



# THE WBSCARD BANK LTD.

THE WEST BENGAL STATE CO-OPERATIVE AGRICULTURE & RURAL DEVELOPMENT BANK LTD.

ICMARD Building, 6<sup>th</sup> 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. 10/IV/Admn./ 1131

October 19, 2023

**Notice Inviting Expression of Interest [EOI] for empanelment of Real Estate Consultant for letting out Ground, 1<sup>st</sup>, 2<sup>nd</sup>& 3<sup>rd</sup> Floors of the old Head Office Building of The WBSCARDB Ltd. situated at 25-D, Shakespeare Sarani, Kolkata- 700 017**

**Schedule of activities and events: -**

Date of issue of the Notice Inviting EOI	October 19, 2023
Last Date for submission of application	November 04, 2023
Website for Uploading Proposals	<a href="https://www.tenderwizard.com/eproc">https://www.tenderwizard.com/eproc</a>
Date and Time of Opening of application	November 07, 2023 at 3.00 P.M.
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 Biswamay Ballav, Manager (Administration), Phone No. (M) 94336 12564
Address for Communication	The West Bengal State Co-Operative Agriculture & Rural Development Bank Ltd. 6 <sup>th</sup> Floor, ICMARD Building, Block – 14/2, CIT Scheme – VIII (M), Ultadanga, Kolkata-700 067

**Preface:-**

The WBSCARDB Ltd. intends to rent out the Ground, 1<sup>st</sup>, 2<sup>nd</sup>& 3<sup>rd</sup> Floors of The WBSCARDB Ltd. situated at 25-D, Shakespeare Sarani, Kolkata- 700 017 on 3,3,3 or 5,5, 5 year formats back to back.

**Property Details:-**

Accordingly, The WBSCARDB Ltd. invites Expression of Interest (EOI) from eligible Real Estate Consultant Firms/Companies for the purpose.

Sl. No.	Floor Position	Effective Area of the Floor in Square Feet	Rate of Rent per Square Feet per Month exclusive of GST
1	Ground Floor	2,726	Rs. 203.00
2	1 <sup>st</sup> Floor	3,312	Rs. 194.00
3	2 <sup>nd</sup> Floor	3,312	Rs. 185.00
4	3 <sup>rd</sup> Floor	3,059	Rs. 185.00

The last date for submission of the EOI is **November 04, 2023** for the above purpose; The WBSCARDB Ltd. proposes to empanel consulting Firms who are having expertise in the specified field incorporated in India with valid GST & annual billing for consultancy and related services, are eligible for empanelment.

The Instructions to Applications and Scope of Work/ Consultancy Services are indicated separately in the EOI document. Applicants are requested to submit their applications for the aforesaid work as per terms and conditions and other requirements as mentioned specifically in this Tender document.

Email of Purulia Branch [purulia.wbscardb@gmail.com](mailto:purulia.wbscardb@gmail.com) ; Email of Darjeeling Branch [siliguri.wbscardb@gmail.com](mailto:siliguri.wbscardb@gmail.com) ;  
Email of ICMARD, Ultadanga : [icmard.kol@gmail.com](mailto:icmard.kol@gmail.com)





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The EOI can be downloaded from our website <https://www.tenderwizard.com/eproc> from October 19, 2023 onwards. Applicants are advised to submit their applications **latest by 17.00 hours on November 04, 2023.**

- The EOI should be submitted through online mode in the <https://www.tenderwizard.com/eproc>
- The applications shall be accepted only in respect of those applicants whose applications are in line with the requirements as per the content of this EOI and if the same are acceptable to The WBSCARDB Ltd. The decision of The WBSCARDB Ltd. in this regard shall be binding on the applicants and not open to question or appeals. Applications received later than the time and date prescribed, because of any reason whatsoever as also telegraphic, e-mailed and faxed applications shall not be considered.
- The WBSCARDB Ltd. reserves the right to accept any or reject all the applications without assigning any reasons thereof.





