

Note: This Tender is meant for the Printers Empanelled with NIOS from 2022

Subject : Complete Making and Supplying of the NIOS ALMANAC for the year 2024.

Dear Sir,

NIOS intends to make 2,000 copies of the NIOS Almanac for the year 2024. These NIOS Almanac are used as a Publicity tools for dissemination of information's about the Institution, its various courses and programmes. As part of effective publicity of the institution, the NIOS Almanac is sent to all concerned including Heads of all sister concerns, Ministry and other important stakeholders in related educational fields. For executing the above job, sealed quotations are invited from experienced, technically qualified Empanelled firms with NIOS from 2022 which are capable of executing such type of quality job with complete perfection in a time bound manner with the following specifications:

Total Pages	:	Approx. 248 \pm 2%
Quantity	:	2,000 copies (These quantities may increase or decrease or remain the same)
Size	:	B5 (6" X 8.5") finished size.
Cover	:	Hard Bound cover case made of 32 OZ Straw Board with Blue Colour imported Rexine, pasted on it with golden clip on front corners. Then Logo etc. printed on both side (Front & Back). Embosing/leafing with golden colour and gilding (i.e. Golden tooling on the edges of pages)
Paper to be used for Text	:	70 GSM JK Natural Shade.
Text Printing	:	Double Colours
Packing	:	Polythene Strip Packing of each NIOS Almanac. And then packing of 20 NIOS Almanacs in one corrugated box carton.
Delivery & Time	:	FOR at NIOS HQ, Sector-62, NOIDA and MD Unit, Mohan Nagar Sahibabad Store UP, within '15' days time from placing the order.

You are requested to quote your lowest rates per copy (the NIOS Almanac) for complete making inclusive of all i.e. plate making, printing, section sewn binding, paper cost, hard bound cover case made of 32 OZ Straw Board with Blue Colour imported Rexine pasted on it with golden clip on front corners. Then Logo etc. printed on both side (Front and Back). Embosing/leafing with golden colour and gilding (i.e. golden tooling on the edges of pages)

The firm will use 120 gsm Maplitho of 'A' grade Mill, as end leaves to withhold the cover and pages firmly.

The firm will have to maintain highest standard of printing, overall finishing and binding in terms of quality etc. NIOS will not supply any paper.

You will quote rates on your printed Letter Head in a sealed envelope superscribing "*Rates for making and supplying of the NIOS Almanac-2024*" and addressed to the Deputy Director (Publication), NIOS alongwith samples of 70 GSM JK Natural Shade Printing Paper, and 120 GSM Maplitho (all signed and stamped) latest by **22.11.2023 by 02.30 P.M.**

The following points may also be noted for strict compliance.

1. **This work should be completed within 15 days time from the date of issue of confirmed work order.**
2. The NIOS Almanac 2024 should be strictly as per the specifications given. Deviation from the approved specifications, terms and conditions, delivery schedule etc., will not be allowed under any circumstances. No advance payment will be made and no payment will be made in respect of supplies not conforming to the conditions prescribed in this quotations.
3. The rate should be **inclusive of all operations** i.e. complete making, leafing, binding, paper cost, printing, FOR at two places i.e. at NIOS HQ, Sector-62, NOIDA, UP and Mohan Nagar Sahibabad Store UP.
4. There should be no overwriting/cutting in rates and the rates should be written in words and figures.
5. A Nylon thread should also to be provided in the case of the NIOS Almanac-2024.
6. **Interested firms are advised to see the printed sample and Blue Colour imported Rexine personally before quoting their lowest rates kept with Printing Section, 1st Floor, NIOS HQ, A-24-25, Sector-62, NOIDA.**
7. The tender should accompany a **Demand Draft for Rs. 21,000/-** towards Earnest Money Deposit drawn in favour of the Secretary, NIOS and Payable at NOIDA, U.P. EMD of unsuccessful firms will be returned without any interest at an earliest. However, EMD of successful firm will be retained and converted into Performance Security Deposit which will be 5-10% of the total value of the job valid for the period of 03 (three) months. After successful execution of the complete job the same will be released only after receipt of written request from the firms without any interest.
8. Please also note that Complete Making and Supply of the NIOS Almanac 2024 to NIOS is a time bound activity and needs to be completed within '15' days time from the date of issue of confirmed order.
9. In case paper, printing, binding, overall finishing etc. of Almanac 2024 is not found in good quality and not upto the mark as per specifications prescribed, penalty upto 10% will be imposed and/or the whole lot will be rejected. Assigned job once accepted by the printers should be completed within the time schedule given by NIOS.
10. Please note, if your firm meet all above terms and conditions, and if you are interested and are capable to execute this order, then your **lowest rates per NIOS Almanac (inclusive of GST)** addressed to the Deputy Director (Publication), NIOS should reach as prescribed above. Your quotation should be reached on your printed LETTER HEAD in a sealed envelope, **latest 22.11.2023 upto 02.30 P.M. positively.**


Deputy Director (Publication)