



**NOTICE INVITING TENDER
FOR ENGAGEMENT OF ENVIRONMENTAL CONSULTANT
FOR PREPARATION,
SUBMISSION AND ONLINE UPLOADING OF SIX-
MONTHLY ENVIRONMENTAL COMPLIANCE REPORTS
OF MILAN MELA PRANGAN**

Tender Ref. No.: WBTPO/BBMP/PCB/291(ii)/2026-27/ 53

**Issued by
WEST BENGAL TRADE PROMOTION ORGANISATION
Milan Mela Prangan, 3, J. B. S. Haldane Avenue, Kolkata – 700046**

Notice-

Tender Reference No.: Tender Ref. No.: WBTPO/BBMP/PCB/291(ii)/2026-27/53

The Chief Executive Officer, WBTPO invites bid from experienced agencies/companies through e-tender for undertaking the work of environmental monitoring, preparation, submission and online uploading of Six-Monthly Environmental Compliance Reports for Milan Mela Prangan, Kolkata for a period of one year.

Details are available in e-tender portal (www.tenders.wb.gov.in) and WBIDC's website.

By Order

Chief Executive Officer, WBTPO

1. Request for Proposal

The West Bengal Trade Promotion Organisation (WBTPO) invites proposals from experienced agencies/companies having expertise in environmental consultancy, environmental monitoring, sampling, laboratory analysis and preparation of environmental compliance reports.

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	28.09.26, 6 PM
2	Documents download start date (Online)	29.09.26 , 11 AM
3	Visit to Venue and Prebid Meeting	01.10.26, 12 PM
4	Bid submission start date (Online)	01.10.26, 3 PM
5	Bid Submission closing (Online)	12.10.26, 12 PM
6	Bid opening date for Technical Proposals (Online)	14.10.26, 12 PM
7	Date of uploading list for Technically Qualified Bidder (online)	Will be notified
8	Date for opening of Financial Proposal (Online)	Will be notified
9	Bid Validity	120 (One Hundred Twenty) days from the date of submission of tender
10	Place of Work	Milan Mela Prangan, Kolkata
11	Commencement of Work	Within 7 days of placement of LOI / Work Order
12	Period of Contract	01 (One) Year

2. Scope of Work

The scope of work is detailed in the table below:

Sl. No.	Name of work	Estimated Amount (Rs.)	Earnest Money (Rs.)	Time Period of Completion	Eligibility of Bidders to submit tender
1	Engagement of Environmental Consultant for conducting environmental monitoring, preparation, submission and online uploading of Six-Monthly Environmental Compliance Reports for Milan Mela Prangan, Kolkata.	300,000/- + GST @ 18%	6,000/-	01 (One) Year	Bonafide and resourceful agencies having proper experience, credentials and required statutory/accreditation credentials for similar nature of work.

* Detailed scope of work is attached with the NIT.

- a) Site Inspection / Environmental Audit:** The selected agency shall conduct bi-annual field inspections to assess and document adherence to the applicable Environmental Clearance conditions and environmental compliance requirements.
- b) Environmental Monitoring:** The selected agency shall undertake the following environmental monitoring, sampling and analysis during each six-monthly period:
- i) Ambient Air Quality Monitoring:** Monitoring at one location on a fortnightly basis, comprising 12 samples during each six-monthly period, for PM_{2.5}, PM₁₀, SO₂ and NO₂.
- ii) Noise Level Study:** Monitoring at one location during Day and Night on a fortnightly basis, comprising 12 observations for Daytime and 12 observations for Nighttime during each six-monthly period. Parameters: L_{min}, L_{max} and L_{eq}.
- iii) Stack Gas Sampling and Analysis:** Sampling and analysis of 2 × 1500 KVA, 1 × 1010 KVA DG Sets for Particulate Matter (PM), once during each six-monthly period.
- iv) Work Zone Monitoring:** Monitoring and analysis at one location once during each six-monthly period.
- v) Effluent Water Sampling and Analysis:** Sampling and analysis at one location once during each six-monthly period.
- vi) Groundwater Sampling and Analysis:** Sampling and analysis at one location covering 14 parameters once during each six-monthly period.

c) Report Compilation: The selected agency shall prepare and compile two Six-Monthly Environmental Compliance Reports containing compilation of Environmental Clearance conditions, compliance status, environmental monitoring and analysis results, necessary compliance documents, site inspection observations and photographic evidence.

d) Submission & Regulatory Liaison: The selected agency shall upload the finalized reports on the official PARIVESH Portal of MoEF&CC, complete the related online submission formalities and submit hard and soft copies to WBTPO along with documentary proof/acknowledgement of submission, wherever applicable.

