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WEST BENGAL POLLUTION CONTROL BOARD
(Department of Environment, Government of West Bengal)
Paribesh Bhawan, 10A, Block – LA, Sector III, Bidhannagar
Kolkata – 700 106, Ph.: 2202-3000
Website: www.wbpcb.gov.in, Email: net.wbpcb-wb@bangla.gov.in

NIT No.: WBPCB/SEC/ADMIN/e-09/2026

Date: 30 /06 / 2026

TENDER NOTICE

West Bengal Pollution Control Board invites e-tender for supply & installation of office furniture (chair & steel almirah) at Head Office, Paribesh Bhawan, 10A, LA Block, Sector-III, Salt Lake City, Kolkata-700106.

- 1) Prospective bidders may download the tender/bid document from the website <http://wbtenders.gov.in> with the help of Digital Signature Certificate (DSC).
- 2) Bidders are required to submit non-refundable bid document fees of Rs. 200/- only through online in terms of Finance Department's Memorandum No. 3975-F(Y) dated 28.07.2016.
- 3) Bidders have to submit EMD of Rs. 3,000/- only through online in terms of Finance Department's Memorandum No. 3975-F(Y) dated 28.07.2016.
- 4) The Bid will be processed in two part - technical bid & financial bid. The technical bid (all in folder-A & folder-B as mentioned in bid document) will be opened and analyzed first. Folder-A will contain necessary technical documents as sought for under sl. no. 3 to 7 of the eligibility criteria of the bid document. The Folder-B will contain Technical Bid Form (dully filled in Schedule-A). Bidders must upload their latest product catalogue/picture/sketch with proper specified configuration in support of their technical bid submission. The financial bid (folder-C & folder-D) of technically qualified bidders will be opened with due intimation through e-tender system. The folder-C will contain Financial Bid Form (duly filled in Schedule B) and folder-D will have BOQ in Excel format.
- 5) Eligible bidders must submit their bids for complete scope of work through online. Any bid submitted with incomplete scope will be rejected.
- 6) The bid must accompany bid document fee and EMD fee, failing which the bid will be rejected.
- 7) Date & Time Schedule:

Sl. No.	Particulars	Date & Time
1.	Date of publishing the Tender/Bid	10/07/2026 at 16:00 hours
2.	Bid document download starting date	10/07/2026 at 16:30 hours
3.	Bid document download end date	22/07/2026 at 15.00 hours
4.	Bid submission start date	13/07/2026 at 15.00 hours
5.	Bid submission closing date	28/07/2026 at 15.00 hours
6.	Technical bid opening date	28/07/2026 at 16:00 hours
7.	Financial bid opening date	To be intimated in due course through e-procurement portal

This has the approval of the Competent Authority of the Board.

Sd/-
Deputy Secretary
West Bengal pollution Control Board

BID DOCUMENT
FOR
SUPPLY OF STANDARD OFFICE FURNITURES
(CHAIR & STEEL ALMIRAH) AT
WEST BENGAL POLLUTION CONTROL BOARD



West Bengal Pollution Control Board

(Department of Environment, Government of West Bengal)
Paribesh Bhawan, 10A, Block – LA, Sector III, Bidhannagar
Kolkata – 700 106, Ph.: 2202-3000
Email: net.wbpcb-wb@bangla.gov.in
Website: <https://www.wbpcb.gov.in>

ELIGIBILITY CRITERIA FOR PARTICIPATION IN THE TENDER/BID:

1. Bonafide bidders will participate in the bid.
2. Bidder should read the bid document carefully before submission of bid.
3. Bidder should not be blacklisted by any Government Organization.
A self- declaration with proper authorization is required to be submitted in the following manner:
“Bidder has not been blacklisted by any Government Organization in the last five years”
4. Bidder must have all statutory license/registration for carrying out such activity.
5. Bidders must submit self-certified photocopies of valid Trade License, GST Registration Certificate, PAN, IT Return for F.Y. 2024-2025/ F.Y. 2025-26, Authorization letter/OEM/Certificate from manufacturer as authorized dealer/distributor, BIS License (desirable) & ISO Certificate (desirable one or more).
6. Two nos. credential of successful execution of similar works i.e. delivering office furniture to any Central Govt. Office/ State Govt. Office/ Statutory Board/Corporation/PSU during last two years (F.Y. 2024-25, 2025-26) and before (Self-attested copies of Letter of Award/ Work Orders issued by such Organization to be furnished).
7. Photocopy of Audited P/L Account and Balance Sheet for F.Y. 2023-24, F.Y. 2024-25, F.Y.2025-26. The average Annual Turnover during last three financial year should preferably be Rs. 1,50,000/- (Rupees One Lakh Fifty Thousand) only or above. Annual Turnover to be mentioned in the format place in Schedule C.

