



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

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

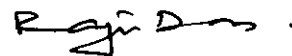
Tender Notice No. 02/E-Tender/2026-27

Date: 05.06.2026

NOTICE INVITING TENDER

Council has decided to purchase various stationery materials in the whole year at Vidyasagar Bhavan. Online quotations are invited from reputed and bonafide suppliers/ agencies in situated at Greater Kolkata.

The tender process will be conducted online on the W.B. e-Procurement system. Interested agencies are requested to visit Council website of www.wbchse.wb.gov.in and West Bengal Govt website at <https://wbtender.gov.in> w.e.f 09.06.2026.



Assistant Secretary (Administration)
W.B. Council of H.S. Education



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Tender Form

2026 – 2027

For Supply of
Various Stationery Materials
at Vidyasagar Bhavan



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QUOTATION NOTICE

Online quotations are invited from reputed and bonafide suppliers/ agencies by undersigned on behalf of the Hon'ble President of WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION for supplying of various stationary materials at Vidyasagar Bhavan.

-: Terms & Conditions:-

1. Rate would be quoted as per one Pc/Dozen/Box/Rim/Bottle/Kg/Jar (1kg) and should be inclusive of all i.e. GST, Delivery charge etc.
2. Validity of Rate: 02 years
3. Delivery Place: Store Section, 4th Floor, Vidyasagar Bhavan, Saltlake, Kolkata – 700091.
4. Schedule of delivery: To be notified later.
5. Self attested photo copy of Pan Card, upto date Trade License, GST Registration Certificate, IT & PT up-to-date return (only one) copy.
6. Security Money of Rs. 20,000/- to be paid by Bank draft in favour of W.B. Council of H.S. Education, payable at Kolkata and the original demand draft or exemption certificate as per existing Govt. tender rules should be submitted physically at the Administration Section, 3rd Floor, Vidyasagar Bhavan, Saltlake, Kolkata – 700091 on 26/06/2026. Online Net Banking or NEFT/RTGs is not applicable.
7. If the L₁ bidder will refuse to receive work order or fail to supply the materials in time to time in the whole year are engage in a corrupt or fraudulent practice, the earnest will be forfeited.
8. Bidders must be quote for all the items; otherwise his/her quotation will be rejected.
9. The Council also reserves the right to reject the full Tender or any part of the Tender at any stage without assigning any reason thereof. The TSC will take any further decision for choosing L₁ bidder off all types of materials.

Date and Time Schedule:

SL. No.	Particulars	Date & Time
1	Date of uploading of N.I.T & other documents (online) (Publishing Date)	09.06.2026
2	Documents download/ sale start date (online)	09.06.2026
3	Bid submission start date (online)	09.06.2026
4	Bid submission closing date (online)	29.06.2026 or available at 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 of opening of Financial proposal (online)	To be notified later



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RATES TO BE QUOTED AS PER FOLLOWING SPECIFICATION

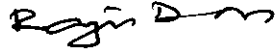
SL. No.	Name of Articles	Quantity	Rate should be quoted Inclusive of all i.e. GST, Delivery Charge
1	Arch File (Plastic)	Per pc	
2	H E Tag	Per pc	
3	Cloth Duster (Cotton – 34” x 34”)	Per dozen	
4	Knife (Parcel Cutting)	Per pc	
5	Broom Stick	Per pc	
6	Xerox Paper – A4 Size (75 GSM)	Per rim	
7	Xerox Paper (70 GSM)	Per rim	
8	Xerox Paper – Fs Size (70 GSM)	Per rim	
9	Marker Pen/ CD Marker/ Permanent Marker (10 pc/pkts)	Per pkts	
10	Towel Normal (30” x 60”)	Per pc	
11	Cap	Per pc	
12	Nose Guard	Per pc	
13	Gems Clip (Bell) – Big Size (10 bkt in a box)	Per box	
14	Gems Clip (Bell) – Small Size (10 bkt in a box)	Per box	
15	Poly Lock (Big Size) – (100 pc/ pkts)	Per pkts	
16	Naphthalene (200 gm)	Per pkts	
17	Odonil (Medium)	Per pc	
18	H D P Bag (20” x 30”) (Various Colour)	Per pc	
19	H D P Bag (24” x 30”) (Various Colour)	Per pc	
20	Add Gel Pen (Black) (Red/Blue/Black) – (10 pc/ pkts)	Per pkts	
21	Technova Addressed Label (1 x 8) (Label Sticker) – (100 sheet/pad)	Per pad	
22	Candle (Per Packet – 6 pcs)	Per pc	
23	Ledger Paper (23” x 36”)	Per rim	
24	Iron Trolley (Box type)	Per pc	

