ICMARD
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. 2096/Part-II/Admn./25-26/383 November 23, 2026

NOTICE INVITING e-TENDER (5th Call)

Electronic Bid/Tender in prescribed forms are hereby invited by the Institute of Co-Operative Management for Agriculture & Rural Development (ICMARD), the Training Institute of The West Bengal State Co-operative Agriculture & Rural Development Bank Limited (The WBSCARD Bank Ltd.), ICMARD Building, 3rd Floor, Block – 14/2, C.I.T. Scheme – VIII (M), Ultadanga, Kolkata – 700 067 from reputed, registered, eligible & resourceful Service Providers/Agencies/Firms having sufficient experience and adequate credentials for entering into **Non-Comprehensive Annual Maintenance Contract for its:-**

i) 6.6KV / 0.415 KV Sub-Station located at the Ground Floor and

ii) Electrical Installations installed at all 10 [Ten] Floors of the Building only excluding the areas of the 4th, 5th, 7th, 8th & 9th Floors of the Building let out to different Tenants.

Schedule of activities and events: -

Date of issue of the Notice Inviting Tender	November 23, 2026
Date, time and venue for Pre-Bid Meeting (If requested by the participating Bidders)	November 30, 2026 at 03:00 P.M.
Last Date and time for submission of Complete Proposal: Technical including Eligibility Criteria and Financial Bid	December 14, 2026 up to 03:00 P.M.
Date and Time of Opening of Technical Bid/ Proposals	December 18, 2026 at 11:00 A.M.
Date and Time of Opening of Financial Bid/ Proposals	To be notified later on
Officials to be contacted in case of any problem in submission of Bid	1. Shri Sudip Ghosh, Deputy General Manager (Administration), (M) 82400 91830 2. Shri Sayak Acharjya, Assistant General Manager (Administration) & Faculty Member, ICMARD, (M) 84206 31041
Address for Communication	Institute of Co-Operative Management for Agriculture & Rural Development (ICMARD), 3rd Floor, ICMARD Building, Block – 14/2, CIT Scheme – VIII (M), Ultadanga, Kolkata- 700 067

Details of the existing Electrical Power Sub-Station and Electrical Installations of ICMARD Building to be covered under this Non-Comprehensive Annual Maintenance Contract: -

1. **6.6 KV / 0.415 KV Electrical Power Sub-Station:-**
   - i) 1 No. of 6.6 KV Oil Circuit Breaker - H.T. Switchgear [Make – Biecco Lawrie];
   - ii) 1 No. of 6.6 / 0.415 KV 400 KVA O.N.A.N. Indoor type Transformer [Make – Automatic Electro Gear];
   - iii) 1 No. of Main Low Tension (L.T.) Panel consisting of - i) Air Circuit Breaker, ii) Manual Changeover Switch, iii) various Switch Fuse Units, iv) Indicating and Measuring Instruments, etc.

iv) 01 No. Electrical Panel of DG Set consisting of – i) Overload Protector; ii) Main Contactor (400A), iii) Main MCCB (400A), iv) Electrical Energy Meter, v) Indicating & Measuring Instruments, etc.

v) 03 Nos. Electrical Panel of Pump-Motor Set;

2. Electrical Distribution Boxes [VTPN, HTPN, SPN, etc.] installed at different Floors of entire Building excluding areas of 4th, 5th, 7th, 8th & 9th Floors of the Building let out to the different Tenants.
3. Electrical fittings and fixtures installed at different Floors of entire Building excluding areas of 4th, 5th, 7th, 8th & 9th Floors of the Building let out to the different Tenants.
4. 04 Nos. Switch Fuse Unis & 02 Nos. Busbar Chambers installed at Elevator Machine Room, located at 10th Floor of the Building.
5. All the Electrical Cables, wirings, etc. installed at different Floors of entire Building excluding areas of 4th, 5th, 7th, 8th & 9th Floors of the Building let out to the different Tenants.
6. Lightning Arrestors (Air Terminals) installed at Rooftop of the Building.
7. Earthing Pits of the Building.
8. All the Electrical Installations, Fittings & Fixtures (i.e. Lights, Fans, Calling Bells, Switch Boards, Computer Boards, Plug Points, corresponding Electrical Wirings, etc.) installed at different Floors of entire Building excluding areas of 4th, 5th, 7th, 8th & 9th Floors of the Building let out to the different Tenants.