SCOPE OF WORK:

Requirement of office furniture as per the specification:

Sl. No.	Item	Specification	Quantity (Nos.)	Picture for reference
1.	Office Chair	Black/Blue/Red colour, standard size (front height within the range of 17” to 22” and back height with between 35” and 45”), Frame-stainless steel/chromium steel, seat and backrest cushioned and covered with good quality durable material like Fabric/Mesh/Vinyl/Rexine/ PU covered up with durable material Fabric/Mesh/Vinyl/Rexine/ PU etc. Warranty- 2(two) years	10	Provided in Annexure “B”
2.	Steel Almirah	78”x34”x18” with 20” Gauge, 4 Shelves, 5 Compartment. Warranty-2(two) years	5	

BID DOCUMENT FEE: Non-refundable Bid Document Fee of Rs. 200/- (Rupees Two hundred) only vide Memorandum No. 3975-F(Y) dated 28.07.2016 of the Audit Branch, Finance Department, Govt. of West Bengal. For details procedure a copy of the said Memorandum is attached as a part of the Bid Document (Annexure-A).

EMD FEE: Necessary EMD Fee of Rs. 3,000/- only must be submitted online vide Memorandum No. 3975-F(Y) dated 28.07.2016 of the Audit Branch, Finance Department, Govt. of West Bengal. EMD received from the successful bidder will be kept as security deposit till the completion of warranty period of 02 (two) years. Bids received without EMD Fee shall be summarily be rejected.

DELIVERY OF ITEMS: The supplier shall have to complete supply of office furniture at Paribesh Bhawan, Head Office of WBPCB within 15 (fifteen) working days from the date of issuance of Letter of Award (LoA) Work order.

PAYMENT TERMS: Online payment will be made against the Bill supported with the certificate from the consignee regarding satisfactory delivery and installation of the items at Paribesh Bhawan, Head Office of WBPCB.

GENERAL TERMS & CONDITIONS:

1. Technical bids will be opened and evaluated first then financial bids of technically qualified bidders will be opened.
2. Bidders must upload their product catalogue/picture/sketch with proper specified configuration in support of their technical bid submission.
3. LOA/Work order will be issued to technically qualified L1 bidder who quoted lowest price including GST.
4. Free delivery at office including loading/unloading and installation. Items will be returned if found any manufacturing defects and required to be replaced immediately.
5. Bidder must submit Bill in triplicate. Payment will be made through online after submission of bill supported with the certificate from the consignee regarding satisfactory delivery and installation of items. No advance payment will be entertained.
6. Items shall be supplied within 15 (fifteen) working days from the date of issue of work order.
7. Liquidated damage @ 0.5% will be deducted from the bill amount per week for delayed supply of items, subject to a maximum of 5%.
8. WBPCB reserves the right to cancel the entire bidding process at its own discretion without assigning any reason.
9. Each bidder shall submit one bid. If a bidder submitted or participated in more than one bid will be disqualified. Incomplete bid will be rejected.
10. If the bidder fails to submit any document asked for or furnish incomplete document, the bid will be rejected immediately.
11. If any document is unsigned and incomplete then the bid will be summarily rejected as non-responsive.
12. The quoted rate in BOQ will be valid for 90 days from the date of bid opening.
13. The technical bids will be evaluated by a committee. The committee will submit a report with no. of technically qualified bidder.

