



THE WBSCARD BANK LTD.

THE WEST BENGAL STATE CO-OPERATIVE AGRICULTURE & RURAL DEVELOPMENT BANK LTD.

ICMARD Building, 6th Floor, 14/2, CIT Scheme- VIII (M), Kolkata-700 067
PBX : 033-2356-0028, 033-2356-0065
Email : wbscardb@gmail.com Visit us at: www.wbscardb.com

Memo No. 2346/Admn./1357

November 03, 2025

The West Bengal State Co-operative Agriculture & Rural Development Bank Limited (The WBSCARD Bank Ltd.), hereinafter referred to as the Bank, invites **Expression of Interest (EOI)** from registered Electrical Firms / Agencies / Service Providers having sufficient experience and adequate credentials in Electrical Load Survey, Designing & Estimation for Selection of **Consultant** for the undermentioned works for its G+4 Storied Old Head Office Building, situated at 25D, Shakespeare Sarani, Kolkata – 700 017 for: -

1. Survey of the entire Building for exploring and understanding the Scope of Work for Repair, Renovation & Up-gradation of Electrical System of the Building.
2. Preparation of Detailed Floor-wise-Drawings of the proposed Electrical System of the Building and submission of the said Drawings both in soft and hard mode.
3. Detailed Electrical Load Survey of the Building considering new Electrical System including assessment of required Capacity and Specification of Silent Diesel Generator Set to be installed and submission of Report there against both in soft and hard mode.
4. Preparation of Estimate (Scope of Work including approximate cost) for Repair, Renovation & Up-gradation of Electrical System of the Building and submission of the said Estimate both in soft and hard mode.

Schedule of activities and events: -

Date of issue of the Notice Inviting EOI	November 03, 2025
Date, time and venue for Pre-Bid Conference	November 07, 2025 at 03:00 P.M. at Old Head Office Building of The WBSCARD Bank Ltd. situated at 25D, Shakespeare Sarani, Kolkata – 700 017
Last Date and time for submission of Complete Proposal: Technical including Eligibility Criteria and Financial Bid	November 17, 2025 up to 03:00 P.M.
Website for Uploading Proposals	wbtenders.gov.in
Date and Time of Opening of Technical Bid/ Proposals	November 20, 2025 at 11:00 A.M.
Date and Time of Opening of Financial Bid/ Proposals	To be notified later on
Officials to be contacted in case of any problem in submission of Bid	1. Shri Sudip Ghosh, Deputy General Manager (Administration), (M) 82400 91830 2. Shri Biswamay Ballav, Manager (Administration), Phone No. (M) 94336 12564
Address for Communication	The West Bengal State Co-Operative Agriculture & Rural Development Bank Ltd. 6 th Floor, ICMARD Building, Block – 14/2, CIT Scheme – VIII (M), Ultadanga, Kolkata- 700 067

Email of Purulia Branch: purulia.wbscardb@gmail.com ; Email of Darjeeling Branch: siliguri.wbscardb@gmail.com;
Email of ICMARD, Ultadanga : icmard.kol@gmail.com



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Scope of Work: -

I	Arrangement for Survey of the entire Building for exploring and understanding the Scope of Work for Repair, Renovation & Up-gradation of Electrical System of the Building.
II	Preparation & Submission of Drawing of the proposed Electrical System [Schematic Elevation Drawing & Floor wise detailed Drawing on Plan view] of the Building. The prepared Drawing should be submitted both in Hard mode (Colour Printed) as well as in Soft mode (in .dwg format).
III	Arrangement for Detailed Electrical Load Survey of the Building considering the new Electrical System including assessment of required capacity of Silent Diesel Generator Set to be installed and its detailed Specifications and submission of Report there against it both in soft and hard mode.
IV	Preparation of an Estimate (Scope of Work) including approximate cost involvement based on the Schedule of Rates for Electrical Works, Volume – I, November, 2017, PWD, Govt. of West Bengal, in case of PWD Scheduled Items and based on present market rate in case of PWD Non-Scheduled Items for Repair, Renovation & Up-gradation of Electrical System of the Building and submission of the said Estimate both in soft and hard mode.

