



# 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](mailto:wbscardb@gmail.com)

Visit us at: [www.wbscardb.com](http://www.wbscardb.com)

Memo No. 10/IV/Admn./1501

January 04, 2024

**Notice inviting Expression of Interest (EOI) for Rental Occupancy of the Ground, 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> Floors of the Building of The West Bengal State Co-Operative Agriculture & Rural Development Bank Limited situated at 25 D, Shakespeare Sarani, Klokata - 700 017 being Premises No. 25 D, Shakespeare Sarani, under Ward No. 63 within the limits of the Kolkata Municipal Corporation.**

The West Bengal State Co-operative Agriculture & Rural Development Bank Limited (The WBSCARD Bank Ltd., hereinafter referred to as the Landlord) invites Expression of Interest (EOI) from Government / Semi Government Offices, Government Undertakings, Banks, Insurance Companies, and other Public Sector establishments for Rental Occupancy of the **Ground Floor, 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> Floor** of its Building situated at 25 D, Shakespeare Sarani, Klokata - 700 017, being Premises No. 25 D, Shakespeare Sarani, under Ward No. 63 within the limits of the Kolkata Municipal Corporation.

**Schedule of activities and events:-**

Date of issue of the Notice Inviting EOI	January 04, 2024
Date, time and venue for Pre-Bid Conference	January 10, 2024 at 3.00 P.M.
Last Date and time for submission of Complete Proposal: Technical including Eligibility Criteria and Financial Bid	January 25, 2024 up to 5.00 P.M.
Website for Uploading Proposals	<a href="http://wbtenders.gov.in">wbtenders.gov.in</a>
Date and Time of Opening of Technical Bid/ Proposals	January 31, 2024 at 3.00 P.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 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

Terms and conditions of the proposed Rental occupancy are as follows: -

1. Base Monthly Rate of Rent for each Floor offered for Rental occupancy as assessed by the Office of the First Land Acquisition Collector, Kolkata, Government of West Bengal, is as follows:-

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



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**No offer of Rent below this Base Monthly Rate shall be accepted.**

1. Eligible Institutions who can participate in the EoI and offer their Bids / proposals are as follows:-  
Government / Semi Government Offices, Government Undertakings, Banks, Insurance Companies, and other Public Sector establishments.

### **3. Eligibility Conditions:-**

a) All prospective Bidders shall have to submit valid up to date Certificate of Registration, Memorandum of Association, Articles of Associations Professional Tax Receipt Challan, Trade Licence, GSTIN Registration Certificate and Income Tax Returns for the last 3 (Three) years, PAN Card issued by the Income Tax Department, all whatever applicable).

b) No prospective Bidder should have been barred to participate in any Tender by the Government Department during the last 3 (Three) years prior to the date of this EoI. Such debaring will be considered as disqualification towards eligibility.

c) The Selected Bidder would be required to deposit **Security Deposit** equivalent to **03 [Three] months' Monthly Rent** in the form of Demand Draft from any scheduled Nationalised Bank or through RTGS/NEFT to the following Savings Account of The WBSCARDB Ltd.:-

**The West Bengal State Co-operative Bank Ltd. Kolkata Main Branch, A/C No. 101005427736, IFSC WBSC0000001**

d) The Selected Bidder would be required to deposit the Security Deposit against his Bid at least 07 [Seven] days before execution of the Tenancy Agreement and to submit necessary documents regarding the deposit of Security Deposit containing UTR No. and necessary details.

e) Failure of submission of any of the above-mentioned documents will render the Tender liable to be rejected.

f) Any amendment issued shall be part of the Bidding documents and shall be communicated to the Bidders by posting the same on the website/ Govt. Portal **wbtenders.gov.in**. It shall be the Bidders responsibility to keep himself updated of all possible amendments or clarifications to the bid document.

g) To give prospective Bidders reasonable time to take an amendment into account in preparing their Bids, authority of The WBSCARDB Ltd., the Landlord, may at its own discretion extend the deadline for the submission of Bids.

h) During evaluation the appropriate authority of the Bank may summon the Bidders & seek clarifications/information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

4. Intending Bidders shall have to offer their Rate of Monthly Rent separately for each Floor. If a Bidder is interested for any particular Floor, he may offer his Rate of Monthly Rent for that particular Floor leaving the offer column for other Floors blank. At the time of Financial Evaluation, the highest Bidder for each separate Floor will be selected and shall be offered Rental occupancy of that particular Floor.