TECHNICAL BID FORM

1.	Name of Bidder	
3.	Address	
4.	Phone No.	
5.	Email Id	
6.	Name of authorized person	
7.	Signature of authorized person	

Technical Specification of 10 (ten) nos. standard office chairs and 05(five) nos. steel almirah to be supplied at the Head Office of West Bengal Pollution Control Board

Item Name: Office Chair		
BOARD'S SPECIFICATION		BIDDER'S RESPONSE
1.	Make, Model & Condition	
a)	Model/Make	
b)	Dimension / Weight	
c)	Furniture requirements: Chair with front height within the range of 17" to 22" and back height with between 35" and 45". The frame should be made up of stainless steel/ chromium steel etc. The seat and backrest must be cushioned and covered with good quality durable material like Fabric/Mesh/Vinyl/Rexine/ PU etc. The frame must consist a handle/ arm covered up with durable material like Fabric/Mesh/Vinyl/Rexine/ PU etc.	
d)	Picture of the tendered item properly specifying all the configuration in point (c) above with a mention of the materials used for chair frame, cushion, seat cover etc.	
e)	Warranty of 02 (two) years	
Item Name: Steel almirah		
BOARD'S SPECIFICATION		BIDDER'S RESPONSE
2.	Make, Model & Condition	
a)	Model/Make	
b)	Dimension / Weight	
c)	Furniture requirements: Steel almirah must be of dimension not less than 78"x34"x18" with 20 gauges, 4 shelves, 5 compartments.	
d)	Picture/ sketch of the tendered item properly specifying all the configuration in point (c) above.	
e)	Warranty of 02 (two) years	

Date:

Signature with seal of the Bidder

Schedule B

FINANCIAL BID FORM

For supply of 10 (ten) nos. standard office chairs and 05 (five) nos. steel almirah to the Head Office of West Bengal Pollution Control Board.

Tender Title:		Tender for supply and installation of standard office furniture (chair & almirah)				
Tender Inviting Authority		West Bengal Pollution Control Board				
Name of Work:		Supply and installation of office furniture (chair & almirah)				
Name of the Bidding Organization:						
Address						
Phone No.						
Email Id.						
Name of the authorized person:						
Signature of the authorized person(s) with seal						
Sl. No.	Description of Items	Quantity (nos.)	Rate per unit (Rs.)	Total Rs.)	GST (%)	Total including GST (Rs.)
1.	Chair (as per schedule -A)	56 nos.	*	*	*	*
2.	Steel Almirah (as per schedule -A)	5 nos.	*	*	*	*
Grand total including GST (Rs.)						
Grand total including GST (in words)						

*To be filled in BOQ only.

Date:

Signature with seal of the Bidder

Schedule C

ANNUAL TURNOVER STATEMENT

In reference to the above NIT No.: WBPCB/SEC/ADMIN/e-09//2026 dated. 30/06/2026, I am submitting herewith the details as given below: -

Sl. No.	Particulars	Details		
1.	Name of the Company/ Vendor			
2.	Address			
3.	Telephone No.			
4.	Email ID			
5.	Name of authorized person			
6.	Telephone No.			
7.	Email ID			
8.	Details of Turn Over for Financial Year (in Rs.)	FY- 2023-24	FY- 2024-25	FY- 2025-26

I/We hereby declared that all information furnished by me/us is correct and true and in the event that the information is found to be incorrect / untrue, the WBPCB shall have the right to disqualify me/us without giving any notice or reason.

Date:

Signature with seal of the Bidder

Government of West Bengal
Finance Department
Audit Branch

No. 3975-F(Y)

Dated, 28th July, 2016

MEMORANDUM

Sub: Online receipt and refund of EMD of e-procurement through State Government e-procurement portal

The State Government procurement portal has already been integrated with the Payment Gateway of ICICI Bank for deposit of EMD and other fees by the bidders participating in e-procurement.

Now, in cancellation of this Department Memorandum No. 1526-F(Y) dated 18.03.2014, the Governor is pleased to prescribe the following procedure to be adopted for deposit of EMD / Bid Security related to e-procurement of the State Government Departments and its subordinate offices, PSUs, Autonomous and Local Bodies, PRIs, etc

1. Login by bidder:

- a) A bidder desirous of taking part in a tender invited by a State Government Office/PSU/Autonomous Body/Local Body/ PRIs, etc shall login to the e-Procurement portal of the Government of West Bengal <https://wbenders.gov.in> using his login ID and password.
- b) He will select the tender to bid and initiate payment of pre-defined EMD / Tender Fees for that tender by selecting from either of the following payments modes:
 - i) Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment Gateway;
 - ii) RTGS/NEFT in case of offline payment through bank account in any Bank.

