



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 : 033-2967 3012

Email :wbscardb@gmail.com Visit us at: www.wbscardb.com

Memo No. 10/Part-VI/Admn./631

August 10, 2026

NOTICE INVITING QUOTATION

Sealed Quotations are invited in prescribed forms on Item Rate Basis from the eligible/bonafide, resourceful & experienced Contractors / reputed Engineering Firms / Companies / Engineer's Co-operative Societies for **Supplying, fitting and fixing of Roof Shed with Aluminum-Zinc Alloy Coated Steel (TATA/Zindal) at the Fire Pump Room at the Ground Floor of the ICMARD Building of The WBSCARD Bank Ltd.**, as per Schedule / Scope of Work as detailed in **Annexure-I** attached herewith.

Name of Work: - Supplying, fitting and fixing of Roof Shed with Aluminum-Zinc Alloy Coated Steel (TATA/Zindal) at the Fire Pump Room at the Ground Floor of the ICMARD Building of The WBSCARD Bank Ltd.

Place of Work: - At the Ground Floor of the Institute of Co-operative Management for Agriculture & Rural Development (ICMARD) Building of The West Bengal State Co-operative Agriculture & Rural Development Bank Ltd. (The WBSCARD Bank Ltd.) located at Block - 14/2, CIT Scheme - VIII (M), Ultadanga, Kolkata - 700067.

Terms & Conditions: -

1. The Quotation must be valid for a period of at least **90 [Ninety] days** from the last date of bid submission.
2. All costs/charges must be quantified and spelt out in clear terms. The quoted rate of the item should be mentioned in the specified space in the **Annexure - I** inclusive of all labour, material, incidental/transportation charges and taxes.
3. During evaluation of the Quotation, The WBSCARD Bank Ltd. may, at its discretion, ask the Bidder for clarification of Bids. The request for clarification and the response may be in writing or verbal as the case may be. If during execution of the work, any new item/accessory is required in connection with execution of the aforesaid work, such items shall be considered incidental to the work and no payment will be made to the executing Agency for such item/accessory.
4. Total cost of the Bid will be the deciding factor while deciding the Bid in favour or against any Bidder. Incomplete Bid will be liable to be rejected.
5. The right to reject the lowest or all the Quotations without assigning any reason thereof is kept reserved by The WBSCARD Bank Ltd.
6. Supply, fitting and fixing of all the Items as specified under the **Annexure - I** shall be the responsibility of the successful Bidder. Damage to goods or any other loss due to accident etc. during transit shall be the responsibility of the successful Bidder.
7. Intending Bidder/Bidders may visit the location/site for getting proper understanding of other scope of works before submitting the Quotation on any working day of The WBSCARD Bank Ltd. from **11:00 AM to 04:00 PM** with prior intimation to The WBSCARD Bank Ltd.
8. **The intending Bidder must append the following documents with the Bid:** -
 - a) Copies of PAN and GST Registration Certificate.
 - b) Copy of valid Trade License.
 - c) Copy of ITR for the last three years.
 - d) Copy of Credentials of perming Civil Works during the last three years.

9. The Payment terms shall be as under: -

- a) The successful Bidder shall raise the **Invoice/Bill** after successful completion of the Work along with the **Completion Certificate**.

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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- b) Payment will be released within 15 (Fifteen) days after satisfactory completion of the Work.
- c) Income Tax and any other Statutory Cess/Levy shall be deducted at source as per Rules prevalent at the time of payment and will be deposited with the quarter concerned.
- d) Bank Charges, if any, shall be borne by the supplier.

10. The selected Bidder/ Contractor shall have to make all necessary arrangements at his/her/its own cost for examination by the Inspecting Engineers of The WBSCARDB Ltd. the works executed/to be executed. The quantity mentioned under different items of work as per B.O.Q may vary and the contractor should be bound to execute any quantity, as required and directed, in the same rate quoted by him/her/it. Payment will be made as per actual Joint Measurement of the work to be made by the selected Bidder/ Contractor along with the Inspecting Engineers of The WBSCARDB Ltd.

