



**National Institute of Open Schooling(NIOS)**  
(An Autonomous Institution under Department. of School Education & Literacy  
MoE, Govt. of India), A-24/25, Sector-62, NOIDA-201309 (U.P.)

### **TENDER NOTICE**

#### **Post Examination Result Processing, Printing and Despatch Works of NIOS-NLMA under Basic Literacy Assessment**

Sealed tenders are invited in the prescribed tender form from registered & ISO Certified Agency having working experience in the field of Post Examination Result processing, printing and despatch works of various Education Boards and Universities for processing of result, printing and despatch of certificates under Basic Literacy Assessment, through online Open Tenders floated on Central Public Procurement Portal (CPPP) at <https://eprocure.gov.in/eprocure/app>. The Tender document can be downloaded from NIOS Portal [www.nios.ac.in](http://www.nios.ac.in) (for perusal & reference). The Tender Processing fee of Rs. 500/- (Rupees Five Hundred Only) is to be made in the form of Bank draft in favour of Secretary, NIOS Payable at NOIDA. The following are the CRITICAL DATES for Tender Process.

Published Date and Time	12/08/2021	03:00 P.M.
Bid Document Download Date and Time	13/08/2021	03:00 P.M.
Clarification Start Date and Time	17/08/2021	10:00 A.M.
Clarification Closing Date and Time	18/08/2021	03:00 P.M.
Bid Submission Start Date and Time	18/08/2021	03:00 P.M.
Bid Submission End Date and Time	10/09/2021	03:00 P.M.
Technical Bid Opening Date and Time	10/09/2021	04:00 P.M.

**Director (Evaluation)**



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**Director (Evaluation)**

**Size: 10.5 x 9.5 sq. cm(Black & white)**



राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान (NIOS)  
(स्कूली शिक्षा और साक्षरता विभाग के अधीन एक स्वायत्त संस्थान, शिक्षा  
मंत्रालय, भारत सरकार )A-24/25, सेक्टर-62, नोएडा-201309 (यूपी)

### निविदा सूचना

NIOS-NLMA के अंतर्गत बुनियादी साक्षरता मूल्यांकन परिणाम के बाद  
प्रोसेसिंग, मुद्रण और प्रेषण कार्य

बुनियादी साक्षरता मूल्यांकन के तहत प्रमाणपत्रों के प्रोसेसिंग, मुद्रण और प्रेषण के लिए विभिन्न शिक्षा संस्थानों और विश्वविद्यालयों के परीक्षा परिणाम के बाद प्रोसेसिंग, मुद्रण और प्रेषण कार्यों के क्षेत्र में काम करने का अनुभव रखने वाली पंजीकृत और ISO प्रमाणित संस्थानों से निर्धारित निविदा फॉर्म सेंट्रल पब्लिक प्रोक्योरमेंट पोर्टल (CPPP) पर <https://eprocure.gov.in/eprocure/app> पर ऑनलाइन खुली निविदाओं के माध्यम से मुहरबंद निविदाएं आमंत्रित की जाती हैं। निविदा दस्तावेज NIOS पोर्टल [www.nios.ac.in](http://www.nios.ac.in) से डाउनलोड किया जा सकता है। निविदा प्रक्रिया शुल्क रु 500/- (पांच सौ रुपये मात्र) सचिव, NIOS के पक्ष में नोएडा में देय बैंक ड्राफ्ट के रूप में बनाया जाना है। निविदा प्रोसेसिंग के लिए महत्वपूर्ण तिथियां निम्नलिखित हैं।

प्रकाशित तिथि और समय	12/08/2021	03:00 अपराह्न।
बिड (Bid) दस्तावेज डाउनलोड दिनांक और समय	13/08/2021	03:00 अपराह्न।
स्पष्टीकरण प्रारंभ दिनांक और समय	17/08/2021	10:00 पूर्वाह्न।
स्पष्टीकरण समापन तिथि और समय	18/08/2021	03:00 अपराह्न।
बिड (Bid) जमा करने की आरंभ तिथि और समय	18/08/2021	03:00 अपराह्न।
बिड (Bid) जमा करने की अंतिम तिथि और समय	10/09/2021	03:00 अपराह्न।
तकनीकी बिड (Bid) खुलने की तिथि और समय	10/09/2021	04:00 अपराह्न।

