

**TENDER FOR EMPANELMENT OF AGENCIES FOR PRINTING AND DELIVERY OF  
PRE-PRINTED/BLANK STATIONERY FOR THE RESULT DOCUMENTS  
OF NIOS EXAMINATIONS**



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

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



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

### TENDER NOTICE

#### **Printing and Delivery of Pre-Printed/Blank Stationery for the Result Documents of NIOS Examinations**

National Institute of Open Schooling (NIOS) invites bids from ISO certified Printers having working experience of Printing and delivery of result documents or similar nature of works in various Education Board/University, for Printing and delivery of blank stationery for result documents(Secondary/Sr. Secondary/Vocational and other examinations of various Projects/Schemes) of NIOS Examinations as per details given below:

#### **1. Estimated Annual value of the works and EMD**

Item no	Name of the Item/Specification	Quantity to be Supplied in a year	Estimated cost(Rs.)	EMD(in Rs.)
1.	<b>Item no-1: Marks Statement-cum-Certificate</b> 1.1) To be printed on 150 GSM Parchment paper of natural shade made of vergin pulp with NIOS logo dandy roll water marked. 1.2) Size of the document- 8"x10" one part in cut sheet. 1.3) Printing of Text – Four colour printing on front and single colour printing on back with auto machine numbering 1.4) Certificate having the following security features. (i) High resolution border (ii) Copy-N-check (iii) Shooksmaksher (microlining) (iv) UV ink printing (v) Number aar-paar (vi) Hot metal foiling of NIOS logo – 12mm square(silver colour)	7.5 Lakhs	17.5 Lakhs	Rs. 1,00,000/- (Rupees One Lac only)
2.	<b>Item no-2: Migration-cum-Transfer Certificate</b> 2.1) To be printed on 120 GSM Parchment paper of natural shade made of vergin pulp with NIOS logo dandy roll water marked. 2.2) Size of the document- 8"x10" one part in cut sheet. 2.3) Printing of Text – Four colour printing on front with auto machine numbering 2.4) Certificate having the following security features. (i) High resolution border (ii) Copy-N-check (iii) Shooksmaksher (microlining) (iv) UV ink printing (v) Number aar-paar	7.5 Lakhs	17.5 Lakhs	

2. The Tender documents divided in two parts. The first part is called "Tender documents cum 'Technical Bid'" called as Technical Bid along with Check List and the second part is called 'Financial Bid.'

3. Interested Bidders/Agencies can download the Tender Document from the NIOS portal [www.nios.ac.in](http://www.nios.ac.in) (for perusal

reference only) and fill the complete Tender Form from CPPP e-Procurement site i.e. (<https://eprocure.gov.in/eprocure/app>) as per the schedule given below in critical date sheet :

#### 4. CRITICAL DATE SHEET

Bid Documents Published Date and Time	<b>29/03/2022</b>	03.00PM
Bid Document Download Date and Time	<b>29/03/2022</b>	03.00PM
Clarification Start Date and Time	<b>30/03/2022</b>	10.00AM
Clarification Closing Date and Time	<b>31/03/2022</b>	03.00PM
Bid Submission Start Date and Time	<b>31/03/2022</b>	03.00PM
Bid Submission End Date and Time	<b>22/04/2022</b>	03.00PM
Technical Bid Opening Date and Time	<b>22/04/2022</b>	04.00PM

5. Bids shall be submitted as per critical Date Sheet at CPPP e-Procurement site i.e. (<https://eprocure.gov.in/eprocure/app>). The cost of Tender processing fee is **Rs. 1000/- (Rupees One thousand only)** which is non-refundable and not adjustable.
6. Earnest Money Deposit (EMD) as well as the Tender Processing Fees to be submitted in the form of a Demand Draft/Pay Order/Bankers Check in favour of "Secretary, NIOS Payable at NOIDA."
7. Technical Bid (Annexure – I) and Financial Bid (Annexure- II) are to be sealed in separate envelope and sealed cover superscribed as Technical Bid/Financial Bid and both the covers are to be put in one big envelope and sealed and superscribed the sealed envelope as "**TENDER OF EMPANELMENT OF AGENCIES FOR PRINTING AND DELIVERY OF BLANK STATIONERY FOR RESULT DOCUMENTS FOR NIOS EXAMINATIONS**". It may be addressed to the Dy. Director (Evaluation), National Institute of Open Schooling (NIOS), A-24-25, Institutional Area, Sector-62, NOIDA, Pin-201309(U.P). The sealed packet containing both the Technical and Financial Bid should be put in one envelope and the **same may be dropped in the Tender box placed in Evaluation Department, 7<sup>th</sup> floor NIOS HQs.**
8. Evidences in respects of cost of Tender processing fee, EMD, any Samples of Papers duly signed and stamped are to be sent to the Dy. Director (Evaluation) 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.