25	Table Basket (Plastic)	Per pc	
26	Glass (VIP) (6 pcs/box)	Per box	
27	Cello Tape – ½”	Per pc	
28	Odopic Power (1kg) VIM	Per pkts	
29	Exercise book (4 no)	Per pc	
30	Twin Ball	Per pc	
31	Gala (Sealing W H X) - Big Size	Per box	
32	Vim (Liquid) – 200 ml	Per bottle	
33	Commode Cleaner Brush	Per pc	
34	Computer Paper (12” x 10” x 2”) (1000 sets/rim)	Per rim	
35	Jute Thread (3 Ply Mill Make)	Per kg	
36	Jute Thread (5 Ply Mill Make)	Per kg	
37	Mosquito Spray (Hit) – Big Size (400 ml)	Per pc	
38	Room Freshener (220 ml)	Per pc	
39	Desk Calendar	Per pc	
40	Exercise Book (6 No)	Per pc	
41	Note sheet Pad (100 Page /Pad)	Per pad	
42	Dot Pen (Use & Throw) (10 pcs/ pkt)	Per pkts	
43	Stapler – Kangaroo (Small Size)	Per pc	
44	Stapler – Kangaroo (Big Size)	Per pc	
45	Stapler Pin (Small) (per box 20 pkt)	Per box	
46	Stapler Pin (Big) (per box 20 pkt)	Per box	
47	Duk Register	Per pc	
48	Gum (Kores – 500 ml)	Per bottle	
49	Hand Wash (Liquid 50 ml)	Per pc	
50	Harpic (Blue – 500 ml)	Per pc	
51	Phenyl (Black) – Bengal Chemical (1ltr)	Per jar	
52	Board File	Per pc	
53	Whitener Pen	Per pc	
54	Dock Clip (Big Size)	Per dozen	
55	Bound Register (4 no)	Per pc	
56	Sketch Pen – (1 x 10)/box – (Red/Blue/Black)	Per box	
57	Phenyl (White) (1 ltr)	Per jar	
58	Water Sponge	Per dozen	
59	Mug (Nylon)	Per pc	
60	Soap (Small) – 40 gm	Per pc	
61	Water Jug (Plastic)	Per pc	
62	Scissors (Big)	Per pc	

63	Hand Sanitizer (500 ml)	Per bottle	
64	Alpin	Per pkts	
65	Coline (500 ml)	Per bottle	
66	Fevi Stick (8 grm)	Per pc	
67	Binder Clip (51 mm)	Per box	
68	Received Book Form (2h/28)	Per pc	
69	Examiner Application Form (2h/20)	Per pc	
70	Form No. (2h/18) – 50 pages per book	Per pc	
71	Form No. (2h/19) – Application for Head Examiner	Per pc	
72	Bounder Register – 16 no.	Per pc	
73	Council Writing Pad (Small – 50 pages/pad)	Per pc	
74	Register for Head Examiner	Per pc	
75	Bounder Register – 24 no.	Per pc	
76	Answer Scripts Despatch Statement	Per oc	
77	Guarder (Big)	Per kg	
78	Guarder (Small)	Per kg	
79	Dock Clip (Small Size)	Per dozen	
80	Railway Parcel Despatch	Per pc	
81	Railway Indiminity Bond	Per pc	
82	Poly Bag (26" x 21")	Per pc	
83	Poly Bag (20" x 14")	Per pc	
84	Jute Bag (With handle & chain) (15" x 16")	Per pc	
85	HDP Bag (44" x 30")	Per pc	
86	Transparent Tape (16" x 12") – 40mtr print with Council Logo	Per pc	
87	Side Bag (With chain and good quality)	Per pc	
88	Jems Clip (bell) – pointed 35 mm	Per pkt	
89	Jute Bag (Big Size)	Per pc	
90	Poly Lock (Small Size) – 6" loope in pkt	Per pkt	
91	Key Bag	Per pc	
92	Carbon Paper (pencil)	Per box	
93	Stamp Pad	Per pc	
94	Cover File (with print) (04 – folder)	Per pc	
95	Cover File (without print) (04 – folder)	Per pc	
96	Double punch machine	Per pc	
97	Highlighter Pen (Faber Castell high inner – 10 pcs/pkt)	Per pkt	
98	Scale – 12" (Plastic)	Per pc	
99	Scale – 18" (Plastic)	Per pc	
100	Wood Pencil	Per pc	

101	Cello Tape – 1”	Per pc	
102	Cello Tape – 2” (Bround)	Per pc	
103	Battery AA	Per pc	
104	Scissors (Medium)	Per pc	
105	Calculator – Casio – 120D	Per pc	
106	Requisition Slip (50 pages/pad)	Per pad	
107	Jems Clip (bell) pointed 50 mm	Per pkt	
108	Jute Wipe	Pcs	
109	Contingent Bill	Pcs	
110	RA Format (Exam)	Per pc	
111	Marker for whiteboard (blue, black, white, red) – 10pcs/pkt	Per pkt	
112	Poly Lock (Small Size – 6”)	Per pkt	
113	Stamp – Pad Ink (Small)	Per bottle	
114	Tag File (Cover File)	Per pc	
115	Jems Clip Bell Clip (pointed 35 mm)	Per box	
116	Jems Clip Bell Clip (pointed 50 mm)	Per box	
117	Box File (Big Size)	Per pc	
118	Lock & Key – 5L (Godrej)	Per pc	
119	Lock & Key – 6L (Godrej)	Per pc	
120	Lock & Key – 7L (Godrej)	Per pc	
121	Lock & Key – 8L (Godrej)	Per pc	
122	4 colour Sticky Notes (36 pcs/box)	Per pc	
123	Dustbin with cover	Per pc	
124	Dustbin without cover	Per pc	
125	Battery AAA	Per pc	
126	Binder Clip (25 mm)	Per pkt	
127	Sharpner	Per pc	
128	Glass Cover/ Coaster (6 pcs/pkt)	Per pkt	
129	Blue Poly Bag (14” x 22”)	Per pc	
130	Paper Weight	Per pc	
131	Bounder Register – 6 no.	Per pc	
132	Bounder Register – 8 no.	Per pc	
133	Bounder Register – 10 no.	Per pc	
134	Single Punching – Kangaroo	Per pc	
135	EZR Computer Paper (15” x 12” x 1”) (1000 set/rim)	Per rim	
136	Harpic (Red – 500 ml)	Per bottle	
137	Knife – Medium (paper)	Per pc	
138	Knife – Small (paper)	Per pc	

139	Log Book (Hired Car)	Per pc	
140	Log Book (H.S. Council form No. 49)	Per pc	
141	Eraser	Per pc	
142	Gate Pass Book	Per pc	
143	Hand Wash Pouch (175 ml)	Per pc	


Assistant Secretary (Administration)
W.B. Council of H.S. Education