



WEST BENGAL POLLUTION CONTROL BOARD

(Department of Environment, Government of West Bengal)

Paribesh Bhawan Bldg. No. 10A, Block- LA, Sector - III,
Bidhannagar, Kolkata - 700 106 Ph:2202-3000 Fax: 2202 3099

BID DOCUMENT

FOR

**"SUPPLYING OF CHEMICALS TO THE CENTRAL LABORATORY
OF THE WEST BENGAL POLLUTION CONTROL BOARD".**



West Bengal Pollution Control Board

Paribesh Bhawan

10A, Block - LA, Sector - III, Bidhannagar

Kolkata - 700 106

Ph:2202-3000 Fax: 2202 3099

NIT No: 1821 -2012-CS/1/C.Lab(Part-I)
[E-file: WBPCB-15014(11)/1/2022-SEC(WBPCB)-WBPCB]

Date: 13.08.2026.

BID DOCUMENT

1. Scope of work

The scope of the present work lies in **"Supplying of Chemicals to the Central Laboratory of the West Bengal Pollution Control Board"** at Paribesh Bhawan, 10A, Block - LA, Sector - III, Bidhannagar Kolkata - 700106 as per specification mentioned in **Schedule-A**

2. Bid Document:

Prospective bidders may visit Website: <https://www.wbpcb.gov.in/tenders> for detailed terms and conditions of the tender and may download a complete set of bid document from the Websites: <https://www.wbpcb.gov.in/tenders>. This is the only mode of obtaining the tender document.

Properly filled in Documents in Vendor/Supplier's Company Letter Head with duly signed and stamped in sealed envelope super-scribing **"Supplying of Chemicals to the Central Laboratory of the West Bengal Pollution Control Board"** dropped into the Tender Box kept at the Reception Desk of the Board at ground floor of Paribesh Bhawan, 10A, Block-LA, Sector-III, Bidhannagar, Kolkata-700106 addressing to:

Chief Scientist,
West Bengal Pollution Control Board,
Paribesh Bhawan,
10A, Block-LA, Sector-III, Bidhan Nagar, Kolkata-700106.

Details of submission procedure are given in "Instructions to the Bidders".

3. Qualification Requirement (QR):

QR 1: Average Annual financial turnover during the last 3 (three) years, ending 31 March of the previous financial year, 2026.

QR 2: Experience of having successfully completed similar works during last 7 (seven) years ending 31st July 2026.

"Similar Work" means Supply of Laboratory Chemicals to any Govt./Academic Institution/Laboratory.

QR 3: The bidder should submit the following documents:

(a) Valid Trade License/MSME Certificate; (b) GST Registration Number (if any); (c) PAN; (d) Latest IT Return.

QR 4: If the Bidder is a valid authorized dealer/agent/distributor in India of the manufacturer, the authorization letter/certificate from the manufacturer as dealer/distributor/agent etc.

QR 5: Self declaration of not having been blacklisted by any Govt. Authority

4. Bidding Procedure:

This bidding shall be done through two-part bidding procedure:

Part-1: Techno-Commercial Bid

Part-2: Financial Bid

All interested and eligible bidders are required to submit Bid consisting of separate folders for the Techno Commercial Bid and Financial Bid simultaneously.

- Techno-Commercial Bid** will contain all documents of bidder related to qualification requirement as mentioned in Clause 3.0 of NIT and Technical Bid Form (Duly filled in)
- Financial Bid** will contain Financial Bid Form (duly filled in BOQ format) and BOQ (Duly filled in)

5. Bid Submission:

Bidder may quote all and/or any number of items of Schedule A.

Bidder has to Supply exact quantity of item(s) to the Central Laboratory as mentioned in Schedule A.

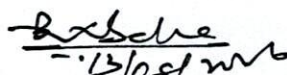
Properly filled in Documents in Vendor/Supplier's Company Letter Head with duly signed and stamped in sealed envelope super-scribing "Supplying of Chemicals to the Central Laboratory of the West Bengal Pollution Control Board" dropped into the Tender Box kept at the Reception Desk of the Board at ground floor of Paribesh Bhawan, 10A, Block-LA, Sector-III, Bidhannagar, Kolkata-700106 addressing to:

Chief Scientist,
West Bengal Pollution Control Board,
Paribesh Bhawan,
10A, Block-LA, Sector-III, Bidhan Nagar, Kolkata-700106.

