Memo No. GCITA/WB(DGP)/NIT/25-2615 Dated: 7/5/25

NOTICE INVITING QUOTATION FOR PURCHASE OF LAPTOP COMPUTER FOR GCITA OFFICE

The Executive Engineer , Golden City Industrial Township Authority (GCITA) , Andal invites sealed quotation in the given format from original equipment manufacturer(s) or their authorized representatives/ Dealers /authorized supplier(s) for supply,installation and commissioning of 01(one) Laptop Computer as per attached specifications(Annexure)

Quotation from interested parties/Firms duly completed and signed in sealed cover and superscribed as "QUOTATION FOR SUPPLY OF LAPTOP" addressed to the Executive Officer, Office of Golden City Industrial Township Authority , BAPL Project Site,Andal , Dist-Paschim Bardhaman may be sent / submitted by post /hand so as to reach the above address latest by 19.05.2025 upto 2.00PM . Quotation will be opened on same day at 2.30 PM in presence of bidders who desire so. Opening date may be changed due to unforeseen reason, if arises.

Instructions to Bidders and Terms and Conditions governing the Tender Notice are listed below:

1. Bidders should be original equipment manufacturer(s) or their authorized representatives/ Dealers /authorized supplier(s) and should be registered with the Income Tax, GST, Trade License and copies of PAN,GSTN, Trade License etc must be submitted with bid documents.
2. Bid price should be inclusive of all taxes ,GST,Levies ,delivery charges etc. and the quoted rate should be valid for a minimum of 90 days from the date of closing of quotation.
3. Warranty : For Laptop, the minimum warranty would be 3(three) years and the participating biodders should have full-fledged servicing centre located at Durgapur /Asansol with on-site Guarantee /Warranty covered by a free replacement condition, if found defective at the time of actual use of such item by the user during warranty period. For other items, the minimum warranty would be 1(one) year or warranty offered by the OEM, whichever is higher.
4. Delivery should be made within 1(one) week from the date of placement of Supply Order at the office of GCITA,Andal
5. Payment should be made 100% after delivery, installation and successful commissioning of the items.
6. Conditional quotations will not be accepted and a copy of Terms and Conditions duly signed by the Bidder in token of having understood and agreed to the same ,may be attached along with the bid documents
7. The Executive Officer, GCITA reserves all rights to reject any bid without assigning any reason whatsoever and does not bind itself to accept the lowest bid or any specific Bid.

Executive Engineer
Golden City Industrial Township Authority
EXECUTIVE ENGINEER (C)
Golden City Industrial Township Authority

Memo No. GCITA/WB(DGP)/NIT/25-2615 Dated: 7/5/25

Copy forwarded for information with a request for wide publication to:

1. The District Magistrate, Paschim Bardhaman and Chairman, GCITA.
2. The Addl. Secretary to the Government of West Bengal , UDMA Department , Nagarayan, DF-8, Sector-I,Salt Lake, Kolkata – 700064
3. The Chief Executive Officer, Asansol Durgapur Development Authority
4. The Addl. District Magistrate , Paschim Bardhaman and Executive Officer, GCITA
5. The Commissioner, Durgapur Municipal Corporation
6. The Block Development Officer, Andal.
7. Smt Anju Madeka, President & CFO, Bengal aerotropolis Projects Ltd.
8. Notice Board of the office
9. Guard File

Executive Engineer
Golden City Industrial Township Authority
EXECUTIVE ENGINEER (C)
Golden City Industrial Township Authority

To,

The Executive Engimeer,
Golden City Industrial Township Authority (GCITA)
BAPL Project Site, Andal, PS-Andal
Dist.-Paschim Bardhaman

Sir,

With reference to your quotation notice no. ..... Date ....., I am to submit my tender document for supply,installation and commissioning of LAPTOP as per following specification. .

I further affirm that I have read and fully understood the Tender Notice and agree to abide by all the Terms & Conditions laid therein, which are being signed as a token of my acceptance In case I fail to abide by the Terms & Conditions or execute the Contract satisfactorily, I will be liable to termination of the Contract, as mentioned in the Terms & Conditions.

MINIMUM SPECIFICATIONS FOR LAPTOP

Sl. No.	Specification	Quantity of item required	Price including of all taxes and others if any	Price in words	Remarks
1	1. Processor Generation: Intel core i5,12th generation 2. Operating system: windows 11 + Office 3. RAM Size:8GB, 4. Display Size: 15.6 inch 5. SSD : 512GB, 6. Wireless and Bluetooth Connectivity, 7. Availability of webcam Integrated with display 8. Internal Speaker	1 (one)			

Dated: ...

Yours faithfully,

(Signature of Bidder and seal)