



WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

VIDYASAGAR BHAVAN

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

Tender Notice No:- 01/E-Tender/2026-27

Date:- 08/05/2026

NOTICE INVITING TENDER

Online e-tenders are hereby invited by the West Bengal Council of Higher Secondary Education for the printing, specialized packing and supply of OMR Answer Sheets and allied materials for the Semester-III & Semester-III (Supplementary) Higher Secondary Examinations, 2027.

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. 14/05/2026 for details.

Secretary

W.B. Council of H.S. Education



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

Tender Form

2026-2027

Printing, Specialized Packing
and Supply of OMR Answer
Sheets and Allied Materials



WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

VIDYASAGAR BHAVAN

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

Tender Notice No:- 01/E-Tender/2026-27

Date:- 08/05/2026

West Bengal Council of Higher Secondary Education (WBCHSE), invites e-Tenders from reputed, experienced, and resourceful security printers for the printing, specialized packing and supply of OMR Answer Sheets and allied materials for the Semester-III & Semester-III (Supplementary) Higher Secondary Examinations, 2027.

I. Scope of Work

The selected bidder (Printer) will be responsible for:

- **Printing of OMR Answer Sheets:** Approximately 50,00,000 OMR Sheets are to be supplied in 105 GSM White Maplitho Paper in Bi-Colour (Magenta and Black Ink).
- **Customization:** Each OMR sheet must have a Unique Serial Number, space for Registration Number, Roll Number, Subject, Question Booklet Serial Number, and full signature of candidate, Centre Code, full signature of invigilator with date in page-1 and page -2 in single colour having Important Instructions to the Candidates. The design or pattern of the OMR sheet to be done in prior consultation with the Council.
- **Answering Grid:** Bubbles/ Circles for answering the questions (1 to 40) in four columns.
- **Packing & Logistics:** Security packing in poly pouches (100 units each) and subsequently 5 poly pouches in one corrugated box organized Serial Number-wise.
- **Allied Materials:** Supply of Empty Poly Pouches and printed labels for Used, Unused, Cancelled, and Reported Against (RA) OMR sheets.
- **Delivery:** Sealed corrugated boxes must be provided directly to the Head Office and it's Four Regional Offices in stipulated time.
- **Validity:** 2 years

II. Technical Specifications & Rates

Bidders must quote rate per corrugated box (inclusive of all taxes and delivery):

Sl. no	Item Description	Rate per Corrugated Box (Rs.)
1.	Corrugated Boxes (5 poly pouches containing 100 unit OMR in each poly pouch)	

III. Terms and Conditions:

1. a) The Agencies should quote rate per corrugated box (500 units OMR in 5 poly pouches containing 100 per poly pouch).
b) Rates should be inclusive of any taxes and delivery cost.
2. Earnest money of Rs. 2, 00,000/- to be paid online via NEFT/RTGS or net banking through the WB e-tender portal as per W.B. Govt. Finance Department Order No-3975-F(Y) dated: 28th July, 2016. Bidders eligible for exemption of EMD as per Govt. rule may avail the same and necessary documents regarding the exemption of EMD must be uploaded in the EMD folder of Statuary bid documents.

3. Agencies shall have to upload the completed tender form along with the following documents.
 - a) Xerox copy of PAN Card.
 - b) Up to-date Professional Tax clearance Certificate.
 - c) Up to-date Trade License.
 - d) GST registration certificate.
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. Experience: The bidder must have experience of executing similar nature of work with at least 3 (three) years in Govt./PSU/ Universities/Examination Boards. Satisfactory work completion certificate to be produced by the bidders.
7. Sample OMR answer sheet must be submitted to WBCHSE for final approval before final bulk printing.
8. The Agency is required to prepare suitable design for OMR attendance sheets to capture data through OMR software. Each OMR attendance sheet must contain a Bar code/QR code.
9. Security Standards: Must maintain absolute confidentiality. Any leakage or lapse will lead to immediate contract rescission and legal action.
10. Proofing: The Printer must provide samples for Council approval before final production.
11. Delivery: Sealed boxes must be delivered directly to the Council as follows:

SI No	Office	Quantity (Boxes) (Approx)
1.	Head Office Vidyasagar Bhavan, 9/2, Block-DJ, Sector-II Salt Lake, Kolkata-700091	4,000
2.	Bardhaman Regional Office Nazrul Bhavan, Behind LIC Office 5, Ichlabad (Jalkal Math) P.O.: Sripally, Dist.- Bardhaman, Pin: 713103	2,000
3.	Midnapore Regional Office Sahid Matangini Bhavan, Bidhannagar East, 72, Station Road, P.O.: Medinipur, Dist.- Paschim Medinipur, Pin: 721101	2,000
4.	North Bengal Regional Office Rahul Sankrityayan Bhavan P.O. North Bengal University Dist.- Darjeeling, Pin 734013,	2,000

12. Supplemental Procurement Clause: The Council reserves the right to procure additional quantities of OMR Answer Sheets, packing materials, or allied items beyond the initial work order/estimated quantity if required. The Agency shall be bound to supply such additional quantities at the same rates, terms, and conditions as stipulated in the original agreement. No claim for price escalation or revision shall be entertained for such supplemental orders.
13. Penalty Clause: Errors, defects, or delays in delivery will attract financial penalties.
14. Selected Agency has to execute an 'Agreement' with the WBCHSE containing details e.g. Scope of work, Termination, time period of execution etc. prior to the issuance of Work Order.
15. Final payment within 30 days of bill submission post-examination, subject to TDS and verification of delivery receipts.
16. The Council also reserves the right to reject any tender or any part thereof at any stage without assigning any reason there for.

4. Date and Time Schedule:

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	14/05/2026
2	Documents download (online)	14/05/2026
3	Bid submission starting date (online)	14/05/2026
4	Bid Submission closing date (online)	04/06/2026 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