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-11/2026 Dated: 14 /07/ 2026

TENDER NOTICE

1. E-Tender is invited for selection of manpower providing agency under the West Bengal Pollution Control Board.

2. This invitation for the tender is open to any bidder who is reputed, bonafide, resourceful and experienced agency (hereinafter referred to as the bidder), who meets the Qualifying Requirements stipulated hereunder for participation for "Engagement of Manpower providing Agency" under the West Bengal Pollution Control Board.

3. Prospective bidders may visit Websites-https://wbtenders.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 are required to register the fact of possessing the DSC through the registration system available in the website.

4. Intending / prospective Bidder may download a complete set of bidding documents from the website https://wbtenders.gov.in with the help of e-token. This is the only mode of collection of tender documents. Tenders are to be submitted through online.

5. Bidders are required to submit only one-time non-refundable Tender 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. 9,00,000/- (Rupees Nine Lakh) 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 tender will be processed in two-part system - Part-A) Technical Bid and Part-B) Financial Bid. The Technical Bids (All folders of A & B as mentioned in Bid Document) will be opened and analyzed first. The Financial Bids (Folder-C & D) of Technically qualified successful bidder(s) will be opened with due intimation through e-tender system.

8. Eligible Bidders must submit their Tender/Bid for complete scope of work through online. Any tender submitted with incomplete scope of work 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	28/07/2026 at 17.30 hrs.
2.	Bid Document download start date	28/07/2026 at 18.00 hrs.
3.	Pre-Bid meeting	29/07/2026 at 12.00 hrs.
4.	Bid Submission Start Date	30/07/2026 at 14.00 hrs.
5.	Bid Submission Closing Date	17/08/2026 at 14.00 hrs.
6.	Technical Bid Opening Date	17/08/2026 at 17.30 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

TENDER DOCUMENT
FOR
SELECTION OF MANPOWER PROVIDING AGENCY UNDER THE WEST BENGAL POLLUTION CONTROL BOARD

West Bengal Pollution Control Board
Paribesh Bhawan,
10A, LA Block, Sector-III
Salt Lake City
Kolkata-700106
Phone No: (033) 2200-3000

TENDER DOCUMENT

West Bengal Pollution Control Board invites quotations from the eligible, registered and authorized contractors/agencies having experience and expertized in providing manpower in different categories for different offices of the Board.

SCOPE OF WORK

1. The agency should have to provide manpower at different offices as per the requisition of the Board which will be intimated in due course.
2. The agency shall provide information regarding Name, Father's Name, Date of Birth, Educational Qualification, Permanent address and a Passport Size Photograph with Identity Card of the personnel to the Board.
3. The agency shall not substitute any personnel without the approval of the Board.
4. The Board may advise replacement of any or / all of the personnel of the agency if they do not fully meet the required service.
5. The manpower provided by the agency to the Board shall be treated as employee of the agency for all purposes.
6. The Board may issue letter to the agency to reduce/increase of staff strength as specified by the Board and the contract value will be changed proportionately.
7. In case of providing related to technical/IT job, the agency shall provide at least a panel of list on the basis of 1:5, the agency shall engage such selected personnel.

DUTIES OF MANPOWER

1. Preparation of report, letters, work order etc.
2. Data entry to update records.
3. Receiving official letters and processing
4. Access file through knowledge of computer terminal and manual file system.
5. Provide a variety of secretarial and administrative support.
6. Operate different type of electronics data system.
7. Extend all courtesy to visitors, officers and staff of the Board and maintain integrity, orderliness and discipline and be in proper uniform while on duty and should carry out all duties and tasks allotted by Board's officials sincerely and to the best of his/her ability.
8. To guard/check during day and night time and ensure that no theft, pilferage, trespass, accident, nuisance, disturbance of peace etc. takes place in the area of duty.
9. To regulate and check the flow of visitors, materials, transport, vehicles etc. at the entry points and also ensure the entry/exit is as per valid documents and expeditious record of the same is maintained as per order.
10. To seize goods not found in order or suspected to be stolen.
11. To watch the fire equipment installed in the area under his watch in working condition.
12. To bring to the immediate notice of his supervisor or the Board's authority any unwanted occurrence on the premises.
13. To perform incidental and allied duties as may be required to be performed.
14. Operate the lift properly.
15. Miscellaneous work like shifting of furniture/goods/locking and unlocking office rooms as and when required.
16. Any other work assigned by the Authority/In-Charge of Office/Senior Officers.
17. Project personnels shall perform laboratory-based works (administrative and technical) compatible with the nature of Project.

