

**Tender Document to be put in the Tender Box kept at Maintenance Section,  
Room No. 204, 2<sup>nd</sup> Floor, NIOS, A 24/25, Sector-62, Noida**

Tender document can be downloaded either from  
NIOS website i.e. [www.nios.ac.in](http://www.nios.ac.in) or from CPP Portal i.e. [www.eprocure.gov.in](http://www.eprocure.gov.in)  
from **4<sup>th</sup> January, 2018 to 29<sup>th</sup> January, 2018 till 10.00 a.m.**

Last date and time for submission of Sealed Tender: **29<sup>th</sup> January, 2018 upto 02.30 p.m.**

Date & time for opening of the Technical bid: **29<sup>th</sup> January, 2018 at 03.00 p.m.**

**Venue for opening of Technical Bid(s):**

**National Institute of Open Schooling  
Maintenance Section,  
Room No. 204, 2<sup>nd</sup> Floor,  
A-24/25, Sector-62,  
Noida-201309 (U.P.)**



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

(An Autonomous Institution Under Ministry of Human Resource Development,  
Department of School Education & Literacy, Govt of India)

**A-24/25, Sector – 62, Noida – 201309 (U.P)**

**Tender for packing, handling, loading & unloading of printed materials, etc.**

## **ABOUT THE INSTITUTE**

National Institute of Open Schooling (NIOS) is an Autonomous Institution of the Deptt. of School Education & Literacy, Ministry of Human Resource Development (MHRD), Govt. of India. It provides education opportunities for Secondary and Senior Secondary levels and also for Vocational courses to persons who wish to study further and qualify for a better tomorrow. The mission of NIOS is to provide education to all with special concern for girls and women, rural youths, working men and women, SC and ST, persons with Divyangs who for one or the other reason could not continue their education with the formal system. NIOS operates through a network of Twenty two (22) Regional Centres and Two (2) Sub-Regional Centres and about 6000 Accredited Institutions (AIs) commonly known as Study Centres in India. **NIOS is the largest Open Schooling System in the World.**

## 01. INSTRUCTIONS TO BIDDERS:

Secretary, National Institute of Open Schooling (NIOS) invites sealed tenders in two bid system (Technical and financial bid) from the reputed & experienced firms for packing, handling, loading & unloading of printed materials, etc.

- (i) Interested tenderers may inspect the NIOS office at Material Distribution Department, C/o Central Warehouse Corporation, Opp. State Bank Colony, G.T. Karnal Road, Rana Pratap Bagh, New Delhi and can have on the spot assessment of actual work/services involved in carrying out the **packing, handling, loading & unloading of printed materials, etc** with prior information to the Dy. Director(Admn.), NIOS at office telephone no. 011-27416329 on any working day between 2.00 P.M. to 4.00 P.M.
- (ii) The tender document can be downloaded free of cost either from NIOS website i.e. [www.nios.ac.in](http://www.nios.ac.in) or from CPP Portal i.e. [www.eprocure.gov.in](http://www.eprocure.gov.in) which shall be valid for participating in the tender process if EMD amount is enclosed along with the Technical bid of the tender.
- (iii) The firm shall have to submit Earnest Money Deposit(EMD) of **Rs. 1,75,000/- (Rupees One Lakh Seventy Five thousand only)** in the form of Demand Draft of any Nationalized Bank in favour of "The Secretary, NIOS, Noida".along with the Technical bid form. EMD of unsuccessful tenderers shall be returned after finalization of the successful bidder and award of the work. EMD of the successful tenderer shall be returned immediately after receipt of Security Deposit. No interest shall be paid on EMD and Security Deposit in any case. In the event of declining to accept the contract by the successful tenderer, the deposited amount towards EMD shall be forfeited.
- (iv) The successful tenderer will have to deposit performance security of Rs. 3,50,000/- (Rupees three lakh fifty thousand only) lump sum towards average annual work value of the contract either by way of Demand Draft or Bank Guarantee in favour of "the Secretary, National Institute of Open Schooling, Noida" as interest free **security deposit** for ensuring good performance and for security purposes within one month after acceptance of the contract, which shall be released after two months of successful completion of the contract. In case of any violation of contract during the contractual period, the security deposit will be liable to be forfeited. No interest shall be paid on security deposit in any case.

**Technical and Financial bid forms** as appended at **Annexure-I and II respectively** shall be required to be submitted in separate sealed envelopes and both these sealed envelopes containing Technical and Financial bids separately should be put in one bigger size envelope which should also be properly marked as "**Tender for packing, handling, loading & unloading of printed materials, etc.**", sealed and addressed to the Secretary, NIOS, A 24-25, Sector-62, Noida and dropped in the tender box specifically kept for this purpose at NIOS Head Quarters, Maintenance Section, Room No. 204, A-24-25, Sector-62, NOIDA-201309(U.P.) on the date and time specified above. The tenders received after due date and time shall not be considered and returned the same to the tenderer without opening them.