**Deputy Director (Evaluation)**  
**National Institute of Open Schooling (NIOS)**  
**A-24/25, Institutional Area, Sector -62, NOIDA-201309 (U.P)**  
**Pin: 201309, Phone: 0120-4089844/867/865**  
**E-mail: conf@nios.ac.in**

9. The NIOS reserves the right to accept, reject or prefer any bid and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected Bidder/Agency or Bidders/Agencies of 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/Agencies.

**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/Agencies may download the entire document and submit duly filled tender quotation & other enclosures in the tender box placed in 7<sup>th</sup> Floor of National Institute of Open Schooling (NIOS) ,Evaluation Department,A-24-25,Institutional Area, 7<sup>th</sup> Floor, Sector-62 NOIDA, U.P. -201301.

## **CONTENT**

<b>Sl. no</b>	<b>Description</b>
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4.	Submission of Bid
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## INSTRUCTION TO BIDDERS

1. The printers should ISO certified and should have minimum 3 years experience of printing and supplying bulk quantities of similar kind of jobs like marksheets and certificates etc. Education Board/University. NIOS may inspect all these infrastructures at the premises of the Printers.
2. Please go through the Tender document carefully to understand the documents required to be submitted as part of the bid.
3. Bidder, in advance, should get ready with the bid documents to be submitted as indicated in the, Tender document/schedule.
4. The duly filled in tender form complete in all respects should be submitted to NIOS at the designated place given in the tender document. The tenders conditional in nature and inconsistent with terms and conditions of the contract shall be considered as invalid.
5. Bidder should take into account any corrigendum, if any, published on the Tender document before submitting their bids.
6. The firm should have its own blank computer stationery printing unit of desired specifications/sizes with at least two multicoloured web printing machines and other related equipments for executing the assigned jobs.
7. The bidder agencies should have their own infrastructure and manufacturing unit with sufficient manpower. Tenderers are expected to examine carefully all instructions, conditions, specifications, schedule of the tender documents before quoting rates. Failure to comply with the terms and provisions of the tender documents will be at the tenderers risk.
8. The agency/Bidders must have sufficient storage facility and appropriate security measures for the safe custody of the Blank Stationery.
9. 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 latest on or before the 30<sup>th</sup> day after the award of the contract. Earnest money deposit of the successful bidder will be returned after submission of the Performance Bank Guarantee/Security Deposit.
10. The successful bidders shall submit Performance Bank Guarantee/Security Deposit in the form of FDS from the Nationalized /scheduled commercial bank in favour of “**Secretary NIOS, NOIDA**” of **an amount equivalent to 3% of contract value** valid for 90 days beyond the date of completion of all contractual obligation of supplier including warranty obligation from any Nationalized/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 stand cancelled and EMD shall be forfeited.
11. The NIOS reserves the right to accept, reject or prefer any bid and to annul the bidding process and reject all bids at any time prior to award of contract without thereby incurring any liability to the affected Bidder or Bidders of the ground for Institution action. The Institution also reserves to itself the right to accept any bid in part or split the order between two or more bidders.

12. Minimum Ten (10) sheets (Five for 150 GSM & Five for 120 GSM) of sample Parchment Paper of A-4 size which are to be used for printing to be attached with the Technical Bid mentioned in the specification of the paper with rubber stamp of the agency on each sheet.
13. The tenderer shall enclose a **letter of authority from concerned mill**, for the NIOS Dandy Roll water marked Parchment paper is to be manufactured and in case the tenderer is having its own paper mill, the same shall also be stated and an undertaking to this effect be enclosed by the tenderer while quoting the rates.
14. The firm should have at least two multicoloured (04 colour) web printing machines.
15. Arrangements for manufacturing of 150 & 120 GSM Parchment paper of natural shade made vergin pulp with NIOS Dandy Roll Water Marked and properties of the paper manufactured must conform BIS specifications.
16. At the time of manufacturing of Parchment paper the firm will be required to put visible and invisible fluorescent fibers to be seen with ultra violet light.
17. In addition to multicoloured printing the firm will be required to print a Security feature with Ultra Violet (UV) ink on Parchment paper also.
18. **The firm should have technical expertise and adequate infrastructure to print approx. 20 lakhs/annum copies of blank stationery of required size/specifications of different sizes by 30 days of time in two lots at '2' different intervals i.e. for March-May and September-November NIOS Public Examination every year. These quantities may increase or decrease.**
19. The firm will maintain highest standard of printing and utmost confidentiality during the course of manufacturing of paper, complete printing and despatch of this stationery to destination.
20. Any pilferage and lapse on part of the firms will result termination of rate contract and forfeiting of Security Deposit and other simultaneous legal actions.
21. The supplier shall furnish an undertaking after the supply that any shortage or defect or any deviation in quality/quantity from the approved paper sample/design detected by NIOS will be completed or replaced immediately as may be the case by the firm.
22. The firm will have to provide the following additional security features while printing on Parchment paper. High resolution border, Copy-N-Check, Shookshmakshar (microlining) and UV ink printing, number aar-paar and hot metal foiling etc.
23. The firm will make and provide all Art works, Designs and Proofs of the documents to be printed as and when required by NIOS Authorities. No additional payment will be made for typesetting, proof reading and preparation samples/Art work etc. The copy right of the design will be rest with NIOS only.
24. The firm will have to supply stationery in cartons duly arranged serially and packed with complete details written on outside of each carton.
25. Certificate of maintaining confidentially, safe disposal of wastage & extra printing etc. if also to be furnished by the firm.