BID DOCUMENT FEE

Bidders are 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).

EARNEST MONEY DEPOSIT

Bidders have to submit Bid Security Fee /Earnest Money Deposit (EMD) amounting of Rs. 9,00,000/- (Rupees Nine Lakhs) 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).

PERFORMANCE SECURITY DEPOSIT

The successful Bidder shall submit a Performance Security Deposit of Rs. 35,00,000/- (Rupees Thirty-Five Lakhs) only within ten days or before undertaking the job whichever is earlier by Bank Guarantee drawn from any nationalized bank or any schedule commercial bank in favour of the West Bengal Pollution Control Board with a validity period for one year and forty-five days from the date of issue of the Bank Guarantee. (Format enclosed in Annexure A). The Bank Guarantee shall be extended, if the contract period will be extended further. The performance security deposit furnished by the Bidder would be subject to the terms & conditions given of this tender and the WBPCB will not be liable for payment of any interest on the security deposit or any depreciation thereof.

PRE-BID MEETING

Pre-Bid meeting will be held on 29/07/2026 at 12.00 hrs. at Paribesh Bhawan, 10A, Block-LA, Sector-III, Bidhannagar, Kolkata-700 106. The prospective bidders may attend meeting for any clarification and suggestions relating to this tender. Minutes of the Pre-Bid meeting will be uploaded in the E-procurement portal accordingly. For any clarification, the prospective bidder should submit in writing at the pre-bid meeting.

DOCUMENTS TO BE SUBMITTED BY THE BIDDERS ALONG WITH THE TENDER DOCUMENT THROUGH E-TENDER

1. Copy of valid trade license in relevant field;
2. Copy of PAN;
3. Copy of GST registration along with the GST clearance certificate (last six month);
4. Copy of EPFO registration certificate;
5. Copy of ESIC registration certificate;
6. Copy of the Income Tax Return for last 3 (three) years;
7. Copy of Shop & Establishment registration;
8. Copy of PSARA registration;
9. Copy of West Bengal Labour Welfare Fund registration along with Challan;
10. The bidder should submit copy of Power of Attorney/Authorization of the signatory of the Bid;
11. Quality Certificate under ISO 9001:2015, ISO 45001:2018, ISO 14001:2015 & SA 8000:2014;
12. Copy of Audited P/L Account and Balance Sheet for last 3 years;
13. Copy of credential of successful execution of similar works [3(three) nos. similar type of contract where 140-150 nos. of manpower (Security Guard, Data Entry Operator, Office Assistant, Software Personnel, Technica manpower etc.) are deployed under one organization like Central Govt./ State Govt./ Autonomous Body for 3 years].

PERIOD OF CONTRACT

The Contract shall commence from the date as mentioned in the work order and will be valid upto a maximum period of three years. Initially, the order will be issued for one year and it will be renewed on yearly basis subject to the satisfactory performances.

NORMS FOR EVALUATION OF TECHNICAL BID

The evaluation of the technical bid will be done by a committee based on the weightage combined score obtained by the Bidder. The details of the process are described below:

The evaluation of the proposal shall be carried out in two stages. In the first stage, evaluation of the technical bid/proposal will be taken up. Proposals which are uploaded unsigned without proper authorization or are incomplete (i.e. when the required bid formats and/ or supporting documents have not been uploaded) will be summarily rejected as nonresponsive.

In the second stage, evaluation of the financial proposal of the technically qualified bidders will be taken up.

The weightage assigned for bids is Technical Bid: Financial Bid =70:30 i.e. the final assessment will be based on the 70% of Technical + 30% of Financial scores.

