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. 2468/Admn./1059 October 17, 2026

Expression of Interest (EOI)

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 Firms/Vendors for selection of **Consultant** for conducting the following works for its RICMARD Building (G+4 Storied) and Purulia District Office Building (G+2 Storied), situated at 3, Sarat Bose Road, Hakimpara, Siliguri – 734 001 and Collectorate Compound, Beside DIC Building, P.O. & Dist. – Purulia, PIN – 723 101 respectively. The works to be executed are: -

1. Arrangement for Building Survey for exploring and understanding the Scope of Work for installation of Fire Hydrant System, Fire Alarm System and Public Address System at RICMARD Building and Purulia District Office Building of The WBSCARD Bank Ltd. as per prevailing rules and regulations and regulations and submission of that Report both in soft and hard mode.

2. Preparation & Submission of Drawing [Schematic Elevation Drawing & Floor wise detailed Drawing on Plan view] for installation of Fire Hydrant System, Fire Alarm System and Public Address System at RICMARD Building and Purulia District Office Building of The WBSCARD Bank Ltd. The prepared Drawing should be submitted both in Hard mode (Colour Printed) as well as in Soft mode (in .dwg format).

3. Preparation of an Estimate (Scope of Work) including approximate cost involvement based on the present market value for installation of Fire Hydrant System, Fire Alarm System and Public Address System at RICMARD Building and Purulia District Office Building of The WBSCARD Bank Ltd. 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	October 17, 2026
Date, time and venue for Pre-Bid Conference	October 28, 2026 at 03:00 P.M. at Head Office of The WBSCARD Bank Ltd.
Last Date and time for submission of Complete Proposal: Technical including Eligibility Criteria and Financial Bid	November 10, 2026 up to 05:00 P.M.
Website for Uploading Proposals	**wbtenders.gov.in**
Date and Time of Opening of Technical Bid/ Proposals	November 13, 2025 at 12:00 P.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. Sri Sudip Ghosh, Deputy General Manager (Administration), (M) 82400 91830 2. Sri Tapas Hazra, Manager (Administration), Phone No. (M) 74395 01541
Address for Communication	The West Bengal State Co-Operative Agriculture & Rural Development Bank Ltd. 6th Floor, ICMARD Building, Block – 14/2, CIT Scheme – VIII (M), Ultadanga, Kolkata- 700 067

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Scope of Work: -

The scope of work for the job is as follows:-

I	Arrangement for Building Survey for exploring and understanding the Scope of Work for installation of Fire Hydrant System, Fire Alarm System and Public Address System at RICMARD Building and Purulia District Office Building of The WBSCARD Bank Ltd. as per prevailing rules and regulations and regulations and submission of that Report both in soft and hard mode.
II	Preparation & Submission of Drawing [Schematic Elevation Drawing & Floor wise detailed Drawing on Plan view] for installation of Fire Hydrant System, Fire Alarm System and Public Address System at RICMARD Building and Purulia District Office Building of The WBSCARD Bank Ltd. The prepared Drawing should be submitted both in Hard mode (Colour Printed) as well as in Soft mode (in .dwg format).
III	Preparation of an Estimate (Scope of Work) including approximate cost involvement based on the present market value for installation of Fire Hydrant System, Fire Alarm System and Public Address System at RICMARD Building and Purulia District Office Building of The WBSCARD Bank Ltd. 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 **'Consultancy Service in Fire related work and must be well acquainted with Government Rules and Regulations for installation of Fire Hydrant System, Fire Alarm System and Public Address System from Statutory Bodies'** for 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 and Registration, if any.

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f. The Annual Report of the last 03 (three) financial years of the Bidder must reflect profitability.

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

h. The Bidder must submit copy of valid Trade License.

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

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: October 28, 2025 at 03:00 P.M.

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 **02 (Two) months** 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 successful accomplishment of the entire work as mentioned under Scope of Work, payment will be made through NEFT/ RTGS to the Successful Bidders Bank Account only.

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.

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E. Performance Security Deposit:

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. 1010054277736 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.

13/10/2026

(Brajesh Kumar Singh)
Managing Director

17/10/26

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(To be submitted in own Letter Head of the Bidder)

UNDERTAKING & DECLARATION REGARDING UNDERSTANDING THE TERMS & CONDITION OF TENDER & SPEC. OF WORK

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. 2468/Admn./1059 dated October 17, 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 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 on the scheduled date.

   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.

   (Please choose one from the above)
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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(To be submitted in own Letter Head of the Bidder)

Annexure-I

TECHNICAL BID INFORMATION

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 – Arrangement for Building Survey for exploring and understanding the Scope of Work for installation of Fire Hydrant System, Fire Alarm System and Public Address System at RICMARD Building and Purulia District Office Building of The WBSCARD Bank Ltd. as per prevailing rules and regulations and regulations and submission of that Report both in soft and hard mode.	1 Job
2.	Preparation & Submission of Drawing [Schematic Elevation Drawing & Floor wise detailed Drawing on Plan view] for installation of Fire Hydrant System, Fire Alarm System and Public Address System at RICMARD Building and Purulia District Office Building of The WBSCARD Bank Ltd. The prepared Drawing should be submitted both in Hard mode (Colour Printed) as well as in Soft mode (in .dwg format).	
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	Note: - Rate is to be quoted inclusive of applicable G.S.T.	

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October 17, 2025

Memo No. 2468/Admn./1059/ 1 (7)

Copy forwarded to: -

1. 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.
2. Miss Sanchari Mitra, District Manager, Darjeeling District Office, The WBSCARD Bank Ltd.
3. Sri Sayak Acharjya, AGM (Admin) & 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 Head Office, ICMARD, Darjeeling District Office and Purulia District Office of The WBSCARD Bank Ltd.

17/10/2025

(Brajesh Kumar Singh)
Managing Director

17/10/25