The agency shall ensure timely completion so that reports are submitted within the applicable statutory timelines, including the prescribed bi-annual submission periods of 31st May and 30th November, as applicable.

All costs towards site visits, environmental monitoring, sampling, laboratory analysis, transportation, manpower, report preparation, documentation, photographic evidence, online uploading and submission shall be borne by the selected agency within the quoted rate.

3. Earnest Money Deposit

Earnest Money Deposit (EMD) of Rs. 6,000/- (Rupees Six Thousand only) is to be paid through online payment. The EMD of unsuccessful applicants will be returned through the online payment portal as per guidelines issued by the Finance Department, Government of West Bengal. The EMD of the selected agency shall be converted into security deposit & shall be refunded after contract period.

4. Eligibility Criteria

- a)** Intending tenderers are required to submit online attested/self-attested photocopies of valid registration/enlistment documents, PAN Card, valid 15-digit GSTIN under GST Act, 2017, Trade License, current Professional Tax Deposit Challan / Professional Tax Clearance Certificate, wherever applicable, and other statutory documents.
- b)** The bidder shall possess valid NABET/QCI accreditation or registration as an Environmental Consultant Organisation (ECO), wherever applicable to the assignment.
- c)** The laboratory proposed for sampling, processing and analysis shall possess valid NABL accreditation for the relevant scope of testing.
- d)** The laboratory shall possess valid environmental recognition/approval and WBPCB recognition/authorization for the relevant scope, wherever applicable.
- e)** Intending tenderers should produce credentials of similar nature of completed work relating to environmental consultancy, environmental monitoring, environmental compliance reporting or similar statutory environmental assignments.
- f)** Documentary evidence such as Work Orders, Completion Certificates, Client Testimonials or other relevant documents shall be submitted in support of the credentials.

5. General Instructions for Bidders

a) Technical Proposal – The Technical Proposal shall contain the following:

- 1) Details of the applicant in format attached.
- 2) Company profile and details of key technical/resource personnel.
- 3) Valid registration number and date of incorporation of entity.

- 4) PAN / TAN, as applicable.
- 5) GST registration certificate.
- 6) NABET/QCI accreditation or registration documents.
- 7) NABL accreditation certificate of the proposed laboratory for the relevant testing scope.
- 8) Valid environmental recognition/approval and WBPCB recognition/authorization, wherever applicable.
- 9) Undertaking stating court cases / blacklisted status, if any.
- 10) Experience Certificate / Work Order / Letter of Intent / Completion Certificate / Client Testimonial for executing similar assignments.
- 11) All other documentary evidence to support the credentials / eligibility criteria / technical evaluation parameters, where applicable.

b) Financial Proposal – Financial Proposal should include:

- 1) Total cost of the assignment as per the Bill of Quantity format.
 - 2) The quoted amount shall include all professional fees, environmental monitoring, sampling, laboratory testing and analysis, technical personnel, equipment, travel, transportation, communication, report preparation, documentation, online submission and all incidental expenses.
 - 3) No hidden costs or conditions will be accepted.
 - 4) The cost quoted will be firm and fixed for the duration of performance of the contract.
 - 5) The Financial Bid shall not include any conditions attached to it and any such conditional financial proposal shall be rejected summarily.
- c) Site Visit** – For site visit, bidders may contact the concerned WBTPPO officials. The cost of visiting the site shall be borne by the bidder.

Both Technical Bid and Financial Bid are to be submitted concurrently duly digitally signed in the e-Tender portal, www.tenders.wb.gov.in.

6. Opening and Evaluation

- 6.1 Technical proposals will be opened by the Tender Inviting Authority or authorized representative electronically from the e-Tender portal.
- 6.2 Technical proposals of those bidders whose EMD has been received will only be opened. Proposals from bidders whose EMD has not been received will not be opened and will stand rejected.
- 6.3 Financial bids of only those bidders who meet the prescribed technical and eligibility criteria will be opened.

7. Terms and Conditions

- 7.1 The bid shall include all the information as per bid document.
- 7.2 Incomplete proposals are liable to be rejected.
- 7.3 Financial bids of only those bidders who meet the technical criteria would be opened.
- 7.4 Bids received without EMD shall be summarily rejected without technical evaluation.
- 7.5 WBTPPO may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information contained in this Tender Document.
- 7.6 The bidder shall bear all the costs associated with preparation and submission of bid and WBTPPO in no case shall be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

