



**WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION
VIDYASAGAR BHAVAN**

9/2, Block DJ, Sector II, Salt Lake, Kolkata-700091

Tender Notice No:- 12/E-Tender /2025-26

Date:- 28/11/2025

QUOTATION NOTICE

Sub:- Quotation for supply of the Council Diary for the year, 2026

West Bengal Council of H.S. Education invites sealed E-Tenders from reputed, experienced, and financially sound printing presses/publishers for the printing, binding, packaging, and supply of the Council Diary for the year 2026.

The tender process will be conducted online on the West Bengal e-Procurement system. Interested agencies are requested to visit Council website at www.wbchse.wb.gov.in and W.B. Govt. website at <https://wbtenders.gov.in> w.e.f. 04/12/2025 for details.

**Secretary
W.B. Council of H.S. Education**



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Tender Form

2025-2026

For Printing and Supply of
Council Diary- 2026



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West Bengal Council of H.S. Education invites sealed E-Tenders from reputed, experienced, and financially sound printing presses/publishers for the printing, binding, packaging, and supply of the Council Diary for the year 2026.

The successful bidder will be required to execute the entire job, from pre-press to final delivery, strictly according to the specifications provided herein.

Name of Work:

Printing and supply of Council Diary for the year 2026

Technical Specifications (Council Diary 2026)

Bids must strictly adhere to the following specifications:

Component	Specification
Size	21 cm (Height) x 14 cm (Width)
Quantity	11,500 Copies approximately
Inner Pages (Approx)	200 pages (=25 forma) 1 forma =8 pages
Paper (Inner)	70 GSM Mapilitho Paper (Page must be printed in single colour (Both Sides))
Cover(Outer)	130 GSM Glossy Art ,Printed in 4-colour (one side) Colour cover page will be treated as 1 forma
Binding	Hard Board Bound & Gel/Perfect Binding (Must ensure durability for year-long use)

-: Terms & Conditions:-

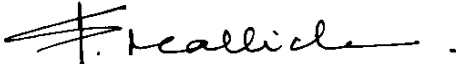
1. Rate should be quoted as per form (per form = 8pages) of Total Cost, and rate should be inclusive of all i.e. GST, Delivery charge etc.
2. Delivery Place:- Store Section, 4th Floor, Vidyasagar Bhavan, Salt lake, Kolkata- 700091.
3. Schedule of Delivery: Within 15days after receiving the Work Order.
4. Xerox copy of Pan Card, GST Registration Certificate, up-to-date IT return, PT Return and Trade License shall have to be submitted with self attested.
5. Earnest money of Rs. 20000/- to be paid by Bank Draft in favour of W. B. Council of H. S. Education, payable at Kolkata and the original demand draft should be submitted physically at the Administration section, 3rd floor, Vidyasagar Bhavan, Salt Lake, Kolkata- 700091 on 17/12/2025. Online Net Banking or NEFT/RTGs is not applicable.
6. Experience in printing similar diaries/books for government/educational institutions.
7. If the L₁ bidder will refuse to received work order with in 05(five) days from the opening of financial proposal or fail to supply the said materials within stipulated time or engage in a corrupt, the earnest money will be forfeited.
8. The Council will hold no liability for any injury, accident or accidental death etc. for any person which may occur in course of execution of work.
9. The Council also reserves the right to reject any tender or any part thereof at any stage without assigning any reason there for.



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Date and Time Schedule:

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	04/12/2025
2	Documents download (online)	04/12/2025
3	Bid submission starting date (online)	04/12/2025
4	Bid Submission closing date (online)	18/12/2025 or available server slot
5	Bid opening date for Technical proposal (Folder 1 : Prequalification documents and Folder 2 : Technical submission by bidder) (Online)	To be notified later
6	Date of uploading list for Qualified Bidder in Technical Proposal	To be notified later
7	Date for opening of Financial Proposal (online)	To be notified later



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