2. Payment procedure:

a) Payment by Net Banking (any listed bank) through ICICI Bank Payment Gateway:

- i. On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where he will select the Bank through which he wants to do the transaction.
- ii. Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction. ✓
- iii. Bidder will receive a confirmation message regarding success/failure of the transaction.
- iv. If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling account of the State Government /PSU/Autonomous Body/Local Body/PRIs, etc maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- v. If the transaction is failure, the bidder will again try for payment by going back to the first step. /

b) Payment through RTGS/NEFT:

- i. On selection of RTGS/NEFT as the payment mode, the e-Procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.
- ii. The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his Bank account.
- iii. Once payment is made, the bidder will come back to the e-Procurement portal after expiry of a reasonable time to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue the bidding process.
- iv. If verification is successful, the fund will get credited to the respective Pooling account of the State Government /PSU/Autonomous Body/Local Body/PRIs, etc maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- v. Hereafter, the bidder will go to e-Procurement portal for submission of his bid.
- vi. But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

3. Refund/Settlement Process:

- i. After opening of the bids and technical evaluation of the same by the tender inviting authority through electronic processing in the e-Procurement portal of the State Government, the tender inviting authority will declare the status of the bids as successful or unsuccessful which will be made available, along with the details of the unsuccessful bidders, to ICICI Bank by the e-Procurement portal through web services.
- ii. On receipt of the information from the e-Procurement portal, the Bank will refund, through an automated process, the EMD of the bidders disqualified at the technical evaluation to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of bid is uploaded to the e-Procurement portal by the tender inviting authority.
- iii. Once the financial bid evaluation is electronically processed in the e-Procurement portal, EMD of the technically qualified bidders other than that of the L₁ and L₂ bidders will be refunded, through an automated process, to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of financial bid is uploaded to the e-Procurement portal by the tender inviting authority. However, the L₂ bidder should not be rejected till the LOI process is successful.
- iv. If the L₁ bidder accepts the LOI and the same is processed electronically in the e-Procurement portal, EMD of the L₂ bidder will be refunded through an automated process, to his bank account from which he made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on Award of Contract (AOC) to the L₁ bidder is uploaded to the e-Procurement portal by the tender inviting authority.

v. As soon as the L₁ bidder is awarded the contract (AOC) and the same is processed electronically in the e-Procurement portal –

- a) EMD of the L₁ bidder for tenders of State Government offices will automatically get transferred from the pooling account to the State Government deposit head "8443-00-103-001-07" through GRIPS along with the bank particulars of the L₁ bidder.
- b) EMD of the L₁ bidder for tenders of the State PSUs/Autonomous Bodies/Local Bodies/PRIs, etc will automatically get transferred from the pooling account to their respective linked bank accounts along with the bank particulars of the L₁ bidder.

In both the above cases, such transfer will take place within T+1 Bank Working Days where T will mean the date on which the Award of Contract (AOC) is issued.

- vi. The Bank will share the details of the GRN No. generated on successful entry in GRIPS with the E-Procurement portal for updation.
- vii. Once the EMD of the L₁ bidder is transferred in the manner mentioned above, Tender fees, if any, deposited by the bidders will be transferred electronically from the pooling account to the Government revenue receipt head "0070-60-800-013-27" through GRIPS for Government tenders and to the respective linked bank accounts for State PSU/Autonomous Body/Local Body/PRIs, etc tenders.
- viii. All refunds will be made mandatorily to the Bank A/c from which the payment of EMD & Tender Fees (if any) were initiated.

