish in office website.
- (v) Notice Board of ADDA Asansol office; DM office, Paschim Bardhaman; CP office, Asansol, Paschim Bardhaman, SDM office, Asansol Sadar.


Chief Executive Officer,
Asansol-Durgapur Development Authority