26. The tender is liable to be rejected if complete information is not given therein or if the particulars and date (if any) asked for in the Schedule to the Tender are not fully filled in. Specific attention must be paid to dates and also the general conditions of the contract as given in the Annexure I & II. **If overwriting is there then the tender is also liable to be rejected.**
27. The paper will be used and manufactured as per stipulations laid down by BIS 1848/2018 or latest, if any. A test certificate along with 10 samples( five each for 150 GSM & 120 GSM) of paper to be used to be enclosed with the Technical Bid.
28. The Printer should have its own mill or proper arrangements/tie up for making NIOS 150 & 120 GSM Parchment Paper logo dandy water-marked and properties of paper required to be manufactured must conform to BIS specifications carrying an appropriate design/insignia as a distinct mark of identification. The design of the matter to be water-marked shall be provided by NIOS. The firm shall take the responsibility that no pilferage of NIOS water-marked paper takes place. However, the rates quoted should include the preparation of Dandy Roll as no extra charges will be paid in this regard.
29. The firm should have its own blank computer stationery printing unit of desired specification/sizes with atleast two multi coloured web printing machines and other related equipments for executing the assigned jobs, which are subject to physical inspection by NIOS authorities at any stage. In addition of all these, firm should have proper arrangement for incorporating different security features as desired by the NIOS.
30. **Any tender which is not accompanied by Earnest Money Deposit (EMD) will be summarily rejected. Payment of Earnest money by cheque or in any other form except DD will not be acceptable.**

## QUALIFYING/ELIGIBILITY REQUIREMENTS FOR BIDDING

(To be supported by documentary evidences)

1. **Experience:** The Bidder must have at-least Three years experience in the field of printing of blank stationery for result document of quantity approx. 20 Lakhs copies in each year to various Boards of Education/University. Certificate from the various organization where services rendered needs to be submitted. The Bidders must be ISO certified Printers.
2. **Turnover:** The Bidder/Agency should have minimum turnover of **Rupees 3.0 Crores** per annum in each of the previous three financial years (i.e. year 2018-2019,2019-2020 and 2020-2021) and should provide copy of Audited Balance sheet, trading, Profit & Loss Account.
3. Tender processing fee of **Rs.1000/- (Rupees One thousand only)** shall be in the form of Demand draft drawn in favour of the Secretary, NIOS payable at NOIDA and to be enclosed along with the Technical Bid.
4. Earnest Money Deposit of **Rs. 1,00,000 (Rupees One Lac only)** shall be in the form of Demand draft drawn in favour of the Secretary, NIOS, NOIDA and to be enclosed along with the Technical Bid.
5. The Agency must have experience as well as infrastructure of Printing and Supply of blank stationery for result documents.
6. The agency shall provide sample of paper, which should meet the followingspecifications:

Nature of Item	Specification
Paper to be used for the printing of Result Documents i.e. Marks Statement-cum-Certificate, Migration-cum-Transfer certificate of NIOS Examinations (Secondary/Sr. Secondary/ Vocational and other Exams of Various Projects/Schemes))	a) 150 & 120 GSM Parchment Paper made of natural shade made vergin pulp with NIOS logo dandy roll water marked conforming to BIS specification 1848/2018. b) Size of the document - 8"x10" one part in cut sheet. c) Printing of Text – Four colour printing on front and single colour printing on back with auto machine numbering d) Certificate having the following security features. (i) High resolution border (ii) Copy-N-check (iii) Shooksmaksher (microlining) (iv) UV ink printing (v) Number aar-paar (vi) Hot metal foiling of NIOS logo – 12mm square (only on Marks Statement-cum-Certificate)

7. The bidder must have sufficient storage facility and appropriate security measures for safe custody of Institution's Blank Stationery.
8. The Firms/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 Security shall be obtained from every successful bidder irrespective of their registration status etc. and Performance Security should remain valid for a period of 90 days beyond the date of competition of all contractual obligations of the Firm including warranty obligations. EMD should be refunded to the successful bidder on receipt of performance security.

