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 : 033-2356-0028, 033-2356-0065
Email : wbscardb@gmail.com Visit us at: www.wbscardb.com

Memo No. 2282/Admn./26-27/1234 November 27, 2026

NOTICE INVITING e-TENDER

Electronic Bids/e-Tender in prescribed forms are hereby invited by The West Bengal State Co-operative Agriculture & Rural Development Bank Limited (The WBSCARD Bank Ltd.), ICMARD Building, 6th 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 **Non-Comprehensive Annual Maintenance Contract for Fire Alarm System; Public Address System and Fire Hydrant System installed at the G+9 Storied ICMARD Building** of The WBSCARD Bank Ltd., located at Block – 14/2, CIT Scheme – VIII (M), Ultadanga, Kolkata – 700 067.

Schedule of activities and events: -

Date of issue of the Notice Inviting Tender	November 27, 2026
Date, time and venue for Pre-Bid Meeting	December 04, 2026 at 03:00 P.M.
Last Date and time for submission of Complete Proposal: Technical including Eligibility Criteria and Financial Bid	December 18, 2026 up to 03:00 P.M.
Website for Uploading Proposals	**wbtenders.gov.in**
Date and Time of Opening of Technical Bid/ Proposals	December 24, 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 Tapas Hazra, Manager (Administration), Phone No. (M) 74395 01541
Address for Communication	The West Bengal State Co-Operative Agriculture & Rural Development Bank Ltd. 6th Floor, ICMARD Building, Block – 14/2, CIT Scheme – VIII (M), Ultadanga, Kolkata- 700 067

Details of the existing Fire Fighting System of ICMARD Building to be covered under this Non-Comprehensive Annual Maintenance Contract: -

A. Three Fire Pumps:

i) 1 x 60 HP (45 KW) Main Fire Pump.
ii) 1 x 60 HP (45 KW) Standby Fire Pump.
iii) 1 x 15 HP (11 KW) Jockey Pump.
***All of the pumps can be powered by 200 KVA Diesel Generator Set in the event of power failure from DISCOM.

B. Sprinkler System installed at:

i) Canteen and Lift Lobby area at 1st Floor.
ii) Entire 2nd Floor.
iii) Partially at 3rd Floor.

C. Land Hydrant System with Hose Box:

i) Installed at Ground Floor.
ii) Installed at every Intermediate Landing Area of the Main Staircase from Ground Floor to 9th Floor.

D. Fire Brigade Inlet:

Installed at Ground Floor.

E. Hose Reel System:

i) Installed at every Intermediate Landing Area of the Main Staircase from Ground Floor to 9th Floor.

ii) Installed at every Intermediate Landing Area of the Emergency Staircase from Ground Floor to 4th Floor.

F. Main Riser for Sprinkler System:

Main Riser for Sprinkler System is installed from Ground Floor to 10th Floor Roof Top including one Pressure Gauge at Top and a Sprinkler at Roof top for demonstration purpose.

G. Drainage line for Sprinkler System:

Drainage line for Sprinkler System is installed from Ground Floor to 9th Floor of the Building.

H. Fire Alarm System:

24 - Zone Conventional type Fire Alarm Panel with 13 Zones installed in it is installed at Ground Floor. Fire Alarm System is installed at each Floor of the Building and the Main Control Panel of the system.

I. Public Address System:

Public Address System is installed at each Floor of the Building and the Main Control Unit of the system is installed beside Main Control Panel of Automatic Smoke & Fire Detection and Alarm System at Ground Floor of the Building.

Scope of Work: -

1. Fire Alarm System & Public Address System:

At least Twice in Every Month

1) Checking, Testing & Maintenance of **Fire Alarm Panel** and all the required parameters of it on regular basis to ensure its normal operation and to ensure that the system can properly operate under emergency conditions as and when required. During the work, if any component of the Fire Alarm Panel is found in damaged condition, the same is to be repaired onsite. If onsite repair is not possible, the same has to be repaired **within 1-2 days**. In case, it is not repairable & needs to be replaced, the same should be replaced after obtaining approval from The WBSCARD Bank Ltd. / ICMARD.
2) Checking, Testing & Maintenance of **Public Address System** and all of its accessories (i.e. Amplifier, Microphone, PA Speakers, wiring, etc.) on regular basis to ensure its normal operation and to ensure that the system can properly operate under emergency conditions as and when required. During the work, if any component of the Public Address System is found in damaged condition, the same is to be repaired onsite. If onsite repair is not possible, the same has to be repaired **within 1-2 days**. In case, it is not repairable & needs to be replaced, the same should be replaced after obtaining approval from The WBSCARD Bank Ltd. / ICMARD.
3) Checking of **Battery Voltage** of the **Fire Alarm Panel**.
4) Testing / examining of few **MCPs**, **Hooters** & **Detectors** of each zone on regular basis to ensure that they are in good working condition and can properly operate under emergency conditions as and when required.
5) Inspecting, checking, cleaning and servicing of the **Fire Alarm Panel** on regular basis.
6) Cleaning to remove dust or dirt from MCPs, Alarms / Hooters & Detectors with Electric Air Blower on regular basis to ensure correct operation as per standard procedure.
7) Inspecting the **Alarm / Hooter Circuit** on regular basis. In case of any Alarm / Hooter circuit is found disconnected, ensure that it is reconnected & restored after proper corrective actions as soon as possible.
8) Checking of electrical connection & fittings of **Detectors** & **MCPs** for proper operation by using appropriate **Test Meters**. Checking and ensuring the tightness of all electrical contact points and connections of Fire Alarm System.

