



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

The WBSCARD Bank Ltd.

Darjeeling District Office

RICMARD Building, 1st Floor, 3, Sarat Bose Road, Hakimpara, P.O-Siliguri, Dist: Darjeeling, Pin-734001
Ph-0353-2539352 ● Email: dm_darjeeling@wbcarddb.com, ddo.wbcarddb@gmail.com

Memo No. – DDO/08/1/2026-2027/055

Dated June 02, 2026

NOTICE INVITING QUOTATION

Sealed Quotations are invited in prescribed format from the eligible/bonafide, resourceful & experienced Dealers/ Suppliers/ Manufacturers/ Companies for emergent **Supply of Furniture** at the premises under various Branches of The WBSCARD Bank Ltd. noted below. as per schedule & scope of work with Technical Specifications stipulated in the Annexure attached herewith.

The intending Bidders may make physical visit to the above-mentioned site of work and submit their sealed Quotations within **June 11, 2026 2.00 pm** under following terms & conditions.

Name of Work: - Supply of Furniture at the Champasari Extension Counter of Siliguri Branch and Bijanbari Extension Counter of Darjeeling Branch of The WBSCARD Bank Ltd.

Place of Work: -

Sl No.	Branch Name	Installation required at	Address
1	Siliguri Branch	Champasari Extension Counter	Ground Floor premises of Champasari Main Road, Shivaji Nagar, Cold Depot Bye Lane, Near Bright Computer Academy, P.O. & P.S.- Pradhannagar, Siliguri- 734003, District- Darjeeling
2	Darjeeling Branch	Bijanbari Extension Counter	1st Floor premises of Bista Path, Bijanbari Bazar, Bijanbari, Pin- 734201, District-Darjeeling

Broad Terms & Conditions: -

1. The Scope/Schedule of Works, Technical Specifications and other details are specified in Annexure (Schedule of Works).
2. The Quoted rates should be inclusive of prevailing GST/Taxes etc., if applicable, duties, other incidental charges, transportation charges, supply/delivery charges.
3. The rate should be quoted in figures as well as words in the own Letter Head of the organization.
4. The Bidders may visit the proposed site at the above address before submission of the Quotation.
5. The Quotation must be valid for a period of at least three months from the last date of submission.
6. Tools & tackles including allied accessories for the work shall be arranged by the Bidder at his/her own cost.
7. The authority of The WBSCARD Bank Ltd. reserves the right to accept and or reject any or all the Quotations without assigning any reason thereof and the authority is not bound to accept the lowest rate.
8. The Quotation in Letter Head, complete in all respect, must reach to the **District Manager, Darjeeling District Office, The WBSCARD Bank Ltd., 1st Floor, RICMARD Building, 3, Sarat Bose Road, Hakimpara, Ward-16, Siliguri-734001**, under sealed cover latest by **June 11, 2026 within 2.00 pm**.
9. The Bidders must furnish Copies of the Valid Trade License, GST Registration Certificate, PAN Card as per prevailing Rules.
10. Supply and Installation work as per item to be completed **within the stipulated time mentioned in the Work Order**.
11. **The payment will be released on full completion of work to the satisfaction of the authority and on submission of final bill.**

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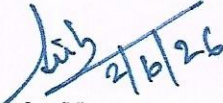
The WBSCARD Bank Ltd.

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12. The recommended technical specifications as mentioned in the Schedule /Scope of work as per **Annexure** enclosed be strictly followed and maintained while submitting quotation and no other quotation apart from the stipulated specification, Terms and Conditions will be allowed.
13. The sealed cover of Quotation shall be Superscripted as "**Quotation for Supply of Furniture at the Champasari & Bijanbari Extension Counter**"
14. The Bidder will be liable for rejection in case of violation of any of the above stipulated Terms and Conditions.
15. **5% of the Final Bill** amount shall be deducted at source as **Security Deposit** and the amount would be retained by The WBSCARD Bank Ltd., Darjeeling District Office for at least 01 (One) Year. The Security Deposit will accrue no interest.

Encl.: As stated


District Manager
Darjeeling District Office
The WBSCARD Bank Ltd.

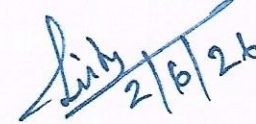
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Dated June 02, 2026

Copy forwarded for kind information and necessary action to:-

1. The Managing Director, The WBSCARD Bank Ltd., with a request to kindly arrange for uploading the NIQ to relevant websites and to display on Notice Boards as necessary.
2. Regional Manager, Northern Zone, The WBSCARD Bank Ltd.
3. Notice Board of RICMARD.

Encl.: As stated


District Manager
Darjeeling District Office
The WBSCARD Bank Ltd.

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Annexure to NIQ under Memo No. DDO/8/1/2026-2027/055 dated June 02, 2026

SCHEDULE/SCOPE OF WORK

[A] Details of Furniture and other Ancillary Works for "Champasari Extension Counter" of Darjeeling Branch of The WBSCARD Bank Ltd.				
Sl. No.	Item	Description	Qty (Nos.)	Quoted Amount including GST (Rs.)
1	Table	Wooden or Steel. Size - 4.5Ft. X 3.5 Ft. of standard height with straight legs attached with sufficient leg support	2	
2	Almirah	Steel Almirah of size 3 Ft. x 1.5 Ft. Ht. 6 Ft.	1	
3	Table cum Storage	To be set up just outside the Cash Counter as shown in the Drawing. Size: 5Ft. X 1.5 Ft. with storage space below the table. May be used as Computer Table.	1	
4	Chairs	Neelkamal / Cello Plastic Chairs	12	
5	Chairs	Office Chair- Fixed Wooden Chairs	3	

[B] Details of Furniture and other Ancillary Works for "Bijanbari Extension Counter" of Darjeeling Branch of The WBSCARD Bank Ltd.				
Sl. No.	Item	Description	Qty	Quoted Amount including GST (Rs.)
2	Table	Wooden make Size - 4.5Ft. X 3.5 Ft. of standard height with straight legs attached with sufficient leg support (Two tables already exists along with chairs)	1 No.	
3	Two Seater Sofa	Wooden Sofa type chair (Two Seater) without backrest for additional customer sitting arrangement	1 Set	
4	Chair	Office Chair- Fixed Wooden Chair	1 No.	

GRAND TOTAL [A] + [B]

In Words (Rupees _____) Only

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District Manager

Darjeeling District Office
The WBSCARD Bank Ltd.

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