6. Date & Time Schedule:

For amendment in bidding documents or extension of bid submission date, if any, bidders are requested to visit website <https://www.wbpcb.gov.in/tenders>.

Description of Activity	Date & Time
Date of Publishing of the Tender	13.08.2026 at 05-45 PM
Downloading of Bidding Document Start From	13.08.2026 at 06-00 PM
Bid Submission Start Date	14.08.2026 from 11-00 AM
Bid Submission Closing Date	03.09.2026 up to 02.00 PM
Technical Bid Opening Date	03.09.2026 at 03.00 PM


Chief Scientist,
West Bengal Pollution Control Board,

7. Bid Price:

This is an ITEM-WISE TENDER. Any bidder may quote for any item as mentioned in Schedule A under the Scope of Work.

The quoted price shall be firm and final inclusive of all costs (Except taxes and duties) towards packing & forwarding, transportation, carrying, labour, delivery up to the Central Laboratory of WBPCB (As address mentioned in Clause 1: Scope of Work, above). **GST shall not to be included in the quoted rate.** GST as applicable, will be paid extra. **The Bid Price is to be submitted in duly filled BOQ format only in Indian currency (INR).** The WBPCB reserves the right to negotiate the quoted price only with L1 Bidder before awarding the contract.

8. Price Validity:

The quoted price shall be firm and shall remain valid for 180 (One hundred eighty) days from the date of opening of the Technical Bid. Bid validity for a shorter period shall be rejected by the Board as non-responsive. Any increased cost incidental to the supply of chemicals due to any reason cannot be claimed by the Supplier.

9. Bid should include the following:

Part 1: (I) **Techno-Commercial Bid** contain the following qualification documents; [Ref: Clause 3.0 (QR) of NIT]

- Copy of Audited P/L Account and Balance Sheet for last three (3) years ending 31 March of the previous financial year, 2026. [Ref: QR 1 of NIT]
- Copy/copies of supply order(s) of "Similar Works" during last 7 (Seven) years ending 31st July 2026 [Ref: QR 2 of NIT].
"Similar Work" means supply of Laboratory Chemicals to any Govt./Academic Institution/Laboratory.
- Copy of valid Trade License/MSME Certificate [Ref: QR 3 of NIT];
- Copy of GST Registration number (if any) [Ref: QR 3 of NIT];
- Copy of PAN [Ref: QR 3 of NIT];
- Copy of latest IT Return [Ref: QR 3 of NIT];
- Authorization letter / certificate from Manufacturer as authorized dealer/distributor/agent etc. [Ref: QR 4 of NIT];
- Self-declaration regarding not being blacklisted by any Govt. Authority [Ref: QR 5 of NIT].

Part 1: (II) should contain the Technical Bid Form (Duly filled in as per Schedule-A).

Part 2. Financial Bids should contain the Financial Bid Form duly filled by the bidder.

The bidder should fill up the BOQ for the items as per specifications mentioned in Technical Bid Form.

10. Techno-Commercial Bid Evaluation:

Techno-Commercial bids will be opened and evaluate first.

11. Financial Bid Evaluation:

Financial Bids will be evaluated, for the techno-commercially qualified bidders only, **on the basis of item-wise lowest price offered true to the specification for each item.** GST, if any, as applicable, will not be taken into evaluation.

12. Taxes and Duties:

Applicable GST on material value will be paid in extra at actuals by the WBPCB.

13. Letter of Award:

The Letter of Award (LOA) will be issued by WBPCB to the selected bidder(s) (hereinafter referred to as the "Supplier") in writing, within the bid validity period, for supply of item(s) mentioning the details of deliverables, payment terms with necessary terms and conditions. Actual quantity of item(s) may vary during issuance of LOA. The terms and conditions of Biddocument will be a part of LOA.

14. Performance Bank Guarantee:

The L1 bidder shall have to submit a Bank Guarantee @ 10 % of order value in favor of the Board with in 15 (Fifteen) days from the date of issuance of the LOA. The performance security shall be in the form of Bank Guarantee issued by a reputed Indian Bank (Annexure-C) or in the form of D/D in favour of West Bengal Pollution Control Board payable at Kolkata. The Bank Guarantee/DD will be released after 45 (forty-five) days from the date of successful completion of the contract.