9) Checking the presence and audibility of tone at all Alarm/ Hooter of the entire Building.

2. Fire Hydrant System:

A. At least Twice in Every Month

1. Cleaning and Greasing of all **Hydrant Valves**, **Wheels** and **Lugs**.
2. Inspecting, checking & maintaining the **Hose Reels**, **Hose Reel Drums** for its free movement with the pipe and Shut-Off nozzle for proper operation.
3. Inspecting & checking of the **Hose Box**, **Hose Pipe**, and **Branch Pipe** for early detection of any leakage or damages.
4. Ensuring smooth operation of the **Butterfly Valves**, **Non-Return Valves**, and **Ball Valves**.
5. Inspecting of the **Fire Brigade Inlet**.
6. Checking of the **Auto-Manual Selector Switches of Pumps**.
7. Checking of the **Start & Stop Push button Switches of Pumps.**
8. Checking of the **Voltmeters & Ammeters of Pumps**.
9. Checking of the **Selector Switches of the Voltmeters & Ammeters of Pumps.**
10. Testing & checking of the **Jockey Pump**, **Main Pump** & **Stand-by Pump** and its **Electrical Panels**, **Pressure Switches** & corresponding **Electrical Main & Control wirings**. Checking & **ensuring automation of the Pumps**.
11. Replacing gland packing/seals in various pumps and valves as and when needed to prevent leakage, with prior approval from The WBSCARD Bank Ltd. / ICMARD.
12. Greasing of pumps and motors as per manufacturer recommendation or whenever necessary.
13. Testing of the **Pressure and Jet flow** of the entire **Fire Hydrant System**.
14. Testing of **Hydrant Valve** with a Hose and Branch Pipe. The Hose should be dried before rolling back.
15. Testing of each **Hose Reel** by swinging it on its support and partly opening the hose and discharging water for 60 seconds. During the testing, if any leakage is found in MS Piping from clips, holding rubbers or even from rubber pipe, the same to be repaired onsite. If onsite repair is not possible, the same has to be repaired **within 1-2 days**. In case, it is not repairable & needs to be replaced, the same should be replaced after obtaining approval from The WBSCARD Bank Ltd. / ICMARD. Hose Reel should be dried & rolled back uniformly, line by line. Any ruptured Hose pipe / Hose Reel should be repaired within 1-2 days.

B. At least once in Every Month

1. Testing of each Pump at least once in a month. Discharging water from Hydrant Valve. Arranging proper maintenance/repairing to stop any unnecessary sounds or vibrations immediately.
2. Discharging water through Hose Reels by extending then to full length at least once in a month. Hose Reel should be dried & rolled back uniformly, line by line.
3. Cleaning of **Internal Hose Cabinet Shutters** (including Glass) and removing dust & dirt from the same at least once in a month.
4. Testing & checking of electrical terminals & contact points of the Contactors, Selector Switches, Push Button Switches and Relays installed in various control panels of Fire Pumps at least once in a month.

C. Quarterly

1. The selected Service Provider should conduct at least one training program quarterly for the Security Personnel of the ICMARD Building, without any additional cost.

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A. Terms & Conditions of the Service: -

1. The **Validity period** of the Non-Comprehensive AMC will be **01 (one) Year** and may be renewed further subjected to quality of Service received during the AMC period.
2. The selected Service Provider should not dismantle or remove any items without the knowledge and necessary permission of The WBSCARD Bank Ltd. / ICMARD. Dismantled items shall be the property of The WBSCARD Bank Ltd. / ICMARD.
3. Apart from Monthly and regularly Routine Maintenance as per the Scope of Work, the selected Service Provider has to visit the site as and when required.
4. In case of **Emergency Breakdown**, the selected Service Provider has to provide Support Service **within 02 (two) working hours** from the time of call logging by The WBSCARD Bank Ltd./ICMARD in either Telephone or E-mail to the selected Service Provider.

B. 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 repair/replacement of equipment damage due to mishandling by the selected Service provider's worker will be deducted from the selected Service Provider's bill after the loss assessment by The WBSCARD Bank Ltd. / 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 decisions, the selected Bidder will be responsible to supply and use all consumables and minor spares like oil, grease bolt, screw, etc. without any additional cost.
5. Prior to the visit, the selected Bidder must contact to The WBSCARD Bank Ltd. / ICMARD and inform about the time & date.