A. Scope of Work: -

As detailed under the **ANNEXURE – I (Scope of Work)**.

B. Terms & Conditions of the Service: -

1. The **Validity period** of the Non-Comprehensive AMC will be **01 (one) Year** and may be renewed further subject to quality of service rendered during the period of the AMC.
2. The selected Service Provider should not dismantle or remove any item without the knowledge and necessary written permission of The WBSCARD Bank Ltd. / ICMARD. Dismantled items shall be the property of The WBSCARD Bank Ltd. / ICMARD.
3. The selected Service Provider has to depute an **Electrician** having **Electrical Workman's Permit from Government of West Bengal; Parts Qualified (Minimum): i (b), (ii) & (iii)** to facilitate **weekly Repairing and Maintenance Service Support** (i.e. One day per week and Four days per Month) at different Floors of entire ICMARD Building excluding areas of 4th, 5th, 7th, 8th & 9th Floors of the Building let out to the different Tenants.
4. Apart from Weekly, Monthly, Quarterly and regularly Routine Maintenance as per the Scope of Work, the selected Service Provider has to visit the site as and when required.
5. i) In case of **Emergency Breakdown**, the selected Service Provider has to provide Support Service **within 02 (two) working hours, in case of Major Faults and within 04 (four) hours, in case of Minor Faults** from the time of call logging by The WBSCARD Bank Ltd./ICMARD in either Telephone or E-mail to the selected Service Provider.

   ii) The contractor would be responsible for the immediate rectification of all electrical faults. The cost of all minor consumables should be included in the cost of the AMC. The cost of major components will be borne by the ICMARD, if undertaken with prior written approval of the authority of the ICMARD.

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C. General Instructions and Terms & Conditions: -

1. The Bidder/Agency is expected to read all instructions, terms & conditions, specifications in the Tender documents before submission of Bid.
2. The selected Service Provider shall be responsible not only for their workers and materials but also for the security of the equipment/ materials of The WBSCARD Bank Ltd. / ICMARD. The cost of repairing/replacement of the Equipment damaged due to mishandling by the selected Service provider's workers, will be deducted from the selected Service Provider's Bill in accordance with the amount of repairing/ replacement as would be assessed by The WBSCARD Bank Ltd. or by the ICMARD.
3. The selected Service Provider should use genuine parts of the **same brand** only.
4. This will be a Non-Comprehensive Contract. For facilitating the quick service, the selected Service Provider will be responsible to supply all consumables and minor spares like Electrical Insulation Tape, Oil, Grease, Bolt, Screw, etc. without any additional cost.
5. The selected Service Provider must contact to The WBSCARD Bank Ltd. / ICMARD and inform about the time & date of Periodic Maintenance, minimum 02 (two) days prior to the visit.
6. Any legal dispute will have the jurisdiction of Kolkata City only.

D. Submission of Bid: -

1. The Technical Bid should contain all the Tender documents and supporting proof. The agencies have to fill up the **ANNEXURE – A & ANNEXURE - B** with signature along with all supporting documents.
2. The Financial Bid should contain price Bid only as per attached **BOQ [ANNEXURE – III]**.
3. Bid Validity Period / Validity of the Bid Offer should be **90 (Ninety) days** from the last date of submission.

E. Pre-qualification Criteria of Bidders: -

a. The Bidders should have minimum 03 (Three) years' experience of providing services under **'Non-Comprehensive/Semi-Comprehensive/Comprehensive Annual Maintenance Contract for Electrical Sub-Station as well as for the Electrical Installations installed at the High-Rise Buildings'** in reputed Govt. / Public Sector Enterprise / Banks / other reputed agencies. Work Order with Performance Certificate in this regard should be submitted. Any service provided by the Bidders under AMC to its own In-House purpose/Sister Concern/Subsidiary shall not be considered as relevant experience. Also, services provided by the Bidders under AMC as an Authorized Dealer/Subsidiary/Fellow Subsidiary/Holding Company and Sub-Contractors shall not be considered as relevant experience.
b. The Company/Firm should have all the statutory approvals from the respective department to perform the above AMC work.
c. The Company/Firm should have requisite number of Personnel with Electrical Supervisors' License of Competency [Parts qualified – 1, 2, 5, 7A, 7B & 11] capable of providing services under this AMC.
d. The Bidder should submit Self-Certified copy of GST Registration Certificate & PAN.
e. The Bidder should sign each and every page of the Tender document and Application Form & ANNEXURES as an acceptance of the conditions of the contract and submit it along with the credentials with Office Seal.
f. The Bidder should have its Registered Office in West Bengal.
g. The Bidder must submit Self-certified Copy of valid and relevant **Electrical Licenses** and **Registration**.
h. The Annual Report of the last three years of the Bidder must reflect profitability.
i. The Bidder was not be banned / blacklisted ever in any institution / organization.
j. The Bidder must submit copy of valid Trade License.

