



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 No.: 1650 /WBPCB-19013(11)/1/2023

Date: 14/07/2025

Notice Inviting Quotation (NIQ)

The West Bengal Pollution Control Board (WBPCB), under the Department of Environment, Government of West Bengal, invites bids from eligible and reputable bidders for the "**Making of Colourful Campaign Boards.**"

This invitation is open to bonafide, efficient, and reliable bidders who meet the stipulated qualifying requirements.

1. Eligibility Criteria & Required Documents

To be considered for this bid, prospective bidders must submit the following documents along with their bid:

- PAN No., Valid Trade License, and GST No.
- Duly Filled in Bid Format: The Bid Format attached herewith under **ANNEXURE A** should be properly filled up by the bidder.

2. Bid Document & Fee

- Cost: Free of charge.
- Collection: Intending bidders may collect the bid document from the Account Section, Paribesh Bhawan, 10-A LA Block, Sector – III, Salt Lake, Kolkata- 700106, on or after [Date] during working days (excluding Saturdays, Sundays, and holidays).
- Download: The complete bid document can also be downloaded from the WBPCB website: <http://www.wbpcb.gov.in/tenders>.
- Non-Transferable: The bid document is non-transferable.

3. Earnest Money Deposit (EMD) / Bid Security Fee

- Not applicable.

4. Scope of Work

The scope of work involves the printing and delivery of campaign materials as per the following specifications:

Sr. No.	Item	Detail
1.	Item Material	Latex Vinyl Print and Lamination with 4 mm sunboard pasting.
2.	Size of each board	2.5 ft. Width × 4 ft. Height
3.	Total Nos. of Campaign Boards	25
4.	Colour	Multicolour

Sr. No.	Item	Detail
5.	Fabrication	Each board will be fabricated with six good quality eyelets (Two upper side, two middle, and two lower side).
6.	Designs of the banners	Designs will be provided by the Board.
7.	Proof	Final proof will be checked by the Board's officials.
8.	Printing and Delivery	To be completed within one month from the date of final proof approval.

5. Other Terms & Conditions

1. Single Part Bidding: All interested bidders must submit their bid, which should be inclusive of all taxes, delivery charges, and a sample of the sunboard (minimum 04 sq. inch).
2. Consignee: The name of the consignee will be mentioned in the work order.
3. Submission Deadline: Sealed bids must be dropped in the designated Tender Box on the ground floor of "PARIBESH BHAWAN" by 2:00 p.m. on 31/07/2025.
4. Rejection of Bids: Bids received after the specified date and time, unsealed, incomplete, unsigned, or submitted via facsimile or email will be summarily rejected.
5. Document Submission: The Board may reject bids if any required document is not submitted.
6. Bid Format: Bids not submitted in the specified format under **Annexure A** will be summarily rejected.
7. Board's Discretion: The Board reserves the right to accept or reject the lowest offer at its discretion.
8. Evaluation Basis: Rates will be evaluated based on the total cost.
9. Negotiation: The Board reserves the right to negotiate rates, terms, and conditions with any or all participating bidders.
10. Cancellation Rights: The State Board reserves the right to cancel any or all bids without assigning any reason.
11. Bidder's Costs: WBPCB will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.
12. Holiday Clause: If the bid submission date is declared a closed holiday for WBPCB's Office, the submission and opening will automatically shift to the following working day at the appointed time.
13. Bid Currency & Multiple Bids: Bidders must successfully complete the scope of work as mentioned. Rates must be quoted in Indian Rupees (INR) for each item. Submission of more than one bid by a single bidder will lead to disqualification. Incomplete bids will be rejected.
14. Acceptance of Bid: The West Bengal Pollution Control Board holds the right to accept bids and does not bind itself to accept the lowest bid. The Board reserves the authority to:
 - a. Reject any or all received bids.
 - b. Accept the whole or any part of the bid, and the bidder shall be bound to complete the supply and installation at the quoted rate.
 - c. Place orders with one or more bidders without assigning any reason, and the bidder shall have no claim for rate revisions or other conditions if their rate is accepted.
15. Discrepancy in Rates: In case of any discrepancy between unit rates and total rates quoted in words and figures, the rate mentioned in words will be considered correct.
16. Language of Quotation: The quoted amount per unit and the total amount must be written in English.

