

**West Bengal Pollution Control Board
Department of Environment, Govt. of West Bengal**

**Tender/Quotation document
for
Infrastructure development (Arrangement of Stage,
Audio Visual System, Electrical and IT jobs, Gates,
Decoration and Allied Works) for the celebration of
World Environment Day 2026 on 5th June 2026 at
Nalban Food Park, Saltlake, Kolkata, West Bengal
700106**

**Invited by:
West Bengal Pollution Control Board
10A, LA-Block, Sector-III
Bidhannagar
Kolkata-106**

May'2026



WEST BENGAL POLLUTION CONTROL BOARD
(Department of Environment, Government of West Bengal)
 Paribesh Bhawan, 10A, Block – LA, Sector III, Bidhannagar
 Kolkata – 700 106, Ph.: (033)2202-3000, Fax – (033) 2202-3099
 Website: www.wbpcb.gov.in, Email: net.wbpcb-wb@bangla.gov.in

Memo # 1246-WBPCB-24011(13)/1/2025-SEC(WBPCB)WBPCB

Date : 29.05.2026

TENDER/QUOTATION NOTICE

1) Sealed tender is hereby invited on an item-wise rate basis for the undernoted works as per the schedule (with terms & conditions) attached herewith, from the bonafide, reliable, and resourceful contractors having the experience of similar type of works for which this tender is invited.

2) Tender/quotation will be accepted only from those who will submit the following document:

- The applicant must have experience (Must submit Work Order/Completion Certificate) in similar nature of job at Nalban Food Park, Salt lake.
- A copy of the trade license
- GST Registration certificate
- PAN Card details
- Professional Tax Enrolment / Challan

3) Last date of issue of Tender paper (physical copy available from the office of WBPCB) is 01.06.2026 up to 12.00 P.M. and last date for submission of tender is 01.06.2026 up to 2.00 P.M. The filled-in tender paper must be dropped in the tender box kept in the ground floor of Paribesh Bhavan. The tenders will be opened on 01.06.2026 at 3.00 P.M. during which tenderers or their authorized representatives may remain present.

4)

Name of Work	Location of work	Time of Completion	Cost of tender	Earnest Money
Infrastructure development (Arrangement of Stage, Audio Visual System, Electrical and IT jobs, Gates, Decoration and Allied Works) for the celebration of World Environment Day 2026 on 5th June 2026 at Nalban Food Park, Saltlake, Kolkata, West Bengal 700106	Nalban Food Park, Salt lake, Kolkata, West Bengal 700106	3 (three) days from issuance of LOA/work order. The work shall be completed by the evening of 4 th June 2026.	Nil	Nil

5) Rate should be quoted item-wise both in figures and words, including all Taxes. The evaluation of the bid will be done on the quoted value. The bidder is completely responsible for complying with all the latest GST rules and regulations.

6) The acceptance of the tender will rest with the West Bengal Pollution Control Board who does not bind itself to accept the lowest tender and reserves to itself the authority to reject any or all of the quotations received and to place order to one or more firms without assigning any reason whatsoever and the quotation shall have no claim towards revision of rates or other condition if his rate is accepted.

7) No advance payment will be made. However, payment will be made after completion of the work on submission of the bill/Invoice in triplicate.

8) All the materials should be supplied after prior approval of the state Board.

9) This notice will form a part & parcel of the conditions to be followed and duly signed and submitted with the tender.

10) The Tender/quotation documents may be collected from the Accounts Section, Parivesh Bhavan, Bldg. (10-A), Block - LA, Sector - III, Bidhannagar, Kolkata - 700 106, on & from 29.05.2026 at free of cost on any working day (except Saturdays, Sundays and Holidays).

The Quotation/tender Document may also be downloaded from the following website : <https://www.wbpcb.gov.in/tenders> .

