



THE INSTITUTE OF CO-OPERATIVE MANAGEMENT FOR AGRICULTURE & RURAL DEVELOPMENT

Training Institute of The WBSCARD Bank Ltd.



Website: www.icmard.org

Block-14/2, C.I.T Scheme-VIII (M), Ultadanga, Kolkata-700067

Ph-033-23565522 (Principal)/23566522 (EPBX) ● Email: icmard.kol@gmail.com & icmard.training@gmail.com

Memo No. 2244/Part-I/Admn. /26-27/86-A

g/c

May 21, 2026

NOTICE INVITING QUOTATION

Sealed quotations are invited from eligible OEM or their authorized Service/Agencies for Non-Comprehensive Annual Maintenance Contract of 11 Nos. of Voltas make AC Machines at ICMARD of The WBSCARD Bank Ltd., located at 3rd Floor, ICMARD Building, Block – 14/2, CIT Scheme – VIII (M), Ultadanga, Kolkata – 700067.

Name of Work:

Non-Comprehensive Annual Maintenance Contract of maintenance of 11 Nos. of Voltas make AC Machines at ICMARD of The WBSCARD Bank Ltd., located at 3rd Floor, ICMARD Building, Block – 14/2, CIT Scheme – VIII (M), Ultadanga, Kolkata – 700067 for a period of 12 months and can be extended for another 12 months if the service rendered is found to be satisfactory.

Terms and Conditions:

1. The AMC is for an initial period of 12 months and renewable thereafter if the services are found to be satisfactory it can be extended for another 12 months.
2. AMC shall include Servicing of all the AC Machines 4 times throughout the AMC Period (2 Wet Service & 2 Dry Service) and extending necessary services/repairing to keep all the AC Machines operative. Under all circumstances, standby arrangement is mandatory.
3. All the complaints received from ICMARD should be attended to within the next working day, failing which shall incur a proportionate deduction in the monthly payment.
4. If any item is required to be replaced/procured the same shall be done by the agency with additional cost duly approved by the competent authority of ICMARD. In such, case, the items must be procured and replaced within two working days from the date of receiving approval from the authority of ICMARD.
5. It shall be the responsibility of the Selected Service Provider to ensure that all AC Machines work satisfactorily throughout the contract period.
6. The Bidder should have its Service Providing Office in Kolkata.
7. The Bidder should possess minimum **01 year** experience for rendering Comprehensive / Non-Comprehensive / Semi-Comprehensive AMC of AC Machines in Government Sectors i.e. Central / State Public Sector Undertaking, autonomous bodies, Research and Educational Institutions etc.
8. The quotation must be valid for a period of at least **03 [Three] months** from the last date of submission.
9. The quoted rate should be inclusive of all labour charges and applicable taxes.
10. During evaluation of the quotation, the authority may at its discretion to ask the Bidder for clarification of Bids.
11. The right to reject the quotations without assigning any reason thereof is kept reserved by the competent authority of ICMARD.
12. The Bidder shall append a **Certificate** with the Bid that the firm/agency has not been debarred/blacklisted for any reason/period by any Central/State Govt. Dept./University/PSU, etc.

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13. Prospective Bidders/Agencies may visit the location/site for getting detailed position of AC Machines and for proper understanding of other Scope of Works before submitting the Quotation. The List of Equipment with specification is mentioned in **Annexure – I** (attached herewith).
14. The authority of ICMARD reserves the right to accept or reject any or all Bids at any time prior to placement of order without assigning any reason thereto and without any obligation to inform the affected Bidders.
15. The Bidder must append the following documents with the Bid: -
 - a) Credentials as mentioned under Sl. No. 7 above.
 - b) Copy of PAN.
 - c) Copy of GST Registration Certificate.
 - d) Trade License.
 - e) Copy of valid Authorization Certificate of the OEM (preferred).
16. The Payment terms shall be as under: -
 - a) The Service Provider should raise the Invoice/Bill at the end of the contract period.
 - b) Payment will be released within 10 days after satisfactory performance during the period.
 - c) Statutory Tax/Cess/Levy shall be deducted at source as per Prevailing Rules at the time of payment and will be deposited with the quarter concerned.
17. Any legal dispute, if arises, shall be subject to the jurisdiction of the Courts only in Kolkata.
18. The sealed cover containing the Quotation should be addressed to The Principal and superscribed as “Non-Comprehensive Annual Maintenance Contract of 11 Nos. of Voltas make AC Machine at ICMARD”.
19. The Quotation in own Letter-Head, complete in all respects, must reach ICMARD at 3rd Floor, ICMARD Building, Block – 14/2, CIT Scheme – VIII (M), Ultadanga, Kolkata – 700067 under Sealed Cover latest by **June 06, 2026 up to 05:00 PM**. The Quotation received after due date and time or incomplete in other respect shall be liable to be rejected.

Principal, ICMARD

Memo No. 2244/Part-I/Admn. /26-27/ **86-A/1(3)**

May 21, 2026

Copy forwarded for kind information and necessary actions to: -

1. The Managing Director, The WBSCARD Bank Ltd.
2. Sri Suman Bhar, DGM (BDD)-in-Charge of IT, The WBSCARD Bank Ltd. – with a request to upload the NIQ in the website of The WBSCARD Bank Ltd.
3. Sri Sayak Acharjya, AGM (Admin) & FM, ICMARD - with a request to upload the NIQ in the website of ICMARD.

Principal, ICMARD



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ANNEXURE – I

Sl. No.	Name of Equipment	Quantity	Location	Quoted Rate (in Rs.)	Quoted Amount (in Rs.)
1.	2 TR 5 Star Split AC Machine [Make – Voltas Ltd.]	05 Nos.	Training Hall No. 301, 3 rd Floor, ICMARD Building		
2.	2 TR 2 Star Window AC Machine [Make – Voltas Ltd.]	06 Nos.	Training Hall No. 305, 3 rd Floor, ICMARD Building		
Total Quoted Amount:					
Add: GST:					
Total Quoted Amount with GST:					
In Words: _____					Only

I / We hereby accept all the above terms & conditions as laid in the NIQ bearing Memo No.: - Memo No. 2244/Part-I/Admn. /26-27/ _____ dated May 21, 2026.

Signature of the Authorized Signatory with date & Official Stamp