



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/ 838/VI/8 Part - 1

Date:- 07/09/2026

Notice Inviting Quotation

Asansol-Durgapur Development Authority invites sealed spot quotations from experienced and resourceful Contractor/Supplier & Authorized dealer for dealing with computers & accessories and also having Experience of AMC of Xerox machine for entering into agreement for Annual Maintenance Contract for Two Ricoh Xerox machine installed in this office.

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

The following documents should be attached along with the quotation: self-attested photo copies of

A) **The Technical Part** should contain self attested photocopies of 1) **Trade License**, 2) **PAN Card**, 3) **Goods and Services Tax payer Identification Number (GSTIN) under GST Act, 2017**, 4) **Credential**.

B) **The Financial Part** should contain only the **Rate (inclusive all taxes & duties)** Quotation shall be submitted in both, figure and words in his/her letter head pad.

The technical parts will be opened first and the Financial part will be opened only to technically qualified bidders will be opened.

The required items with specifications are as follows:-

Sl. No	Particulars	Work name	Period	Qty
1	Ricoh photocopier, Model no MP-2014AD	Annual Maintenance Contract	One year	2pc

The terms and conditions:-

1. Bidders should be resourceful Contractor/Supplier & Authorized dealer with local service unit who have executed similar type of works.
2. The categories of items, specifications and quantity indicated in the table above are tentative. The number of units may increase / alter from the one specified in the table above. The estimated quantity will be mentioned on the work order issued to the successful bidder.
3. Terms and conditions of the bidder sent along with the quotation, if any, put by the Bidder shall not be binding on the Authority.
4. The authority reserves the right either to accept or reject any or all the bids without assigning any reason whatsoever.
5. Other terms and conditions will be followed as per Government rules.
6. For more details, please contact the Head Assistant, ADDA, Asansol in any working day.
7. The Quotation will be received in Tender Box up to 3.00 P.M. on 21 / 09/ 2026 in the chamber of AEO, ADDA at Asansol office and will be opened on next day at 3.30 P.M. in presence of bidders who may like to be present at that time.


Chief Executive Officer
Asansol-Durgapur Development Authority



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Copy forwarded to:-

1. The AEO (Admin), ADDA, Durgapur.
2. The AEO, ADDA, Asansol.
3. The EE, ADDA, Asansol.
4. The FO, ADDA
5. The Town Planner, ADDA, Asansol
6. The HA,-IN-Charge ADDA Asansol with request to place the copy of Notice on Notice Board of this office.
7. CA to CEO, ADDA with a request to place it before CEO.
8. System Manager, ADDA, Asansol with request for uploaded to the office website.


Chief Executive Officer
Asansol-Durgapur Development Authority

