



LIFE
Lifestyle for
Environment

WEST BENGAL POLLUTION CONTROL BOARD
(Department of Environment, Government of West Bengal)
Paribesh Bhawan, 10A, Block – LA, Sector III, Bidhannagar
Kolkata – 700 106, Ph.: 2202-3085/3040/3091/3000
Website: www.wbpcb.gov.in, Email: net.wbpcb-wb@bangla.gov.in

NIT No. WBPCB/SEC/ADMIN/e-12 /2026

Date:22/07/2026

TENDER NOTICE

1. E-Tenders are invited for selection of Agency for housekeeping job under the West Bengal Pollution Control Board having its Head Office at Paribesh Bhawan, Salt Lake, Kolkata-700106 and other Regional Offices situated within the State of West Bengal.
2. This invitation for the Bid is open to any bidder who is reputed, bonafide, resourceful and experienced agencies (hereinafter referred to as the bidder), who meets the Qualifying Requirements stipulated hereunder for participation in the tender for “Housekeeping Job” under the West Bengal Pollution Control Board.
3. Prospective bidders may visit Website -<https://wbttenders.gov.in> directly for detail terms and conditions of e-tender and may download a complete set of the tender document. Bidders willing to take part in the process of e-tendering are required to obtain Digital Signature Certificate (DSC) from any authorized Certifying Authority (CA) under CCA, Government of India viz. NIC, DSC is given as a USB e-token. After obtaining the Class II or Class III DSC from the approved CA, they required to register the fact of possessing the DSC through the registration system available in the website.
4. Intending / prospective Bidders may download a complete set of bidding documents from the website – <https://wbttenders.gov.in> with the help of e-token. This is the only mode of collection of tender documents.
5. Bidders are required to submit only one-time non-refundable Bid Document Fee of Rs. 5000/- (Rupees Five Thousand) only through online in terms of Memorandum No. 3975-F(Y) dated 28/07/2016 of the Audit Branch, Finance Department, Govt. of West Bengal (Annexure B).
6. Bidders have to submit Bid Security Fee/Earnest Money Deposit (EMD) amounting of Rs. 89,000/- (Rupees Eighty-Nine Thousand) only through online in terms of Memorandum No. 3975-F(Y) dated 28/07/2016 of the Audit Branch, Finance Department, Govt. of West Bengal (Annexure B).
7. The Bidder who will be engaged for providing service shall submit a Bank Guarantee for performance security of Rs. 4,00,000/- (Rupees Four Lakh) only before undertaking the job as performance Security (Annexure A).
8. A Pre-Bid Meeting will be arranged for queries (if any) by the prospective bidders. The representative of the bidders may attend the pre-bid meeting on 05.08.2026 to clear their doubts / seek clarification or additional information necessary for them to submit their bid. The person should have proper authorization in respective Agency letter head. Minutes of the Pre-Bid meeting will be uploaded in the e-tender portal accordingly.

9. This tender processing will be made in two-part system- (Part-A) Technical Bid and (Part-B) Financial Bid. Technical Bids (All folders of A & B as mentioned in Bid Document) will be opened and analysed first. Financial Bids (Folder-C) of Technically qualified successful bidder(s) will be opened with due intimation through e-tender system.
10. Eligible Bidders must submit their Bids for complete scope of work through online. Any Bid submitted for incomplete scope shall be rejected out rightly. The Bid must accompany Bid Document fee and Bid Security fee as indicated above, failing which it will not be considered. All the documents for the Bid shall be submitted through e-tender system. Bidders are requested to read the Bid document carefully before submission of the Bid.

Date & Time Schedule:

Sl. No.	Particulars	Date & Time
1.	Uploading of Bid Document Date	03.08.2026 at 17.30 hrs
2.	Bid Document download start date	03.08.2026 at 18.00 hrs
3.	Pre-Bid meeting	05.08.2026 at 12.00 hrs
4.	Bid Submission Start Date	06.08.2026 at 14.00 hrs
5.	Bid Submission Closing Date	21.08.2026 at 14.00 hrs
6.	Technical Bid Opening Date	21 08.2026 at 16.00 hrs
7.	Financial Bid Opening Date	To be intimated in due course

This has the approval of the Competent Authority of the Board

Sd/-
Deputy Secretary
West Bengal Pollution Control Board