



# 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/ 186 /VI-59/Part-2/IT/Misc

Date: 04/07/2025

## NOTICE INVITING QUOTATION

Asansol-Durgapur Development Authority invites sealed quotations from reputed Companies / Agencies for quoting rate for Renewal of 1 (one) year of existing ZOOM Pro License to host-up virtual video conference from ADDA offices.

The Quotation Rate (inclusive all taxes & duties) quoted by the quotation in both figure and words in its letter head pad should be submitted with mentioning Quotation Notice no. & date on top of the envelope in a sealed envelope with written as Financial Bid on the proposal and the following documents may be submitted in a separate envelope written Technical Bid on it.

1. PAN card copy (Duly ADHAAR LINKED). (IF not linked may lead to technical disqualification.)
2. Address proof of the business
3. Trade License
4. GST registration certificate
5. Income Tax Returns (ITR) for last two years/Acknowledgement of ITR Filing for last two years

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

| Produce Name                           | Configuration & features of the produce   | Quantity              |
|--|---|-----------------------|
| Renewal of ZOOM Pro Licence for 1 year | <ul style="list-style-type: none"><li>▪ Host up to 100 participants</li><li>▪ Unlimited meetings for up to 30 hours per meeting</li><li>▪ 5 GB of cloud recording storage (per license)</li><li>▪ Automated Captions</li><li>▪ Etc.</li></ul> | 100 concurrent users. |

The terms and conditions -

- (i) The envelope containing copy of PAN CARD, TRADE LICENSE, GST REGISTRATION CERTIFICATE AND INCOME TAX ACKNOWLEDGE will be opened first then envelope containing Financial Bid to be opened only in case of technically qualified bidders.
- (ii) For more details please contact the System Manager, ADDA, Asansol on any working day.
- (iii) The participating bidder or his authorized representatives may be present on the date time and venue of the opening the bids.
- (iv) 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 **11/07/2025** at ADDA Asansol office and will be opened on same day at **3.00 P.M.**

  
Chief Executive Officer,  
Asansol-Durgapur Development Authority

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Copy forwarded to :-

- AEO, ADDA, Asansol.
- FO, ADDA
- System Manager, ADDA Asansol with a request to publish this NIQ in office website and office Notice Board.
- Office of the District Magistrate, Pashim Bardhaman, / Office of the Commissioner of Police, Asansol / Office of the SDM, Asansol Sadar / AMC / DMC – with request for wide circulation of this NIQ.

  
Chief Executive Officer,  
Asansol Durgapur Development Authority