



OFFICE OF THE CHIEF EXECUTIVE OFFICER
Haldia Development Authority, City Centre, P.O. Debhog
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Memo No.: 1156 /HDA/VI-17B(P-1)

Date: 22nd September 2011

Sealed quotation is hereby invited from reputed firm/organization experienced in Government/Semi-government/undertaking for Annual Maintenance Contact for repairing, maintenance and running of computers like P-IV, Dual Core, Core I3, Leser Jet Printers, desk Jet Printers, Plotter, Modem, UPS, Wireless network accessories etc. with all kinds of spare parts (including UPS Batteries, print heads and excluding printer cartridges) and Antivirus updation in Haldia Development Authority. The vendor should visit the office twice in a week at least. Details system configuration and quantity of the installations are mentioned below.

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|---------------------|-----------|
| 1) PC | - 42 nos. |
| 2) Laser Printer | - 29 nos. |
| 3) Desk Jet Printer | - 1 no. |
| 4) 600 VA UPS | - 42 nos. |
| 5) 2 KVA UPS | - 1 no. |
| 6) Server | - 1 no. |
| 7) Sound System | - 1 set |
| 8) Projector | - 1 no. |
| 9) Plotter | - 1 no. |

The rate will have to be quoted inclusive of all taxes. The agencies shall have to submit the credentials, ST/VAT and IT Clearance Certificates. An undertaking on extending satisfactory service will have to be given by the accepted agency on receipt of work order from HDA. The agencies should also mention the Telephone No., Fax No., E-mail ID etc. along with the quotation. Payment for maintenance will be made quarterly on the basis of satisfactory performance of previous quarter.

Date of submission of quotation – up to 3.00 pm on 29.09.2011 and opening in the same day at 3.30 pm.

Chief Executive Officer
Haldia Development Authority

Memo No. /HDA/VI-17/B

Dated, the th September, 2011

Copy forwarded for information & necessary action to:

- 1) Chairman, HDA
- 2) FO, HDA
- 3) Notice Board, HDA

Chief Executive Officer
Haldia Development Authority