- 7.7** In order to avoid any problem arising out of network error or server error, bidders are advised to submit the bid well in advance of the last date and time of submission.
- 7.8** If any strike or holiday falls on any of the scheduled dates, then the next working day shall be considered as scheduled date and time, subject to applicable instructions.
- 7.9** Force Majeure – The successful bidder shall be under no liability if prevented from carrying out obligations under the order by reason of war, invasion, hostilities, riots, civil commotion, accident, earthquake, fire, flood, orders/restrictions or other cause beyond reasonable control. Such circumstances shall be intimated immediately and established subsequently with proper documents/proofs to the satisfaction of WBTPO.
- 7.10** The issue of this Tender Document does not imply that WBTPO is bound to select a bidder or appoint the selected bidder and WBTPO reserves the right to reject all or any of the bidders or bids without assigning any reason whatsoever.
- 7.11** The firm shall be a legal entity as per applicable GOI rules/regulations and laws of the land.
- 7.12** WBTPO shall not be liable for any cost incurred by bidders in preparing responses to this tender or negotiations associated with award of a contract.
- 7.13** All reports, monitoring data, analysis results, documents and photographs generated under the assignment shall be the property of WBTPO.
- 7.14** All information and documents made available by WBTPO shall be treated as confidential and shall not be disclosed or reproduced except for statutory submission or with prior approval of WBTPO.
- 7.15** The selected agency shall be liable and shall indemnify WBTPO against claims, damages and costs arising from any act, omission or negligence attributable to the agency in connection with the said work.
- 7.16** AWARD OF Contract: The contract will be awarded following the terms as mentioned earlier and subject to approval of the competent authority.
- 7.17** WBTPO reserves the right to cancel/accept any/all offer/tender either in part or in full at its discretion without assigning any reasons whatsoever.
- 7.18** Communication: The CEO, West Bengal Trade Promotion Organisation, Protiti, 23, Abanindranath Thakur Sarani, (Camac Street), Kolkata – 700017.
- 7.19** Termination of Contract: WBTPO reserves the right to terminate the work if the selected agency fails to execute the work within the time limit or fails to comply with the tender conditions.
- 7.20** In case of any dispute regarding the quality of work or interpretation of any clause contained in this NIT, the same shall be referred to the CEO, WBTPO whose decision shall be final and binding on all parties.
- 7.21** The Technical Bid and Financial Bid are to be submitted online.
- 7.22** The Financial Offer of the prospective tenderer will be considered only if the tender qualifies in the Technical Bid. The decision of the CEO, WBTPO will be final and binding on all concerned.
- 7.23** Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate quoted shall govern.
- 7.24** Bids shall remain valid for a period of 120 (One Hundred Twenty) days from the relevant deadline as prescribed in the tender schedule.
- 7.25** The bidder, at his/her own responsibility and risk, is encouraged to visit and examine the site and obtain all information necessary for preparing the Bid and entering into a contract. The cost of visiting the site shall be at the bidder's own expense.
- 7.26** The intending bidders should clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of bidding shall be reimbursable by WBTPO.

- 7.27 During scrutiny, if any credential or other paper submitted by a bidder is found incorrect/manufactured/fabricated, the bidder will not be allowed to participate further and appropriate action may be taken as per applicable rules.
- 7.28 Before issuance of the Work Order, the Tender Inviting Authority may verify the credentials and other documents of the lowest/selected tenderer. If any document is found manufactured or false, the Work Order will not be issued in favour of such tenderer.
- 7.29 Conditional/incomplete tender will not be entertained.
- 7.30 The accepting authority reserves the right to reject any or all the tenders without assigning any reason whatsoever and shall not be bound to accept either the lowest tender or any of the tenders.
- 7.31 Issuance of Work Order as well as payment will depend on availability of fund and no claim whatsoever will be entertained for delay of issuance of Work Order as well as payment, if any.
- 7.32 Statutory deductions as applicable shall be deducted.

8. Payments

- 8.1 No advance payment shall be made.
- 8.2 Payment for the work shall be made against Bills/Invoices submitted by the selected agency after successful completion and acceptance of the respective Six-Monthly Environmental Compliance Report.
- 8.3 The agency shall be eligible for payment upon completion of the prescribed monitoring and analysis, submission of the complete report, online uploading/submission through the PARIVESH Portal and submission of the required hard and soft copies to WBTPPO.
- 8.4 The selected agency shall submit the Bill/Invoice along with the relevant report, monitoring/test reports, proof of online submission and other documents as required by WBTPPO.
- 8.5 Payments shall be adjusted for statutory deductions, taxes at source and other recoveries as applicable under law.
- 8.6 GST shall be dealt with as per applicable law and the terms of the contract.

9 . Dispute Resolution

In case of any dispute with regard to interpretation of any clause/para as contained in this tender or as may arise by and between the contracting parties the same shall be referred to the Chief Executive Officer, WBTPPO whose decision shall be treated as final and binding upon all the parties.

10. Jurisdiction:

This contract shall be governed by and construed in accordance with the laws of Republic of India. The Courts at Kolkata shall have the exclusive jurisdiction with respect to this tender.