k. Relevant documents supporting eligibility criteria are to be submitted along with the Technical Bid.

l. In case of Partnership Firm/ Company, the Bidders are required to submit copy of Partnership Deed/Memorandum of Association (MOA)/Article of Association (AOA)/Certificate of Incorporation & Copy of Registered Power of Attorney.

m. The Bidder must submit details of its Technical Persons with Technical qualification, who would be deputed for the job.

n. The Bids of the participants will be summarily rejected on noncompliance & non-fulfilment of the Pre-Qualification Criteria in **Sl. No. D** above.

o. The successful Bidder must submit (in own Letter Head) names of their authorized personal along with their identity proof, who are to be deputed for carrying out the maintenance work, after placement of Work Order.

p. The WBSCARD Bank Ltd./ ICMARD has the right to amend the Clauses, which will be published in the respective Website through corrigendum. The Bidders are advised to follow the Website regarding the same.

q. Pre-Bid Meeting may be held on the specified date, if requested by the participating Bidders.

r. The interested Bidders may visit the site before the last date and time of Bid submission on any working day of The WBSCARD Bank Ltd. from 10:00 AM to 05:00 PM.

F. Evaluation of Bid: -

1. Technical Evaluation: - All the documents in support to the eligibility criteria mentioned will be evaluated. If the required documents as prescribed above are not submitted, then the offer will be summarily rejected. Based on the evaluation, the valid Technical Bids will be scrutinized to shortlist eligible agencies.

The Financial Bids of the only Technically Qualified Bidders will be opened.

2. Financial Evaluation: - The Financial Bids should be submitted in the prescribed format.

Note: The Technically Qualified Bidder quoting the Lowest Price will be awarded with the Contract. However, The WBSCARD Bank Ltd. / ICMARD is not bound to accept the Lowest Bid. The WBSCARD Bank Ltd. / ICMARD reserves the right to accept or reject any or all Bids without assigning reasons thereof.

G. Payment & other Terms:

At the end of each month, after rendering satisfactory services during the month, the Service Provider should raise Tax Invoice on the ICMARD. Payment will be released within 10 (Ten) days from the submission of the Tax Invoice.

23/11/26.

(Subho Ray)
PRINCIPAL-in-Charge,
ICMARD

23/11/26

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ANNEXURE – I

(Scope of Work)

The scope of work includes, but not limited to, the following: -

A. Preventive Maintenance (Periodic):

Periodicity of services to be rendered	Sl. No.	Description of Work
Weekly	01	Repairing and Maintenance works of Electrical Installations, Fittings and Fixtures as per direction of ICMARD.
Monthly	02	Inspection of Main switchboards, Distribution Boards, and Panel Boards, installed at different Floors of entire Building excluding areas of 4th, 5th, 7th, 8th & 9th floor, let out to the different Tenants of the Building for overheating, corrosion, or loose connections.
	03	Inspecting of all visible wiring for signs of wear, overheating, or rodent damage.
	04	Checking of Oil Level, inspection of Bushings of the Transformer and cleaning of the Transformer yard.
	05	The contractor would be responsible for the complete maintenance of the ICMARD Building's Lightning Protection System, which includes the following: - i) Inspection of all Air Terminals (Lightning Rods) for any signs of physical damage, corrosion, or looseness. ii) Examination of all Down Conductors (the continuity wires) from the roof to the ground for signs of damage, cuts, or loose clamps. Ensure they are securely fastened to the building structure. iii) Checking of all joints and bonding connections for corrosion or signs of overheating.
Quarterly	06	Inspection of 6.6 KV Oil Circuit Breaker - H.T. Switchgear for signs of wear, overheating, or rodent damage.
	07	Inspection of 6.6 / 0.415 KV 400 KVA O.N.A.N. Indoor type Transformer for signs of wear, overheating, or rodent damage.
	08	Inspection of the Main L.T. Panel and Electrical Panel of DG Set for overheating, corrosion, or loose connections.
	09	Conducting Insulation Resistance tests on all Main Power Cables using suitable Megger and submission of Report thereagainst.
	10	Earth Resistance Testing: Measure the earth resistance of all Main and Sub-Earthing Pits. The value must be maintained as per relevant Indian Standards (e.g., below 1 ohm for a dedicated Earth Pit).
	11	The contractor would be responsible for the complete maintenance of the ICMARD Building's Lightning Protection System. This includes the following: - i) Continuity Testing: - Using a Low-Resistance Ohmmeter (or a Multi Meter with continuity testing function), measuring the electrical continuity of the entire down conductor path. The resistance must be very low, ideally close to zero, to ensure an