4. Accounting and Monitoring Process:

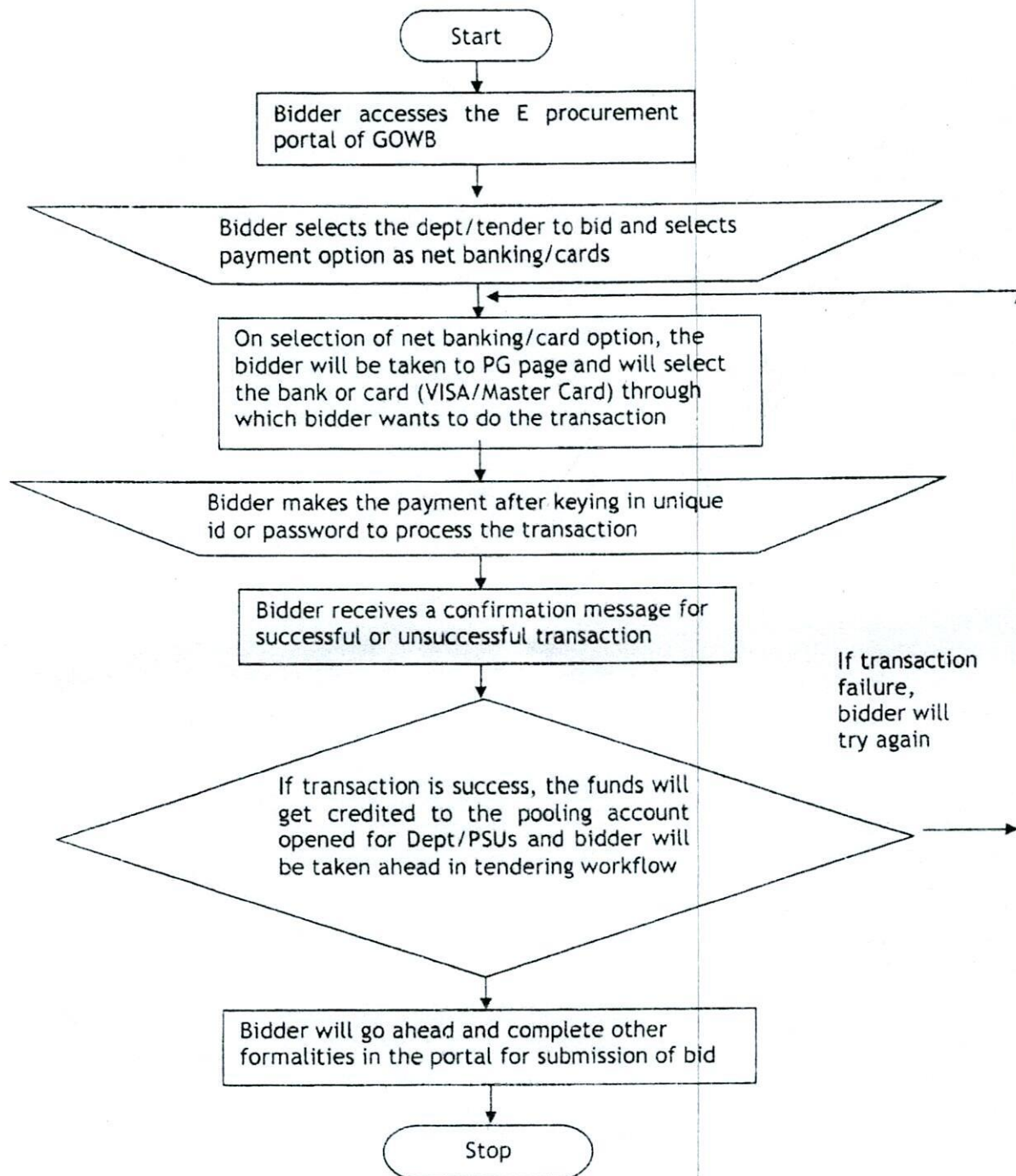
- i. The ICICI Internet Banking will communicate to the State Government e-Procurement portal all details of transactions on daily basis.
- ii. The Tender Inviting Authority of the Government Offices/PSUs/ Autonomous Bodies/Local Bodies/PRIs, etc will be using their respective e-procurement User ID and Password to view the EMD and Tender Fees deposited by the bidders in the pooling accounts.
- iii. The nodal officer of the Finance Department, Government of West Bengal will be able to view the Department-wise EMD and Tender Fees deposited by the bidders to the pooling accounts and fund transferred downstream at various stages of the tender process to the Government accounts and bidders' accounts, as applicable by using user access as provided by NIC.
- iv. The details of NIC E-Procurement Help Desk and toll free numbers of ICICI Bank are given in annexure.

The system will become effective from 01/08/2016 and can be used by any Government Offices/PSUs/Autonomous Bodies/Local Bodies/PRIs, etc. with effect from that date. However, with effect from 01/09/2016, all the EMD/Tender fees in respect of e-tender of all State Government Offices/PSUs/Autonomous Bodies/Local Bodies/PRIs, etc will mandatorily be received and refunds/settlements made as per the procedure stated above.

(P A Siddiqui)

Secretary to the
Government of West Bengal
Finance Department

Process for payment through Payment gateway (PG) (Annexure I)



Annexure B

