



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. 514(B)/Admn./ 859

September 19, 2026

NOTICE INVITING QUOTATION (2nd Call)

Sealed Quotations are invited from authorized Service Providers/Agencies for entering into Non-Comprehensive Annual Maintenance Contract for total **04 (Four) number of Split AC Machines** and **12 (Twelve) number of Window AC Machines** installed at the Head Office and Kolkata Branch of The WBSCARD Bank Ltd. located at 6th Floor and 4th Floor respectively of the ICMARD Building, Block - 14/2, CIT Scheme - VIII (M), Ultadanga, Kolkata - 700067 under the following **terms & 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 The WBSCARD Bank Ltd. should be attended within the **next working day** failing which shall incur a deduction in the Monthly payment and reputation of such failure, may lead to **termination** of the AMC.
4. If any item is required to be replaced/procured, the same may be done by the Agency with additional cost after obtaining prior approval from the competent authority of The WBSCARD Bank Ltd. In such, case, the items must be procured and replaced within two working days from the date of receipt of approval from the authority of The WBSCARD Bank Ltd.
5. It shall be responsibility of the Selected Service Provider to extend necessary service so as to ensure that all AC Machines work satisfactorily throughout the contract period.
6. The Bidder should have its own Service Providing Office/ Work Shop in Kolkata.
7. The Bidder should posse minimum **01 (One) year** of experience of rendering Comprehensive / Non-Comprehensive / Semi-Comprehensive AMC for the AC Machines in Government Sectors i.e. Central / State Public Sector Undertaking, Autonomous Bodies, renowned Private Sector Offices, 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 credentials as well as the Quotations submitted by the Bidders, the Authority may at its discretion ask for clarifications from the Bidders.
11. The right to reject the lowest or all Quotations without assigning any reason thereof is kept reserved by the competent Authority of The WBSCARD Bank Ltd.
12. The Bidder should 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. If so, particulars of the same may be furnished. Concealment of facts shall lead to cancellation of the Order.
13. Prospective Bidders/Agencies may visit the location/site for getting detailed positions of the AC Machines and for proper understanding of other Scope of Works before submitting the Quotations. The List of Equipment is mentioned in **Annexure - I** (attached herewith).
14. The Authority of The WBSCARD Bank Ltd. 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.



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- 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 or at the end of each month.
- b) Payment will be released within 10 days subject to extending of after satisfactory performance by the Agency during the during the period of the Monthly Bill.
- 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 at Kolkata and other jurisdiction shall have no legal sanctity.
18. The Sealed Cover containing the Quotation should be addressed to the Managing Director, The WBSCARD Bank Ltd. and should be superscribed as "Non-Comprehensive Annual Maintenance Contract of **04 (Four)** number of **Split AC Machines** and **12 (Twelve)** number of **Window AC Machines** at the Head Office and Kolkata Branch of The WBSCARD Bank Ltd."
19. The Quotation in own Letter-Head and under Sealed Cover, complete in all respects, should be submitted at the Head Office of The WBSCARD Bank Ltd. at 6th Floor, ICMARD Building, Block - 14/2, CIT Scheme - VIII (M), Ultadanga, Kolkata - 700 067 latest by **October 03, 2026 up to 05:00 PM**. The Quotation received after due date and time or incomplete in other respect are liable to be rejected.

Managing Director

Memo No. 514(B)/Admn./ 859/1(2)

September 19, 2026

Copy forwarded for kind information and necessary actions to: -

1. 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.

2. Sri Sayak Acharjya, AGM (Admn.) & FM, ICMARD, with a request to upload the NIQ in the Website of the ICMARD.

Managing Director



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ANNEXURE – I (Scope of Work): -

Sl. No.	Details of Equipment	Quantity	Location	Quoted Rate (Rs.)	Quoted Amount (Rs.)
1.	1.5 T.R. 5 Star Window AC Machine [Make – Voltas]	07 Nos.	Head Office, 6 th Floor, ICMARD Building		
2.	1.5 T.R. 5 Star Window AC Machine [Make – Daikin]	05 Nos.	Head Office, 6 th Floor, ICMARD Building		
3.	1.5 T.R. 2 Star Split AC Machine [Make – Voltas]	02 Nos.	Head Office, 6 th Floor, ICMARD Building		
4.	1.5 T.R. 2 Star Split AC Machine [Make – Godrej]	01 No.	Head Office, 6 th Floor, ICMARD Building		
5.	1.5 T.R. 5 Star Split AC Machine [Make – Voltas]	01 No.	Kolkata Branch, 4 th 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. 514 (B)/ Admn. /
_____ September 19, 2026.

**Signature of the Authorized Signatory
with date & Official Stamp**