Sd/-
 Member Secretary
 West Bengal Pollution Control

Copy forwarded for information and necessary action to : -

1. The Chief Engineer (Planning Cell)
2. The Chief Engineer (O&M Cell)
3. The Chief Scientist
4. The Sr. Environment Officer-Department of Environment, Govt. of West Bengal, ARDD , Gosampad Bhawan, LB-2, Sector-III, Bidhannagar, Kolkata: 700 106
5. The Senior Scientist, Shri Debanjan Gupta - -With a request to upload the matter for displaying on the website of Board.
6. The Sr. Env. Engineer/Env. Engineer/Asstt. Env. Engineer (In-Charge)-Barrackpore RO/Durgapur RO/Kolkata RO /Salt Lake RO/Howrah RO/Hoogly RO/Alipore RO/Haldia RO/Malda RO/Siliguri RO/Asansol R.O - with a request to arrange to display through their respective regional office notice board for wide circulation.
7. The Finance & Accounts Manager
8. The Notice Board of Paribesh Bhawan, Bidhannagar, Kolkata-106
9. Smt. Indrani Sengupta, Computer Operator -With a request to upload the matter for displaying on the website of Board.

GENERAL RULES AND INSTRUCTION FOR THE GUIDANCE OF TENDERERS

1. Sealed tender are hereby invited on behalf of West Bengal Pollution Control Board, Bldg. (10-A), Block - LA, Sector - III, , Bidhannagar,, Kolkata 700 106
2. Contract documents consisting of the schedule of quantities of the various classes of work to be done, and the set of conditions of contract to be complied with by the person whose tenders may be accepted, can be seen/ collected from the Accounts Section at Bldg. (10-A), Block - LA, Sector - III, , Bidhannagar,, Kolkata - 700 106, Phone: 033-2202-3000, Fax: 2202-3099 any working day except on Saturdays, Sundays and Govt holidays.
3. The site for the work is available to the tenderers in its present condition. No space other than the above site can be made available to the tenderers in for the site office, labour camps, storage, etc.
4. Tender to be submitted on the printed form issued by WBPCB only. No other form of tender/quotation will be accepted.
5. Sealed Tender/quotation in the prescribed form is to be addressed to the Member Secretary, West Bengal Pollution Control Board, Parivesh Bhavan, Bldg. 10-A, Block - LA, Sector - III, Bidhannagar, Kolkata 700 106, and to be submitted to the office of West Bengal Pollution Control Board, Parivesh Bhavan, Bldg. 10-A, Block - LA, Sector - III, Salt Lake, Kolkata 700 106.
6. Incomplete applications will be rejected. The Board, at its discretion, may verify all credentials and inspect the applicant's executed works to satisfy itself about the credibility of the tenderer.
7. Tenderers are to be submitted in the prescribed form, which can be obtained from the Accounts Section, Parivesh Bhavan, Bldg. (10-A), Block - LA, Sector - III, Bidhannagar, Kolkata - 700 106, Phone: 033-2202-3000, Fax : 2202-3099.
8. The time allowed for carrying out the work will be reckoned from the date of issue of the acceptance letter or the date of handing over of the site, whichever is earlier.
9. The Tenderers should quote in figures as well as in words the rate and amount tendered by them. The amount for each item should be worked out and maintained, and the requisite totals should also be given.
10. All corrections shall be attested by the initials of the tenderers with the seal of the firm. In case any discrepancy/ difference is found on checking between rates quoted by the tenderer in words and figures or in the amount worked out by him, the following procedure shall be followed:
 - a. When there is a difference between the rates in figures and in words, the rate which correspondence to the amount worked out by the tenderers shall be taken as correct.
 - b. When the amount of any item is not worked out by the tenderers or it does not correspond with the rate written either in figures or in words, then the rate quoted by the tenderers in words shall be taken as correct.
 - c. When the rate quoted by the tenderers in figures and in words tallies but the amount is not worked out correctly, rate quoted by the contractor shall be taken as correct and not the amount.
 - d. Amendments as mentioned above shall be based on the tender marked "Original" only.
11. When a tenderers signs a quotation in an Indian language, the tendered amount and the total amount quoted should also be written in the same language. In the case of illiterate tenderers the rates or the amounts tendered should be attested by a witness.
12. The acceptance of a tender will rest with the West Bengal Pollution Control Board which does not bind itself to accept the lowest tender and reserves to itself the authority to reject any or all the tenders received and to place order on one or more firms without assigning any reason whatsoever. All tenders in which any of the prescribed conditions is not fulfilled or are incomplete in any respect, are liable to be rejected. However, should it is felt necessary by the Tender committee, rate may be lower down by way of inviting Bid.
13. The Board reserves the right to accept the tender/quotation in full or in part and the tenderer shall have no claim towards revision of rates or other conditions if his/her tender is accepted in parts.
14. Canvassing in connection with quotations is strictly prohibited and the quotation submitted by the tenderers who resort to canvassing will be liable to rejection.