10. The Tender Forms received without tender processing fee, earnest money or incomplet in any respect will not be accepted.

11. **SELECTION PROCEDURE**

**The institution will make a panel of Bidders/Agencies 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 02 Agencies/Bidders on L-1 rate. The entire work as mentioned under item no.1 and Item No. 2 will be allotted out of Two different eligible empanelled Agencies/Bidders on L-1 rates.

If the same Bidder/Agency which has quoted L-1 rate for both the items i.e., Item no.1 and Item no. 2, the 2<sup>nd</sup> Lowest Bidder/Agency has to give their consent/acceptance to execute the work at L-1 rates( as the case may be)

In case, the Bidder/Agency quoted L-1 rate for item no. 1 refuses to undertake the work for item no. 2 at L-1 rates, the EMD of the Bidder/Agency would stand forfeited and the entire work would be offered by NIOS to any of the eligible Bidder/Agency at L-1 rates.

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

(An Autonomous Institution under Deptt. of School Education & Literacy, MoE, Govt of India),

A-24-25, Institutional area, Sector -62, NOIDA-201309 (U.P)

### **Printing and Supply of blank stationery for result documents for NIOS Examinations**

#### **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. In case of any issues related to online submission of tender on CPPP e-Procurement(website: <https://eprocure.gov.in/eprocure/app>), the Bidders/Agencies may download the entire document and submit duly filled tender quotation & other enclosures in the tender box placed in 7<sup>th</sup> Floor of National Institute of Open Schooling (NIOS) ,Evaluation Department,A-24-25,Institutional Area, 7<sup>th</sup> Floor, Sector-62 NOIDA, U.P. -201301.
4. No revision of the price bid will be allowed once the price bids are opened.
5. The Printer (ISO certified) should have its own mill or proper arrangements/tie up for making NIOS 150 GSM & 120 GSM Parchment paper logo dandy water-marked and properties of paper required to be manufactured must conform to BIS specifications carrying an appropriate design/insignia as a distinct mark of identification. The design of the matter to be water-marked shall be provided by NIOS. The firm shall take the responsibility that no pilferage of NIOS water-marked paper takes place. However, the rates quoted should include the preparation of Dandy Roll as no extra charges will be paid in this regard.
6. The firm should have its own blank computer stationery printing unit of desired specification/sizes with atleast two multi coloured web printing machines and other related equipments for executing the assigned jobs, which are subject to physical inspection by NIOS authorities at any stage. In addition of all these, firm should have proper arrangement for incorporating different security features as desired by the NIOS.
7. The rates/contract shall be valid for **THREE** years covering all Examinations from date of Agreement or Award of work whichever is later. It can be extended for another one year on satisfactory performance of the Bidder/Agency on the same rate and terms & conditions and with the mutual consent of both the parties. The NIOS shall not entertain any increase in the rates during the period of rate contract.

8. The Earnest Money Deposit (EMD) of **Rs. 1,00,000/- (Rupees One Lac only)** is to be kept in the Technical Bid Envelope along with the tender in form 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.
9. The Competent Authority of NIOS, reserves the right to extend the timelines for delivery of blank stationery decision taken by the competent authority, shall be binding on the Firm.
10. Technical Bid (Annexure – I) and Financial Bid (Annexure- II) are to be sealed in separate envelope and sealed cover superscribed as Technical Bid/Financial Bid and both the covers are to be put one big envelope and sealed and superscribed the sealed envelope as **“TENDER OF EMPANELMENT OF AGENCIES FOR PRINTING AND DELIVERY OF BLANK STATIONERY FOR RESULT DOCUMENTS FOR NIOS EXAMINATIONS”**. It may be addressed to the Dy. Director (Evaluation), National Institute of Open Schooling (NIOS), A-24-25, Institutional Area, Sector-62, NOIDA, Pin-201309(U.P). The sealed packet containing both the Technical and Financial Bid should be put in one envelope and the **same may be dropped in the Tender box placed in Evaluation Department, 7<sup>th</sup> floor NIOS HQs.**
11. The tender documents may be obtained from the CPP Portal or NIOS website free of cost. The tender furnished in any other manner will be treated as invalid.
12. No revision of the price bid will be allowed once the price bids are opened. Rates shall always be both in the figures and words.
13. The successful Bidders will make an agreement on a non-judicial stamp paper of Rs. 100/- with the NIOS stating that the firm/agency certified with ISO will abide by all the general & specific terms and conditions laid down in the tender document in totality in letter and spirit.
14. No claim for price increase will be entertained after submission & in respect of finalized of bids and signing the contract except statutory obligations.
15. No additional payment will be made for typesetting, proof reading & preparation of samples/art works etc. Preparation of samples / art works/design shall be made as per the instruction given by the NIOS.
16. **The institution will make a panel of TWO Bidders/Agencies on the basis of lowest(L-1) quoted rate. The Bidders/Agencies are required to give their consent/acceptance to the lowest(L-1) quoted rates. The Institution shall empanel maximum 02 Agencies on L-1 rate.**
17. The successful bidder has to submit Performance Security Deposit in the form of FDS /Bank Guarantee amounting to 3% of the total value of estimated work order pledged in favour of “Secretary, NIOS” valid for **three year from the date of award**. The Security is liable to be forfeited in case the supplier 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 firms may be blacklisted including other legal actions against the firm.

