



**WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION**

**VIDYASAGAR BHAVAN**

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

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**Tender Notice No:- 13/E-Tender /2025-26**

**Date:- 28/11/2025**

## QUOTATION NOTICE

E-tenders are invited from established and experienced courier agencies/enterprises for providing prompt, reliable, and secure Courier Services for the West Bengal Council of Higher Secondary Education (WBCHSE) for all its official communication and delivery requirements.

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](http://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 providing prompt, reliable, and secure Courier Services for the West Bengal Council of Higher Secondary Education (WBCHSE) for all its official communication and delivery requirements.**



**WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION**  
**VIDYASAGAR BHAVAN**  
**9/2, Block-DJ, Sector-II, Salt Lake, Kolkata-700091**

**Tender Notice No: 13/E-Tender /2025-26**

**Date: 28/11/2025**

Online e-tenders are invited from reputed, experienced and financially sound Courier Service Agencies for providing Courier Service at Vidyasagar Bhavan, West Bengal Council of Higher Secondary Education, Salt Lake, Kolkata-91.

**Name of the Work:**

Engagement of an agency for collection, booking, handling and delivery of postal packets, parcels, envelopes, examination-related materials and official documents from Vidyasagar Bhavan or Kolkata Regional Offices to various destinations across the State Headquarters, District HQs, Sub-Divisions, Blocks, Remote Areas and other States.

**Estimated Service Categories (For Reference/Bidding Structure):**

Bidders must submit their most competitive rates for the following weight and destination categories. The final rate structure will be as mutually agreed upon in the work order.

Weight	State Capital (Rate)	District HQ (Rate)		Sub Division (Rate)	Block (Rate)	Remote Areas (Rate)	Other States (Rate)
		*MRO/BRO	*NBRO				
Upto 100 gms							
100 gms to 500 gms							
501 gms to 1 KG							
1.001 KG to 5 KG							
Above 5 Kg upto 20 KG							

[\* MRO refers to Midnapore Regional Office, \*BRO refers to Bardhaman Regional Office and NBRO refers to North Bengal Regional office.]

**-: Terms & Conditions:-**

1. Rate should be quoted as per weight and place wise and rate should be inclusive of all i.e. GST, Transport, Labour, Packing charge etc.
2. 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.
3. 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, 3<sup>rd</sup> floor, Vidyasagar Bhavan, Salt Lake, Kolkata- 700091 on 17/12/2025. Online Net Banking or NEFT/RTGs is not applicable.
4. Earnest money of the Agency shall be liable to be forfeited if the Agency withdraws his tender after acceptance of the tender by the Council.
5. Earnest money in respect of the successful Agency will automatically be converted into security deposit which will not carry any interest.
6. Delivery timeline must be strictly maintained as per work order.
7. Any loss/damage/misplacement of documents shall be responsibility of the agency.
8. The agencies should have at least 3 years experience in similar type of work.
9. In case of poor service, council may terminate the contract at any time.
10. The Council also reserves the right to reject any tender or any part thereof at any stage without assigning any reason there for.

**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



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