## 02 ELIGIBILITY CRITERIA:

The Firm shall have to meet the following minimum eligibility criteria to apply for the aforesaid work.

- 1) Firm should have minimum **FIVE YEARS EXPERIENCE** of packing, handling, loading & unloading of printed materials, etc in atleast one Central/State Govt./Autonomous body/Public Sector Undertaking, etc.;
- 2) The Firm should have minimum annual turnover of Rs. 40 Lakhs per year but not less than Rs. 1.50 Crore during the last three years i.e. 2014-15, 2015-16 and 2016-17 (To be certified by the Chartered Accountant);
- 3) Firm should have a valid GST Registration Number;
- 4) Firm should have PAN Number;
- 5) Firm should have proof of filing Income Tax Return for the last 3 years.

## 03. SCHEDULE OF REQUIREMENT (SCOPE OF WORK):

NIOS Headquarters and Regional Centre, Delhi are situated at A- 24-25 and A-31, Sector-62, Noida respectively and presently Material Distribution Department at Central Warehouse Corporation, Opposite State Bank Colony, Rana Pratap Bagh, G.T. Karnal Road, Delhi – 110033. Major work of packing, handling, loading & unloading will be done from the Material Distribution Department and occasionally from different Department of the above Offices located at Sector-62, Noida or from any other place(s) in Delhi/NCR as may be required by the Institute from time to time.

### VOLUME OF WORK:

About 6 to 7 lakh packets containing books/prospectus/answer books, etc. are to be prepared during the year. Volume of the work may increase or decrease depending on the enrollment of learners at the sole discretion of the NIOS.

### SPECIFICATIONS AND TECHNICAL DETAILS:

(a) **Category- wise scope dispatch of the work**

(i) Dispatch of Letters/magazines/ newsletters, etc.

- Putting the letters/magazines/newsletters in the envelope and sealing the envelope, if required.
- Writing/Pasting the address slip on the envelope provided by NIOS.
- Making the Speed post/Registered post record in triplicate.

### **(ii) Dispatch of Answer Books**

- Filling of Answer sheets serial numbers in the list provided by NIOS.
- Making parcels of answer books as per the requirement of NIOS for dispatch after counting and arranging them in serial numbers.
- Packing the parcels of answer books in the packing material as per requirement.
- Pasting/Writing of the address, Examination Centre Numbers with permanent marker on the parcels correctly & clearly so that it could be easily readable.
- Loading and unloading the packed materials/parcels.
- Making the Speed post/Registered post record in triplicate.

### **(iii) Dispatch of Prospectus**

- Making parcels of Prospectus as per the requirement of NIOS for dispatch after counting and arranging them in serial number.
- Packing the parcels of Prospectus in the packing material.
- Pasting/writing of address with permanent marker on the parcels so that it could be easily readable.
- Loading and unloading the packed materials/parcels.
- Making the Speed post/Registered post record in triplicate.

### **(iv) Dispatch of Audio-Video Cassettes/CDs/DVDs**

- Putting and packing the Cassettes, CDs, DVDs in the bubble packed envelope for safe dispatch of Cassettes/CDs/DVDs.
- Writing/Pasting the address/labels on the parcels so that it could be easily readable.
- Making the Speed post/Registered post record in triplicate.

### **(v) Dispatch of study material for the students**

- Making parcels of the study material having different subjects as per the dispatch instructions provided.
- Packing the parcels using packing material.
- Writing/Pasting address correctly & clearly on each packet so that it could be easily readable.
- Loading/unloading the marked/packed material.
- Making the Speed post/Registered post record in triplicate.
- Ensuring accurate retrieval of subject wise & medium wise desired quantity of study material from the respective godowns of NIOS.

- Scattering of the study material and damage to books during packing, handling, loading and unloading will not be allowed. The stock of books is to be maintained after packing and extra books to be tied with plastic/jute rope.
- Ensuring prompt packing & lifting of the study materials irrespective of any number of parcels. In other words, the tenderer shall not be allowed to put any condition for packing of minimum quantity of parcels/bags on day to day basis.
- Shall write neatly the complete addresses on the parcels. If some parcels are received back undelivered because of incomplete address, the Contractor shall prepare the list immediately for re-sending them at new addresses given by M.D. Unit. The balance un-delivered/un-opened parcels shall have to be arranged in stacks after tiding books with plastic/jute rope.