18. The EMD amount will be returned to the unsuccessful bidders without any interest after completion of selection process and receipt of security deposit from the successful bidder. The EMD amount shall be forfeited in case the Bidder quoting L-1 rate back out to execute the work.
19. 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 Printer.
20. The Bidders must submit a letter from the authorized manufacturer stating that the material/sample paper submitted are as per BIS standard 1848/2018 with latest amendment, if any, alongwith latest **chemical Lab test Report by Central Govt. Laboratory.**
21. The rate should be quoted for complete operations from procurement of papers ,providing of all Art works, Designs, proofs of the jobs to be printed, Dandy Roller making charges, cost of manufacturing of 150 & 120 GSM Parchment paper with NIOS Logo dandy roll water marked, printing charges, cost of hot metal foiling on Result documents and printing upto delivery at Delhi /NCR as per the specifications given in the Tender document which should include all charges.
22. 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.
23. **No advance payment shall be considered to undertake the work.** However, 80% payment of the Bill amount will be released after completion of work and remaining 20% will be released after receiving the Chemical Test Report from the Central Government Lab Agency by the firm subject to verification by the Audit Section.
24. The successful Bidder at the time of supply of Blank Stationery must submit a latest chemical lab test/ quality report from the manufacturer of the paper.
25. To protect the highly confidential nature of this job, outsourcing for printing and packing of materials (the job in full or part) is not allowed. The printer should have complete in-house facilities for the entire processes in printing and packing of the blank stationery to the destinations.
26. The entire work intended to be tendered is of high confidential in nature. Hence absolute accuracy and confidentiality is required to be maintained at all stages.
27. The successful bidder/agency must maintain high standard of confidentiality and only deal with the official/officer authorized by the Director (Evaluation), NIOS.
28. The Officers of the NIOS however, may visit the premises to satisfy the technical requirement of the Bidder to inspect the 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, to ensure confidentiality and to ascertain that these items are prepared as per specifications laid down in the terms and

conditions. If any lapse is found, the authorities of the NIOS shall take such action, as deemed fit, which shall be final and binding.

29. 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.
30. The quantities 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 with the undertaking of safe disposal of wastage & and no such extra printing etc are kept with the supplier.
31. In case the NIOS feels that the firm 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.
32. In case the Bidder (i.e. the Printer) 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 Printer certified with ISO either on NIOS panel or otherwise at any time. Penalty as deemed fit by the NIOS 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 Printers not in the panel of NIOS.
33. 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 security deposited will be forfeited in full. Further any other action as deemed fit will also be taken.
34. The Bidder may submit the sample of blank stationery with both static and dynamic field printing along with the tender.
35. The Institutions (NIOS) shall have the right to get the stock of blank stationery checked and verified by its Officer at any Time without notice at the premises of the manufacturer.
36. Requirement as specified is tentative only which may increase/ decrease as per the actual requirement.
37. The delivery of stationery is required within 30 days from the date of order or as per the delivery schedule specified by the NIOS from time to time. Schedule once given should strictly be adhered to, failing which the rate contract is liable to be terminated and penalty maximum up to 10% value of the

supply order or as deemed fit by the NIOS will be imposed and liquidated damage of any occurred due to not executing the job supplying the printing material as per the delivery scheduled shall be recovered out of the Security Deposit or the Security Deposit will be forfeited.