15. On acceptance of the quotation, the name of the accredited representative(s) of the tenderers who would be responsible for taking instructions from the Board shall be communicated to the Board by the tenderers.
16. Special care should be taken to write the rates in figures as well as in words, in such a way that interpolation is not possible. The total amount should be written both in figures and in words. In case of figures, the words 'Rs.' should be written before the figure of rupees and words 'P' after the decimal figures, e.g. Rs. 2.15 P. and in case of words, the word 'Rupees' should precede and the word 'Paise' should be written at the end, unless the rate is in whole rupees and followed by the words 'only' it should invariably be up to two decimal places. While quoting the rates in schedule of quantities, the word 'only' should be written closely following the amount and it should not be written in the next line.
17. The Board does not bind it-self to accept the lowest or any tender/quotation and reserves to itself the right of accepting the whole or any part of the tender and the tenderers shall be bound to perform the same at the rate quoted.
18. The rate is to be quoted including all taxes & charges. But the bidder or tenderer have to produce the GST invoice as per payment terms including all taxes. The payment will be done including the GST and tax amount. The GST or any other tax on material or on finished works like work's contract tax, Turn-over Tax, etc. in respect of this contract shall be payable by the tenderers and the Board will not entertain any claim whatsoever in this respect.
19. No claim shall be entertained or no benefit shall be arrived at out of any typographical, arithmetical and clerical mistakes in the papers viz. in schedule of quantities, specification, terms and conditions etc.
20. In case of delay in successful completion beyond the schedule of time, liquidated damages shall be applied @ 0.5% of the total cost per day of delay subject to maximum 2% of the order value. After that order may be canceled.
21. Execution of work & quality of all materials to be supply/use in the project shall be conform to the latest IS Codes of Practice, BIS, ASTM (in event of no-availability of IS Specification), PWD or any other standardized specification or manufacturer's specification and shall be duly approved by the Board. the project in conformation to the latest IS Codes of Practice and ISI Mark.
22. Additional Performance Security : As per the memorandum no. 4608-F(Y) dated 18th July'2018 issued by the Audit Branch, Finance Department, an additional performance security @ 10% of the tendered amount is required to be submitted through Bank Guarantee (BG) as the accepted value is 80% or less than the estimated value put to tender.

The Additional Performance Security shall be submitted in the form of Bank Guarantee from any Scheduled Bank before issuance of the Work Order. If the bidder fails to submit the Additional Performance Security within seven working days from the date of issuance of Letter of Acceptance, his Earnest Money will be forfeited and other necessary actions as per NIT like blacklisting of the contractor, etc, may be taken. The Bank Guarantee shall have to be valid up to end of the Contract Period and shall be renewed accordingly, it required.

The Bank Guarantee shall be returned immediately on successful completion of the Contract. If the bidder fails to complete the work successfully. the Additional Performance Security shall be forfeited at any time during the pendency of the contract period after serving proper notice to the contractor. Necessary provisions regarding deduction of security deposit from the progressive bills of the contractor as per relevant clauses to the contract shall in no way be altered/affected by provision of this Additional Performance Security.

23. The Tender Inviting Authority reserves the right to modify, amend, or supplement the Tender Document. Any corrigendum or notification concerning this tender will be published on the the State Board website of <https://www.wbpcb.gov.in/tenders> and will be considered an integral part of the tender. Bidders are therefore advised to regularly check the websites for such corrigendum and notifications.

