



National Institute of Open Schooling (NIOS)

ISO 9001:2008 Certified

(An Autonomous Institution under MHRD, Govt. of India)

A-24-25, Institutional Area, Sector-62, NOIDA-201309, U.P.

Largest Open School of the World, serving through more than 6000 Study Centres across the country

TENDER NOTICE

Sealed tenders are invited under two bid system for manufacturing and supplying of Answer Books for next 04 Public Examinations to be held in next two years from reputed and registered printers having minimum of 3 years experience in doing such type of jobs for any State/Central/Autonomous Education Boards/Universities. The firm should have minimum Annual Turnover of Rs. 1.00 crore in each of the last 3 financial years. Specifications, EMD and other Terms and Conditions are given in Tender Form.

Tender Form can be purchased from the Section Officer (Printing), First floor, National Institute of Open Schooling HQ, A-24-25, Sector-62, NOIDA on any working day between 10.00 a.m. to 4.30 p.m. and upto 12.00 noon upto 05/06/2017 on payment of cash of Rs. 1,050/- (inclusive of Tax@ 5%) (non-refundable) or can also be downloaded from NIOS website www.nios.ac.in for which a Bank Draft of Rs. 1,050/- be enclosed with Technical Bid in favour of the Secretary, NIOS payable at NOIDA. The Technical Bid must be accompanied by EMD of the amount as specified in the Tender Document in the form of Bank Draft in favour of the Secretary, NIOS. For printing these Answer Books, NIOS will issue 80 gsm NIOS Water Mark paper in sheets in the size of 23"x36" from its store, the successful bidder will have to give Bank Guarantee of a reasonable amount towards security of paper being issued to the firm within a stipulated time. Tenders containing Technical and Financial Bids sealed in separate envelope be kept in another bigger envelope duly sealed and complete in all respect superscribing "Tender for Manufacturing and Supplying of complete Answer Books for September-November, 2017 and onward 3 more NIOS Public Examinations" addressed to the Secretary, NIOS should reach the above mentioned address latest by 2.00 p.m. on 05/06/2017.

Secretary, NIOS



राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान (एनआईओएस)

आईएसओ 9001 : 2008 प्रमाणित

(मा.सं.वि.मं., भारत सरकार के अधीन एक स्वायत्त संस्था)

ए-24-25, इस्टीट्यूशनल एरिया, सेक्टर-62, नोएडा (उ.प्र.)-201309

देशभर में 6000 से अधिक अध्ययन केन्द्रों के माध्यम से शिक्षा का प्रसार करने वाला विश्व का सबसे बड़ा मुक्त विद्यालय

निविदा सूचना

ऐसे प्रसिद्ध और पंजीकृत मुद्रकों से अगले दो वर्षों में होने वाली 04 सार्वजनिक परीक्षाओं की उत्तरपुस्तिकाएँ बनाने और उनकी आपूर्ति के लिए दो बोली प्रणाली के अंतर्गत मुहरबंद निविदाएँ आमंत्रित की जाती हैं जिन्हें किसी राज्य/केंद्रीय/स्वायत्त शिक्षा बोर्ड/विश्वविद्यालयों के लिए इस प्रकार के कार्य करने का कम से कम तीन 3 वर्षों का अनुभव हो। फर्म का पिछले 3 वित्तीय वर्षों से प्रत्येक वर्ष का वार्षिक टर्नओवर रु. 1.00 करोड़ होना चाहिए। विनिर्देश/तकनीकी विवरण, बयाना राशि और अन्य नियम व शर्तें निविदा फॉर्म में उपलब्ध हैं।

निविदा फॉर्म किसी भी कार्य दिवस पर प्रातः 10.00 बजे से सायं 4.30 बजे और 05/06/2017 को दोपहर 12.00 बजे तक अनुभाग अधिकारी (मुद्रण), राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान मुख्यालय, ए-24-25, सेक्टर-62, नोएडा, से रु. 1,050/- (5% कर भी शामिल है) (अप्रतिदेय) के नकद भुगतान कर अथवा एनआईओएस की वेबसाइट www.nios.ac.in से भी डाउनलोड किया जा सकता है जिसके लिए तकनीकी बोली के साथ सचिव, एनआईओएस के पक्ष में तथा नोएडा में देय रु.1,050/- का बैंक ड्राफ्ट संलग्न करना होगा। तकनीकी बोली के साथ निविदा दस्तावेज में सुनिश्चित धनराशि बयाना राशि के रूप में बैंक ड्राफ्ट बनाकर सचिव, एनआईओएस के पक्ष में देनी होगी। इन उत्तर पुस्तिकाओं के मुद्रण के लिए एनआईओएस अपने स्टोर से 23"×36" के आकार में 80 जीएसएम एनआईओएस वाटर मार्क वाला कागज शीट में प्रदान करेगा। सफल बोली लगाने वाली फर्म को जारी किए गए कागज के मूल्य के उचित राशि की बैंक गारंटी निर्धारित समय के भीतर देनी होगी।

