



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. 192/Part-VIII/Admn./831

September 16, 2026

NOTICE INVITING QUOTATION

Sealed Quotations are hereby invited by The WBSCARD Bank Ltd. from reputed, experienced, and eligible Consulting Agencies / Solar EPC Contractors / Energy Auditors enlisted under PM Surya Ghar: Muft Bijli Yojana Portal of Ministry of New and Renewable Energy, Government of India, for undertaking Comprehensive Site Survey, Shadow Analysis, Preparation of Engineering/Layout Drawings and Detailed Project Report (DPR) for proposed installation of Rooftop Solar Photovoltaic Systems at the 03 [Three] Buildings of The WBSCARD Bank Ltd. located at Kolkata and Purulia, West Bengal.

1. Details of the Work:-

- **Name of Work:-** Comprehensive Site Survey, Shadow Analysis, Preparation of Engineering/Layout Drawings and Detailed Project Report (DPR) for proposed installation of Rooftop Solar Photovoltaic Systems at the 03 [Three] Buildings of The WBSCARD Bank Ltd. as detailed below.
- **Locations of the Three Buildings:-**
 1. ICMARD Building, Block – 14/2, CIT Scheme – VIII (M), Ultadanga, Kolkata – 700 067.
 2. Old Head Office Building, 25D, Shakespeare Sarani, Kolkata – 700 017.
 3. Purulia District Office Building, Collectorate Compound, Beside DIC Building, P.O. & Dist. – Purulia, PIN – 723 101.
- **Time of Completion:** 30 [Thirty] Days from the date of issuance of the Work Order.

2. Important Dates and Details:-

- **Last Date & Time of Submission of Quotation:** October 01, 2026 up to 05:00 PM
- **Place of Submission:** Head Office of The WBSCARD Bank Ltd., located at ICMARD building, 6th Floor, Block – 14/2, CIT Scheme – VIII (M), Ultadanga, Kolkata – 700 067.

3. Scope of Work:-

The selected Agency shall be responsible for the following activities for all 03 [Three] Buildings of The WBSCARD Bank Ltd. at the aforesaid locations:-

I. Site Survey & Assessment: -

- Conducting a physical inspection of the Rooftops to identify available shadow-free areas.
- Assessing the structural integrity and load-bearing capacity of the Roofs for installing Solar Modules and Mounting Structures.
- Assessing the existing Electrical Infrastructure (Transformers, LT/HT Panels, Sanctioned Load, current Electricity Bills, DG Sets) to determine the feasibility of Grid-Connected / Net-Metering / Net-Billing Systems.

II. Preparation of Drawings: -

- Preparation of AutoCAD (2D/3D) Layout Drawings showing the placement of Solar Panels, Inverters, Walkways, and Cable Routing without obstructing existing utility structures (Lift Machine Room, Water Tanks, AC Outdoor Units, etc.).
- Preparation of a Single Line Diagram (SLD) for electrical integration with the existing grid.

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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III. Preparation of "Detailed Project Reports" (DPRs): -

- o Determining the optimum feasible Solar PV Capacity (in kWp) for each Building.
- o Estimation of the Annual Solar Energy generation.
- o Preparation of Detailed Bill of Quantities (BOQ) and Cost Estimation based on the latest MNRE (Ministry of New and Renewable Energy) / WBREDA benchmark costs.
- o Conducting Financial Feasibility Analysis including Return on Investment (ROI), Payback Period, and Levelized Cost of Energy (LCOE).
- o Providing recommendations on the type of technology (Monocrystalline/Polycrystalline/Bifacial) and mounting structures suitable for the sites.

IV. Deliverables: -

- o 03 (Three) Hard copies of the finalized Drawings and DPRs.
- o Soft copies of the DPR and AutoCAD Drawings through Official email of The WBSCARD Bank Ltd.

4. Eligibility Criteria: -

The Bidder must submit self-attested copies of the following documents along with the Quotation: -

- I. Trade License / Certificate of Incorporation.
- II. PAN Card and GST Registration Certificate.
- III. Proof of registration under PM Surya Ghar: Muft Bijli Yojana Portal of Ministry of New and Renewable Energy, Government of India.
- IV. Credentials in executing similar works (Site Survey, Drawing & DPR Preparation / EPC of Rooftop Solar PV Plants) for Govt./Semi-Govt./PSUs/Reputed Corporate Sectors in the last 03 Financial Years (Copies of the Relevant Work Orders and Completion Certificates are to be submitted).
- V. IT Returns for the last 03 (Three) Financial Years.