A. General Instructions and Terms & Conditions: -

1. The Bidder/Agency is expected to read all instructions, terms & conditions, specifications in the EOI documents before submission of Bid.
2. **Submission of Bid: -**
 - a. The Technical Bid should contain all the EOI documents and supporting proof. The agencies have to fill up the Annexures with his signature along with all supporting documents.
 - b. The Financial Bid should contain price Bid only as per attached BOQ.
 - c. Bid Validity Period / Validity of the Bid Offer should be 90 (Ninety) Days from the last date of submission.
3. The Bank may, at its discretion, extend last date for the submission of Bids by amending the Bidding Documents.
4. **Pre-qualification Criteria of Bidder: -**
 - a. The Bidder should have minimum 03 (Three) years' experience of 'Extending Consultancy Service for Designing; Load Survey & Estimation of Electrical System in Commercial Buildings' to the reputed Govt. / Public Sector Enterprise / Banks / other reputed agencies. Work Order with Performance Certificate or Completion Certificate in this regard should be submitted. Any job executed by the Bidder for its own In-House purpose/Sister Concern/Subsidiary shall not be considered as relevant experience. Also, job executed by the Bidder as an Authorized Dealer/Subsidiary/Fellow Subsidiary/Holding Company and Sub-Contractors shall not be considered as relevant experience.
 - b. The Bidder should submit Self-Certified copy of GST Registration Certificate & PAN.
 - c. The Bidder should sign each and every page of the EOI document and **Application Form & ANNEXURES** as an acceptance of the conditions of the contract and submit it along with the credentials with office seal.
 - d. The Bidder should have its Registered Office in West Bengal.
 - e. The Bidder must submit Self-certified Copy of **valid and relevant Licenses (License to Electrical Contractors and Electrical Supervisor's Certificate of Competency; Parts Qualified: 1, 2 & 11 of West Bengal Electricity Licensing Board)** and Registration.

The Annual Report of the last three years of the Bidder must reflect profitability.

The Bidder should not be banned / blacklisted ever in any institution / organization.

The Bidder must submit copy of valid Trade License.

Relevant documents supporting eligibility criteria are to be submitted along with the Technical Bid.





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- j. In case of Partnership Firm/ Company, the Bidders are required to submit copy of Partnership Deed/Memorandum of Association (MOA)/Article of Association (AOA)/Certificate of Incorporation & Copy of Registered Power of Attorney.
- k. The Bidder must submit details of its Technical Persons with Technical qualification, who would be deputed for the job.
5. The Bids of the participants will be summarily rejected on noncompliance & non-fulfilment of the Pre-Qualification Criteria in Sl. No. 04.
6. The successful Bidder must submit on Letter Head names of their authorized personal to be deputed to have technical discussion & presentation before the authority of The WBSCARD Bank Ltd. with a prior written intimation to The WBSCARD Bank Ltd., after placement of Work Order.
7. The Bank has the right to amend the Clauses, which will be published in the respective Websites through corrigendum. The Bidders are advised to follow the Website regarding the same.
8. The interested Bidders must visit the site before submitting their Bid. Date of site visit & Pre-Bid meeting: November 07, 2025 at 03:00 PM.

B. Evaluation of Bid:-

Technical Evaluation: All the documents in support to the eligibility criteria mentioned will be evaluated. If the required documents as prescribed above are not submitted, then the offer will be summarily rejected. Based on the evaluation, the valid Technical Bids will be scrutinized to shortlist eligible agencies. **The Financial Bids of the only Technically Qualified Bidders will be opened.**

Financial Evaluation:-

The financial Bid should be submitted in the prescribed format.

Note: The Technically Qualified Bidder with Lowest Price will be awarded with the Contract. However, the Bank is not bound to accept the Lowest Bid. The Bank reserves the right to accept or reject any or all Bids without assigning reasons thereof.

C. Time for Completion of the Work:-

The successful Bidder will be given **20 (Twenty) Days** time period from the Date of issuance of Work Order to complete the entire work as described in the Scope of Work. For any delay beyond the stipulated time frame for completion of work, **compensation** has to be paid by an amount equal to **1% (One Per Cent)** of the contract value or such any amount that may be decided by the appropriate authority of The WBSCARD Bank Ltd.

D. Payment & other Terms:-

- a. On submission of Invoice/Bill in duplicate after successful accomplishment of the entire work as mentioned under Scope of Work.
- b. Any legal dispute will have the jurisdiction of Kolkata City only.
- c. Payment will be released within **30 (Thirty) days** of successful completion of the work.