तकनीकी और वित्तीय बोलियों सहित निविदाएँ सभी दृष्टि से पूरी करके मुहरबंद अलग लिफाफों में रखकर एक अन्य बड़े लिफाफे में मुहरबंद करके लिफाफे पर मोटे अक्षरों में "एनआईओएस की सितंबर-नवंबर, 2017 एवं अगले 3 और सार्वजनिक परीक्षाओं के लिए उत्तर पुस्तिकाएँ बनाने और उनकी आपूर्ति के लिए निविदा" लिखकर सचिव को संबोधित करते हुए 05/06/2017 को सायं 2.00 बजे तक उपर्युक्त पते पर पहुँच जानी चाहिए।

सचिव, एनआईओएस



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Cost of Tender Form Rs. 1050/- inclusive of ST 5% (non-refundable)

TENDER

Sealed Tenders are invited under two bid system from reputed and registered Printers having their own setup and having minimum of 3 years experience of making not less than 10 lakhs copies of complete Answer Books of any Board/University in each year (who have printed Answer Books of similar nature for public examinations), for manufacturing and supplying of Answer Books (Standard Size i.e. 23"x36"/8) for September-November, 2017 NIOS Public Examinations as per the specifications given below :-

Please quote your lowest competitive and reasonable rates, as in addition of September-November, 2017 Answer Books, this rate contract will also be extended for making of Answer Books for another '3' NIOS public examinations i.e. March-May, September-November, 2018 and March-May, 2019 on same terms and condition with mutual consent, and if the performance of the firm is found to be satisfactory. Quantities for which may increase or decrease. Work will be allotted to those whose rates will be found to be lowest (L1) for any Answer book quoted for.

Note : Interested firms are advised to see the printed samples before quoting their lowest and competitive rates.

Following Quantities of Answer Books with complete specifications etc. are to be printed/made for September-November, 2017 NIOS Public Examinations. These quantities may increase or decrease or remain the same as per the NIOS requirement for September-November, 2017 Exams. and for subsequent examinations.

Sl. No.	Name of the Item	No. of Pages	Quantities to be printed & supplied and specifications	Printing colour	Other Specifications	E.M.D. (Rs.)	Period of sale of tender	Last date of submission of tender form and date of opening of Technical Bids	Date of opening of financial bids
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
01	Secondary Answer Books	28 pages with folio numbers printed serially from (1 to 28)	Approx. 8,00,000 copies are to be prepared. The above quantities may increase or decrease at the time of giving final print order. A sticker with one side printing in the size of 6.5cm × 21 cm on 80 gsm chromo paper will also have to be made and stitched with each Answer Book vertically alongwith spine. Please note that gumming of the stickers will have to be done at '3' corners other than spine of approx. 1/4" width, gumming should be proper and of good quality.	Single Colour Black	Perforation with SN17 of each Answer Book, numbering of each Answer Book, complete making of sticker and stitching of this sticker vertically alongwith spine of each Answer Book and FOR to NIOS R.P. Bagh, Delhi	Rs. 30,000/-	From 13.05.2017 (between 10.00 a.m. to 4.30 p.m.) to 05.06.2017 (upto 12.00 noon)	05.06.2017 upto 2.00 p.m. and opening same day at 2.30 p.m.	Will be intimated later and Financial bids of only those firms will be opened, who qualify in their Technical Bids.
02	Senior Secondary Answer Books	28 pages with folio numbers printed serially from (1 to 28)	Approx. 9,50,000 copies are to be prepared. The above quantities may increase or decrease at the time of giving final print order. A sticker with one side printing in the size of 6.5cm × 21 cm on 80 gsm chromo paper will also have to be made and stitched with each Answer Book vertically alongwith spine. Please note that gumming of the stickers will have to be done at '3' corners other than spine of approx. 1/4" width, gumming should be proper and of good quality.	Single Colour Magenta	Perforation with SN17 of each Answer Book, numbering of each Answer Book, complete making of sticker and stitching of this sticker vertically alongwith spine of each Answer Book and FOR to NIOS R.P. Bagh, Delhi	Rs. 30,000/-			
03	Vocational Answer Books	20 pages with folio numbers printed serially from (1 to 20)	Approx. 90,000 copies are to be prepared. The above quantities may increase or decrease at the time of giving final print order. A sticker with one side printing in the size of 6.5cm × 21 cm on 80 gsm chromo paper will also have to be made and stitched with each Answer Book vertically alongwith spine. Please note that gumming of the stickers will have to be done at '3' corners other than spine of approx. 1/4" width, gumming should be proper and of good quality.	Single Colour Black	Perforation with SN17 of each Answer Book, numbering of each Answer Book, complete making of sticker and stitching of this sticker vertically alongwith spine of each Answer Book and FOR to NIOS R.P. Bagh, Delhi	Rs. 4,000/-			