TECHNICAL BID EVALUATION CRITERIA:

Sl. No.	Criteria / Sub-criteria	Max. Marks	Documentary Proof
1.	Establishment of the Company relevant to the particular business: Less than 5 yrs= 0 marks, in between 5 to 10 yrs =5 marks, more than 10 but less than 15 yrs=10 marks, 15 but less than 20 yrs = 15 marks. For the agencies having office in Kolkata operating for more than 5 years will get 5 marks extra.	20 marks	Trade License/Electricity Bill in the name of Agency.
2.	Average Annual Turnover Business in last 3 years: 1 Crore to 10 Crore = 5 marks, above 10 Crore to 15 Crore = 10 marks, above 15 Crore to 20 Crore = 20 marks, Above 20 Crore = 30 marks	30 marks	Balance Sheet & Audited Profit & Loss A/c. Statement to be submitted.
3.	Quality Certificate under ISO 9001:2015, ISO 45001:2018, ISO 14001:2015, SA 8000: 2014 = 5 marks for each certificate	20 marks	Copies of Registration certificate to be submitted.
4.	3 (three) nos. Credential/ Contract regarding experience of similar type of work i.e. deployment of at least 140-150 nos. of manpower under one or many organization(s) like Statutory Board, Corporation, Autonomous Body or other PSU under Central Government or State Government etc. for 3 years = 10 marks for each credential.	30 marks	Work Orders issued by the clients & Completion certificate issued by the end customer needed to be furnished.
5.	1. Trade License; 2. GST registration; 3. Shop & Establishment registration; 4. PAN registration; 5. PSARA registration; 6. W.B. Labour Welfare Registration; 7. EPFO Registration; 8. ESIC Registration. (4 marks for each certificate)	-	Copies to be submitted mandatorily for further technical evaluation as mentioned in Sl. No. 1 to 4 above.

NORMS FOR EVALUATION OF BIDS

Maximum technical score (S_t) = 100

Each technical bid will be evaluated on the basis of the points mentioned above, against a maximum achievable score of 100. After the technical evaluation is completed, financial bid will be opened.

The formula for determining the financial scores is as follows:

S_f=100 x F_m/F in which S_f is the financial score, F_m is the lowest price and F the price of the proposal under consideration.

The weights given to the Technical and Financial proposal are:
T=0.7 and
F=0.3
S=S_t x 0.7 + S_f x 0.3 (S=Combined technical and financial score)

RANKING OF BIDDERS

The firm achieving the highest combined technical and financial score will be considered for awarding the contract. The summary result sheet will be published in the website http://wbtenders.gov.in.

In the event of more than one bidder becomes L1, the Competent Authority in WBPCB reserves the right to select one of the L1 bidders in terms of Memorandums No. 2320-F(Y) dated 07.06.2022 of the Audit Branch, Finance Department, Govt. of West Bengal.

DOCUMENTS TO BE SUBMITTED WITH TECHNICAL BID (PART-A)

Folder	Documents to be uploaded by the Bidder
Folder "A"	Filled up format of the "Technical Bid in Part-A"
	The Power of Attorney authorizing the signatory of the Bid, Trade license, GST registration, Shop & Establishment registration, PAN registration, PSARA registration, W.B. Labour Welfare Registration, EPFO Registration, ESIC Registration, Quality certificates.
	The bidder must have average annual turnover of minimum Rs.1 crore over last three years supported by the copy of Audited P/L Account and Balance Sheet for last 3 years.
Folder "B"	3 (three) nos. credential of successful execution of similar work i.e. deployment of at least 140-150 nos. of manpower (Security Guard, Data Entry Operator, Office Assistant, Software Personnel, Technical manpower) under one or more Organization(s) of Central Govt./ State Govt./ Autonomous Body etc. for 3 years.

DOCUMENTS TO BE SUBMITTED WITH FINANCIAL BID (PART-B)

Folder	Documents to be uploaded by the Bidder
Folder "C"	Filled up format of the "Financial Bid in Part-B"
Folder "D"	**BoQ in Excel Format**

