



WEST BENGAL BOARD OF SECONDARY EDUCATION
Nivedita Bhavan, Block-DJ-8, Sector-II, Karunamoyee, Salt Lake, Kolkata- 700 091

Memo.No. QN/08/2025-26

Dated: 13-11-2025

Notice inviting Quotation No. 08 of 2025-2026

Sub: Printing and Supply of 'Various Forms and Letter icw M.P.(S.E.)-2026'
Time Allowed : 1 Year

Sealed Quotations are invited from the bonafide Agencies for **Printing and Supply of 'Various Forms and Letter icw M.P.(S.E.)-2026' at West Bengal Board of Secondary Education, Nivedita Bhawan, DJ-8, Sector-II, Salt Lake, Kolkata-700091.**

Model/Specification:

(Attached with this NIQ)

1.Price Bid (in Company's Letter head) is to be submitted in the following format:

Sl. No.	Details of Items	Form No.	Specification	Unit	Rate without Taxes(Rs.)
1	Verification Letter	6	60 GSM A4 cream white paper	Per thousand	
2	On Duty Circular-2026	7	70 GSM Cream wave white paper A4 size	Per thousand	
3	Blank Examiners' Appointment Letter (For all compulsory & Optional Elective subjects expect WPS)	12	80 GSM Maplitho paper with multicolour print	Per thousand	
4	Marks Despatch Form	23	70 GSM FS size white cream wave paper	Per thousand	
5	Discrepancy Report	25	60 GSM FS size white cream wave white paper	Per thousand	
6	General Instructions to Examiners	32	60 GSM FS size cream wave paper	Per thousand	
7	Receipt Book (1 to 45 pages per book)	37	60 GSM FS size white cream wave paper	Per thousand	
8	Proforma for Scrutineer Appointment Letter		60 GSM A4 size white cream wave paper	Per thousand	
9	Instruction to the Head of all recognized High Schools regarding WPS examination for 2026.	MP/WE-PE/2026/1	FS Size 60 GSM white cream wave paper	Per thousand	
10	Instruction to the Head Examiners, Examiners in WE, PE & SS examination for 2026.	MP/WE-PE/2026/2	FS Size 60 GSM white cream wave paper	Per thousand	
11	Proforma for Examiners Assessment Report in PE & SS examination for 2026.	MP/2026/PE/3	FS Size 60 GSM white cream wave paper	Per thousand	

PTD

Sl. No.	Details of Items	Form No.	Specification	Unit	Rate without Taxes(Rs.)
12	Instruction to the Examiners in PE & SS examination for 2026 (To be printed on both side)	MP/2026/PE/4 & 4A	FS Size 60 GSM white cream wove paper	Per thousand	
13	Instruction to the Examiners in WE examination for 2026	MP/2026/WE/5	FS Size 60 GSM white cream wove paper	Per thousand	
14	Proforma for Examiners Assessment Report in WE examination for 2026.	MP/2026/WE/8	FS Size 60 GSM white cream wove paper	Per thousand	
15	Statement of absentee in WE, PE & SS examination for 2026.	MP/WE-PE/2026/31A	FS Size 60 GSM white cream wove paper	Per thousand	
16	Attendance & Signature Records of WE, PE & SS examination for 2026.	MP/WE-PE/2026/31C	FS Size 60 GSM white cream wove paper	Per thousand	
17	Blank Examiners Appointment Letter for WPS- 2026	W.B.B.S.E./WPS/H E/13	80 GSM Maplitho paper with blue colour print	Per thousand	

2) **Submission of Tender:** Interested Agencies may submit their quotation in the Quotation Drop Box at the Chamber of the Finance Officer, at 7th Floor, Nivedita Bhavan, Sector-II, DJ-8, Salt Lake, Karunamoyee, Kolkata-700091 addressed to The Secretary, West Bengal Board of Secondary Education, superscribed "Quotation for **Printing and Supply of 'Various Forms and Letter icw M.P.(S.E.)-2026'** for WBBSE within 15:00 hrs on 20-11-2025 . The NIQ will be opened on the same day at 16:00 hrs. Quoter may remain present at the time of opening of the quotations.
Sample of Forms to be collected from the office of the WBBSE.

3) **Documents to be submitted:**

- Photocopy of Valid Trade License (Self attested).
- Photocopy of Valid PAN. (Self attested).
- Photocopy of Valid GST Certificate (Self attested).
- Photocopy of Valid P.Tax Certificate (Self attested).

Terms and Conditions:

- Payment Terms:** Payment will be made after satisfactory completion of job.
- Tender Committee of WBBSE reserves the right of not accepting the lowest quotation or rejecting any or all the quotations without assigning any reason thereof.

Signature 13/11/25
Finance Officer, WBBSE

Copy to:-

- Tender Committee Members- with request to kindly attend opening on said date & time.
- P.A to President
- Secretary Unit
- Caretaker with request to put up on Notice Boards at Head Office Park Street, Derozio Bhavan and Nivedita Bhavan, WBBSE.
- O.S Security
- Files

Signature 13/11/25
Finance Officer, WBBSE