



**The Institute of Co-operative Management for Agriculture & Rural Development  
(ICMARD - Training Institute of The WBSCARD Bank Ltd.)**

Block-14/2, C.I.T Scheme-VIII (M), Ultadanga, Kolkata-700067.

Ph-033-23565522 (Principal) / 23566522 (EPBX)

FAX : 033-23563633

Email : icmard.kol@gmail.com

NIQ. NO. 2273/I/CMARD/28

Date : 22/04/2019.

**NOTICE INVITING QUOTATION**

Sealed Quotations are invited from the Authorised & Bonafide Makers/ Manufacturers / Suppliers for making, supply and delivery and placement/installation of Computer Tables at the undernoted places of ICMARD Building of The WBSCARD Bank Ltd. as per Technical Specifications & Schedule/Scope of Works as detailed in the Annexure - I enclosed herewith and also as per Terms & Conditions appended below :-

**Name of the Work** : Making and Supply/Delivery of **3-Seater 4 Nos. Computer Tables** as per detailed specification mentioned in the enclosed Schedule/Scope of Works (Annexure-I).

**Place of Supply/Delivery & Placement** : At the 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 14/2, CIT Scheme VIII(M), Ultadanga, Kolkata-700067 and be placed in the **Computer Lab. "Room : Baran" at 3<sup>rd</sup> Floor** of ICMARD Building.

**Broad Terms & Conditions** :

- (01). The scope/schedule of works, Technical Specifications and other details are specified in Annexure-I (Schedule of Works).
- (02). The Quoted rates should be inclusive of prevailing GST/Taxes etc. if applicable, duties, other incidental charges, Transportation charges and supply/delivery charges.
- (03). The rate should be quoted in figures as well as words in the Letter Head of the Company.
- (04). The Quotationers may visit the proposed supply/delivery site at the above address and also the official Website : [www.icmard.org](http://www.icmard.org) before submission of the Quotations.
- (05). The Quotations must be valid for a period of at least six months from the last date of submission.
- (06). Tools & tackles including allied accessories for the work shall be arranged by the Supplier at his own cost.
- (07). The authority of the Institute reserves the right to accept and or reject any or all the Quotations without assigning any reason thereof and also the authority is not bound to accept the lowest rate.
- (08). The Quotation in Letter Head, complete in all respect, must reach the Principal, ICMARD under Sealed Cover latest by **30 April, 2019 within 5.00 P.M.**
- (09). The Quotationers must furnish the following documents with the Quotations :-
  - (a) Copies of applicable GST/PAN/TAN as per prevailing Rules.
  - (b) Working Experience Certificate/ Credentials on the same nature of work.
- (10). The work of making, supply/delivery and placement of the items of work to be completed within 30 (thirty) days from the date of written order.
- (11). The payment will be released on full completion of supply, delivery and placement to the satisfaction of the authority and on submission of final bill in duplicate as well as necessary Warranty Certificate for at least 1(one) year.

H.O. 25D, Shakespeare Sarani, Kolkata-700017

P.B.X. 033-22871786 /87, 033-22806681

FAX : 033-22877128

Email : wbscardb@gmail.com

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- (2) -

- (12). The recommended technical specifications as mentioned in the Schedule / Scope of works as per Annexure-I enclosed be strictly followed and maintained while submitting Quotation and no other Quotation apart from the stipulated specifications, Terms and Conditions will be allowed.
- (13). The sealed cover of Quotation shall be Superscribed as **“The Quotation for Making and Supply/Delivery of Computer Tables at ICMARD”**.
- (14). The Quotations will be liable for rejection in case of violation of the above stipulated Terms and Conditions.

**PRINCIPAL  
ICMARD**

Memo. No. 2273/PART-I/ICMARD/28/1(4)

Date : 22/04/2019.

Copy forwarded for information and necessary action to : -

1. The Managing Director, The WBSCARD Bank Ltd.,  
25D, Shakespeare Sarani, Kolkata - 700017.
2. ✓ Miss Sanchari Mitra, Manager & AFM, ICMARD, with the request to upload this NIT in the official website of The WBSCARD Bank Ltd. ([www.icmard.org](http://www.icmard.org)).
3. Display on the Notice Board of The WBSCARD Bank Ltd.
4. Display on the Notice Board of ICMARD, The WBSCARD Bank Ltd.

**PRINCIPAL  
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**ANNEXURE - I**  
**( Schedule / Scope of Works )**

(1)

Name of the Work	Making and Supply/Delivery of <b>3-Seater 4 Nos.</b> Computer Tables as per detailed specification mentioned in the enclosed Schedule/Scope of Work			
Place of Supply/Delivery & Placement	At the Institute of Co-operative Management for Agriculture & Rural Dev. (ICMARD) Building of The West Bengal State Co-operative Agriculture & Rural Dev. Bank Ltd. located at 14/2, CIT Scheme VIII(M), Ultadanga, Kolkata-700067 and be placed in the <b>Computer Lab. " Room Baran" at 3<sup>rd</sup> Floor</b> of ICMARD Building.			
Specification for the Work of Making and Supply/Delivery and Placement of 3-Seater 4 Nos. Computer Tables	Basic Price	Installation Charges	Other Cost if any	Total Amount i.e. Offered Price (Total of 2+3+4)
(1)	(2)	(3)	(4)	(5)
<p>Making and Supply/Delivery of 3-Seater 4 Nos. Computer Tables Size : 8' Length X 1'-6" Breadth X 2'-6" Height with 4 Nos. Vertical Partition of 1'-6" height on the Table Top &amp; Top to be Curved made of 19mm thick Ply Board with All Sides Colour Laminated Finish. Back side of the Table will be 12mm thick Ply Board up to 2'-6" height. Back side upper Table Top having 6" Clear gap and upper 1' height fitted with 12 mm thick Plain Glass.</p> <p>3 Nos. Wooden Tray for keeping Key Boards.</p> <p>3 Nos. rack/shelf at the right side of each Desk top unit under the table top for keeping CPU and UPS with 19 mm thick ply.</p> <p>01(one) stainless steel perforated lattis (jali) will be fitted on the Ply at the back portion of CPU. The necessary holes for Electrical &amp; computer assembling arrangement would be required.</p> <p>(i). With Century/Green Ply Board and Century Laminated Board</p> <p>(ii). With ISI Marked Ply Board and Laminated Board or any approved variety.</p>				

*Signature*

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<b>NET PRICE/COST OFFERED</b> <b>CGST @</b> <b>SGST @</b> <b>GRAND</b> <b>TOTAL</b>				
Rs. _____ (Rupees _____) only.				

- N.B.** (a) The quantity etc. against the Description of work may vary during execution  
Depending upon actual requirement.  
(b) The Quotioners may please make spot inspection to furnish the proposed items/  
quantity etc. and the break up-wise rate stating the Total Quoted Price of  
Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) only.

**I/We do hereby accept all the above stipulated Terms & Conditions as laid in the  
NIQ vide Memo. No. 2137/ICMARD/ 28 , dated 22 /04/2019.**

**Signature of the Authorised Signatory**  
**On behalf of the Agency with Date and Seal**