38. It will be the responsibility of the successful tenderer to deliver the stationery items at the NIOS HQs at NOIDA, U.P., or at any other address given to the Printer. Since printing and supplying of stationary is a time bound activity, the firm shall have to maintain given time schedule strictly along with high print quality, failing which the contract is liable to be terminated and penalty maximum up to 10% value of the supply order or as deemed fit to be imposed including other actions against the firm.
39. **Five(05) Sheets** samples each of 150 GSM & 120 GSM Parchment paper should be sent along with the tender form duly stamped and signed indicating the grammage, name of the manufacturer, name of the tenderer, address etc. with latest Lab Test Report. Samples are required for judging the quality of paper etc.
40. In order to ensure the quality of the paper used in printing of blank stationery, **NIOS may at any stage send the sample to any Government/Government recognized Laboratory for Chemical testing in case of any doubt is arisen.** In case the printing of any documents, if found defective or numbering on the document is found defective, the whole lot(s) will be rejected and the party will be required to re-print or re-manufacture the whole lot(s) in the given time period as desired by the NIOS at their/Printers own cost.
41. In the event of specification/grammage required by NIOS not found in consonance with the specifications/grammage prescribed by the BIS/NIOS against the items, necessary proportionate deduction of cost shall be made and the decision of the Chairperson, NIOS for penalty maximum up to 10% value of the supply order to be imposed/deduction made etc. shall be final and binding on the firm.
42. 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.
43. 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.
44. The Firm shall be responsible to make all arrangements to ensure complete security and secrecy with regard to the manufacture, safe custody and timely supply of the blank stationery to the Board/Institution.
45. **Penalty:**
  - 45.1 In case the supply is not made within the stipulated period the penalty may be imposed to printer/Bidder/Agency for delay as per the following.
    - (i). Penalty of 4 % of total value of work for delay of one week (Upto 7 days )
    - (ii). Penalty of 8% of total value of work for delay of two week (upto 14 days)
    - (iii). Penalty of 14% of total value of work for delay for above 14 days

However, if the supply is made beyond 30 days from due date, EMD /Performance Bank Guarantee Deposit shall also be forfeited in addition to the penalty.

45.2 In case of any loss of blank stationery from the Godown of the Firm or while in transit the manufacturer concerned will be liable to be blacklisted besides legal action and 1% penalty shall be imposed on entire Bill and deductions shall be made from the Bill.

45.3 In case the successful Agency/Firm fails to complete the order in part or in whole, as the case may be, the order shall be cancelled and for completion of the remaining portion of the job, the order will be given to the next successful Agency/Firm and any excess expenditure involved shall be recovered from the Agency/Firm who fails to complete the job. Besides, the penalty maximum up to 10% value of the supply order or as deemed fit by the Competent Authority shall be imposed on the Agency/Firm who fails to execute the work order.

46. **This contract shall be governed by Law of India. 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 1 to 46 are accepted to me/us.

**(Signature of authorized person of Bidders/ Printer with Seal/Stamp)**

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

## 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 payment of Tender Processing fee, EMD & check list.**

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

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

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

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

- i. Schedule of price Bid in the form of BOX XXX.xls

Technical Bid (Annexure – I) and Financial Bid (Annexure- II) are to be sealed in separate envelope and sealed cover superscribed as Technical Bid/Financial Bid and both the covers are to be put in one big envelope and sealed and superscribed the sealed envelope as **“TENDER OF EMPANELMENT OF AGENCIES FOR PRINTING AND DELIVERY OF BLANK STATIONERY FOR RESULT DOCUMENTS FOR NIOS EXAMINATIONS”**. It may be addressed to the Dy. Director (Evaluation), National Institute of Open Schooling (NIOS), A-24-25, Institutional Area, Sector-62, NOIDA, Pin-201309(U.P). The sealed packet containing both the Technical and Financial Bid should be put inside one envelope and the **same may be dropped in the Tender box placed in Evaluation Department, 7<sup>th</sup> Floor, NIOS HQs.**

NIOS will evaluate the Technical bid as per the eligibility criteria mentioned in the Tender document and those who qualify in the Technical Bid will be informed for the opening of the Financial bid with date, time and venue of opening of Financial Bid.

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

The Bidders/Agencies 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/Agencies 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/Agencies 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/Agency Enrolment” on the CPP Portal which is free of charge.
2. As part of the enrollment process the Bidders/Agencies will be required to choose a unique username and assign a password for their accounts.
3. Bidders/Agencies 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 Bidder/Agency 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/Agency, please note that the Bidders/Agencies are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
6. Bidder/Agency 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/Agencies 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/Agencies 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/Agencies 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/Agencies through SMS/ e-mail in case there is any corrigendum issued to the tender document.
3. The Bidders/Agencies 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/Agency 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/Agency, 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/Agencies. Bidders/Agencies 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/Agency 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/Agency will be responsible for any delay due to other issues.
2. The Bidder/Agency has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder/Agency has to select the payment option as "offline" to pay the tender fee/ EMD as applicable and enter details of the instrument.
4. Bidder/Agency 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/Agencies 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/Agencies. Bidders/Agencies 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/Agency). No other cells should be changed. Once the details have been completed, the Bidder/Agency should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the Bidder/Agency, the bid will be rejected.

6. The server time (which is displayed on the Bidders/Agencies dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the Bidders/Agencies, opening of bids etc. The Bidders/Agencies should follow this time during bid submission.
7. All the documents being submitted by the Bidders/Agencies 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 Empanelment of Agencies for printing and delivery of pre-printed/blank stationery for result documents (Marks Statement-cum-Certificate, Migration-cum-Transfer Certificates) for Secondary/Sr. Secondary/ Vocational and Examinations of various Projects/Schemes of NIOS.**

(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 form for empanelment of agencies for printing and delivery of pre-printed/blank stationery for result documents (Marks Statement-cum-Certificate, Migration-cum-Transfer Certificates) for Secondary/Sr. Secondary/ Vocational and Examinations of various Projects/Schemes of NIOS. 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 Printing and supply of blank stationery at Delhi/NCR or any other location as desired by NIOS.