Any further addendum or corrigendum notices related to this tender will be published on the websites of the e-tender portal or the State Board, as follows: <https://www.wbpcb.gov.in/tenders>. Bidders must submit the addendum or corrigendum notices and documents, signed by them, along with their bid. Tenders submitted without compliance with the addendum/corrigendum are liable to be treated as incomplete bids and may be disqualified or rejected.

Scope of the Work

Name of Work : Infrastructure development (Arrangement of Stage, Audio Visual System, Electrical and IT jobs, Gates, Decoration and Allied Works) for the celebration of World Environment Day 2026 on 5th June 2026 at Nalban Food Park, Saltlake, Kolkata, West Bengal 700106					
Date of Event: 5th June 2026					
Venue: Nalban Food Park					
BOQ					
Sl. No.	Particulars	W	H	Total	Unit
	Structure				
1.	Main stage high 1.5'	20	16	230	Sqft.
2.	Box gate (Gate No. 4 & 5)			2	Pcs
3.	E-Podium			1	Pcs
4.	Fabric artwork with framing			2000	Sqft
5.	View Cutter Wall			2000	Sqft
6.	Red Carpet			1000	Sqft
7.	Passage carpet			1800	Sqft.
	Furniture items				
8.	Two-Seater Sofa			8	Pcs
9.	Coffee Table			16	Pcs
10.	Steel chair			100	Pcs
11.	Stage Chairs (Supreme) with stage table			12	Pcs
12.	PVC Chairs with cover			150	Pcs
13.	Table with cover			20	Pcs
14.	Podium			1	Pcs
15.	Pagoda			5	Pcs
16.	Q manager			100	Pcs
17.	20 ltr. Water jar with dispenser			40	Pcs
18.	Paper glass			1000	Pcs
19.	Towel			4	Pcs
20.	Tray			2	Pcs
21.	Hand wash			2	Pcs
22.	Bucket			2	Pcs
23.	Mug			2	Pcs
24.	Door curtain			4	Set
25.	Bio toilet			6	Pcs
	Electricals				
26.	LED screen	16	8	128	Sqft
27.	LED wings	4	8	32	Sqft
28.	Stage monitor 50"			2	Nos
29.	Laptop + Clicker/pointer			2	Job
30.	Digital Switcher			1	Job
31.	Videos Camera			3	Nos
32.	Still Cameras			2	Nos
33.	Sound System			2	Set
34.	Audio Monitors			4	Pcs
35.	Cordless Mic			6	Pcs
36.	Podium Mic			2	Pcs
37.	Technician Engineer for Sound Light AV			3	Pcs
38.	General light / Stage lights, Tubelight			1	job
39.	Pedestal Fan			20	Pcs
40.	Tower AC 4 ton			4	Nos

41.	DG set 125 KV, including Oil 2 days, 12 hours			2	No
42.	DG set 62 KV, including Oil 2 days,12 hours			2	No
43.	UPS Backup			2	Set
44.	CCTV			20	pcs
45.	Internet			1	Set
46.	Garbage Bin			10	No.
47.	Garden Umbrella at the plantation spot			2	Nos.
	Flower Decoration				
48.	Flower Decoration for the stage and Podium including flower vass/pot			1	Job
49.	Flower Bouquet (without any Plastic wrappers)			10	Pcs
50.	Plant Samplings (Fruits)			2	Nos.
51.	Manpower			10	Nos.
52.	Sweeper			4	Nos.

Schedule of Work

<i>Sl.#</i>	<i>Description of Item</i>	<i>Unit</i>	<i>Quantity</i>	<i>Rate including Taxes/GST (Rs.)</i>	<i>Amount including Taxes /GST (Rs.)</i>
1	Infrastructure development (Arrangement of Stage, Audio Visual System, Electrical and IT jobs, Gates, Decoration and Allied Works) for the celebration of World Environment Day 2026 at Nalban Food Park, Saltlake, Kolkata, West Bengal 700106 (As per scope of work)	LS	1 Job		

Amount in word including GST.....

Name & Address, contact details of the Bidder.....

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Signature of the Bidder with seal.....

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Place

Date