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**Form of application for short listing of Consultants/ Firms for Letting out of Ground, 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> Floors of The WBSCARDB Ltd. situated at 25-D, Shakespeare Sarani, Kolkata- 700 017 of The WBSCARDB Ltd.**

To,  
The Managing Director,  
The WBSCARDB Ltd., 6<sup>th</sup> Floor,  
14/2, C I T Scheme-VIII (M), Ultadanga,  
Kolkata- 700 067.

Sir,

“Expression of Interest (EOI)” - Engagement of Real Estate Consultant Firm/Company for letting out of Ground, 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> Floors of The WBSCARDB Ltd. situated at 25-D, Shakespeare Sarani, Kolkata- 700 017 of The WBSCARDB Ltd. located at Kolkata ”.

In reference to your Notice inviting “Expression of Interest (EOI)” on <https://www.tenderwizard.com/eproc> for Empanelment of Property Consultant for letting out of the Ground, 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> Floors of The WBSCARDB Ltd. situated at 25-D, Shakespeare Sarani, Kolkata- 700 017 of The WBSCARDB Ltd., I/we hereby submit our Real Estate Consultant Firm / Company details along with necessary KYC documents and relevant experience certificates.

Sr. No.	Description	Remarks
I	Details of the Real Estate Consultant Firm/Company	
1	Name	
2	Address	
3	Phone No.	
4	Email ID	
5	Location of Head Office	
6	Branch offices located at	
7	Details of the Real Estate Consultant Firm/Company (Proprietary/Partnership/Pvt. Ltd./Public Ltd./PSU)	



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8	Details of the Real Estate Consultant Firm/Company (Registration/Incorporation/Business Commencement)	
9	Permanent Account Number (PAN) and Goods and Service Tax Number (GSTIN) (Please enclose self-certified copies)	
10	Name, Designation and Contact No. of the contact person to whom reference shall be made regarding EOI	
11	License details issued by Local civic Authorities, if any	
II	<b>Other details</b>	
1	Details of the similar assignments executed indicating valuation. Legal, local clearance – if any, etc. (Please enclose the details)	
2	Details of the Similar assignments in hands	

I/we have read all the terms and conditions specified in the EOI and are acceptable to me/us. Signed copy of the Terms and conditions is enclosed in token of acceptance of terms and conditions.

I/We are aware that The WBSCARDB Ltd. is not bound to accept this EOI for empanelment of Real Estate Consultant Firm/Company for letting out of Ground, 1<sup>st</sup>, 2<sup>nd</sup>& 3<sup>rd</sup> Floors of The WBSCARDB Ltd. situated at 25-D, Shakespeare Sarani, Kolkata- 700 017 and will not require to give any reason for rejecting this EOI.

I/We certify that I/we are the authorized signatory of the Real Estate Consultant Firm/Company and therefore competent to submit the details towards EOI for empanelment of Real Estate Consultant Firm/Company for letting out of Ground, 1<sup>st</sup>, 2<sup>nd</sup>& 3<sup>rd</sup> Floors of The WBSCARDB Ltd. situated at 25-D, Shakespeare Sarani, Kolkata- 700 017.

Date:

Place:



**Signature of the designated authority**  
**Seal of the organization**

Note: Documents to be attached as per Eligibility criteria and other terms and conditions of EOI

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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## Instructions to the applicants for furnishing information as a part of pre-qualifications

1. Intending applicants are required to submit their full credentials giving details about their organization, experience, technical personnel in their organization, competence and adequate evidence of their financial standing etc. in the enclosed form.
2. The prospective applicant may visit the site to understand the nature and scope of work.
3. Each page of the application shall be signed and stamped by the applicants. The application shall be signed by person/ persons on behalf of the organization having necessary authorization/Power of Attorney to do so.
4. If the space in the proforma is insufficient for furnishing full details, such information may be supplemented on separate sheets of paper stating there in the part of the proforma and serial number. Separate sheets shall be used for each part.
5. Applications containing false and / or inadequate information are liable for rejection. Clarifications if any required may be obtained from the Shri Sudip Ghosh, Deputy General Manager (Administration), (M) 82400 91830 Shri Biswamay Ballav, Manager (Administration), Phone No. (M) 94336 12564 by sending e-mail at [wbscardb@gmail.com](mailto:wbscardb@gmail.com)
6. Clarifications, if required, may be obtained from Shri Sudip Ghosh, Deputy General Manager (Administration), (M) 82400 91830 or Shri Biswamay Ballav, Manager (Administration), Phone No. (M) 94336 12564 or by sending email to at [wbscardb@gmail.com](mailto:wbscardb@gmail.com)