04	Practical Answer Books	4 pages (Binding with single crease)	Approx. 10,00,000 copies are to be prepared. The above quantities may increase or decrease at the time of giving final print order.	Single Colour Black	Perforation with SN17 of each Answer Book, & numbering of each Answer Book and FOR to NIOS R.P. Bagh, Delhi	Rs. 4,000/-			
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Essential Instructions/requirement for Firms/Printers

1. **Experience:** The Tenderer must have their own set up and minimum 3 years experience in the field of manufacturing/making of the complete Answer Books of quantities not less than 10,00,000 copies in each year to any State/Central/Autonomous Education Board, Universities and Institutions of Central/State Government.
2. **Turnover:** The Tenderer must have minimum annual turnover of Rs. 1.00 crore in each of the last '3' years.
3. The Printer must have desired experience and firm should possess complete infrastructures for printing and supplying of required number of NIOS Answer Books of the specifications specified in this Tender Notice duly numbered with complete parameters within stipulated time frame as asked by the NIOS.
4. NIOS will issue its own NIOS Water Mark 80 gsm paper in the size of 23"×36" for printing of these Answer Books from its Paper godown at Rana Pratap Bagh, Delhi-110007. The successful tenderer will have to make its own arrangement for lifting of paper from NIOS paper godown at Rana Pratap Bagh, Delhi. No separate payment will be made for transportation etc., your rates should be inclusive of this. NIOS will allow wastage of paper as per approved norms/percentage of 1½% per colour only.
5. The successful tenderer will have to submit a Bank Guarantee of a reasonable amount towards security of paper being issued from NIOS store to the firm. The tenderer will have to submit Bank Guarantee within '5' days time atleast valid for '3' months beyond completion of all contractual obligation of the supplier.
6. The tenderer must have sufficient storage facility and appropriate security measures for safe custody of NIOS Water Mark Paper and Answer Books.
- 7(a) **The Earnest Money Deposit (EMD):** The tenderer must submit EMD of specified amount given in Table at page 1 column 7 in favour of the Secretary, NIOS payable at NOIDA, U.P. in the shape of Bank Draft of any Nationalised Bank which will be valid for the period upto the date of acceptance of the offer as well as submission of performance Security Deposit for the specified amount and thereafter the amount of EMD could be refunded on receipt of request letter from the firms. The EMD of unsuccessful bidders shall be refunded after the acceptance of the offer by the successful bidder. Further in the event of non-acceptance of the offer by the successful bidder the EMD shall be forfeited.
- 7(b) **Performance Security Deposit:** The successful bidder after acceptance of the offer shall submit a Bank Draft/Bank Guarantee for the amount equal to 7% value of the contract which will be valid for a period upto 2 years beyond the expiry of term of contract and thereafter the same may be refunded on receipt of request letter from the firm.
8. Please quote your lowest, competitive and reasonable rates, as in addition of September-November, 2017 Answer Books, this rate contract will also be extended for making of Answer Books for another '3' NIOS public examinations i.e. March-May, September-November, 2018 and March-May, 2019 on same terms and condition with mutual consent, and if the performance of the firm is found to be satisfactory. Quantities for which may increase or decrease. **Work will be allotted to those whose rates will be found to be lowest (L1) for any Answer book quoted for.**
9. The delivery of Answer books in **craft paper** strictly as given under **Terms and Conditions** page 4, Sl.N. 3&4 and shall be F.O.R NIOS Book store at CWC Godown, Rana Pratap Bagh, Delhi in installments as given below and the tenderer shall supply the **complete order of answer books within 60 days time positively** as per the time schedule given below, unless there are other instructions from NIOS:
 - Half quantities of all items within First 30 days time from assigning the confirmed order/job.
 - Balance quantities within next 30 days time.

Tender form having all the Specifications, Terms and Conditions etc. can be purchased from the Section Officer (Printing), Room No. 111, First floor, A-24/25, Sector-62, NOIDA, U.P. between 10.00 A.M. to 4.30 P.M. on any working day **from 13.05.2017 to 05.06.2017 upto 12 noon** on payment of Rs.1050/- in cash (non-refundable). Tender

form can also be downloaded from NIOS website www.nios.ac.in for which Bank Draft of Rs.1050/- be enclosed with the tender form (**in the Technical Bid envelope**) in favour of Secretary, NIOS payable at NOIDA, U.P. Photocopy of cash deposit receipt, if (not downloaded) be enclosed with the Tender Form before its submission. The Tenders received after the specified closing date and time shall be rejected. The Demand Drafts towards EMD must be kept in the Technical Bid envelope. The Tender without EMD amount shall be summarily rejected. The cost of Tender Document i.e. Rs.1050/-, if downloaded shall be enclosed in the form of Demand Drafts alongwith the Technical Bid to avoid rejection of Tender.