		uninterrupted path for lightning current. The test must be performed from the Air Terminal to the Lightning Arrester and finally to the Earthing Pit. ii) All Test Clamps and Inspection Pits must be opened and checked for cleanliness and proper connection before testing. iii) Earth Pit Resistance Testing: - The earth resistance of the Lightning Protection System's dedicated Earth Pit(s) must be measured using **a Three-Point Fall-of-Potential Method**. The Resistance Value should not exceed 5 ohms. iv) If the Resistance Value is above the specified limit, corrective measures, such as chemical treatment of the soil or the addition of more earth electrodes to bring the value within the acceptable range, should be taken.

B. Breakdown and Emergency Maintenance:

1. On-Call Service: Provide 24/7 breakdown service for all electrical faults, including those related to the Lightning Protection System.
2. **Response Time: -**
   i) Minor Faults: Response within 04 (four) hours.
   ii) Major Faults: On-site response within a maximum of 02 (two) hours.
   iii) Repair & Spares: The contractor would be responsible for the immediate rectification of all electrical faults. The cost of all minor consumables should be included in the cost of the AMC. The cost of major components will be borne by the ICMARD, if undertaken with prior written approval of the authority of the ICMARD.

C. Reporting and Documentation

1. A detailed **Monthly Report** must be submitted, summarizing all Preventive and Breakdown Maintenance activities, observations, and recommendations for Electrical System improvements of ICMARD Building.
2. A specific section in the Report must be dedicated to the H.T. Switchgear, Transformer, Main L.T. Panel, Electrical Panel of DG Set and Lightning Protection System of the ICMARD Building, including results of Continuity and Earth Resistance Tests.
3. All Test Reports (Earth Resistance, etc.) must be submitted in an official format.
4. The contractor must maintain an on-site Log Book.

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ANNEXURE - II

BOQ

A. Preventive Maintenance (Periodic):			
Periodicity of services to be rendered	**Sl. No.**	**Description of Work**	**Qty. per Annum**
Weekly	01	Repairing and Maintenance works of Electrical Installations, Fittings and Fixtures as per direction of ICMARD.	52 Nos.
Monthly	01	Inspection of Main switchboards, Distribution Boards, and Panel Boards, installed at different Floors of entire Building excluding areas of 4th, 5th, 7th, 8th & 9th floor, let out to the different Tenants of the Building for overheating, corrosion, or loose connections.	12 Nos.
	02	Inspecting of all visible wiring for signs of wear, overheating, or rodent damage.	
	03	Checking of Oil Level, inspection of Bushings of the Transformer and cleaning of the Transformer yard.	
	04	The contractor would be responsible for the complete maintenance of the ICMARD Building's Lightning Protection System, which includes the following: - iv) Inspection of all Air Terminals (Lightning Rods) for any signs of physical damage, corrosion, or looseness. v) Examination of all Down Conductors (the continuity wires) from the roof to the ground for signs of damage, cuts, or loose clamps. Ensure they are securely fastened to the building structure. vi) Checking of all joints and bonding connections for corrosion or signs of overheating.	
Quarterly	01	Inspection of 6.6 KV Oil Circuit Breaker - H.T. Switchgear for signs of wear, overheating, or rodent damage.	04 Nos.
	02	Inspection of 6.6 / 0.415 KV 400 KVA O.N.A.N. Indoor type Transformer for signs of wear, overheating, or rodent damage.	
	03	Inspection of the Main L.T. Panel and Electrical Panel of DG Set for overheating, corrosion, or loose connections.	
	04	Conducting Insulation Resistance tests on all Main Power Cables using suitable Megger and submission of Report thereagainst.	
	05	Earth Resistance Testing: Measure the earth resistance of all Main and Sub-Earthing Pits. The value must be maintained as per relevant Indian Standards (e.g., below 1 ohm for a dedicated Earth Pit).	