निदेशक (मूल्यांकन)

Size: 10x9.5 sq. cm (Black & white)

**TENDER FOR POST EXAMINATION RESULT PROCESSING,  
PRINTING AND DESPATCH WORKS OF NIOS-NLMA UNDER  
BASIC LITERACY ASSESSMENT**



**National Institute of Open Schooling (NIOS)**

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Ministry of Education, (Govt. of India), A-24/25, Sector -62, NOIDA-201309 (U.P)



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(An Autonomous Institution under Department of School Education & Literacy,  
Ministry of Education, Govt of India), A-24/25, Sector -62, NOIDA-201309 (U.P))

**TENDER NOTICE**

National Institute of Open Schooling (NIOS) invites bids for Empanelment from the registered ISO Certified Agencies working in the field of Post Examination Result Processing, Printing and despatch works.

Sl. NO.	Name of the work	Quantities (Approx.)	Estimated Cost (Approx.) (Rs.)	EMD (Rs.)
1.	Post Examination Result Processing ,printing and despatch works	1.5 crores of Learners to be assessed thrice in a year (i.e. in the month of April/May, Aug/ Sep) and Dec./Jan.). in 15 Phases during a period of 05 years (Actual quantity may increase or decrease based on the registered Learners)	As Mentioned in the Tender Document	As Mentioned in the Tender Document

The Tender document is divided into two parts, the first part is called “Tender Document-cum-Technical Bid” of 3 pages hereinafter called as the “Technical Bid” along with check list and the second part is called “Financial Bid” of one page.

The successful Bidder(s) at the end of the Bidding Process may be awarded contract to carry out the work. Interested Bidders can download the Tender Document from the NIOS with portal website [www.nios.ac.in](http://www.nios.ac.in) and will fill the complete Tender form from CPPP e-Procurement site i.e. (<https://eprocure.gov.in/eprocure/app>) as per the schedule given in critical date sheet as under:

## **CRITICAL DATE SHEET**

Published Date and Time	12/08/2021	03:00 P.M.
Bid Document Download Date and Time	13/08/2021	03:00 P.M.
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Technical Bid Opening Date and Time	10/09/2021	04:00 P.M.

Bids shall be submitted in online mode only as per critical Date Sheet at CPPP e-Procurement website: <https://eprocure.gov.in/eprocure/app>. The cost of Tender processing fee is Rs. 500/- (Rupees five hundred only ) which is non refundable.

Earnest Money Deposit (EMD) is to be submitted in the form of a Demand Draft/Pay Order/FDR/Bankers Cheque/ Bank Guarantee favoring “ The Secretary, NIOS Payable at NOIDA”

Documentary evidences in respects of cost of Tender processing fee, EMD, any other documentary evidences are to be sent to the Dy. Director (Evaluation)-II at the Address indicated below on or before bid opening date/time as mentioned in critical date sheet. Tender Documents received in incomplete shape or beyond the stipulated period shall not be entertained under any circumstances.

The NIOS reserves the right to accept, reject any bid or to annul the bidding process or reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected Bidder(s) on the ground for Institution’s action. The institution also reserves to itself the right to accept any Bid in part or split the order between two or more bidders.

Address: **Deputy Director (Evaluation)-II**  
**National Institute of Open Schooling (NIOS)**  
**A-24/25, Sector -62, NOIDA-201309 (U.P)**  
**Ph: 0120-4089844**  
**E-mail: direval@nios.ac.in**

**Note: In case of any issues related to online submission of tender on CPPP e-Procurement (website: <https://eprocure.gov.in/eprocure/app>), the Bidders may download the entire document and submit duly filled tender quotation & other enclosures in the tender box placed in Evaluation Department,7th Floor, NIOS HQs, NOIDA.**

## CONTENT

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1.	Instruction to Bidders
2.	Qualifying /Eligibility requirements for bidding
3.	General Terms & Conditions
4.	Submission of Bid
5.	Instructions for Online Bid submission
6.	Tender Form -Technical Bid
7.	Check list -Technical Bid
8.	Tender Form-Financial Bid
9.	Tender Acceptance Letter