This tender contains 2 Tender Forms i.e. Part A - Technical Bid and Part B - Financial Bid.

The Technical and Financial Bids (duly filled, signed and stamped) be kept in two separate envelopes superscribing clearly as **“Technical Bid”** and **“Financial Bid”** on the envelopes. **Then both the envelopes be kept in another bigger envelope** duly sealed superscribing **“Tender for Manufacturing & Supplying of Answer Books for September-November-2017 Public Examinations of NIOS”**.

The Tender addressed to the Secretary, NIOS should reach the above address **on or before 05.06.2017 upto 2.00 p.m.** and be kept in sealed tender box kept at the gate for this purpose at A-24-25, Institutional Area, Sector-62, NOIDA-201309, NIOS HQ, Building.

The Technical Bids shall be **opened by a Committee constituted and approved by the Competent Authority on the same date at 02.30 p.m.** in the presence of the tenderers, who wish to be present. The Financial Bids of only those bidders will be opened who qualify in their Technical Bids. The dates of opening of financial bids will be informed later only to those firms who qualify in their technical bids..

A specimen copy of the existing Answer Book of NIOS may be seen in Printing Section at the above mentioned address. The tenderers are advised to quote their rates only after seeing the printed sample. NIOS reserves all the rights to accept or reject any or all the tenders without assigning any reason.

Joint Director (Admn.)



NATIONAL INSTITUTE OF OPEN SCHOOLING

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A-24/25, Institutional Area, Sector-62, NOIDA, U.P.-201309

Manufacturing & Supplying of Answer Books (Standard Size i.e. 23"×36"/8) for September-November, 2017 Public Examinations of NIOS

IMPORTANT : Please quote your lowest, competitive and reasonable rates, as in addition of Printing/Making of Answer Books for September-November, 2017 on the rates so received and approved, these rates/rate contract will be applicable on same terms and conditions for manufacturing/making of Answer Books for 3 more NIOS Public Examinations i.e. March-May, September-November, 2018 and March-May, 2019 with mutual consent and if the performance of the firm(s) found satisfactory. The order for which to be placed in January, June, 2018 and January, 2019 respectively. Quantities for which may increase or decrease.

TERMS AND CONDITIONS

01. Tenders containing Technical Bid and Financial Bid in two separate sealed envelopes and then both envelopes in one bigger envelop superscribed “**Tender for Manufacturing & Supplying of Answer Books for September-November, 2017 Public Examinations of NIOS**” addressed to the Secretary, NIOS should reach this office **upto 2.00 p.m. on 05.06.2017 alongwith EMD etc..** Technical Bid will be opened on the same day at 02.30 p.m. in the presence of those tenderers who wish to be present. The Financial Bids of only those bidders will be opened later who qualify in their Technical Bids and the dates of opening will be informed later.
02. Rates should be quoted inclusive of lifting charges of 80 GSM paper from NIOS godown for manufacturing NIOS Answer Books and delivery of Answer Books from Godown of the Printer to NIOS, Rana Pratap Bagh, Delhi godown and inclusive of all operations involved for manufacturing of these Answer Books. No separate claim for lifting of paper and delivering etc. of Answer Books will be accepted.
03. **Answer Books** are to be packed in packets of 200 copies each (accurate counting serial number 1-200 in continuation) **Packing of Answer Books should be in craft paper of 80 gsm strictly covered from all sides with good quality Hard Board at top and bottom of the Answer Book size..** Proper serial number should be written outside of each packet. There should be no missing case and the Answer Books should be packed serially.
04. **Practical Answer Books** are to be packed in packet of 500 copies each and **Packing of Answer Books should be in craft paper of 80 gsm strictly covered from all sides with good quality Hard Board at top and bottom of the Answer Book size.** The serial number should be written outside of each packet compulsorily.
05. EMD is to be given as clearly specified in the Tender and at page 2.
06. The Chairman, NIOS reserves the right to re-schedule the delivery of answer books and decision taken by the NIOS shall be binding on the tenderer.
07. **The rates to be quoted by the tenderers shall be inclusive of all operations involved plus VAT/GST as applicable. Any rates mentioned in the Financial Bid in segregated form or excluding taxes or quoting discount over and above the rates shall be summarily rejected and no representation shall be entertained in this regard.**