15. Delivery:

The supplier shall have to complete supply of the material(s), to the respective Laboratories of WBPCB within forty-five (45) days from the date of issuance of LOA.

All matters omitted from this document which may reasonably be incurred to be obviously necessary for the proper supply of the items shall be deemed to be included in this work, and the supplier shall be held responsible for any manufacturing errors or defects which the Supplier may make due to such omissions thereof. All the labour, logistics and all other requirements for delivery shall be provided by the Supplier and in-land transportation.

16. Payment:

Payment shall be made through NEFT/RTGS in declared Bank Account of the Supplier, in Indian Rupees, on presentation of claim bill supported by a certificate from the consignee(s) regarding satisfactory delivery of the items. No advance payment will be made.

17. Compliance to specification:

The Supplier shall ensure that the material complies strictly with the Technical Specifications, as mentioned in Schedule-A (Scope of Work), and has no defect, arising from transportation or in the supply of outdated chemicals or any act or omission of the Supplier that may develop under normal use of the supplied material in the conditions prevailing to the final sites.

18. Replacement:

In case of poor quality of materials supplied, not following the specification mentioned in Technical Bid Form of this Bid Document and identified by WBPCB, then WBPCB shall promptly notify the Supplier in writing for supply of required quality. Upon receipt of such notice, the Supplier shall, within a period of fifteen (15) days from the date of the notice shall complete the supply at the Supplier's expenses to respective site. If the Supplier, having been notified, fails to complete the supply within the period specified, the WBPCB may proceed to take such remedial action as may be necessary at the Supplier's risk and expense and without prejudice to any other rights which WBPCB may have against the Supplier under the Contract. Replacement has to be made within the above-mentioned stipulated period, otherwise Liquidated Damage will be imposed.

19. Liquidated Damage:

An amount of half per cent (0.5%) of the item-wise LOA price, per week of delay, subject to a maximum of 5%,

will be deducted from bill against delayed supply as liquidated damage.

Thereafter, WBPCB will decide the penalty for causing damage to the WBPCB due to non-delivery of the materials. Amount equal to 10% of that of non-supplied material(s) shall be deducted in addition from the billed value.

20. Cancellation of LOA:

WBPCB reserves the right to cancel the LOA, if the supplier fails to deliver the materials as per LOA even after the liquidated damage period.

21. Fraud and Corruption:

WBPCB requires that bidders observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, following are defined:

"Corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution; "Fraudulent practice" means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;

"Collusive practice" means a scheme or arrangement between two or more bidders, with or without the knowledge of WBPCB, designed to establish bid prices at artificial, non-competitive levels; and "Coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract.

WBPCB will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question.

22. Applicable Law and Arbitration:

Laws, Rules and Regulations applicable within the jurisdiction of the Republic of INDIA shall be applicable in case required. In the event of any dispute or difference whatsoever arising under the contract or in connection therewith including any question relating to existence, meaning and interpretation of the contract or any alleged breach thereof, the same shall be referred to the sole Arbitration of the Chairman of the WEST BENGAL POLLUTION CONTROL BOARD or to a person appointed by him for that purpose. The arbitration shall be conducted in accordance with the provisions of Arbitration and Conciliation Law 1996.

23. Instructions to Bidders:

- (a) Conditional offers will not be accepted and bid will be liable for rejection.
- (b) WBPCB will not be responsible for any cost(s) or expense(s) incurred by bidders in connection with the preparation or delivery of bids.
- (c) In the event of date of submission of bids being declared is a closed holiday for WBPCB's Office, the date for submissions of bids and opening of bids will be on the following working day at the appointed time.
- (d) Any bidder, who submits more than one bid, will be disqualified.
- (e) The bidder may modify or withdraw its bid after the bid's submission; prior to the deadline prescribed for submission of bids. No bid shall be allowed to be modified subsequent to the closing of bid submission. No bid shall be allowed to be withdrawn in the interval between the opening of Bid and the expiration of the Bid validity period.
- (f) The acceptance of the bid will rest with WBPCB, who does not bind itself to accept the lowest quotation and reserves to itself the authority