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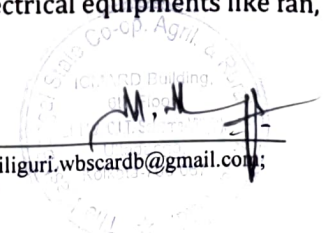
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5. Each Floor is being offered for Rental occupancy for an initial period of 3 (Three) years. After expiry of the initial period of 3 (Three) years of Tenancy Agreement, if both the parties agree for the continuation of tenancy for a further period on the terms and conditions as agreed upon by both the parties, the tenancy shall continue and a fresh Tenancy Agreement shall be executed between The WBSCARDB Ltd., the Landlord, and the Tenant/s/s, i.e. selected Bidder/s on the terms & conditions as may be agreed between The WBSCARDB Ltd. and the Tenant/s/s i.e. selected Bidder/s. If the tenant/s intend/s to continue its/ their tenancy after expiry of the tenanted period, shall apply to the Management of the Bank three months prior to the expiry of the tenanted period showing reasons thereof. Otherwise, it may not be possible on the part of the Management of the Bank to accept the said offer of continuation of tenancy.
6. The Tenant/s would pay Rent in one lump for 12 months (i.e. for one year) against the entire Floor at the beginning of each year of tenancy. KMC Taxes and normal repair and maintenance are included in this Rent. But applicable GST shall be charged separately, in addition to that Rent. Monthly electricity charges shall be paid separately on actual basis.
7. If the Tenant/s/s i.e. selected Bidder/s want/s to vacate the Floor within the period of Tenancy Agreement after giving due notice, the amount paid as Advance Rent shall be refunded proportionately at the time of vacating the premises after adjustment of dues, if any, during the actual period of occupation/ possession.
8. The WBSCARDB Ltd., the Landlord, shall issue appropriate Rent Receipt to the tenant/s on receiving the Rent from the Tenant/s.
9. The Tenant/s shall use the demised premises for the purpose of office use only and shall not use the same for any other purposes, whatsoever.
10. Arrangement of Lift, common areas, lighting of the common areas, car parking space for one car in respect of occupant / Tenant in each Floor, maintenance of water supply line, arrangement of round the clock security arrangement for the entire premises (excluding inside of the Floor area occupied by the Tenant/s concerned), etc at the premises shall be the responsibility of The WBSCARDB Ltd., the Landlord, and no charges / costs shall be claimed from the Bidders for those services.
11. The Tenant/s shall pay electricity charges within the prescribed time on the basis of consumption of electricity units measured by the Sub-Meter installed for each Tenant/s at the rates fixed by the electricity agency from time to time plus Service Charge for the units actually consumed by it. A Penalty Charge @ 2% of the electricity cost per month shall be charged by The WBSCARDB Ltd., the Landlord, if payment of the electricity cost, is not paid by the Tenant/s within 10 (Ten) days from the date on which the consolidated Electricity Bill is to be paid by The WBSCARDB Ltd., the Landlord, to the CESC LTD. In case of power failure from the CESC source, supply may be provided through the Generator Set installed by The WBSCARDB Ltd., the Landlord, at the premises to meet the power requirements of general electrical equipments like fan, light and computers etc. only but excluding A.C. machines.





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12. In no case, the Generator facility will be available for running of AC or other power units, the connection of which runs through the Power Distribution Board. The Tenant/s shall keep the Electricity load limited within permissible load for the entire Floor of the demised premises. Any change for electrical wiring and installation of AC or other electrical equipments are to be made by the Tenant/s only after obtaining prior approval/ permission of The WBSCARDB Ltd., the Landlord, in writing and cost of which is to be borne by the Tenant/s itself/themselves. The Tenant/s shall be required to pay separately for the power supplied through the Generator Set at the rate of Rs.7,000/- (Rupees Seven thousand only) per month at present and which may be enhanced at such rates as may be fixed by The WBSCARDB Ltd., the Landlord, from time to time. Power supply through the Generator Set may be disrupted during the maintenance work.

13. In case any installation is made by The WBSCARDB Ltd., the Landlord, by which the Tenant/s is/are also benefited, the cost of such installation shall be borne proportionately by the Tenant/s and The WBSCARDB Ltd., the Landlord.