Signature of the Tenderer with Stamp

08. All the Answer Books are to be supplied with FOR at NIOS Book store, CWC at Rana Pratap Bagh, Delhi.
09. Work will be allotted to those firms, whose rates will be found to be lowest for any Answer book.
10. The Earnest Money Deposit (EMD) of the unsuccessful bidder shall be refunded without any interest at an earliest.
11. Performance Security Deposit should be for an amount of 7% of value of work. **However, if the successful tenderer fails to accept the work order, EMD shall be forfeited.**
12. In the event of any tenderer withdrawing after submitting the tender or he fails to deliver Answer Books as per contract; the **Earnest Money/Security Deposit** shall be forfeited and the job will be allotted to next firm i.e. second lowest bidder subject to acceptance of the consent at L-1 rate.
13. Delivery of Answer Books in regular installments shall be completed within 60 days time from assigning the confirmed work/job order as specified in the work order and tender as under, unless there are no other instructions from NIOS:
 - **Half quantities of all items within First 30 days time from the date of assigning the confirmed work/job order.**
 - **Balance quantities within next 30 days time.**
14. The supplier 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 answer books to the NIOS. In case of any loss of Answer Books from the godown of the supplier or while in transit, the manufacturer concerned will be liable to be black-listed besides legal action and penalty as deemed fit shall be imposed on entire bill and deductions shall be made from the bill.
15. The answer books shall be manufactured as per specifications given by the NIOS in this tender. The printer shall ensure that the serial number to be printed on each answer book is clearly legible and **there should be no duplicate serial number and missing number** in the packet. A certificate shall be submitted by the manufacturer with bill that the answer books have been counted physically and there is no error in putting serial number and counting. If errors are noticed in numbering and counting in the answer books, penalty as deemed fit shall be imposed and deductions shall be made from the bill. The printer will have to make arrangement to rectify any such deficiencies, if notified.
16. **A sticker with one side printing in the size of 6.5cm × 21 cm on 80 gsm chromo paper will have to be made and stitched with each Answer Book vertically alongwith spine by the printer. Please note that gumming of the stickers will have to be done at ‘3’ corners other than spine of approx. 1/4” width, gumming should be of proper and of good quality. Sample can be seen in person at NIOS HQ, NOIDA, U.P.**
17. The supplier shall ensure that any shortage or deficit found by the NIOS shall be made good by the firm. No advance payment will be made and NIOS shall make payment upon receipt of complete materials.
18. The supplier on completion of the job shall ensure that plates used for printing are destroyed.
19. The NIOS shall have the right to get the stock of answer books checked and verified by its officer at any time without notice at the premises of the manufacturer.
20. The Printer should have sufficient storage capacity in the firm’s godowns for storing NIOS paper and keeping the NIOS Answer Books safely before delivery to NIOS store.

Signature of the Tenderer with Stamp

21. The NIOS reserves the right to terminate the contract at any time without notice and to forfeit part or whole of the Earnest Money/Security Deposit if the supplier fails to make the supply in accordance with the specifications and samples or there is any breach of the terms and conditions of the contract on the part of the supplier.
22. Quantities of Answer Books to be printed and as intimated in the tender may increase/decrease as per NIOS requirements at the time of placing job order.
23. The Printer shall ensure that no answer books/practical answer books, whatsoever, has been printed more than the specified number and is not left with them after completion and final supply of the answer books is made over to the NIOS. Printer shall also ensure that no Answer Book goes out of the press by unscrupulous methods. In case any breach of any terms and conditions, secrecy and any contravention/discrepancy is noticed by the NIOS during the course of examination or subsequently, the manufacturer concerned shall be liable to be black-listed besides strict legal action, penalty as deemed fit shall be imposed and deductions shall be made from the bill.
24. A penalty of 4% per week subject to a maximum of 10% on the proportionate amount of the bill on account of delayed supply of the materials, shall be imposed in case the supply is not made within the stipulated period.
25. Tenderers are required to produce evidence of their requisite previous experience for supply of Answer Books direct to any of the Education Board/University. Work/job order received as sub-contract work i.e. not directly from Education Board/University shall not be considered as experience for technical eligibility. No subletting is allowed.
26. This rate contract will also be extended for making of Answer Books for 3 more NIOS Public Examinations i.e. March-May, September-November, 2018 and March-May, 2019 NIOS Public Examination with mutual consent of both NIOS and the firms on same terms and conditions and if the performance of the firm(s) found satisfactory.
27. The NIOS reserves the right to accept or reject any or all tenders without assigning any reason.
28. In case of dispute, the NIOS Chairman's decision shall be final and binding on both the parties.
29. A penalty may be imposed by the Competent Authority of the NIOS as deemed fit if the supply is not conforming to the specifications. Deduction/penalty made shall be binding on the firm.
30. Tax shall be deducted as applicable as per rules on all bills.
31. NIOS will issue NIOS Water Mark Maplitho paper of 80 gsm in 23"×36" size from its godown at Central Warehouse Corporation (CWC), Rana Pratap Bagh, Delhi for printing of these Answer books. NIOS will allow wastage of paper for printing of 1½% per colour only. The successful tenderer will make its own arrangement for lifting paper from NIOS Rana Pratap Bagh godown. No separate payment for lifting of paper and delivery of Answer Books will be made.

The successful tenderer shall be required to submit a Bank Guarantee from any Nationalised Bank of a reasonable amount towards security of paper being issued to the printer for manufacturing of Answer Books from NIOS store within '5' days time from the date being asked to do so by NIOS.
32. Rejected materials shall be at the supplier's risk and the same must be collected from the godowns of the NIOS office. It shall be replaced at the earliest by the firm with good one.
33. During the pendency of the contract, no revision in rates shall be allowed, except taxes levied by the Central/State Govt. duly notified by a Govt. order.