- (i) to reject any or all of the bids received;
- (ii) to accept the whole or any part of the bid and the bidder shall be bound to complete the supply at the rate quoted;
- (iii) to place order to one or more bidder(s) without assigning any reason whatsoever and the bidder shall have no claim towards revision of rates or other condition if his rate is accepted.
- (g) Canvassing in connection with bids is strictly prohibited and the bid submitted by the bidder, who resorts to canvassing, will be liable to rejection.
- (h) No claim shall be entertained and no benefit shall be arrived at out of any typographical, arithmetical and clerical mistakes in the bid papers.
- (i) Once the bidder is selected for any brand, the bidder has to complete the supply of the same.
- (j) Bidder should not have been blacklisted by any Govt. Authority. A declaration in this regard is to be attached.
- (k) The selected bidder shall be bound to supply the additional quantity of item(s), if required, defined by this document for any period of time during the validity of the contract at rates accepted by WBPCB.
- (l) Bidders are expected to examine the Bid Document carefully and are deemed to have received and read all documents. It shall be the responsibility of the Bidder to request copies of any missing documents. Failure to do so will be at Bidder's risk.
- (m) Notice Inviting Tender will form a part & parcel of the Bid Document.

CHEMICALS TO BE SUPPLIED TO THE CENTRAL LABORATORY OF WEST BENGAL POLLUTION CONTROL BOARD

SCHEDULE – A

All items should be of any of the make/brand (specified grade) only:
 (Merck/Avantor/ Sigma - Aldrich/Finar/ Actylis/Spectrochem/ Ran Kem/ Accustandard)
Total 5 types of chemicals for Central Laboratory (CL), WBPCB

Board's Specification of Chemicals				Quantity Required (nos.)	Estimated unit price in INR (Excl. GST)	Estimated total price in INR (Excl. GST)
Sl. No	Name of Chemicals	Grade	Pack Size	CL		
1.	Conc. Sulphuric Acid (98%)	Emparta/AR/XLR/GR/ACS	2.5L	2	1450.00	2900.00
2.	Silver Sulphate	Emplura/LR/SQ/Pure/Extra pure	25 g	3	14000.00	42000.00
3.	Potassium Iodide	Emplura/LR/SQ/Pure/Extra pure	250g	1	4000.00	4000.00
4.	Mercury (II) Sulphate	Emplura/LR/SQ/Pure/Extra pure	250g	2	18000.00	36000.00
5.	Dichloro-Methane	Chromatography/ Lichrosolv/HPLC	2.5L	2	3000.00	6000.00



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Paribesh Bhawan Bldg. No. 10A, Block- LA, Sector - III,

Bidhannagar, Kolkata - 700 106 Ph:2202-3000 Fax: 2202 3099

TECHNICAL BID FORM FOR SUPPLY OF CHEMICALS TO THE CENTRAL LABORATORY OF WEST BENGAL POLLUTION CONTROL BOARD

CHEMICALS TO BE SUPPLIED TO THE CENTRAL LABORATORY OF THE WEST BENGAL POLLUTION CONTROLBOARD AS PER SCHEDULE-A

Bidders should fill up the Technical Specification applicable for the Central Laboratory of WBPCB for
Schedule A items.

All items should be of any of the following make/brand (Merck/Avantor/ Sigma - Aldrich/Finar/ Actylis/Spectrochem/
Ran Kem/Accustandard)

Bidder has to supply same and identical Make/Brand and Catalogue No. against each item at all laboratories
for which the bidder has quoted the bid price.

Bidder has to upload their latest catalogue of chemicals containing the catalogue no. and specification of
chemicals.

Bidders may quote for any number of item(s), but the quantity mentioned for Central Laboratory shall be
quoted as per specification and pack size described in Schedule A.

Item. No	Board's Specification of Chemicals			Bidder's response				
	Name of the Chemicals	Pack Size	Total Qtn. Requi red(in no.)	Quantit y (in no.)	Make/Brand	Grade of chemical	Catalogue no.	Pack Size
1	Conc. Sulphuric Acid (98%)	2.5L	2					
2	Silver Sulphate	25 g	3					
3	Potassium Iodide	250g	1					
4	Mercury (II) Sulphate	250g	2					
5	Dichloro-Methane	2.5L	2					

Date

Signature with Seal of the Bidder



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(Department of Environment, Government of West Bengal)