## INSTRUCTION TO BIDDERS

1. Please go through the Tender document carefully to understand the documents required to be submitted as part of the bid.
2. Bidder, in advance, should get ready with the bid documents to be submitted as indicated in the, Tender document/schedule.
3. Bidder should take into account any corrigendum published on the Tender document before submitting their bids.
4. The Technical bids will be opened online on **10/09/2021** at **04:00 P.M.** The date and time for opening of financial bids shall be informed online to those who qualify in the Technical bid.
5. The bidder/agencies should have their own infrastructure and manufacturing unit with sufficient manpower.
6. The agency/Bidders must have sufficient storage facility and appropriate security measures for the safe custody of the Blank Stationery.
7. In case of those Bidder who fail to qualify the eligibility criteria and whose technical bids do not qualify, the Earnest Money Deposit (EMD) will be refunded without interest at the earliest after expiry of the final bid validity and on or before the 30<sup>th</sup> day after the award of the contract. Earnest money deposit of the successfully bidder will be returned after submission of the performance Bank guarantee.
8. The successful bidders shall submit Performance Bank Guarantee in the form of Demand draft/FDS of nationalized/scheduled commercial bank in favour of "**Secretary NIOS NOIDA**" of an amount equivalent to 3% of contract value valid for 60 days beyond the date of completion of all contractual obligation of supplier including warranty obligation from any scheduled commercial bank located in India at his own expense within 15 working days from the date of issue of Work Order of the Contract or prior to signing of the Contract whichever is earlier, failing which the work order will be stand cancelled and EMD shall be forfeited.
9. The NIOS reserves the right to accept, reject any bid or to annul the bidding process or reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected Bidder(s) on the ground for Institution's action. The institution also reserves to itself the right to accept any Bid in part or split the order between two or more bidders.



## **QUALIFYING/ELIGIBILITY REQUIREMENTS FOR BIDDING**

(To be supported by documentary evidences)

1. **Experience:** The Bidder must have at-least Three(03) years experience with Proven track record of Post examination Result Processing, Printing and despatch works of education Boards/ University. Performance Certificate from the various organizations where services rendered needs to be submitted.
2. **Turnover:** The bidder should have minimum turnover of **Rupees Four Crores** per annum approx in the previous three financial years (i.e years 2017-18, 2018-19 and 2019-20) and should provide copy of Audited Balance sheet, trading, Profit & Loss Account.
3. **The Bidders must be registered & ISO Certified in the field of Post Examination Result Processing, Printing and despatch works.**
4. The Bidder must have laser printers with printing capacity of a least 30-40 pages per minutes. The agency must have Line Printers , Matrix Printer (s)/Scanner (LCR) to enable to print about 5 lakhs certificates in a day. The NIOS officers may visit the agency at any time before awarding the work.
5. The agency/bidder must have the minimum staff requirement:

(a) Permanent (including technical staff	10 in numbers
(b) Other staff (skilled/ un-skilled)	20 in numbers
6. The bidder must have minimum office space of 5000 sq. ft.
7. The bidder must have the technical expertise and adequate infrastructure to handle scanning work and processing of ICR Award/OMR award list.
8. The Agencies/Bidders registered with NSIC/MSME or concerned Ministry or Department shall be exempted from depositing EMD but they shall be required to make payment for tender processing fee. However, the Performance Bank Guarantee shall be obtained from every successful bidder irrespective of their registration status etc. and Performance Bank Guarantee should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the Firm including warranty obligations. EMD should be refunded to the successful bidder on receipt of performance Bank Guarantee.
9. The work place of the agency must be situated in Delhi and NCR only.