## Scope of Work/Consultancy Services:-

### I. Consultancy Service Requirements:-

- (i) The office is in the possession of property and the details as below:

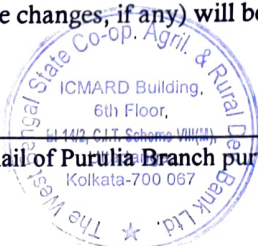
Sl. No.	Address of property	Property details
1	The WBSCARDB Ltd. situated at 25-D, Shakespeare Sarani, Kolkata- 700 017.	Ground, 1 <sup>st</sup> , 2 <sup>nd</sup> & 3 <sup>rd</sup> Floors of The WBSCARDB Ltd. as detailed above.

(ii) Letting out of the Ground Floor, 1<sup>st</sup> Floor, 2<sup>nd</sup> Floor & 3<sup>rd</sup> Floor of The WBSCARDB Ltd. on 3,3,3 or 5,5,5 year plans (to Public Sector Banks/AIFIs/CPSUs etc.) will be under The WBSCARDB Ltd.'s supervision and guidance.

(iii) Helping the banking office with advertising/liaisoning in respect of property of the bank as per the requirements of the Bank.

The aforementioned services are not exhaustive in describing the functions, activities, responsibilities and services for which Consultant will be responsible. The Applicants, by participation in this EOI, implicitly confirm that if any functions, activities, responsibilities or services are either not specifically described in this EOI or specifically described but has to undergo suitable changes/modifications due to regulatory changes and are termed necessary or appropriate by The WBSCARDB Ltd. for the proper performance of such functions, activities, responsibilities or services (with applicable changes, if any) will be deemed to be implied by and included within the scope of services under this EOI.

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## II. The other Scope of work for the Real Estate Consultant/Firm/Company comprises of the following

- To obtain related clearances from authorities – (Note: Sanction drawings of the property are available with The WBSCARDB Ltd.)
- To draw conceptual plan for suitable options – if needed for letting out
- To prepare roadmap for letting out of the said property
- To give inputs which would enhance the realizable value of the property.
- To provide brief financial analysis and valuation of the property by engaging a Registered Valuer – **optional**
- To work out a Reserve Amount in Per SQFT basis for the property.
- To carry out market survey, collect circle rate and submit its report.
- To assist in execution of the letting out process thereof and other related activities as may be deemed necessary from time to time and decided by the Bank.

## III. Inspection of Property

The property can be inspected by prior appointment on any working day from 10 am to 5 pm on or before November 05, 2023. The appointment for the visit may be obtained through email and phone No. as given below:-

Sr. No.	Office Details	Contact Person	Phone No.	Email id
1.	Ground, 1 <sup>st</sup> , 2 <sup>nd</sup> & 3 <sup>rd</sup> Floors of The WBSCARDB Ltd. situated at 25-D, Shakespeare Sarani, Kolkata- 700 017	1. Shri Sudip Ghosh, Deputy General Manager (Administration). 2. Shri Biswamay Ballav, Manager (Administration).	(M) 82400 91830  (M) 94336 12564	wbscardb@gmail.com

## Qualification criteria and Other terms & Conditions

I. The Bank intends to empanel Real Estate Consultant Firm/Company who have an established track record of providing all of the above services. It may be noted that no letter of empanelment would be issued as and when specific tasks for consultancy services are identified, The WBSCARDB Ltd. shall call for detailed technical and financial Offer. Notwithstanding anything contained above, The WBSCARDB Ltd. reserves the right to reject any or all EOIs and may consider other Consultants/ Agencies other than those who have applied in response to this Notice inviting Expression of Interest.

II. Applications for empanelment in form of "Expression of Interest (EOI)" are hereby invited from professional Real Estate Consultant Firm/Company fulfilling the eligibility conditions set out below for their empanelment.