Paribesh Bhawan Bldg. No. 10A, Block- LA, Sector - III,

Bidhannagar, Kolkata - 700 106 Ph: 2202-3000 Fax: 2202 3099

FINANCIAL BID FORM

FOR

SUPPLY OF CHEMICALS TO THE CENTRAL LABORATORY OF WEST BENGAL POLLUTION CONTROL BOARD

--- by ---

Name of the Organization/Bidder	:	
Address of the Organization/Bidder	:	
Name of the Authorized Signatory	:	
Contact Phone of the Authorized Signatory	:	
e. mail of the Authorized Signatory	:	
Signature of the Authorized Signatory	:	

Date

Signature of the Bidder with seal



WEST BENGAL POLLUTION CONTROL BOARD

(Department of Environment, Government of West Bengal)
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Bidhannagar, Kolkata - 700 106 Ph:2202-3000 Fax: 2202 3099

BOQ

Tender title: Supplying of Chemicals to the Central Laboratory of the West Bengal Pollution Control Board					
Tender ID:					
Tender Inviting authority: Member Secretary, West Bengal Pollution Control Board					
Name of Work: Supplying of Chemicals to the Central Laboratory of the West Bengal Pollution Control Board					
Name of the Bidder:					
Schedule of Work/ item(s)					
Item No.	Name of the Chemicals	Pack Size	No(s). of Qty	Bidder's offer Unit Price in INR (Without Tax) (Rs.)	Bidder's offer total Price in INR (Without Tax) (Rs.)
1.	Conc. Sulphuric Acid (98%)	2.5L	2		
2.	Silver Sulphate	25 g	3		
3.	Potassium Iodide	250g	1		
4.	Mercury (II) Sulphate	250g	2		
5.	Dichloro-Methane	2.5L	2		

Date

Signature of the Bidder with seal

**WEST BENGAL POLLUTION CONTROL BOARD**

(Department of Environment, Government of West Bengal)

Paribesh Bhawan Bldg. No. 10A, Block- LA, Sector – III,

Bidhannagar, Kolkata – 700 106 Ph:2202-3000 Fax: 2202 3099

Annexure-B

Annual Turnover Statement

To
The Chief Scientist,
West Bengal Pollution Control Board,
Paribesh Bhawan,
10A, Block-LA, Sector-III
Bidhannagar, Kolkata-700 106.

Ref: NIT No. _____, dated _____

Respected Sir,

In reference to the above NIT No. _____ dated _____ I am submitting here
with the details as given below: -

Sl. No.	Particulars	Details		
01.	Name of the Firm /Company			
02.	Address			
03.	Telephone No.			
04.	Email ID			
05.	Name of authorized person			
06.	Telephone No.			
07.	Email ID			
08.	Details of Turn Over for Financial Year	2024-25	2023-24	2022-23

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.

Thanking you.

Yours faithfully,

(Signature of the Tenderer)



Annexure-C

Form of Bank Guarantee for Performance Security

(to be stamped in accordance with Stamp Act, if any, of the Country of the issuing Bank)

Bank Guarantee No. _____

Date : _____

Ref. No. _____

To
Member Secretary,
West Bengal Pollution Control Board
10A, Paribesh Bhawan, Block - LA, Sector - III
Salt Lake, Kolkata - 700106, INDIA

Dear Sir,

THIS AGREEMENT is supplemental to a Notification of Award number _____ [insert LOA Number] (hereinafter called "the Notification of Award") made between _____ [name of Supplier] of _____ [address of Supplier] (hereinafter called "the Supplier") of the one part and the West Bengal Pollution Control Board of the other part whereby the Supplier agreed and undertook to execute the works of **"Supplying of Chemicals to the Central Laboratory of the West Bengal Pollution Control Board"** against the LOA for the sum of _____ [amount in LOA Currency] being the Contract Price; and

WHEREAS

- (1) this agreement is supplemental to a LOA number _____ [insert LOA Number] (hereinafter called "the Notification of Award") made between _____ [name of Supplier] of _____ [address of Supplier] (hereinafter called "the Supplier") of the one part and the West Bengal Pollution Control Board of the other part whereby the Supplier agreed and undertook to execute the works of **"Supplying of Chemicals to the Central Laboratory of the West Bengal Pollution Control Board"** against the LOA for the sum of _____ [amount in LOA Currency] being the Contract Price; and
- (2) the Guarantor has agreed to guarantee the due performance of the Contract in the manner hereinafter appearing.