10. The Agency/Bidder must have the following technical infrastructure.

<b>Sl. no</b>	<b>Name of Equipment</b>	<b>Quantity</b>
a)	Computer (Latest configuration)	25Nos.
b)	Scanner (Heavy Duty)	05nos.
c)	Laser Printers (Heavy Duty) (Capacity of atleast 30-40 pages per minutes)	05nos.
d)	Line Printer (Heavy duty)	04 Nos

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### Post Examination Result Processing, Printing and despatch works under Basic Literacy Assessment

#### GENERAL TERMS AND CONDITIONS

Bidders responding to this enquiry shall be deemed to be agreeable to the General & Specific terms and conditions herein contained. These terms and conditions shall be binding on the successful Bidder. Bidders complying partly are liable to be rejected. National Institute of Open Schooling (NIOS), NOIDA, will process the tenders as per the GFR 2017. NIOS reserves the right to accept or reject any or all or part of tender without assigning any reason thereof and shall also not be bound to accept the tender quoted lowest rates. NIOS will not under any obligation to give any clarification to the agencies whose bids are rejected/not selected.

1. The Tender must be submitted in the prescribed Tender Format only.
2. The bid must be submitted online at CPPP e-Procurement site i.e. (<https://eprocure.gov.in/eprocure/app>) as per the schedule given in Critical Date Sheet.
3. No revision of the price bid will be allowed once the price bids are opened.
4. The rates/contract shall be valid for **TWO** years from date of Agreement or Award of work whichever is later. It can be extended for another one year on satisfactory performance of the agency on the same rate and terms & conditions and with the mutual consent of both the parties.
5. The Earnest Money Deposit (EMD) of **Rs.1.5 Lakhs(Rupees One Lakh fifty thousand only)** is to be kept in the Technical Bid Envelope along with the tender in shape of Demand Draft drawn on any Nationalized Bank in favour of Secretary, National Institute of Open Schooling, payable at NOIDA, U.P. failing which the tender shall be rejected out rightly.
6. NIOS will provide the design of "Grade sheet-cum-certificate" and thereafter Bidder will be responsible for the preparation of the art work, proof reading, typeset etc and will have to obtain the necessary approval from the NIOS in respect of finalization of the design of "Grade sheet-cum-certificate" before execution of the work.
7. No additional payment will be made for typesetting, proof reading & preparation of "Grade sheet-cum-certificate" . Preparation of art works/design of "Grade sheet-cum-certificate" shall be made as per the instruction given by the NIOS. No advance payment of whatsoever will be made for undertaking the work.

8. **The quantities of Grade sheet cum certificates to be printed may vary depending upon the requirements of the NIOS from time to time. The Bidder shall, however, not print more than the quantities ordered for. If excess quantities over and above the given order is printed accidentally, those will be immediately informed and supplied to the NIOS (without any cost) and with the undertaking that no such Grade sheet cum certificates are kept with the Bidder/Agency.**
9. **The Institutions (NIOS) shall have the right to get the stock of Grade Sheet cum Certificates checked and verified by its Officer at any Time without notice at the premises of the Bidder/Agency.**
10. **Quantities of Grade Sheet cum Certificates as specified is tentative only which may increase/ decrease as per the actual requirement.**
11. **The Bidder/agency shall be responsible to make all arrangements to ensure complete security and secrecy with regard to storage, safe custody and timely despatch of Grade Sheet cum Certificates.**
12. **The EMD amount will be returned to the unsuccessful bidders without any interest after completion of selection process and receipt of Performance Bank Guarantee deposit from the successful bidder. The EMD amount shall be forfeited in case the Bidder who have quoted 'L-1' rate back out to execute the work.**
13. **Bidders must have all the printing related facility at their premises. Any work or part of the work must not be outsourced/sublet by the Agency.**
14. **The Bidder must not have been blacklisted earlier by any of the Universities or Examination boards or agencies or any other organization and the Bidder has to furnish a self declaration in this regard.**
15. **To protect the highly confidential nature of this job, outsourcing for printing is not allowed. The agency should have complete in-house facilities for the entire processes in processing and printing the result.**
16. **The entire post examination work intended to be tendered is of high confidential in nature. Hence absolute accuracy and confidentiality is required to be maintained at all stages.**
17. **The successful bidder/agency must maintain high standard of confidentiality and only deal with the official/officer authorized by the Director(Evaluation), NIOS.**