TERMS OF PAYMENT

1. Agency will be responsible for payment of wages to its employees under minimum wage act and rules of the Govt. of W.B. including bonus and contribution towards ESIC & PF and other allowances as applicable. However, Board will fix the wage/remuneration time to time and inform the agency accordingly for disbursement. The Board will reimburse the amount as applicable and payable under the existing rules in force;
2. Agency will pay the monthly wage/remuneration to its employees within first 7 days of next month. The same will be reimbursed by RTGS/NEFT/Account Payee Cheque on submission of bill along with disbursement receipt of monthly wages/remuneration to its employees and certified attendance sheet. The agency will get only service charge on remuneration;
3. Agency shall pay wages/remuneration to its employees as per the instructions of the Board time to time particularly for payment of Bonus, Increment, Revision of remuneration, if any;
4. Statutory tax as applicable will be deducted from the bill;
5. GST will be paid extra as applicable;
6. PF/ESI of employer's part will be paid extra as applicable;
7. Necessary pay slips showing (statutory deductions) should be issued to its employees;
8. Agency would continue to pay for three consecutive months even if payment of their bills is delayed for any technical reasons.

GENERAL TERMS AND CONDITIONS

1. The agency explicitly agrees that all personnel deployed at the Board's Offices shall be employees of the agency. No person deployed by the agency shall exceed the age of 60 years.
2. The agency shall maintain updated records of the age of all deployed personnel. it is the sole responsibility of the agency to identify personnel approaching the superannuation age limit. the agency must notify the Board in writing and initiate a replacement protocol at least 30(thirty) days prior to the date of such personnel reach the age limit and provide suitably qualified and trained replacement at no additional cost.
3. The agency acknowledges and agrees that it is the sole and exclusive employer of the deployed personnel. The Board has no direct master-servant relationship with such personnel. Consequently, the Board shall have absolutely no financial liability, obligation or responsibility of any nature regarding the recruitment, deployment, continuity or termination/retirement of the personnel.
4. Accommodation to its employees will be provided by the agency at work site.
5. In order to ensure that the Security Guards/Security Assistants are able to discharge their duties, the agency shall provide them all necessary facilities in the form of uniform (2 sets in a year), torches, umbrella, batons, shoes & 2 pairs of socks (one set in a year), stationery items and allied articles etc. at its own cost and arrangement.
6. The liability of any compensation for injury to any its employees arising as a result of duties shall be that of the contractor/agency.
7. With regard to the interpretation of the terms and conditions of this documents, the Board's decision shall be final.
8. If any loss of property of the Board is noticed, the compensation shall be borne by the Agency as levied by the Board.
9. Agency will take appropriate action for retirement of employees after attaining superannuation age of 60 years or any other age as governed by concerned rules and Govt. Norms after discussion with the Board.
10. Each Bidder shall submit one Bid. A Bidder submitting or participating in more than one Bid will be disqualified. Incomplete bid will be rejected.
11. The Board reserves the right to cancel the entire bidding process at its own discretion without assigning any reason.
12. If the Bidder fails to submit any document asked for or furnish incomplete document, the Board may reject the Bid.
13. The price should be quoted in the BoQ in excel format only and the same should be valid for 120 days from the date of bid opening.

TENDER DOCUMENT FOR ENGAGEMENT OF MAN POWER PROVIDING AGENCY
UNDER WEST BENGAL POLLUTION CONTROL BOARD
PART-A : TECHNICAL BID FORM

Sl. No.	Particulars	Description
1.	Name of the Agency	
2.	Address of the Agency	
3.	Telephone No.	
4.	EMD amount details	
5.	Trade license/GST Registration/ESIC Registration/EPFO Registration/PAN/IT Return/Audited P/L Account/Balance sheet/Quality Certificate under ISO 9001:2015/ ISO 45001:2018/ ISO 14001:2015/ SA 8000:2014	
6.	Documentary evidence for experience of agency [3 nos. Credential for 03(three) years contract]	
7.	Name of the authorized person submitting the Bid	
8.	Seal of the Agency	
9.	Signature with date of the authorized person submitting the Bid	

TENDER DOCUMENT FOR ENGAGEMENT OF MAN POWER PROVIDING AGENCY
UNDER WEST BENGAL POLLUTION CONTROL BOARD

PART-B :- FINANCIAL BID

Name of the Agency	
Name of the Authorized Person of the Agency	
Address for Communication	
Phone No.:	
E- mail:	

Sl. No.	Manpower Services	No. of Man	Wage/Remuneration (Rs.)	Total Amount (Rs.)
1.	Supply of Manpower Services	X	Y	C=XY
Total Rupees				XY
Add: Service charges (Please mention % on Total		Rate shall be quoted in the BoQ in Excel Format only		