Signature of the Tenderer with Stamp

The rates quoted by the firm shall remain valid for printing/making of Answer Books for '3' more NIOS public exams. i.e. March-May, September-November, 2018 and March-May, 2019 with mutual consent on the same terms and conditions, however quantities may vary.

34. This is tentative requirement of the Answer Books, which may increase or decrease or may remain the same as intimated.
35. Financial bids will be opened only of those firms who will qualify in their Technical Bids. The date of opening of financial bids will be informed later.
36. The bidder must at appropriate places fill in the requisite information in the tender document.
37. All dispute related to this contract will be settled in the jurisdiction of Delhi Court only.
38. If the overall manufacturing/making of Answer Books, perforation including quality of sticker is not as per our specifications/sample, penalty as deemed fit will be imposed.
39. For any point if not covered under the provisions of this tender, the Chairman, NIOS shall be the supreme competent authority, whose orders in all issues at all stages shall be final for one and all as a matter of binding in all respects.
40. Dispute resolution clause :- Any dispute or difference arising out of or in connection with this tender shall be resolved by mutual negotiations by and between the NIOS and decision shall be binding on all concerned. If one of the parties disputes about the decision the same dispute shall be referred for arbitration in accordance with the provision of the Arbitration and Conciliation Act. The Arbitrator shall be appointed by the Chairman, NIOS. The decision of the Arbitrator shall be binding on all the parties.

Important: Please note the Tender received without requisite cost of tender document, required EMD amount, incomplete in any respect and received after the specified closing date and time shall be rejected.

All the terms and conditions stated under clause no. 1 to 40 are read and are accepted to me/us.

Please Note :

All these pages of the Terms and Conditions are to be signed/stamped and submitted alongwith Technical Bid Compulsorily.

Date : _____

Signature of Tenderer with Stamp _____

Address _____

Phone No. _____



NATIONAL INSTITUTE OF OPEN SCHOOLING

ISO 9001 : 2008 Certified

(An Autonomous Institution under MHRD, Govt. of India)
A-24/25, Institutional Area, Sector-62, NOIDA, U.P.-201309

Last date of Sale of Tender	-	05.06.2017 upto 12.00 noon
Last date for submission of Tender	-	05.06.2017 upto 2.00 p.m.
Opening of sealed Tenders (Technical)	-	Same day at 02.30 p.m.
Opening of sealed Tenders (Financial)	-	Will be intimated later to only those who qualify in their Technical Bids

Tender Form No. _____

PART 'A' – TECHNICAL BID

TENDER FORM FOR MANUFACTURING OF ANSWER BOOKS FROM REPUTED AND EXPERIENCED PRINTERS/FIRMS

Tender Form for manufacturing and supplying of Answer Books in standard Size i.e. 23"×36"/8 for NIOS September-November, 2017 Public Examinations of NIOS.

(NOTE: Tenderer must read the enclosed Terms and Conditions before filling up the particulars in this form. Please use NIOS form only , its must).

1. Particulars of Tenderer:

- (i) Name of the Printer/Manufacturer _____
- (ii) Registration No. and Year of Registration (with documentary evidence) _____
- (iii) PAN & VAT No. : _____
- (iv) Office Address and Tel. No. _____

- (v) Name(s) of the Proprietor/ Partners & Mobile No. _____

2. Past Experience (for the last 3 years)

2.1 :

Sl.No.	Year	Name of the Board/ University/Institution	Number of copies printed and supplied	Value of Contract	Details of work executed (with documentary proof)
1.	2015				
2.	2016				
3.	2017				

For ascertaining total period of experience in manufacturing specified number of Answer books , the copy of work order(s) for each year may be enclosed alongwith the names of the Board/University and contact person.

- 2.2 Has the firm ever been debarred/ Black-listed by any organisation?
If 'Yes' the details thereof. _____

Signature & Stamp of the Tenderer and
Name and Mobile Number of Contact Person

2.3 Details of Award/Certificate of Merit etc. received from any Board/ University/Organisation for such activity.
(Please attach Copy of certificate(s) _____)

3. Essential pre-requisite Infrastructural details –

a) PHYSICAL/CAPITAL:

- i. Type & total no. of machines available in single colour 23"×36" for such type of work: _____
- ii. Capacity of the machines to manufacture and deliver the quoted for work within **60 days** time in instalment (Yes/No)
- iii. Facility of automatic/manual serial numbering for answer books. (Yes/No)
- iv. Capacity of storage of NIOS Water Marked Paper and Answer books in firm's godowns (Yes/No)
(Mention area in Sq.Fts.)

b) FINANCIAL:

Annual turnover should not be less than Rs. 1.00 crore per financial year of the last three financial years: 2013-14 Rs. _____
(Attach duly audited statements for each financial year this is compulsory) 2014-15 Rs. _____
2015-16 Rs. _____

Note: Please write turnover in Rupees supported by documentary evidence duly certified by CA.