18. NIOS reserves the right to visit the premises of the technically qualified Bidders to inspect the infrastructure facilities on site before finalization of the bid and also during the period of the execution of the job to monitor the quality of the work. If any lapse is found, the authorities of the NIOS shall take such action, as deemed fit, which shall be final and binding.
19. No alteration should be made in any of the general and specific terms and conditions of the tender by scoring out. **No alteration or overwriting is permitted in the rates.** No alteration will be allowed after the tender is received by this office. No variation in the conditions shall be admissible. Any conditional offer with the words such as 'subject to', 'prior sale' will be ignored. Ambiguity must be avoided in filling the tender and the language used in filling the tender forms and must be clear and precise. Tenders not complying with these conditions may be rejected.
20. In case of any default/defect found, the Chairperson, NIOS will be sole authority to take action as deemed fit, which shall be final and binding on the Bidder.
21. In case the NIOS feels that the agency has intentionally delayed the job, special penalty as deemed fit by the NIOS shall be imposed. In addition to the special penalty, the Bidder may also be black-listed & legal action against firm may be initiated. However, in case the period of execution of work is requested to be extended by the firm; the reason for delay in execution of the work must be conveyed to NIOS in writing at the earliest and looking into the gravity of the situation, the penalty may be reduced and the NIOS has the discretion to solely decide on this.
22. In case the Bidder is not able to execute the job in time or to the entire satisfaction of the NIOS, NIOS may cancel the work order and allot the work to any other agency either from NIOS panel or otherwise at any time. Penalty as deemed fit may also be imposed and also recover any cost involved in excess of the approved rate of the contractor in the event of payment to the other agencies in the panel of NIOS.
23. The institution will make a panel of *Bidders* on the basis of lowest(L-1) quoted rate. The *Bidders* are required to give their consent/acceptance to the lowest(L-1) quoted rates. The Institution shall empanel maximum 03 agencies on L-1 rate.

24. The successful bidder has to submit Performance Bank Guarantee of Rs. 4.00 Lakhs(**Rupees Four Lakhs only**) in favour of Secretary, NIOS toward Performance Bank Guarantee valid for **Two year from the date of Award of works**. The Performance Bank Guarantee is liable to be forfeited in case the Agency fails to execute the order in time, maintain the quality of the work or violate any other stipulations as laid down by the NIOS, suitable penalty may be imposed and the agency may be blacklisted including other legal actions against the firm.
25. **In case of any mistakes/errors found in the Grade sheet cum certificates, the Chairperson, NIOS will be the sole authority to take action as deemed fit, which shall be final and binding on the Bidder.**
26. If the Bidder refuses to execute the job after accepting the condition of the tender at any point of time during the contract period, the Performance Bank Guarantee will be forfeited in full or in part which is at the sole discretion of the NIOS. Further any action as deemed fit will also be taken.
27. Decision of the Institution regarding selection / rejection for empanelment will be final and binding and no further correspondence will be entertained. The empanelled Bidders will only be informed accordingly..
28. Empanelment by itself will not confer any right to receive orders, as placing of orders is subject to the requirement of the Institution and at the sole discretion of the Institution.
29. If, information and details furnished by Bidders are found to be false at any time in future or any information withheld, which comes to the notice of the Institution at a later stage, the empanelment of such Bidders will be cancelled immediately and Performance Bank guarantee will be forfeited.
30. The successful Bidders has to sign an agreement with the institution immediately after acceptance of lowest rate(L-1) on a non-judicial stamp paper of Rs. 100/- stating that the firm/agency will abide by all the general & specific terms and conditions laid down in the tender document in totality in letter and spirit. Failure, delay or evasion on the part of *Bidders* to execute the agreement within the stipulated period will lead to disqualification from the empanelled list. The quantum of works to be assigned would be split and shared among *Bidders* by placing orders as per the sole discretion of the Institution from time to time.
31. No claim for price increase will be entertained after submission & in respect of finalized of bids and signing the contract except statutory obligations.

32. The Bidders must not have been blacklisted earlier by any of the Universities or Examination boards or agencies or any other organization and the bidders has to furnish a self declaration in this regard.

33. In the event of any dispute arising between the NIOS and the selected Bidder, the same shall be subject to the jurisdiction of courts in NOIDA, Gautam Budh Nagar, U.P.