Sr. No.	Description	Requirement
1	Experience	minimum 5 years in the field of real estate solutions like Property/Asset Management, Project Management (interior fit out), transaction (renting/outright sale of Residential & commercial space), marketing, valuation & advisory <i>Note: Relevant work experience details to be submitted</i>



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2	Registration/Incorporation	The Real Estate Consultant Firm/Company should be registered/incorporated in India.
3	Presence/Reach	The Real Estate Consultant Firm/Company should have proven capabilities of providing real estate solutions as evidenced from their track records and documents to be furnished while applying for empanelment.
4	Clientele/Past Record	The Real Estate Consultant Firm/Company should have serviced at least 10 clients from Government / PSUs/Reputed MNCs/Private Corporates or Scheduled Banks in the last 5 years
5	Minimum Annual Billing from consultancy and related services for last three years up to FY 2022-23	Rs.150.0 Lakh aggregate

## II. Submission of EOI

(a) The following are the list of documents required to be submitted along with the application:-

- i) IT Return filing for the F.Y.2020-21, F.Y.2021-22, F.Y. 2022-23.
- ii) Audit F.Y.2020-21, F.Y.2021-22, F.Y. 2022-23.
- iii) List of consultancy works (with brief description) carried out in last three years and the contact persons in the customer organizations along with their contact particulars.
- iv) Annual billing of consultancy and related works during last three years in aggregate and in the specific fields identified above, certified by the statutory auditors.
- v) Copy of Registration/Incorporation Certificate of the Real Estate Consultant Firm/Company
- vi) Present team of senior consultants with their brief CVs.
- vii) List of branches/offices in India of the consulting Real Estate Consultant Firm/Company. List of all kind of services provided by the agency on letter head with duly signed & stamped by authorized signatory.
- viii) Self-certified KYC documents of Real Estate Consultant Firm/Company, its directors, partners/proprietors (PAN Card and proof of address)
- ix) Copy of GST Certificate.

b) All costs and expenses associated with submission of EOI shall be borne by the applicants submitting the EOI and the Bank shall have no liability in any manner in this regard or if it decides to terminate the process of empanelment for any reason whatsoever.

c) The right to suspend the empanelment process or part of the process, to accept or reject any or all EOIs at any stage of the process and / or to modify the process or any part thereof at any time without assigning any reason thereto is reserved by The WBSCARDB Ltd. without any obligation or liability whatsoever.

d) Expression of Interest shall be submitted along with interest free refundable deposit of Rs.1,00,000/- (Rs. One Lakh only) The deposit will be refunded to all unsuccessful Real Estate Consultant Firm/Company firms/companies after selection of the successful Real Estate Consultant Firm/Company.

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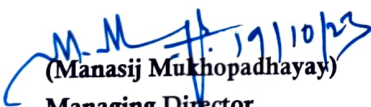
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- e) Interested Real Estate Consultant Firms/Companies are requested to submit the complete Expression of Interest for the given property in their respective region of their operation.
- f) The Real Estate Consultant Firm/Company shall make presentation to The WBSCARDB Ltd. officials at Head Office, Ultadanga, Kolkata, at its own cost, about the credentials, experience certificates and methodology followed by them for disposal of old residential/office buildings for other PSUs/Government owned organizations during last 5 years at different places in India.
- g) The WBSCARDB Ltd. reserves right to cancel the process of renting out the Ground, 1st, 2nd& 3rd Floors of The WBSCARDB Ltd. situated at 25-D, Shakespeare Sarani, Kolkata- 700 017 at any time without assigning any reason whatsoever.
- h) Mere submission of EOI or fulfilling the criteria does not give any right to empanelment of Real Estate Consultant Firm/Company for the said work. The WBSCARDB Ltd. reserves the right to select any or reject any or all of the applications received.

Account details for depositing interest free refundable deposit are as under:-

Bank & Branch	SB Account No.	IFSC
The West Bengal State Co-operative Bank Ltd., Kolkata Branch	10100 542 7736	WBSC0000001

  
(Manasij Mukhopadhyay)  
Managing Director

Managing Director  
The WBSCARD Bank Ltd.