4. PARTICULARS OF DEMAND DRAFT PAID AS EARNEST MONEY DEPOSIT (EMD):

- a) For Secondary Answer Books (EMD Amount Rs. 30,000/-)** : _____
 - (1) Demand Draft No. : _____
 - (2) Issuing Bank with date of issue of Demand Draft : _____
- b) For Sr. Secondary Answer Books (EMD Amount Rs. 30,000/-)** : _____
 - (1) Demand Draft No. : _____
 - (2) Issuing Bank with date of issue of Demand Draft : _____
- c) Vocational Edu. Answer Books (EMD Amount Rs. 4,000/-)** : _____
 - (1) Demand Draft No. : _____
 - (2) Issuing Bank with date of issue of Demand Draft : _____
- d) For Practical Answer Books (EMD Amount Rs. 4,000/-)** : _____
 - (1) Demand Draft No. : _____
 - (2) Issuing Bank with date of issue of Demand Draft : _____

Important : Please (√) tick the box and mention clearly, the printer is interested for executing

Secondary Answer Books / Senior Secondary Answer Books / Vocational Answer Books /

Practical Answer Books or complete i.e. all Answer Books The EMD should be prepared accordingly and enclosed with Technical Bids.

The terms and conditions of the tender are acceptable to me/us.

Signature of the Tenderer
with official seal and complete
Address _____

Telephone No. _____
Date: _____

MOST IMPORTANT

Tenderers please note before submission :

Checklist for submission alongwith Technical Bid form :

01. Use NIOS Tender Document only. Earnest Money Deposit (EMD) in the shape of Bank Draft from a Nationalised Bank in favour of the Secretary NIOS, NOIDA, U.P. as specified.
02. Attach duly audited statements of the financial turnovers for the last '3' years duly certified by the Chartered Accountant. It should not be less than 1.00 crore for each financial year.
03. Please attach registration certificates.
04. Please attach Demand Draft (DD) of Rs. 1,050/- (inclusive of 5% ST) drawn in favour of the Secretary, NIOS payable at NOIDA, U.P. towards cost of tender document with Technical Bid, if downloaded from NIOS website and if the tender form is purchased from NIOS, then attach cash deposit receipt with Technical Bid. Please note, if the Demand Draft or cash deposit receipt for cost of the Tender Document is not enclosed, Tender shall be rejected.
05. Documentary Proof of past '3' years experience for printing and supplying of requisite number of Answer Books.
06. Please also attach duly signed and stamped pages from 4 to 7 i.e. Terms and Conditions of this Tender Form alongwith Technical Bids form.

IMPORTANT

Please note the Tender received without requisite cost of tender document, required EMD amount, incomplete in any respect and received after the specified closing date and time shall be rejected.



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PART 'B' – FINANCIAL BID TENDER FORM FOR MANUFACTURING ANSWER BOOKS

I/We _____ hereby submit Tender for the manufacturing and supplying of NIOS Answer Books (standard Size i.e. 23"×36"/8) September-November, 2017 Public Examinations of NIOS as per specifications given in the tender form.

- Note: (i) All interested firms are advised to please quote their rates only after seeing the printed sample kept in Printing Unit, First floor, NIOS, A-24-25, Institutional Area, Sector-62, NOIDA, U.P.
- (ii) Please note that these rates will be extended for '3' more NIOS Public Examinations with mutual consent on same terms and conditions i.e. March-May, September-November, 2018 and March-May, 2019 respectively. (Quantities for which may increase or decrease). Requirements for March/May, 2018/2019 examination will be printed in the month of January, whereas the requirement for September-November, 2018 will be executed in the month of June, 2018. The firm should therefore quote their lowest, competitive and reasonable rates. The EMD should be as specified in Tender. EMD of unsuccessful firm will be returned without any interest at an earliest. Performance Security Deposit is to be submitted by the successful bidder as specified in this Tender.
- (iii) Work will be allotted to those firms whose rates will be found to be lowest (L1) for any Answer book quoted for.
- (iv) Quantities of Answer Book to be printed for September-November, 2017 Examinations may increase or decrease or remain the same.

Note: You are requested to quote your rates for complete manufacturing and Supplying of Answer Books with oblong binding, numbering of each Answer Book, perforation with SN17* of each book or MM18* or as may be specified by NIOS. Your rates should also include cost of stickers with one side printing in the size of 6.5cm × 21 cm on 80 gsm chromo paper (including cost of chromo paper) and stitching charges of this sticker with each Answer Book vertically alongwith spine of Answer Book and **FOR** at R.P. Bagh, Delhi store. Please note that gumming of the stickers will have to be done at '3' corners other than spine of approx. 1/4" width, gumming should be proper and of good quality.

