



**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. 2263/2024-2025/827

March 12, 2025

**NOTICE INVITING QUOTATION**

Sealed quotations are invited from eligible reputed Vendors or their authorized Distributors/Dealers/Retailers/Reliable & Resourceful Firms/Agencies for Non-Comprehensive Annual Maintenance Contract of CCTV Cameras and related accessories at ICMARD of The WBSCARD Bank Ltd. at ICMARD Building, Block – 14/2, CIT Scheme – VIII (M), Ultadanga, Kolkata – 700067.

**Objective and scope of this Quotation:**

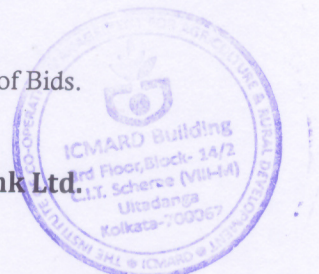
Non-Comprehensive Annual Maintenance Contract of maintenance of CCTV Cameras and related accessories at ICMARD of The WBSCARD Bank Ltd. at ICMARD Building, Block – 14/2, CIT Scheme – VIII (M), Ultadanga, Kolkata – 700067 for a period of 12 months and can be extended for another 12 months if the service rendered is found to be satisfactory.

**Terms and Conditions:**

1. The AMC is for an initial period of 12 months and renewable thereafter if the services are found to be satisfactory it can be extended for another 12 months.
2. AMC shall include the checking of the entire system **at least on fortnightly interval** and extending necessary services/repairing to kept the system operative satisfying all its requirements. Under all circumstances, standby arrangement is mandatory.
3. The Bidder has to ensure uninterrupted recording of CCTV Surveillance System at all locations. It includes relocation of CCTV Cameras and time to time checking for proper connectivity of the system.
4. The quoted rate should be inclusive of all charges.
5. All the complaints received from ICMARD should be attended within the next working day failing which shall incur a deduction in the Monthly payment.
6. If any item is required to be replaced/procured the same shall be done by the agency with additional cost duly approved by the competent authority of ICMARD. In such, case, the items must be procured and replaced within two working days from the date of receiving approval from the authority of ICMARD.
7. It shall be responsibility of the Service Provider to ensure that all CCTV Surveillance System and equipment work satisfactorily throughout the contract period.
8. The Bidder should have its Service Providing Office in Kolkata.
9. The Bidder should possess minimum **3 years** experience for supply / installation / maintenance of CCTV equipment in Government Sector i.e. Central / State Public Sector Undertaking, autonomous bodies, Research and Educational Institutions etc.
10. The system must be checked by a technical person **at least on fortnightly interval**.
11. The quotation must be valid for a period of at least **3 [Three] months** from the last date of submission.
12. The quoted rate should be inclusive of all labour charges and applicable taxes.
13. During evaluation of the quotation, the authority may at its discretion ask the Bidder for clarification of Bids.

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

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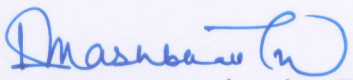


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14. The right to reject the lowest or all quotations without assigning any reason thereof is kept reserved by the competent authority of ICMARD.
15. The Bidder shall append a **Certificate** with the Bid that the firm/agency has not been debarred/blacklisted for any reason/period by any Central/State Govt. Dept./University/PSU, etc. If so, particulars of the same may be furnished. Concealment of facts shall lead to cancellation of the order.
16. Prospective Bidders/Agencies may visit the location/site for getting detailed Camera position and location of other equipment and for proper understanding of other Scope of Works before submitting the Quotation. The List of Equipment is mentioned in **Annexure – I** (attached herewith).
17. The authority of ICMARD reserves the right to accept or reject any or all Bids or negotiate on any of the specification/item/conditions of the Quotation and to annul the Bidding process and reject all the Bids at any time prior to placement of order without assigning any reason thereto and without any obligation to inform the affected Bidders.
18. The Bidder must append the following documents with the Bid:-
  - a) Credentials.
  - b) Copy of PAN.
  - c) Copy of GST Registration Certificate.
  - d) Trade License.
19. The Payment terms shall be as under:-
  - a) The Service Provider should raise the Invoice/Bill at the end of each month.
  - b) Payment will be released within 7 days after satisfactory performance for that month.
  - c) Statutory Tax/Cess/Levy shall be deducted at source as per Prevailing Rules at the time of payment and will be deposited with the quarter concerned.
20. Any legal dispute, is arises, shall be subject to the jurisdiction of the Courts at Kolkata and other jurisdiction shall have no legal sanctity.
21. The sealed cover containing the Quotation should be addressed to The Principal and superscribed as "Non-Comprehensive Annual Maintenance Contract of CCTV Cameras and related accessories at ICMARD of The WBSCARD Bank Ltd."
22. The Quotation in own Letter-Head, complete in all respects, must reach ICMARD at 3<sup>rd</sup> Floor, ICMARD Building, Block – 14/2, CIT Scheme – VIII (M), Ultadanga, Kolkata – 700067 under Sealed Cover lastest by **March 18, 2025 up to 5 PM**. The Quotation received after due date and time or incomplete in other respect shall be liable to be rejected.

  
PRINCIPAL 11/03/25  
ICMARD







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## ANNEXURE – I (List of Equipment)

Sl. No.	Name of Equipment	Quantity	Location
1.	1 MP Analog IR Dome Camera (Hikvision)	9 Nos.	Different areas of ICMARD Building
2.	1 MP Analog IR Bullet Camera (Hikvision)	6 Nos.	Different areas of ICMARD Building
3.	16 Channel Digital Video Recorder (Hikvision) including internal Surveillance Hard Disk	2 Nos.	3 <sup>rd</sup> Floor of ICMARD Building
4.	16 Channel Power Supply [SMPS]	1 No.	3 <sup>rd</sup> Floor of ICMARD Building
5.	4U Rack (NETRACK)	3 Nos.	3 <sup>rd</sup> Floor of ICMARD Building
6.	Monitor (LG)	2 Nos.	3 <sup>rd</sup> Floor of ICMARD Building





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**ANNEXURE – II (Price Schedule)**

Sl. No.	Description of Product/Item	Amount per month (Incl. GST) (Rs.)	Total Amount for 12 months (Rs.)
1.	Non-Comprehensive Annual Maintenance Contract of CCTV Camera and related accessories as detailed in Annexure - I		

I / We hereby accept all the above terms & conditions as laid in the NIQ bearing Memo No.:- 2263/2024-2025/ *827* dated March *12*, 2025.

**Signature of the Authorized Signatory with date & Official Stamp**

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