5. Terms and Conditions: -

- I. **Submission Format:** The Quotation should be submitted in a Sealed Envelope superscribed with "*Quotation for Comprehensive Site Survey, Shadow Analysis, Preparation of Engineering/Layout Drawings and Detailed Project Report (DPR) for proposed installation of Rooftop Solar Photovoltaic Systems at the 03 [Three] Buildings of The WBSCARD Bank Ltd. "*
- II. **Quoted Rates:** The Rate must be quoted on a lump-sum basis for all three Buildings combined, inclusive of GST and all expenses of travelling, survey, documentation.
- III. **Validity of Bid:** The Quotation should remain valid for a period of 90 [Ninety] days from the last date of submission of the Bid.
- IV. **Payment Terms: -**
 - o No advance payment will be made.



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- o Payment shall be released within 30 [Thirty] days after successful completion of the work on submission of the final DPRs and Drawings, both in soft and hard mode, and on acceptance thereof by The WBSCARD Bank Ltd.

V. Liquidated Damages / Penalty: -

In case of a delay in accomplishment of the Work and in submission of the Drawings, DPRs beyond the stipulated timeline, a Penalty @ 0.5% per Week of the Value of Order, subject to a maximum of 10%, will be deducted from the Final Bill.

VI. Right to Accept/Reject: -

The Competent Authority of The WBSCARD Bank Ltd. reserves the right to accept or reject any or all Quotations without assigning any reason whatsoever and is not bound to accept the Lowest Quoted Rate.

(Brajesh Kumar Singh)
Managing Director

Memo No. 192/Part-VIII/Admn./831/1(5)

September 16, 2026

Copy forwarded for information to: -

1. Sri Suman Bhar, DGM (BDD-in-Charge of IT), The WBSCARD Bank Ltd. – with a request to upload the NIQ in the Official Website of The WBSCARD Bank Ltd.
- ✓ 2. Sri Sayak Acharjya, AGM (Admn.) & FM, ICMARD – with a request to upload the NIQ in the Official Website of the ICMARD.
3. Notice Board of The WBSCARD Bank Ltd., ICMARD and Purulia District Office of The WBSCARD Bank Ltd.

(Brajesh Kumar Singh)
Managing Director

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(To be printed on the Official Letterhead of the Bidder)

To
The Managing Director,
The WBSCARD Bank Ltd.
ICMARD Building, 6th Floor,
Block – 14/2, CIT Scheme – VIII (M),
Ultadanga, Kolkata – 700 067

Sub: Financial Quotation for undertaking Comprehensive Site Survey, Shadow Analysis, Preparation of Engineering/Layout Drawings and Detailed Project Report (DPR) for Proposed Installation of Rooftop Solar Photovoltaic Systems at the 03 [Three] Buildings of The WBSCARD Bank Ltd.

Ref: NIQ Memo No. 192/Part-VIII (M)/Admn./831 dated September 16, 2026

Sir,

With reference to the above-mentioned NIQ, we are pleased to offer our lowest rates as per the scope of work: -

Sl. No.	Description of Work	Total Amount (₹)
1	Comprehensive Site Survey, Shadow Analysis, Structural/Electrical Assessment, Preparation of Site Layout / Engineering Drawings, and Detailed Project Reports (DPRs) for Proposed Installation of Rooftop Solar Photovoltaic Systems at 03 [Three] specified Buildings of The WBSCARD Bank Ltd.	
2	Sub-Total (Excluding GST)	
3	Add: GST @ _____%	
4	Grand Total (Inclusive of GST)	

Total Amount in words (Inclusive of GST):

Rupees _____ **only.**

Declaration: -

I/We hereby declare that we have read, understood, and agreed to all the terms and conditions outlined in the NIQ. The rates quoted above are valid for 90 [Ninety] days from the last date of Bid submission.

Authorized Signatory
(Signature and Company Seal)

Name: _____

Designation: _____

Date: _____

Place: _____