* **Sample of Perforation** SN17 and MM18.

Note: NIOS will supply its own NIOS Water Mark Paper for printing of Answer Books from its Godown at R.P. Bagh, Delhi. Rates for complete printing of Answer Books should be quoted inclusive of all including lifting charges of NIOS Water Mark paper 80 GSM from NIOS godown and delivery of Answer Books back to NIOS godown, taxes etc. Packing of Answer Books should be in craft paper of 80 gsm strictly covered from all sides with good quality Hard Board at top and bottom of the Answer Book size. As also given under terms and conditions on page 4 Sl. no. 3 & 4.

Important : Please (√) tick the box and mention clearly, the printer is interested for executing

Secondary Answer Books / Senior Secondary Answer Books / Vocational Answer Books /

Practical Answer Books or complete i.e. all Answer Books. The EMD should be prepared accordingly and enclosed with Technical Bids.

Following are the tentative quantities of Answer Books to be manufactured for September-November, 2017 Exams., this may increase or decrease

S. No	Name of the Item	Total Quantities to be printed/manufactured	No. of Pages	Other specifications	Printing Colour	Rates to be quoted inclusive of all
1.	Secondary Answer Books	Approx. 8,00,000 copies are to be prepared. The above quantities may increase or decrease at the time of giving final print order, A sticker with one side printing in the size of 6.5cm × 21 cm on 80 gsm chromo paper will also have to be made and stitched with each Answer Book vertically alongwith spine. Please note that gumming of the stickers will have to be done at '3' corners other than spine of approx. 1/4" width, gumming should be proper and of good quality.	28 pages with folio numbers printed serially from (1 to 28)	Complete making of Answer Books and Perforation with SN17 of each Answer Book, numbering of each Answer Book, complete making of sticker and stitching of this sticker vertically alongwith spine of each Answer Book	Single Colour Black	Rs. _____ per 1000 Answer Books in words Rupees _____ per 1000 Answer Books plus VAT/GST as applicable. (No cutting and overwriting is allowed)
2.	Senior Secondary Answer Books	Approx. 9,50,000 copies are to be prepared. The above quantities may increase or decrease at the time of giving final print order, A sticker with one side printing in the size of 6.5cm × 21 cm on 80 gsm chromo paper will also have to be made and stitched with each Answer Book vertically alongwith spine. Please note that gumming of the stickers will have to be done at '3' corners other than spine of approx. 1/4" width, gumming should be proper and of good quality.	28 pages with folio numbers printed serially from (1 to 28)	Complete making of Answer Books and Perforation with SN17 of each Answer Book, numbering of each Answer Book, complete making of sticker and stitching of this sticker vertically alongwith spine of each Answer Book	Single Colour Magenta	Rs. _____ per 1000 Answer Books in words Rupees _____ per 1000 Answer Books plus VAT/GST as applicable. (No cutting and overwriting allowed)
3.	Vocational Answer Books	Approx. 90,000 copies are to be prepared. The above quantities may increase or decrease at the time of giving final print order, A sticker with one side printing in the size of 6.5cm × 21 cm on 80 gsm chromo paper will also have to be made and stitched with each Answer Book vertically alongwith spine. Please note that gumming of the stickers will have to be done at '3' corners other than spine of approx. 1/4" width, gumming should be proper and of good quality.	20 pages with folio numbers printed serially from (1 to 20)	Complete making of Answer Books and Perforation with SN17 of each Answer Book, numbering of each Answer Book, complete making of sticker and stitching of this sticker vertically alongwith spine of each Answer Book	Single Colour Black	Rs. _____ per 1000 Answer Books in words Rupees _____ per 1000 Answer Books plus VAT/GST as applicable. (No cutting and overwriting allowed)
4.	Practical Answer Books	Approx. 10,00,000 copies are to be prepared. The above quantities may increase or decrease at the time of giving final print order.	4 pages (Binding with single crease)	Complete making of Answer Books and Perforation with SN17 of each Answer Book, & numbering of each Answer Book	Single Colour Black	Rs. _____ per 1000 Answer Books in words Rupees _____ per 1000 Answer Books plus VAT/GST as applicable. (No cutting and overwriting allowed)

All the terms and conditions as enumerated in the tender document by the NIOS for manufacturing and supplying of complete Answer Books with complete processing, plate making, printing, gathering, stitching, perforation of “SN17” or “MM18” of each Answer Book as may be the case, numbering in Answer Books, complete making of stickers and oblong stitching of each sticker with each Answer Book, paper lifting charges from godown, packing and FOR of Answer books to NIOS Book Store, Central Warehouse Corporation at Rana Pratap Bagh, Delhi are acceptable to me/us.

Our rates are inclusive of all plus VAT/GST as applicable.

PAN No. _____

Dated _____

Signature of the Tenderer with stamp _____

Address _____

Tele. No. _____