



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: 1677/C/Part-IX/ 107

Date: 27.04.2026

NOTICE INVITING QUOTATION (Number: 2/26/BDD)

Sealed quotations are invited from reputed Computer Hardware Vendors/IT Peripherals/Freelancer engineer/Hardware & Network engineer/Refilling vendors for supply/on-call-basis services of following articles/services to our H.O. at ICMARD Building, 6th Floor, 14/2, CIT Scheme- VIII (M), Kolkata-700 067, WBSCARDB, Calcutta branch, 4th floor of ICMARD & Training center of WBSCARDB located at 3rd floor of ICMARD :-

Sl No	Hardware	Quantity monthly basis (approx)	Remarks	Rate Quoted
01	New Original HP Ink tank GT53XL (Black and Color bottle XL capacity)	Three	Nil	
02	Refill of HP Toner 12A/88A/85A/110A/166A etc Laserjet Printer	Two	Nil	
03	New/Compatible Cartridge (HP 12A, 85A, 88A, 166A) Toner for Laserjet, HP 925, HP 110A), Canon CE285A Ribbon for original TVSE Dot-matrix printer (MSP 345) and Original Canon NPG-28 Cartridge for Xerox Machine	Bulk purchase at a time	Depends upon requirement	
04	Spare Parts Charges (on call basis Accessories Charges when required) Mention 19-20" LED Monitor- (Buy back price of 15-19" LCD/LED monitor), 4-8 GB DDR3/4 RAM, 1-2 TB HDD Seagate (Barracuda) /WD, 512GB-1TB SSD, Lan Card (D-Link)/ USB Wi-fi Dongle (D-Link or TP-Link), Gigabyte Switch 5 port, Dual band Wifi Router, 32/64 GB Pen drive (SanDisk), USB Keyboard (Logitech), USB Mouse (Logitech), UPS Battery (0.5/1 KVA), Lan Cable Cat 6(100mtrs) & Casing-pipe, I/O Box, RJ-45 connector, 0.6KVA UPS, Wireless Keyboard/Mouse etc.	N/A	Depends upon requirement	
05	Service Charge for Repairing of Computer Peripherals etc. (Please Mention details Service Charge of Monitor, Motherboard, Inktank/LaserJet MFP, Dot Matrix Printer (TVSE), 0.5/1 KVA UPS, Software/Hardware installation charges; HP Laptop Servicing charges, Lan connection extension charges etc. (on call basis when required) *Spare parts charges extra on call basis repair	N/A	Depends upon requirement	

Rates quoted shall be inclusive of all taxes along with service & incidental charges and would remain valid for 30 days from the date of quotation. The quotationer may also submit necessary clearance Certificates, Credentials & Experience Certificates, IT return, GST Certificates along with their quotation. Necessary

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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statutory deduction will be made from bill as per rule in force. Selection would be made on the basis of lowest rate, proposed solutions & credential of the Vendor/freelancer obtained. Intending vendor/freelancer submit their quotation as per our specification in hard copy envelope. The authority does not bind themselves to accept the lowest Tender and reserves to themselves to reject any or all quotations received without assigning any reason thereof.

Eligibility Criteria for Participation in the Tender :-

1. Bidder should be Profit making Company for consecutive last 3 years.
2. The Bidder should preferably be a IT Company for last 5 years and also have a Service Centre.
3. The Bidder shall be required to give a declaration in their Letter Head that it has not ever been banned by any Govt. Agency/ Govt. Deptt., Semi-Govt./Quasi-Govt. Deptt./ PSU/ Board/ Council or if similar Organizations had banned the Bidder and later on had lifted the ban, the fact must clearly be stated.
4. The Bidder preferably have an Audited Annual Turnover of Rs. 10.00 Lakh or above in the Financial Years [2022-2023/2023-24/2024-25].
5. The OEM vendor(if any) should preferably have positive net worth for the last three years. Bidder need to authorize that product/accessories is non-refurbish product.
6. Quotation should be valid for 6 months after issuance of Work-order. No changes of rate should be entertained.
7. That the Bidder will be allowed maximum 24 hours time for render services of Hardware/Network etc or supplying of accessories in ICMARD premises after the call docketed from The WBSCARDB Ltd./ICMARD. Bidder should be provided Unique communication number & Email id for registering such on-call-basis docket.
8. That the Hardware/Spare parts delivered by vendor to the WBSCARDB Ltd. must be covered by a Comprehensive SBD (Same Business Day) Warranty (as far as applicable) from the date of installation/delivery of the product.
9. Spare parts requirement, if any whether those are in approved rate stated above or not mentioned in above NIQ need to be separately mentioned in service report by Service engineer of respective vendor & such spare parts should be replaced/add in specified system only after necessary verbal approval received from Manager (Computer)/DGM(BDD)-in-charge of IT of The WBSCARD Bank Ltd.

Payment Terms:-

1. On successful supply of accessories/service support as per requisition initiated by WBSCARDB Ltd/ICMARD authority, separate Challan-cum invoice bill or service bill have to be submitted duly certified by the Vendor in specified location. The bill is to be submitted to The Managing Director of The WBSCARDB Ltd. situated at ICMARD Building, 6th floor, 14/2, CIT Scheme – VIII(M), Ultadanga, Kolkata – 700067 in case of requisition/services initiated from The WBSCARDB Ltd. & separate bill has to be submitted to The Principal, ICMARD. situated at ICMARD Building, 3rd floor, 14/2, CIT Scheme – VIII(M), Ultadanga, Kolkata – 700067 in case of requisition/services initiated from ICMARD, training centre of The WBSCARD Bank Ltd.
2. Payment will be released on monthly basis either by Managing Director/Principal, The WBSCARD Bank Ltd./ICMARD on successful supply of accessories/service bill at the respective offices and on receipt of

Handwritten signature



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Onsite Service Report and on production of bill in triplicate. Part-payment of supply of accessories or service charges will not be entertained by authority of The WBSCARD Bank Ltd.

3. Statutory deductions at applicable rates will be made from the billed amount as per prevailing rules.

Last date and time for receiving quotation will be 08.05.26 upto 3 pm.

(Brajesh Kumar Singh)
Managing Director

Sunatshan

1. Notice Board of H.O /ICMARD
2. Website of The WBSCARDB Ltd. & ICMARD