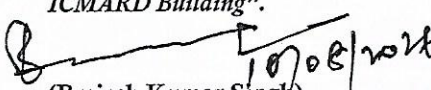
11. The period completion of the work will be specified in **Work Order** in terms of number of days. If delay is caused in any circumstances beyond the control of the successful Bidder, the successful Bidder may request The WBSCARD Bank Ltd. for extension of date /time which may or may not be granted. The WBSCARD Bank Ltd. authority may impose a **penalty @ 1% per day** subject to a maximum of 10% in all of the cost of the Bid for the delay.

12. The **Security Deposit** equal to 5% of the final Bill amount shall be collected by way of deduction from the Bill of the successful Bidder which shall be **released** on successful completion of **03 (Three) years** from the date of completion of entire work. The Authority of The WBSCARD Bank Ltd. shall not be liable to pay any interest on the Security Deposit and the same shall be kept as interest free.

13. The legal dispute, if arises, shall be subject to the jurisdiction of the Courts at Calcutta and Courts in other jurisdiction shall have no legal sanctity.

14. The Quotation in Letter-Head, complete in all respects, must reach to the Office of The WBSCARD Bank Ltd. under sealed cover latest by **August 24, 2026** within **05:00 PM**. The Quotation received after due date and time or incomplete in other respect or technically not qualifying tender shall be liable to be rejected.

15. The sealed cover of the Quotation addressed to "*The Managing Director, The WBSCARD Bank Ltd.*" should be superscribed as "*Supplying, fitting and fixing of Roof Shed with Aluminum-Zinc Alloy Coated Steel (TATA/Zindal) at Fire Pump Room at the ICMARD Building*".

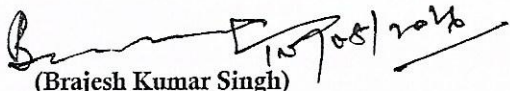

(Brajesh Kumar Singh)
Managing Director
Encl: a.a.

Memo No. 10/Part-VI/Admn./631/1 (5)

August 10, 2026

Copy forwarded for kind information and necessary action to: -

1. The Principal, ICMARD, 3rd Floor ICMARD Building, 14/2, C.I.T Scheme-VIII (M), Kolkata-700 067.
- ✓ 2. Sri Suman Bhar, DGM (BDD)- in-Charge of IT, with a request to upload the NIQ in the Official Website of The WBSCARD Bank Ltd.
3. Sri Sayak Acharjya, AGM (Admn.) & FM, ICMARD, with a request to upload the NIQ in the Official Website of ICMARD.
4. Notice Board of the Head Office & ICMARD.


(Brajesh Kumar Singh)
Managing Director
Encl: a.a.



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ANNEXURE –I to the NIQ vide Memo No. 10/Part-VI/Admn./631 Dated August 10, 2026

Schedule / Scope of Works

Sl. No.	Description of Product / Item	Qty.	Brand/ Make of the Product / Item	Rate per Sq. Ft. including delivery/ labour charges / other incidental charges (in Rs.)	Basic Amount including delivery/ labour charges / other incidental charges (in Rs.)
1	i) Dismantling of the existing Tin Shed at the Roof of the Fire Pump Room and staking of the dismantled Tin Sheets properly within a lead of 75 meters. ii) Supplying, of Aluminum-Zinc Alloy Coated Steel (TATA/Zindal) at the Roof of the Fire Pump Room including fitting and fixing with screws, nuts, rubber gasket, sealant, etc. wherever required complete in all respect ensuring no leakage of water through the roof. ii) Repairing of the edges with cement mortar carefully and application of bitumen sheet for waterproofing ensuring no leakage of water through the edges. Warranty: 03 (Three) Years	550 Sq. Ft. (approx.)	TATA/ Zindal		
Total Basic Amount:					
Add GST @ _____ (Please mention the percentage of applicable GST):					
Total Quoted Price including GST:					

TOTAL QUOTED PRICE/AMOUNT = (Rupees only).

N.B.:- The quantity etc. against the description of the work may vary during execution of the work depending upon actual requirement.

I / We hereby accept all the above terms & conditions as laid down in the NIQ issued by The WBSCARD Bank Ltd. under Memo No. 10/Part-VI/Admn./631 dated August 10, 2026.

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Signature of the Authorized Signatory with date & official stamp of the Bidder