	06	The contractor would be responsible for the complete maintenance of the ICMARD Building's Lightning Protection System. This includes the following: - v) Continuity Testing: - Using a Low-Resistance Ohmmeter (or a Multi Meter with continuity testing function), measuring the electrical continuity of the entire down conductor path. The resistance must be very low, ideally close to zero, to ensure an uninterrupted path for lightning current. The test must be performed from the Air Terminal to the Lightning Arrester and finally to the Earthing Pit. vi) All Test Clamps and Inspection Pits must be opened and checked for cleanliness and proper connection before testing. vii) Earth Pit Resistance Testing: - The earth resistance of the Lightning Protection System's dedicated Earth Pit(s) must be measured using **a Three-Point Fall-of-Potential Method**. The Resistance Value should not exceed 5 ohms. viii) If the Resistance Value is above the specified limit, corrective measures, such as chemical treatment of the soil or the addition of more earth electrodes to bring the value within the acceptable range, should be taken.	

B. Breakdown and Emergency Maintenance

Periodicity of services to be rendered	Sl. No.	Description of Work	Qty. per annum
As and when required	01.	On-Call Service: Provide 24/7 breakdown service for all electrical faults, including those related to the Lightning Protection System	1 Job

ANNEXURE – A

(To be submitted in own Letter Head)

UNDERTAKING & DECLARATION REGARDING UNDERSTANDING THE TERMS & CONDITION OF TENDER & SPEC. OF WORK

It is to certify that:-

1. I / We have read understood and agreed with all the terms and conditions, specifications included in the Tender documents & offer to undertake Annual Maintenance Contract at the rates quoted by us with the terms & conditions as specified in the Tender issued by the ICMARD under Memo No. 2096/Part-II/Admn./25-26/383 dated November 23, 2026.
2. I / We have not ever been Blacklisted ever by any Govt. Agency/Govt. Deptt./Semi Govt./Quasi Govt. Deptt./PSU/Board/Council or similar Organization.
3. I/ We have attended the Pre-Bid Meeting on NOV 30, 2026 OR I / We could not attend the Pre-Bid Meeting, however, ICMARD would not have any responsibility for my / our inability to attend the Pre-Bid Meeting on the scheduled date.
4. All the Information, Documents, Photocopies of the Documents / Certificates submitted along with the Bid, are correct.
5. If anything is found false and/or incorrect and/or reveals any suppression of fact at any time, the Institute reserves the right to reject my / our Bid Offer / cancel the LOA / Work Order, if issued. In addition, the Institute may debar me / us from participation in its future Tenders.

Date: .....

Place: .....

_____

Signature of Bidder

.....

Name of Bidder along with Date & Seal

ANNEXURE – B

TECHNICAL BID INFORMATION

(To be submitted in own Letter Head)

Sl. No.	Details	Documents
01	Name of the Bidder	
02	Name of the Authorized Persons/Proprietor/Director/Head/Manager/Contact Persons of the Organization	
03	Contact No.	
04	Email	
05	PAN	
06	GSTIN	
07	Registered Address	
08	Address for Communication	
09	Trade License	
10	Electrical Supervisor's License [Parts qualified: 1, 2, 5, 7A, 7B & 11]	
11	Partnership Deed/Memorandum of Association (MOA)/Article of Association (AOA)/Certificate of Incorporation & Copy of Registered Power of Attorney.	
12	Any other related information	
13	Name of the Technical Officer/Engineer	
14	Qualification of the Technical Officer/Engineer	
15	Experience of the Technical Officer/Engineer (in years)	

Date: .....

Place: .....

Signature of Bidder

.....

Name of Bidder along with date & Seal