C. Submission of Bid: -

1. The Technical Bid should contain all the Tender documents and supporting proof. The agencies have to fill up the ANNEXURE – I & II with his 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.
4. The Bank/ICMARD may, at its discretion, extend last date for the submission of Bids by amending the Bidding Documents.

D. Pre-qualification Criteria of Bidder: -

a. The Bidder should have minimum 03 (Three) years' experience of **'Non-Comprehensive / Comprehensive Annual Maintenance Contract of Fire Alarm System; Public Address System and Fire Hydrant System'** in reputed Govt. / Public Sector Enterprise / Banks / other reputed agencies. Work Order with Performance Certificate or Completion Certificate in this regard should be submitted. Any job executed by the Bidder for its own In-House purpose/Sister Concern/Subsidiary shall not be considered as relevant experience. Also, job executed by the Bidder 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.

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c. The Bidder should submit Self-Certified copy of GST Registration Certificate & PAN.
d. 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.
e. The Bidder should have its Registered Office in West Bengal.
f. The Bidder must submit Self-certified Copy of valid and relevant Licenses and Registration.
g. The Annual Report of the last three years of the Bidder must reflect profitability.
h. The Bidder was not be banned / blacklisted ever in any institution / organization.
i. The Bidder must submit copy of valid Trade License.
j. Relevant documents supporting eligibility criteria are to be submitted along with the Technical Bid.
k. 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.
l. The Bidder must submit details of its Technical Persons with Technical qualification, who would be deputed for the job.
m. The Bids of the participants will be summarily rejected on noncompliance & non-fulfilment of the Pre-Qualification Criteria in **Sl. No. D** above.
n. The successful Bidder must submit on Letter Head names of their authorized personal to be deputed to have technical discussion & presentation before the authority of The WBSCARD Bank Ltd. / ICMARD with a prior written intimation to The WBSCARD Bank Ltd. / ICMARD, after placement of Work Order.
o. The Bank / ICMARD has the right to amend the Clauses, which will be published in the respective Websites through corrigendum. The Bidders are advised to follow the Website regarding the same.
p. The interested Bidders may visit the site before submitting their Bid. Date of site visit & Pre-Bid Meeting: December 04, 2026 at 03:00 P.M.

E. Evaluation of Bids: -

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 Bid should be submitted in the prescribed format.

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

F. Payment & other Terms:

a. On submission of Invoice / Bill after completion of the respective month, subjected to successful accomplishment of the work as mentioned under Scope of Work, payment will be made within 10 (ten) days of the following month.

b. Any legal dispute will have the jurisdiction of Kolkata City only.

(Paramita Ghosh)
Managing Director 27/11/2026

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Memo No. 2282/Admn./26-27/ 1234/ 1 (5) November 27, 2026

Copy forwarded for information & necessary action to: -

1. The Principal, ICMARD.
2. Sri Suman Bhar, DGM (BDD)-in-Charge of IT, The WBSCARD Bank Ltd – with a request to upload the e-NIT in the Website of The WBSCARD Bank Ltd.
3. Sri Sayak Acharjya, AGM (Admn.) & FM, ICMARD - with a request to upload the e-NIT in the Website of ICMARD.
4. Sri Anirban Choudhuri, Manager (Computer), The WBSCARD Bank Ltd. - with a request to upload the e-NIT in www.wbtenders.gov.in.
5. Notice Boards of The WBSCARD Bank Ltd. & ICMARD.

(Paramita Ghosh)
Managing Director 27/11/2026

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ANNEXURE –I

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

(To be submitted in own Letter Head)

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 execute the work at the rates quoted by us with the terms & conditions as specified in the Tender issued by The WBSCARD Bank Ltd. under Memo No. 2282/Admn./26-27/1234 dated November 27, 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 OR I / We have not attended the Pre-Bid Meeting but The WBSCARD Bank Ltd. 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 Bank reserves the right to reject my / our Bid Offer / cancel the LOA / Purchase / Work Order, if issued and forfeit the Performance Guarantee /Security Deposit lying with the Bank. In addition, the Bank may debar me / us from participation in its future Tenders.

Date: .....

Place: .....

Signature of Bidder

.....
Name of Bidder along with Date & Seal

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Annexure-II

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.	Partnership Deed/Memorandum of Association (MOA)/Article of Association (AOA)/Certificate of Incorporation & Copy of Registered Power of Attorney.	
11.	Any other related information	
12.	Name of Technical Officer/Engineer	
13.	Qualification of Technical Officer/Engineer	
14.	Experience of Officer/Engineer (in years)	

Date: .....

Place: .....

Signature of Bidder

.....
Name of Bidder along with date & Seal

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ANNEXURE - III

BOQ

Sl. No.	Description of Work	Quantity
1.	Non-Comprehensive Annual Maintenance Contract for Fire Alarm System; Public Address System and Fire Hydrant System installed at the G+9 Storied ICMARD Building of The WBSCARDB Ltd. as per the Scope of Work.	1 Job