17. Canvassing: Canvassing in connection with bids is strictly prohibited, and bids from bidders engaging in canvassing will be liable for rejection.
18. No Claim for Errors: No claim will be entertained, and no benefit will be derived from any typographical, arithmetical, or clerical mistakes in the bid papers.
19. Letter of Award (LOA): An LOA will be issued by the Board to the selected bidder, detailing deliverables, payment terms, and other terms and conditions.
20. Bidder's Representative: Upon acceptance of the quotation, the bidder must communicate the name(s) of their representative(s) responsible for taking instructions from the Board.

Special Instructions for Quoting Rates

- Rates must be written clearly in both figures and words to prevent interpolation. The total amount should also be written in both figures and words.
- When quoting rates in the schedule of quantities, the word 'only' should immediately follow the amount and not be written on a new line.
- The Board is not obligated to accept the lowest or any bid and reserves the right to accept the whole or any part of the bid. Bidders shall be bound to perform the same at the quoted rate.
- Bid for works shall remain open for acceptance for a period of 90 days from the date of opening of bids.
- Bidders are required to quote and sign all component parts of the quotation documents. Upon award of the work, the successful bidder will enter into an agreement for each component with the competent authority of the West Bengal Pollution Control Board, if required.
- No claim shall be entertained or benefit derived from any typographical, arithmetical, or clerical mistakes in the papers (e.g., schedule of quantities, specifications, terms, and conditions).
- No advance payment will be made.
- Completed materials should be delivered to the Public Relation Cell of the West Bengal Pollution Control Board. No claim will be entertained for the delivery of materials.

6. Payment Terms

- Payment will be made by Account Payee Cheque within 30 days upon submission of a pre-receipted bill in triplicate, accompanied by the delivery challan and a successful delivery certificate duly signed by officials of the respective municipalities and corporations.
- Deductions will be applicable for unsatisfactory performance, as determined by the Board.
- In case of delay in supplying campaign boards beyond the scheduled date and time, a liquidated damage of 0.5% per day of delay will be applied.

7. Important Dates

- Last Date for Submission of Quotation: Up to 2:00 p.m. on 31/07/2025.
- Date of Opening of Quotation: At 3:00 p.m. on 31/07/2025.


Deputy Secretary
West Bengal Pollution Control Board

Bid Format

To
The West Bengal Pollution Control Board,
Paribesh Bhawan, 10A, LA Block, Sec-III,
Salt Lake, Bidhannagar, Kolkata-700106.

Sir,

I am submitting the particulars as follows:

Sl. No.	Particulars	Details to be furnished
1	Name of bidder (In Block letters)	
2	Full address with Pin code along with location	
3	Office Telephone No.	
4	Name of contact person with Mobile No.	
5	Mobile No	
6	E-mail	
7	Website	
8	PAN No. with a copy of latest Income Tax Return	
9	GST No. (copy to be attached)	
10	Valid Current Trade Licence No. with renewal date (copy to be attached)	
11	Rate for each board in Rupees	
12	Total cost (in words)	
	Rate should be quoted inclusive of all applicable statutory taxes and charges, including for material free delivery.	

I hereby declare that all the particulars furnished above are true to the best of my knowledge and belief.

Date:

Signature of the Proprietor with seal
Office seal

Memo No.: 1650/1622/WBPCB-19013(11)/1/2023

Date: 14/07/2025

Copy Forwarded for information:

1. The Chief Engineer (O&E),
2. The Chief Engineer (EIM),
3. The In-Charge of Regional Offices- Salt Lake RO/ Kolkata RO /Alipore RO/ Malda RO/Barrackpore RO/Durgapur RO/Howrah RO/Hooghly RO/Asansol RO/Haldia RO/Siliguri RO - with a request to arrange to display in the Notice Board of the respective Regional Offices.
4. The Deputy Secretary - Department of Environment, Govt. of West Bengal, Prani Sampad Bhawan, LB-2, Sector-III, Salt Lake, Kolkata -700 106.
5. The Finance & Accounts Manager
6. The P.A. to Chairman,
7. The P.A. to Member Secretary,
8. The P.A. to Senior Personnel Manager,
9. Smt. Indrani Sengupta, Computer Operator - with a request to upload the matter for displaying on the Board's website.
10. The Commissioner Directorate of Commercial Taxes, Govt. of West Bengal, 14, Belegghata Main Road, Kolkata-700015 – with a request to arrange to display the matter in the Notice Board,
11. The Notice Board of Paribesh Bhawan, Bidhannagar, Kolkata-700106,
12. Guard File


Deputy Secretary
West Bengal Pollution Control Board

ISSUED