All the terms and conditions stated under clause no 01 to 33 are accepted to me /us.

**(Signature of authorized person of Bidder/Agency with Seal/Stamp)**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone No.** \_\_\_\_\_

**Mobile No.** \_\_\_\_\_

**Email-ID** \_\_\_\_\_

**Date** \_\_\_\_\_

## **SUBMISSION OF BID**

The Bid should be submitted in two parts (Technical Bid and Financial Bid) as described below-

**“Part 1: Technical Bid” which will consist of Proof for meeting eligibility criteria, receipt of online payment of Tender Processing fee and EMD & check list.**

**“Part 2: Financial Bid” which will consist of the details of financial matters.**

Any bids received after the time stipulated will not be accepted by NIOS.

### **Part 1- Technical Bid**

- i. Scanned copy of Tender processing fee and EMD.
- ii. Scanned copy of Declaration Letter.
- iii. Scanned copy of all the relevant document for Pre-Qualification bid as mentioned in Eligibility conditions and General Terms & Conditions.

### **Part 2- Financial Bid**

- i. Schedule of price bid in the form of BoQ\_XXX.xls.

NIOS will evaluate the Technical bid as per the eligibility criteria mentioned in the Tender and Financial bid of those qualified technically will only be opened online.



## **INSTRUCTION FOR ONLINE BID SUBMISSION:**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instruction given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirement and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>

### **REGISTRATION**

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrolment" on the CPP Portal which is free of charge.
2. As part of the enrollment process the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage ) issued by any Certifying Authority recognized by CCA India (E.G. Sify/ nCode/ eMudhra etc.) with their profile.
5. Only one valid Digital Signature Certificate (DSC) should be registered by a bidder, please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID/Password and the password of the DSC/eToken.

### **SEARCHING FOR TENDER DOCUMENTS**

1. There are various search options built in the CPP Portal to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date Value, etc. there is also an option of advanced search for tenders wherein the bidders may combine a number of search parameter such as Organization Name, Form of Contract, Location Date, Other keywords etc to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents/ tender schedules. These tenders can be moved to the respective My Tenders folder. This would enable the CPP Portal to intimate the

bidders through SMS/ e-mail in case there is any corrigendum issued to the tender document.

3. The bidders should make a note of the unique tender ID assigned to each tender. In case they want to obtain any clarification/help from the Helpdesk.

### **PREPARATION OF BIDS**

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid please note the number of covers in which the bid documents have to be submitted the number of documents- including the names and content of each of the document that need to be submitted. Any deviation from these may lead to rejection of the bid.
3. Bidder, in advance should get ready the bid documents to be submitted as indicated in the tender document/ schedule and generally they can be in **PDF/ XLS/DWF/JPG** formats. Bid documents may be scanned with 100dpi with black and white option which helps in reducing size of the scanned documents.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificate etc.) has been provided to the bidders. Bidders can use ‘My Space’ or ‘Other important Documents’ area available to them to upload such documents. These documents may be directly submitted from the ‘My Space’ area while submitted a bid, and need not be uploaded again and again this will lead to a reduction in the time required for bid submission process.

### **SUBMISSION OF BIDS**

1. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder has to select the payment option as “offline” to pay the tender fee/ EMD as applicable and enter details of the instrument.
4. Bidder should prepare the EMD as per the instruction specified in the tender document. The original should be posted/countered/given in person to the

concerned official latest by the last date of bid submission or as specified in the tender document. The details of the DD/any other accepted instrument, physically sent should tally with the details available in the scanned copy and the date entered during bid submission time otherwise the uploaded bid will be rejected.

5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
6. The server time (which is displayed on the bidders dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the Secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyer/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
9. Upon the successful and timely submission of bids (i.e. after Clicking 'Freeze Bid Submission' in the portal) the portal will give a successful and submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
10. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. The acknowledgement may be used as an entry pass for any bid opening meetings.

### **ASSISTANCE TO BIDDERS**

1. Any queries related to the tender document and the terms and condition contained therein should be addressed to the Tender inviting Authority for a tender or the contract person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal helpdesk.

