



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

**The WBSCARD Bank Ltd.**

**Darjeeling District Office**

RICMARD Building, 1<sup>st</sup> Floor, 3, Sarat Bose Road, Hakimpura, P.O-Siliguri, Dist: Darjeeling, Pin-734001

Ph-0353-2539352 ● Email: [dm\\_darjeeling@wbcarddb.com](mailto:dm_darjeeling@wbcarddb.com), [ddo.wbcarddb@gmail.com](mailto:ddo.wbcarddb@gmail.com)

Memo No. – DDO/08/1/2026-2027/189

Dated September 23, 2026

**NOTICE INVITING QUOTATION**

Sealed Quotations are invited in prescribed format from the eligible, bona fide, resourceful & experienced Dealers/ Suppliers/ Manufacturers/ Companies for emergent **Supply of Furniture** at the premises of **Bijanbari Extension Counter of Darjeeling Branch of The WBSCARD Bank Ltd.** 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 **October 05, 2026 2.00 pm** under following terms & conditions.

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

**Place of Work: -**

| Sl No. | Branch Name       | Installation required at    | Address                                                                                       |
|--------|-------------------|-----------------------------|-----------------------------------------------------------------------------------------------|
| 1      | 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 should 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., 1<sup>st</sup> Floor, RICMARD Building, 3, Sarat Bose Road, Hakimpura, Ward-16, Siliguri-734001**, under sealed envelope by **October 05, 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 along with the quotation.
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.**
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.



Head Office- ICMARD Building, 6<sup>th</sup> Floor, Block- 14/2, CIT Scheme-VIII(M), Ultadanga, Kolkata-700067

P.B.X. 033-22871786 /87, 033-22806681 ● Email: [wbcarddb@gmail.com](mailto:wbcarddb@gmail.com)

Branches:- Bagdogra , Siliguri, Darjeeling , Kalimpong



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13. The sealed cover of Quotation shall be Superscripted as "**Quotation for Supply of Furniture at the 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

  
23/9/26  
**District Manager**  
**Darjeeling District Office**  
**The WBSCARD Bank Ltd.**

Memo No. – DDO/08/I/2026-2027/189 (3)

Dated September 23, 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

  
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**Annexure to NIQ under Memo No. DDO/8/1/2026-2027/189 dated September 23, 2026**

**SCHEDULE/SCOPE OF WORK**

**The Quotations are to be submitted in own letterhead of the bidder**

| [A] 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 | 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. |                                   |
| <b>TOTAL</b>                                                                                                                       |                 |                                                                                                                |       |                                   |
| In Words (Rupees _____) Only                                                                                                       |                 |                                                                                                                |       |                                   |



*Sd/-* 23/9/26  
**District Manager**  
**Darjeeling District Office**  
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