14. The WBSCARDB Ltd., the Landlord, shall arrange to supply filtered water to the demised premises and the Tenant/s shall ensure that misuse of such water does not take place. In the event any fees or tax for supply of water is charged by the Kolkata Municipal Corporation or any other lawful authority, the Tenant/s shall bear such fees and taxes in proportion to the water consumed by the Tenant/s (to be determined on proportionate area of occupancy as per rate of KMC's water charges bill). The water charges bill for such supply of water is to be raised by The WBSCARDB Ltd., the Landlord, from the Tenant/s immediately after receipt of water supply bill from the KMC. The Tenant/s shall also maintain internal installations of electrical and water supply with sanitary & plumbing items of work inside the demised premises let out at his own cost without damaging building premises. The Tenant/s shall be held responsible for any loss or injury to life & property during such internal infrastructure works.

15. The Tenant/s shall be provided with the facility of Lift, which is located on the main entrance. The Tenant/s may use the said lift along with other users of the said building, and the lift shall be in operation between **7.30 a.m. and 8.30 p.m.** on all working days. Such normal operations may remain suspended during power cuts/ generator overhauling etc. as well as for servicing and maintenance of the Lift including failure of the equipments. **No goods shall be allowed to be carried in the Lifts.**

16. During office hours, the Tenant/s may be permitted to park cars, the number of which must not exceed 1 (one) for occupancy of each Floor at the parking space inside the premises, but not inside the building, earmarked for parking of cars. Cars of the Tenant/s's visitors shall not be parked inside the premises. The Tenant/s is/are not provided with the facility to park its office cars overnight at the parking space. However, in case of exigency The WBSCARDB Ltd., the Landlord, may, on occasions, accord permission to keep one car of the Tenant/s overnight within the premises of the building on obtaining request from the Tenant/s in writing to this effect intimating the reasons thereof. But such permission will be accorded /granted by The WBSCARDB Ltd., the Landlord, only in exceptional circumstances on a day to day basis.

17. The Tenant/s may put up the Sign Board of its organization at a place in the building to be provided by The WBSCARDB Ltd., the Landlord, after mutual discussion. Such Sign Board can be fixed by the Tenant/s



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after obtaining approval from the Municipal Authority or from any other authorities required under the Law. Installation of such Sign Board shall be at the cost and at the responsibility of the Tenant/s and The WBSCARDB Ltd., the Landlord, shall not be held responsible for any loss or injury to life or property during installation of such Sign Board etc. or at any time thereafter due to any accident caused by such Sign Board. The Tenant/s shall undertake to indemnify The WBSCARDB Ltd., the Landlord, that if any claim is made against The WBSCARDB Ltd., the Landlord, by any third party who suffers any injury or loss, either to life or to property due to such accident. Before putting up the Sign Board, the Tenant/s shall submit to the Landlord the original copy of the permission granted by the KMC or other authorities, as the case may be, for verification.

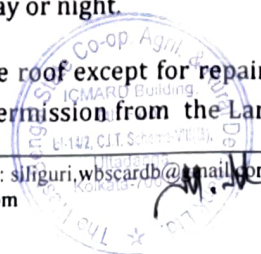
18. The Tenant/s shall not store or shall not be permitted to store in the demised premises or any portion thereof any material that may be considered obnoxious or injurious to health or safety of the members of the said building and or the general public, such as storing of combustible materials or other obnoxious articles. The Tenant/s or its agent / employees shall not use the said demised premises in any manner which may cause nuisance or annoyance to The WBSCARDB Ltd., the Landlord, or its employees and / or agents and / or neighbors. The Tenant/s shall also ensure that after office hours electrical switches are turned off so as to prevent electrical short circuit that may lead to breaking out of fire. Also the Tenant/s shall be watchful / alert in case of closing all the water taps of water supply points inside the demised premises after office hours in view of minimizing unnecessary wastage of water. In the event of violation of any of the conditions mentioned herein above, the Tenant/s shall, after due notice from The WBSCARDB Ltd., the Landlord, be liable for eviction. The Tenant/s shall also ensure adequate safety measure inside their office premises for prevention of outbreak of fire of minor nature by providing adequate Fire Extinguishers etc. at vulnerable points in side their Tenanted premises in terms of statutory norms.

19. In case of fixing of temporary cubicles or any false ceiling by the Tenant/s in the space let out, additional smoke detectors, heat detectors or response indicators, as may be required by the statutory rules in vogue, are to be installed by the Tenant/s in consultation with The WBSCARDB Ltd., the Landlord, prior to such construction at its own cost. The WBSCARDB Ltd., the Landlord, will have the right to get the work executed by any agent and realize the cost from the Tenant/s.