**General Information**

<b>Sl. No.</b>	<b>Particular</b>	<b>Details</b>
1.	Name of the Printer:	
2.	Details of ISO registration/certification: (Please enclose the copy of ISO certificate)	
3	Address of the Printer : a) Head Office: b) Branch ( if any): c) Printing Press Location: d) Area and number of Floors (in sq. m) e) Own/rented (copy enclosed)	
4.	Contact details of Printer : a) Telephone Number(s) b) Mobile No.: c) Fax No. d) E-mail ID:	
5.	Name of Director/ Proprietor a) Designation b) Telephone no. c) Mobile no. d) Email ID	
6.	Year of Establishment & Registration No. (Please attach certificate thereof)	

7.	Bank Details of Firm for payment : (a) Account Number : (b) IFSC Number : (c) Name of the Bank : (d) Address of the Bank :	
8.	Is your firm registered under (a) The Indian Companies Act. (b) The Indian Partnership Act. If yes, attach proof of certificate thereof	
9.	If your firm is a sole proprietorship or partnership firm or any other Categories (give details)	
10.	Details of multi coloured web printing machines and other related equipments(give details)	
11.	Please indicate arrangement/tie up or own mill for making NIOS 150 & 120 GSM Parchment Paper dandy roll water marked paper. Strictly as per BIS specifications.	
12.	Please attach a letter of authority from concerned Mill, if the NIOS water marked paper is to be manufactured from any other mill also certifying that the water marked paper will be made only as per the requirement placed to the mill by the Tenderer as per instructions in Annexure 'II'.	
13.	Whether <b>Five (05)</b> sample sheets each of 150 & 120 GSM parchment papers attached as per instructions	
14.	Please mention additional security features of the firms (if any).	
15.	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.	
16.	Regn. No. / TAN No./GST No. (copy enclosed)	
17.	Permanent Account No. (PAN) (copy enclosed)	
18.	Whether the Tender Documents duly signed, Stamped and enclosed.	
19.	Details of awards/ certificate of merit etc. received from any board/organization (please attach copy of certificate)	
20.	Whether, the undertaking that the Printer has not been blacklisted by any Govt./Public undertaking Institution/Organization /IBA/RBI enclosed. <b>(YES/NO)</b>	

21.	Detail of DD for Tender processing fee of Rs.1,000/- (Rupees One Thousand only) <b>(DD no, Date and Bank)</b>	
22.	Detail of EMD of Rs. 1,00,000/- (Rupees One Lac only) <b>(DD no, Date and Bank)</b>	

23. Experience of the ISO certified Printers: Please enclose certificate & mention the details of printing and delivery of blank stationery for result documents done during last three years successfully.

Year	Name of Govt. Board/University /NIOS/Educational organization etc.	Qty.	Nature of Work	Details of work executed (with proof)
2018-19				
2019-20				
2020-21				

24. Minimum turnover of **Rupees Three Crore per annum in each of the previous three years.**

(Enclose copy of audited accounts with trading, profit and loss account and balance sheet):

Financial Year	Annual Turnover (in Rs.)
2018-19	
2019-20	
2020-21	

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

Whether eligibility criteria as given in the Tender Documents is fulfilled by the Printer. **(YES/NO)**

26. Whether Five(05) no. of samples each of 150 & 120 GSM parchment paper strictly as per BIS specification 1848/2018 with latest amendment (if any) with Lab report to be used for printing and delivery of blank stationery for result documents are enclosed. **(YES/NO)**

27. Whether duly signed general terms and conditions of the tender document is enclosed. **(YES/NO)**

(Authorized Signatory with full name, designation and stamp)

Full Name \_\_\_\_\_  
 Designation \_\_\_\_\_  
 Tel./Mobile No \_\_\_\_\_  
 Email ID \_\_\_\_\_