## TECHNICAL BID

### (Tender form for Post Examination Result Processing, Printing and Despatch works)

**(Note: Bidder must read the enclosed term & condition before filling up the particular in the form)**

After having gone through the details as enlisted in the tender documents along with terms and conditions of the tender for result processing, Printing and Despatch works of the learners of NIOS-NLMA under Basic Literacy Assessment w.e.f July 2021 onwards, I/we accept all the general and specific terms and conditions as well as all the information contained in the tender document and quote our lowest rates on the financial bid proforma. I/We hereby submit duly completed Technical Bid for Post examination Result processing, printing and despatch works.

#### General Information

Sl. No.	Particular	Details
1.	Name of Agency registered with ISO Certified.	
2.	Name of Director/ Proprietor a) Designation b) Telephone no. c) Mobile no. d) Email ID	
3.	Address of the Agency : (i) Head Office: (ii) Branch ( if any): (iii) Printing Press Location: (iv) Area and number of Floors (in sq. m)	
4.	Contact details of Agency: (i) Telephone Number(s) (ii) Mobile No.: (iii) Fax No. (iv) E-mail ID:	
5.	Year of Establishment & Registration No. ISO certified. (Please attach certificate thereof)	
6.	Bank Details for payment : (a) Account Number : (b) IFSC Number : (c) Name of the Bank : (d) Address of the Bank :	
7.	Total area of Office space In case of Rent/Ownership, please enclose proof.	
8.	If your firm is a sole proprietorship or partnership firm or any other Categories ( give details)	

9.	Whether the company is insured against fire, theft and burglary. If so, please state the amount for which it is insured, the name of the insurance firm and policy no. and period	
10.	Registration No. / TAN No./GST No.	
11.	Whether the Tender Documents duly signed, Stamped and enclosed.	
12.	Whether, the undertaking that the Agency has not been blacklisted by any Govt./Public undertaking Institution / Organization /IBA enclosed <b>(YES/NO)</b>	
13.	Detail of DD for Tender processing fee of Rs.____/- (DD no, Date and Bank)	
14.	Detail of EMD of Rs...../- (DD no, Date and Bank)	
15.	Distance from NIOS HQs, NOIDA to the work place of Agency	
16.	Number of computer (Latest Configuration)	
17.	Number of Scanners (Heavy Duty)	
18.	Number of Line Printer (Heavy Duty)	
19.	Number of Laser Printer Heavy Duty with printing capacity if at least 30-40 pages per minute.	
20.	Number of permanent staff (including technical)	
21.	Number of contractual(skilled/ un-skilled staff)	

22. Experience in handling of post Examination Result Processing, Printing and Despatch works of Board/ University/ reputed Educational Institution. Please enclose at least three work orders & minimum three years Experience certificates from the organization to whom you have rendered service successfully.

Year	Name of Board/University/ Educational Institution etc.	Qty.	Details of work executed
<b>2017-18</b>			
<b>2018-19</b>			
<b>2019-20</b>			

23. Minimum turnover of **Rupees 4 Crores** per annum in each of the previous three years. (Enclose copy of audited accounts with trading, profit and loss account and balance sheet) :

<b>Financial Year</b>	<b>Annual Turnover(in Rs.)</b>
<b>2017-2018</b>	
<b>2018-2019</b>	
<b>2019-2020</b>	

24. A copy of Income Tax Return submitted during the last 03 financial years may be furnished.

25. Whether eligibility criteria as given in the Tender Documents is fulfilled by the Agency.

**YES/NO**

(Name & Signature of Bidder  
with Seal & Date)

Name: \_\_\_\_\_  
Mobile no: \_\_\_\_\_  
E-mail ID : \_\_\_\_\_

### Check List for Technical Bid

SL. No	Name of the Document (copy of duly certified by the Agency)	Remarks (Enclosed/Not Enclosed)
1.	Registration certificate with ISO Certified Agency	
2.	Company registration certificate	
3.	Turnover minimum Rupees _____ (Rupees _____) in each of the previous three years (Trading, Profit and Loss a/c and Balance Sheet of last three years)	
4.	Experience certificate minimum of three (3) years	
5.	Please enclose copies of three (03) work orders successfully executed	
6.	Copies of the Income Tax Returns for the last three financial years along with PAN.	
7.	Demand Draft for Tender processing fee of Rs. ____ /- (Rupees _____)	
8.	Demand Draft for EMD _____	
9.	GST Certificate.	
10	Sales Tax/Registration no / TAN no. and PAN	
11	Copy of insurance against fire & theft etc.	
12	Self declaration and undertaking that the Agency has not been blacklisted/debarred by any Govt./Public undertaking Institution/Organization	
13	Proof in respect of hiring office space/building on rent	