20. The superimposed load for machines, furniture, partitions or other equipments as may be used by the Tenant/s shall not exceed permissible load limit for office Floors as per National Building Code.

21. The Tenant/s shall not allow any of its office employees / staff / agents or anyone else to stay inside the demised premises at night except its Security Staff whose identification and number shall be communicated to the Landlord in the interest of overall security of the premises. But the said Security Staff of the Tenant/s shall not resort to any cooking within the Building premises by using inflammable materials or substance to ensure prevention of any fire hazards and / or risk. The Security Staff shall also not bring or invite any relative or outsider to the premises while on duty during any part of the day or night.

22. The Tenant/s or his employees or agents shall not have access to the roof except for repairing and or fixing Television Antenna or any kind of Antenna & that too upon prior permission from the Landlord. The





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employees and / or staff of the Tenant/s shall not loiter in the staircase or any other part of the building. The Tenant/s shall not store any material or goods in any common area of the building which may cause inconvenience to the other occupiers of the building in any manner whatsoever. In the event of violation of any of these conditions, the Tenant/s, after due notice from The WBSCARDB Ltd., the Landlord, shall be liable for eviction.

23. The Tenant/s and / or his staff or any outsider shall not set up / run any canteen, tea-stall cigarette-stall, food vending stall or other consumer goods at the demised premises. Any violation of any of such conditions shall render the Tenant/s liable for eviction.

24. The Tenant/s shall keep the demised premises in good and proper condition during the continuance of the Tenancy & interior decorations to be made in such a way so that the Infrastructure maintenance (mainly pipe lines and electrical lines) of the building could easily be done. The WBSCARDB Ltd., the Landlord, will not be liable by any means for the damages of interior decorations during the Infrastructure maintenance work of the Building.

25. The Tenant/s shall not sot sub-let and /or hand over possession of the tenanted premises to any one, whomsoever, for any reason whatsoever.

26. The tenancy will be terminated in case of breach of contract including default in the payment of Rent by the Tenant/s and shall entitle The WBSCARDB Ltd., the Landlord, to terminate the Tenancy Agreement by giving a three months' notice to that effect. Any default in the payment of Rent either for continuous period of two calendar months or three time in any calendar year shall entitle The WBSCARDB Ltd., the Landlord, to terminate the tenancy agreement by giving a three months' notice to that effect. Such defaults shall also attract a penalty at the 2% (two percent) on the defaulted installment per month. The Tenant/s has to give at least three months' prior notice in writing in the event of vacating the demised premises after clearing all dues/outstanding on the date of notice. On the other hand, The WBSCARDB Ltd., the Landlord, shall be entitled to terminate the tenancy of the demised premises upon giving 3 (three) months' notice in advance to the Tenant/s in accordance with the law.

27. The Tenant/s shall permit the Landlord or his agent to enter into the demised premises giving prior notice at all convenient times for inspection, if necessary.

28. Any other rules regarding use of the demised premises and common areas that may be framed by The WBSCARDB Ltd., the Landlord, in future shall be binding upon the Tenant/s upon service of the same.

  
(Manasij Mukhopadhyay)  
Managing Director





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## Financial Bid

Requirement	Amount in Rupees	Amount in words
• Monthly Rent offered for occupancy of Ground Floor, exclusive of GST as applicable		
• Monthly Rent offered for occupancy of 1 <sup>st</sup> Floor, exclusive of GST as applicable		
• Monthly Rent offered for occupancy of 2 <sup>nd</sup> Floor, exclusive of GST as applicable		
• Monthly Rent offered for occupancy of 3 <sup>rd</sup> Floor, exclusive of GST as applicable		

Place:  
Date:

**Signature and Seal of the  
Authorized Signatory of the Bidder**





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### Particulars of the Proposer / Bidder for evaluation of eligibility

Sl. No.	Particulars	
1.	Name of the Proposer / Bidder Institution	
2.	Certificate of Registration	
3.	Memorandum of Association	
4.	Articles of Associations	
5.	Professional Tax Receipt Challan	
6.	Trade Licence	
7.	GSTIN Registration Certificate	
8.	Income Tax Returns for the last 3 (Three) years	
9.	PAN Card	
10.	Other Necessary Documents	

Place:

Date:

**Signature and Seal of the  
Authorized Signatory of the Bidder**