### Check List for Technical Bid

SL. No.	Name of the Document (copy of duly certified by the Printer)	Remarks(Enclosed/ Not Enclosed)
1.	Registration certificate with ISO as Printer	
2.	Company registration certificate	
3.	Turnover minimum Rupees <b>Rupees three Crore per annum in each of the previous three years</b> (Trading, Profit and Loss a/c and Balance Sheet of last three years)	
4.	Copies of the Income Tax Returns for the last three financial years along with PAN.	
5.	Experience certificate minimum of three (3) years	
6.	Please enclose copies of three (03) work orders successfully executed	
7.	Demand Draft for Bid processing fee of Rs. 1000/- (Rupees One thousand)	
8.	Demand Draft for EMD of Rs. 1,00,000/- (Rupees One Lac only)	
9.	Letter of authority from concerned Mill, if the NIOS water marked paper is to be manufactured from any other mill also certifying that the water marked paper will be made only as per the requirement placed to the mill .	
10.	Five (05) no. of samples each of 150 & 120 GSM Parchment paper strictly as per BIS specifications 1848/2018 with latest amendment, if any.	
11.	Chemical Lab Test/quality report of the sample paper from the manufacturer of paper to be used for printing and delivery of blank stationery for result documents.	
12.	Regn. No./TAN No./GST No.	
13.	Permanent A/c. No. (PAN)	
14.	Copy of insurance against fire & theft etc.	
15.	Self declaration and undertaking that the Printer has not been blacklisted/debarred by any Govt./Public undertaking Institution/Organization	
16.	Sample of blank stationery for each with both static and dynamic field printing.	
17.	Duly signed general terms and conditions of the tender document.	

(Authorized Signatory with full name,  
designation and stamp)

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

**FINANCIAL BID**

**Tender form for Empanelment of Agencies for printing and delivery of pre-printed/blank stationery for result documents (Marks Statement-cum-Certificate, Migration-cum-Transfer Certificates) for Secondary/Sr. Secondary/ Vocational and Examinations of various Projects/Schemes of NIOS.**

- (i) Rates should be quoted inclusive of all charges i.e. cost of 150 & 120 GSM Parchment paper with NIOS dandy water marked , which is to be got arranged by the firm including the cost of Dandy roll/Dandy cover for making NIOS water marked paper and properties must conform BIS specifications.
- (ii) Rates should also be quoted inclusive of manufacturing cost of hot metal foiling of NIOS logo on Marks Statement cum Certificates.

After having gone through the details contained in the tender document and the terms and conditions as enlisted in the tender document for empanelment of agencies for printing and delivery of pre-printed/blank stationery for result documents **(Marks Statement-cum-Certificate, Migration-cum-Transfer Certificates) for Secondary/Sr. Secondary/ Vocational and Examinations of various Projects/Schemes of NIOS** at New Delhi /NOIDA/NCR or any other location as desired by NIOS. I/we quote our lowest rates for the same as given below in prescribed proforma.

Item No.	Name of the Items	Specifications & Quantities	Rates* per copy to be quoted inclusive of all charges and delivery (including cost of material and all other work involved in printing)
1.	<b>Mark statement –cum- Certificate</b>	As stated in the tender document at page no. 2.	Rs. _____ (Rupees _____) per certificate (inclusive of all Taxes & charges). Overwriting/ cutting/erasing is not allowed.
2.	<b>Migration-cum-Transfer Certificate</b>	As stated in the tender document at page no. 2	Rs. _____ (Rupees _____) per certificate (inclusive of all Taxes & charges). Overwriting/ cutting/erasing is not allowed.

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

(ii) Conditional bid will summarily be rejected.

(Authorized Signatory with full name, designation and stamp)

Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Tel. No \_\_\_\_\_  
Mobile: \_\_\_\_\_  
Email ID \_\_\_\_\_

## TENDER ACCEPTANCE LETTER

(To be given on Company/Firm Letter Head)

Date: \_\_/\_\_/2022

**To**  
**The 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 Empanelment of Agencies for printing and delivery of pre-printed/blank stationery for result documents (Marks Statement-cum-Certificate, Migration-cum-Transfer Certificates) for Secondary/Sr. Secondary/ Vocational and Examinations of various Projects/Schemes of NIOS.

Respected Sir,

- a. I/We have downloaded/obtained the tender document(s) for the above mentioned Tender/Work from the website(s) namely, [www.nios.ac.in](http://www.nios.ac.in), <https://eprocure.gov.in/epublish/app> as per your advertisement, given in the above mentioned website(s).
- b. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No **1 to 46** (including all documents like annexure(s), schedule(s). etc., which form part of the contract agreement and I/we shall abide hereby by the terms/conditions/clauses contained therein.
- c. The corrigendum(s) issued from time to time by your department organization too has also been taken into consideration, while submitting this acceptance letter.
- d. I/We hereby unconditionally accept the tender conditions of above mentioned Tender Document(s)/ corrigendum(s) in its totality/entirety.
- e. 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.
- f. We hereby also declare that our firm/company/concern is certified with ISO. 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.
- g. I/We hereby also declare that our form has not been black listed/debarred by any Government Central and State) Board/NIOS/Public undertakings/Banks/RBI/IBA etc.

Yours faithfully

(Authorized Signatorywith full name, designation and stamp)

Full Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Tel./Mobile No \_\_\_\_\_  
Email ID \_\_\_\_\_