( Signature of Bidder  
With Seal & Date)

Name: \_\_\_\_\_

Mobile no:- \_\_\_\_\_

E-mail ID :- \_\_\_\_\_



## FINANCIAL BID

### (Tender form for Post Examination Result Processing, Printing and Despatch works)

After having gone through the details contained in the tender document and the terms and conditions as enlisted in the tender document for Post Examination Result processing, Printing and despatch works, I/we \_\_\_\_\_ quote our lowest rates for the same as given below in prescribed proforma inclusive of all taxes.

Item No.	Brief detail of work	Rate Per Learner (all inclusive*)
1.	<b>Post examination Result Processing, printing and despatch works, procurement of data, statistical reports and Preparation of the final result, Designing of digital certificate in the prescribed format/design to be provided by NIOS .</b>	Rs. _____ (Rupees _____) per learner (inclusive of all Taxes). No Overwriting and cutting is allowed.
2.	<b>Printing of Certificates (Blank Stationery will be provided by NIOS)</b>	Rs. _____ (Rupees _____) per learner inclusive of all Taxes. No Overwriting and cutting is allowed.
	<b>Despatch of Certificates to District/States-SLMA</b>  <b>Including Labour charges, packing in a poly pack (not more than 1500 Grade sheet cum certificates of A4 size) with strapping and then packed in a corrugated carton with four strips, Address level pasting on the box, loading, un-loading and transportation to Post office for booking of parcels containing certificates.</b>  <b>(Actual Postal charges under BNPL code shall be paid by NIOS)</b>	Rs.....(Rupees _____) per bag/box/parcel inclusive of all Taxes (not more than 1500 Grade Sheet cum certificates of A4 size) inclusive of all Taxes. No Overwriting and cutting is allowed.

\* **Note:** As per Notification No. 12/2017-Central Tax(rate) dated 28th June 2017, GST exempted to Institution for services related to conduct of examinations.

(Authorized Signatory  
with full name, designation and stamp)

Full name \_\_\_\_\_

Designation \_\_\_\_\_

Tel. No \_\_\_\_\_

Mobile: \_\_\_\_\_

Email ID \_\_\_\_\_

Date:

Place:

## TENDER ACCEPTANCE LETTER

(To be given on Bidder/Agency office Letter Head)

Date: \_\_/\_\_/2021

**To**  
**Director (Evaluation)**  
**National Institute of Open Schooling**  
**A-24/25, Institutional Area, NH-24**  
**Sector-62, NOIDA-201309**

**Subject:** Acceptance of Terms & Conditions of Tender for Post Examination Result Processing, Printing and despatch works of NIOS-NLMA under Basic Literacy Assessment.

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned Tender/Work form from the web site(s) namely, <https://eprocure.gov.in/eprocure/app> as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / We have read the entire terms and conditions of the tender documents from Page No **1 to 33**, which form part of the contract agreement and I/we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department organization too has also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender Document(s) / corrigendum(s) in its totality / entirety.
5. I/We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.
6. We hereby also declare that our agency/company/concern is registered ISO Certified. We are in the business of above work, which can be verified from our office records. We have all technical infrastructure and technical staff etc. for smooth and effective execution of your above work.
7. I/We hereby also declare that our firm has not been black listed/debarred by any Government Central and State) Board/NIOS/Public undertakings/Banks/ R.B.I/IBA etc.

Yours faithfully.

(Authorized Signatory  
with full name, designation and stamp)

Full name \_\_\_\_\_  
Designation \_\_\_\_\_  
Tel. No \_\_\_\_\_  
Mobile: \_\_\_\_\_  
Email ID \_\_\_\_\_