Note:

1. GST shall be paid extra as applicable;
2. EPF/ESI of Employer's part shall be paid extra;
3. Service charges will be paid on basic wage/remunerations only. No service charges will be paid on EPF/ESI/Special Allowance/Other Allowance & Bonus;
4. **Bidders are requested to quote last row (service charges) only in the BoQ in Excel Format.**

(Authorized signatory with stamp and date)

Annexure-A

FORM OF BANK GUARANTEE FOR PERFORMANCE SECURITY

(to be stamped in accordance with Stamp Act, if any, of the Govt. of the India)

Bank Guarantee No.___________________

Date: ___________________

Ref. No. _________________________

To

Member Secretary,

West Bengal Pollution Control Board

10A, LA Block, Sector-III, Salt Lake

Kolkata-700098, India

Sirs / Madams,

THIS AGREEMENT is made on the _________________________________days of _________________ between [name of the Bank] of _______________________[address of the Bank](hereinafter called "the Guarantor") of the one part and West Bengal Pollution Control Board, Paribesh Bhawan, 10A, LA Block, Sector-III, Salt Lake, Kolkata-700106, India (hereinafter called "the Board") of the other part.

WHEREAS

(1) This agreement is supplemental to a contract / order number____________________ [insert Contract/ order number](hereinafter called "the Contract") made between_________________ [name of Contractor / Agency] of ____ [address of Contractor / Agency] (hereinafter called "the Contractor") of the one part and the Board of the other part whereby the contractor agreed and undertook to execute the work of deployment of manpower under the West Bengal Pollution Control Board, having its offices at Paribesh Bhawan, 10A, LA Block, Sector-III, Salt Lake, Kolkata-700 106 in the State of West Bengal against the contract for the sum of Rs. 35,00,000/- (Rupees Thirty-Five Lakh) only being the Performance of the Contract; and

(2) The Guarantor has agreed to Guarantee the due performance of the Contract in the manner hereinafter appearing.

NOW, THEREFORE, the Guarantor hereby agrees with the Board as follows;

(a) If the Contractor (unless relieved from the performance by any clause of the Contract /Order or by statute or by the decision of a tribunal of competent jurisdiction) shall in any respect fail to execute the Contract or commit any breach of his obligations there under then the Guarantor will indemnify and pay the Board the aggregate sum of Rs. 35,00,000/- only [amount of Guarantee of the said value of the contract] Rupees Thirty-Five Lakh only. [in words], such sum being payable in the types and amount of currencies in which the contract price is payable, provided that the Board or his Authorized Representative has notified the Guarantor to that effect and has made a claim against the Guarantor before the expiry of the contract or the validity period of the performance security.

(b) The Guarantor shall not be discharged or released from his guarantee by an arrangement between the Contractor and the Board, with or without the consent of the Guarantor, or by any alternation in the obligations undertaken by the Contractor, or by any forbearance on the part of the Contractor, whether as to payment, time, performance, or otherwise, any notice to the Guarantor of any such arrangement, alternation or forbearance is hereby expressly waived.

This guarantee shall be valid until a date ninety (90) days from the date of expiry of the Contract period as specified in the Contract.

Given under our hand on the date first mentioned above.

SIGNED BY ___________________________
for and on behalf of the Guarantor
(Seal of Guarantor)

In the presence of

____
(Signature of Witness)

Name of Witness _______________________________

Address of Witness

____

____

ANNEXURE - B

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 throuṭh 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://wbtenders.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. /

v. As soon as the L_1 bidder is awarded the contract (AOC) and the same is processed electronically in the e-Procurement portal –

   a) EMD of the L_1 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 L_1 bidder.

   b) EMD of the L_1 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 L_1 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 L_1 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.

29/7/16

(P A Siddiqui)
Secretary to the
Government of West Bengal
Finance Department

b) <u>Payment through RTGS/NEFT:</u>

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. <u>Refund/Settlement Process:</u>

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 L_1 and L_2 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 L_2 bidder should not be rejected till the LOI process is successful.

iv. If the L_1 bidder accepts the LOI and the same is processed electronically in the e-Procurement portal, EMD of the L_2 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 L_1 bidder is uploaded to the e-Procurement portal by the tender inviting authority.

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