E. Performance Security:

- a. The successful Bidder must submit a Performance Security Deposit for an amount equivalent to **05% (Five Per Cent)** of the Order Value (before issuance of the Work Order). It can be deposited by the Successful Bidder electronically online to the Bank Account No. 101005427736 of The WBSCARD Bank Ltd. held with The West Bengal State Cooperative Bank Ltd., Kolkata Main Branch, having IFSC WBSC0000001. The said Deposit would be refunded to the Successful Bidder 90 (Ninety) Days after completion of the Work in accordance with the Work Order and would not accrue any interest.
- b. **Performance Security Deposit will be forfeited if the Successful Bidder fails to perform any of the terms or conditions of the contract. Besides, the Successful Bidder may also be Black Listed.**

Quality: The quality of services will be monitored by the officials of the Technical Cell of the Bank and their decisions in that regard are to be accepted by the Successful Bidder.

(Chinnoy Gupta)
Managing Director

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Memo No. 2346/Admn./ 1357/1(6)

November 03, 2025

Copy forwarded for information & necessary action to:-

1. The Principal, ICMARD.
2. Sri Suman Bhar, DGM (BDD)-in-Charge of IT, The WBSCARD Bank Ltd – with a request to upload the EOI in the Website of The WBSCARD Bank Ltd.
3. Sri Sayak Acharjya, AGM (Admn.) & Faculty Member, ICMARD - with a request to upload the EOI in the Website of ICMARD.
4. Sri Anirban Choudhuri, Manager (Computer), The WBSCARD Bank Ltd. - with a request to upload the EOI in www.wbtenders.gov.in.
5. Notice Boards of The WBSCARD Bank Ltd. & ICMARD.

(Chinmoy Gupta)
Managing Director

24/11/25





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UNDERTAKING & DECLARATION REGARDING UNDERSTANDING THE TERMS & CONDITION OF TENDER
& SPEC. OF WORK
(To be submitted in own Letter Head)

It is to certify that:

1. I / We have read understood and agreed with all the terms and conditions, specifications included in the EOI documents & offer to execute the work at the rates quoted by us with the terms & conditions as specified in the EOI issued by The WBSCARD Bank Ltd. under Memo No. _____ dated November 03, 2025.
2. If I / We fail to enter into the Agreement & commence the work in time, Performance Security Deposit by us will stand forfeited to The WBSCARD Bank Ltd.
3. I / We have not ever been Blacklisted ever by any Govt. Agency/Govt. Deptt./Semi Govt./Quasi Govt. Deptt./PSU/Board/Council or similar Organization.
4. I / We have attended the Pre-Bid Meeting OR I / We have not attended the Pre-Bid Meeting but The WBSCARD Bank Ltd. would not have any responsibility for my / our inability to attend the Pre-Bid Meeting on the scheduled date.
5. All the Information, Documents, Photocopies of the Documents / Certificates submitted along with the Bid, are correct.
6. If anything is found false and/or incorrect and/or reveals any suppression of fact at any time, the Bank reserves the right to reject my / our Bid Offer / cancel the LOA / Purchase / Work Order, if issued and forfeit the Performance Guarantee / Security Deposit lying with the Bank. In addition, the Bank may debar me / us from participation in its future Tenders.

Date:

Place:

Signature of Bidder

.....
Name of Bidder along with Date & Seal





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Annexure-I

TECHNICAL BID INFORMATION

(To be submitted in own Letter Head)

Sl. No.	Details	Documents
01.	Name of the Bidder	
02.	Name of the Authorized Persons/Proprietor/Director/Head/Manager/Contact Persons of the Organization	
03.	Contact No.	
04.	Email	
05.	PAN	
06.	GSTIN	
07.	Registered Address	
08.	Address for Communication	
09.	Trade License	
10.	Partnership Deed/Memorandum of Association (MOA)/Article of Association (AOA)/Certificate of Incorporation & Copy of Registered Power of Attorney.	
11.	Any other related information	
12.	Name of Technical Officer/Engineer	
13.	Qualification of Technical Officer/Engineer	
14.	Experience of Officer/Engineer (in years)	

Date:

Place:

Signature of Bidder

.....
Name of Bidder along with date & Seal





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Annexure-II: - BOQ

Sl. No.	Description of Work	Quantity
1.	Comprehensive Consultancy Service for – 1. Survey of the entire Building for exploring and understanding the Scope of Work for Repair, Renovation & Up-gradation of Electrical System of the Building. 2. Preparation of Detailed Floor-wise-Drawings of the proposed Electrical System of the Building and submission of the said Drawings both in soft and hard mode. 3. Detailed Electrical Load Survey of the Building considering new Electrical System including assessment of required Capacity and Specification of Silent Diesel Generator Set to be installed and submission of Report there against it both in soft and hard mode. 4. Preparation of Estimate (Scope of Work including approximate cost) for Repair, Renovation & Up-gradation of Electrical System of the Building and submission of the said Estimate both in soft and hard mode.	1 Job

