



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

Training Institute of The WBSCARD Bank Ltd.



Website: [www.icmard.org](http://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](mailto:icmard.kol@gmail.com) & [icmard.training@gmail.com](mailto:icmard.training@gmail.com)

Memo No. 2273/P-IV/2025-2026/

Dated April , 2025

## NOTICE INVITING QUOTATION

Sealed Quotations/Tenders are invited from the Civil Contractors/Agencies for supply & fixing of Aluminium window frame with dark glass at Hall No. 305 of ICMARD Building located at Block - 14/2, C.I.T. Scheme – VIII (M), Ultadanga, Kolkata - 700067, as per schedule & scope of work with Technical Specifications and process stipulated in the **Annexure** attached herewith. The intending Bidders may make physical visit to the above-mentioned site of work and submit their sealed Tenders **within April 21, 2025, 4:00 PM.**

**Name of Work:** - Supply & fixing of Aluminium Window frame with dark glass at Hall No. 305 of ICMARD Building.

**Place of Work:**- At Training Hall Room No. 305 of Institute of Co-operative Management for Agriculture & Rural Development (ICMARD) Building of The West Bengal State Co-operative Agriculture & Rural Development Bank Ltd. located at Block - 14/2, C.I.T. Scheme – VIII(M), Ultadanga, Kolkata - 700067.

### **Broad Terms & Conditions:-**

1. The Scope/Schedule of Works, Technical Specifications and other details are specified in Annexure (Schedule of Works).
2. The Quoted rates shall be the percentage (above, below or at par) of the total estimated amount put to Tender. It should be inclusive of prevailing GST/Taxes etc., if applicable, duties, other incidental charges, transportation charges, supply/delivery charges of materials all complete.
3. The rate should be quoted in figures as well as words in the specified area in the Price Schedule/Scope of Work.
4. The Bidders may visit the proposed site at the above address before submission of the Tender.
5. The Tender must be valid for a period of at least three months from the last date of submission.
6. Tools & tackles including allied accessories for the work shall be arranged by the Bidder at his/her own cost.
7. The authority of ICMARD reserves the right to accept and or reject any or all the tenders without assigning any reason thereof and also the authority is not bound to accept the lowest rate.
8. The Tender in Letter Head, complete in all respect, must be addressed to the Principal, ICMARD, 3<sup>rd</sup> Floor of the ICMARD Building, Block-14/2, CIT Scheme – VIII (M), Ultadanga, Kolkata – 700 067 **within April 21, 2025, 4:00 PM.**
9. The Tenderers must furnish the following documents with the Tender: -
  - a) Copies of the GST Registration Certificate and PAN Card and Trade License.
  - b) The work as per item is to be completed as per requirement and convenience of ICMARD and/or The WBSCARD Bank Ltd.
10. The payment will be released on full completion of work by the authority of ICMARD and on submission of final bill.
11. The recommended technical specifications as mentioned in the Schedule/Scope of work as per **Annexure** enclosed be strictly followed and maintained while submitting quotation and no other quotation apart from the stipulated specification, Terms and Conditions will be allowed.
12. The Sealed Cover of Tender shall be superscribed as **“Tender for Supply & fixing of Aluminium Window frame with dark glass at Hall No. 305 of ICMARD Building located at Block - 14/2, C.I.T. Scheme – VIII (M), Ultadanga, Kolkata - 700067”.**
13. The bidder will be liable for rejection in case of violation of any of the above stipulated Terms and Conditions.

The West Bengal State Cooperative Agriculture & Rural Development Bank Ltd.

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14. TDS will be deducted as per rules of the IT Department against any payment made.

15. **10 % of the Final Bill** amount shall be deducted as **Security Deposit** and the amount would be retained by ICMARD for 1 (one) year. The Security Deposit will accrue no interest. The Security Deposit would be refunded to the selected Bidder, if no defect is found within the Defect Liability Period (D.L.P.) of 1 (one) year. However, if any defect is found during the Defect Liability Period (D.L.P.), the authority of ICMARD will have the discretion to determine the amount required for repairing of the said defective work and to realize the said amount from the aforesaid Security Deposit.

PRINCIPAL  
ICMARD

Memo No. 2273/P-IV/2025-2026/26-(4)

Dated April 11, 2025

Copy forwarded for kind information & necessary action to:-

1. The Managing Director, The WBSCARD Bank Ltd., ICMARD Building, Block – 14/2, CIT Scheme – VIII (M), Ultadanga, Kolkata – 700067.
- ✓ 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. Sanchari Mitra, AGM [FM], ICMARD – with a request to upload the NIQ in the website of ICMARD.
4. Notice Board of The WBSCARD Bank Ltd. & ICMARD.

PRINCIPAL 11/04/25  
ICMARD



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## Annexure

Sl. No.	Description of Items	Unit	Quantity	Rate (Rs.)	Amount (Rs.)
1	Supply & fixing of Aluminium Window frame with dark glass	Nos.	6		
Add: GST@18%:					
Total quoted Amount including GST:					

N.B. (a) The quantity etc. against the work may vary during execution depending upon actual measurement.

I do hereby accept all the stipulated Terms & Conditions as laid down in the NIT vide Memo No. 2273/P-11/2025-2026/26 dated April 11, 2025.

Seal and Signature of the Bidder/Tenderer