



# Siliguri Jalpaiguri Development Authority

A Statutory Authority Under Department of UDMA

An IS/ISO 9001:2008 Certified Organisation

Himanchal Vihar, Near – Passport Seva Laghu Kendra, Matigara-734010

Phone: Siliguri – 0353-2512922/2515647 Jalpaiguri – 03561-230874 E-mail: sjdawb@gmail.com

Memo No: 1489 / VIII / Admn / plg / 14 / 95 / P- XIV

Date: 09/12/25

## NOTICE INVITING QUOTATION

### No. 002/ADMN/ANNUAL MAINTENANCE/2025-26/SJDA

Sealed quotations are invited by the undersigned from reputed Computer Hardware & Accessories, Dealers & others having experience for the work of annual maintenance of computers at SIDA Office (Siliguri and Jalpaiguri) and Parivahan Nagar Toll Plaza of the following items:

Sl. No.	Items	Quantity (in nos.)	Rate per item per year inclusive of all taxes
1.	Server	02	-
2.	Computer Desktop with UPS	73	-
3.	Scanner	11	-
4.	Laptop	03	-
5.	Printer (DMP, Inkjet, LaserJet Printer, Deskjet Printer)	58	-

\*Quantity of items may vary.

#### Terms and Conditions:

- 1) The contract shall be valid for one year from the date of work order.
- 2) AMC will cover Maintenance of Hardware items of computers and its peripherals: maintenance of Operating system/application Software, Repair/replacement work of Hard Disk accessories (keyboard, mouse, DVD writer, UPS, etc), Monitors, logic card of printers SMPS of printers & systems, Gear, Knob, Head connectors etc of the printers, any defect in UPS, any other breakdown jobs, as and when occurs and as asked for by the Authority. Cleaning of Viruses, periodic (monthly) dust Cleaning/maintenance of Mother Boards and its components, Hard Disk, Floppy Drives for continuous working condition, as required, SMPS, FAN computer accordingly (as mentioned above) etc. for continuous working condition, as, enquired, checking, tightening and fitting of screws/bolts/nuts etc of the System and its peripherals, Monitors for continuous working condition, as required, Keyboards and its accessories for continuous working, condition, as required., lubrication of printers and its accessories for continuous working condition, as required. Checking viruses by providing Anti-Virus Tool Kit. Scanning of viruses etc. De-fragmentation of Hard Disk /Scanning of Disks, as & when required. Cleaning of all devices for smooth operation jobs, as & when required as per the direction of authority. Maintenance of IT asset registers in soft copy.
- 3) in case of non-performance/poor service during the period of execution of the job, SIDA reserves the right to terminate the contract at any point of time after serving a notice of one month in advance.
- 4) In case of any damage to any equipment during the servicing, the same will have to be rectified and put into
- 5) operation at the risk and cost of the Agency.
- 6) Transportation cost of man power and materials shall have to borne by the agency.
- 7) Award of AMC shall be made at the absolute discretion of SJDA. SIDA reserves the right to reject any part or

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- 8) All calls must be attended within 2 hours from the telephonic calls and call register to be maintained in approved format.
- 9) **Payment schedule:**
- A) On successful completion on annual maintenance of computers and peripherals including hardware. software for six months, 50% of the total order value will be released, except machines under warranty.
  - B) On successful completion on annual maintenance of computers and peripherals including hardware, software for one year from the dated of starting of job, balance 50% the total order value will be released, except machines under warranty.
- 10) **Submission of Quotations:**
- A) **Mode of submission:** The quotationers shall submit their quotations in sealed envelope addressed to the Chief Executive Officer, Siliguri Jalpaiguri Development Authority, Himanchal Vihar, near Passport Seva Laghu Kendra, Matigara-734010
  - B) **Documents to be submitted:** Copy of the following documents will be submitted by the quotationer/(s) for pre-qualification
    - I. Trade License/Company Registration Certificate valid at least up to the date of submitting their quotation
    - II. Income Tax (I.T.) Return for last (03) three Assessment years.
    - III. Professional Tax (P.T.) Registration/updated challan.
    - IV. Valid 15-digit Goods and Service Taxpayer Identification Number (GSTIN) under GST Act, 2017. "Tax invoice(s) needs to be issued by the supplier for raising claim under the contract showing separately the tax charged in accordance with the provisions of GST Act, 2017" in terms of 4374 F (Y) dt. 13.07.2017 of Finance Department, Govt. of West Bengal.
    - V. PAN Card.
- 11) **Receiving of Quotations:** Quotation will be received through box kept in the office of the Chief Executive Officer, Siliguri Jalpaiguri Development Authority, Himanchal Vihar, near Passport Seva Laghu Kendra, Matigara-734010
- 12) **Last date & time of Submission:** 17.12.2025 up to 03:00 PM
- 13) **Opening of Quotations:** Quotation will be opened on 17.12.2025 at 04:00 PM.
- 14) The quotationers shall have to show original copies of the submitted documents at the time of evaluation of the quotations.
- 15) The quotationers or their authorized representatives may like to present at the time of opening of quotation. The schedule of opening may be altered depending on unavoidable circumstances.
- 16) Quotationer shall not be in a conflict of interest with one or more parties in the bidding process.





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- 17) SJDA reserves right to withdraw from whole process or any part thereof to accept or reject any or all offer at any stage of the process. No formal obligation shall accrue to SIDA or in such an event authority shall not be responsible for non-receipt of correspondence sent by post/e-mail/fax/courier.
- 18) The lowest quotationer will have to enter into an agreement in SIDA's format within 8 (eight) Days else the same will be treated as cancelled.

*[Handwritten Signature]*

Chief Executive Officer,  
Siliguri Jalpaiguri Development Authority

Date: 09/12/25

Memo No: 1489 / 1 (12) / SJDA

### Copy forwarded for information to:-

1. District Magistrate, Darjeeling.
2. District Magistrate, Jalpaiguri.
3. Principal, North Bengal Medical College & Hospital, Siliguri.
4. Sub Divisional Officer, Siliguri.
5. Commissioner, Municipal Corporation, Siliguri.
6. Additional Executive Officer, Siliguri Mahakuma Parishad, Siliguri.
7. Sr. Area Manager, N. F Railway, NJP.
8. Post Master, Head Post Office, Siliguri.
9. Sub Divisional information and Cultural Officer, Ghosh Villa, Siliguri.
10. Finance Officer, SJDA
11. A.E.O., SJDA, Siliguri for uploading in website.
12. SIDA Notice Board.

*[Handwritten Signature]*

Chief Executive Officer,  
Siliguri Jalpaiguri Development Authority