**(b) Details of estimated volume of dispatch work to be carried out by the firm:**

Sl.No.	Particulars of Items	Size/ Quantity	Material to be used for packing	Minimum quantity to be packed per day.						
1.	<b>Letters/ Magazines/ News letters</b>	<table border="1"> <tr> <td>Up to 250 grams</td> </tr> <tr> <td>Exceeding 250 grams to 1 Kg.</td> </tr> <tr> <td>Exceeding 1 Kg. to 1.5 Kg.</td> </tr> </table>	Up to 250 grams	Exceeding 250 grams to 1 Kg.	Exceeding 1 Kg. to 1.5 Kg.	- Paper envelope having NIOS address for ordinary letters, magazines and newsletters to be provided by NIOS.	5000 envelopes			
Up to 250 grams										
Exceeding 250 grams to 1 Kg.										
Exceeding 1 Kg. to 1.5 Kg.										
2.	<b>Answer Books</b>	<table border="1"> <tr> <td>Upto 3 Kg.</td> </tr> <tr> <td>Exceeding 3 Kg. to 5 Kg.</td> </tr> <tr> <td>Exceeding 5 Kg. to 10 Kg.</td> </tr> <tr> <td>Exceeding 10 Kg. to 15 Kg.</td> </tr> <tr> <td>Exceeding 15 Kg. to 20 Kg.</td> </tr> <tr> <td>Exceeding 20 Kg. to 25 Kg.</td> </tr> </table>	Upto 3 Kg.	Exceeding 3 Kg. to 5 Kg.	Exceeding 5 Kg. to 10 Kg.	Exceeding 10 Kg. to 15 Kg.	Exceeding 15 Kg. to 20 Kg.	Exceeding 20 Kg. to 25 Kg.	- Poly Coated Laminated Plastic bag of minimum 100 microns of high strength quality and other materials for Courier/Speed Post to be provided by the Firm.	3000 parcels
Upto 3 Kg.										
Exceeding 3 Kg. to 5 Kg.										
Exceeding 5 Kg. to 10 Kg.										
Exceeding 10 Kg. to 15 Kg.										
Exceeding 15 Kg. to 20 Kg.										
Exceeding 20 Kg. to 25 Kg.										
3	<b>Prospectus</b>	<table border="1"> <tr> <td>Upto 3 Kg.</td> </tr> <tr> <td>Exceeding 3 Kg. to 5 Kg.</td> </tr> <tr> <td>Exceeding 5 Kg. to 10 Kg.</td> </tr> <tr> <td>Exceeding 10 Kg. to 15 Kg.</td> </tr> <tr> <td>Exceeding 15 Kg. to 20 Kg.</td> </tr> <tr> <td>Exceeding 20 Kg. to 25 Kg.</td> </tr> </table>	Upto 3 Kg.	Exceeding 3 Kg. to 5 Kg.	Exceeding 5 Kg. to 10 Kg.	Exceeding 10 Kg. to 15 Kg.	Exceeding 15 Kg. to 20 Kg.	Exceeding 20 Kg. to 25 Kg.	- Poly Coated Laminated Plastic bag of minimum 100 microns of high strength quality and other materials for Courier/Speed Post to be provided by the Firm.	3000 parcels
Upto 3 Kg.										
Exceeding 3 Kg. to 5 Kg.										
Exceeding 5 Kg. to 10 Kg.										
Exceeding 10 Kg. to 15 Kg.										
Exceeding 15 Kg. to 20 Kg.										
Exceeding 20 Kg. to 25 Kg.										

4	<b>Study Materials</b>	Upto 3 Kg.	- Poly Coated Laminated Plastic bag of minimum 100 microns of high strength quality and other materials for Courier/Speed Post to be provided by the Firm.	3000 parcels
		Exceeding 3 Kg. to 5 Kg.		
		Exceeding 5 Kg. to 10 Kg.		
		Exceeding 10 Kg. to 15 Kg.		
		Exceeding 15 Kg. to 20 Kg.		
		Exceeding 20 Kg. to 25 Kg.		
5	<b>Audio-Video Cassettes/ CDs/DVDs</b>	Upto 3 Kg.	- Bubble packed envelope and Poly Coated Laminated Plastic bag of minimum 100 microns of high strength quality and other materials for Courier/Speed Post/EPP to be provided by the Firm.	3000 parcels
		Exceeding 3 Kg. to 5 Kg.		
		Exceeding 5 Kg. to 10 Kg.		
		Exceeding 10 Kg. to 15 Kg.		
		Exceeding 15 Kg. to 20 Kg.		
		Exceeding 20 Kg. to 25 Kg.		

Packing, handling, loading & unloading includes Packing of material in appropriate quantity bundled, packed in prescribed packing material specified above i.e. Poly coated Laminated bag of minimum 100 microns of high strength quality should be double stitched with good quality thread, properly numbered and the addresses of both the consignor and the consignee correctly mentioned with permanent marker. Code number of subject and the quantity should be mentioned on the bag as per directions given by NIOS and the date wise, Centre wise & packet wise statement of parcels prepared in quadruplicate and other assistance given for the dispatch by Courier/Speed Post/Registered Post/Express Post Parcels. One copy of the statement is to be handed over to the NIOS staff nominated for the purpose. The firm shall have to use its own packing materials and man power. Daily report of dispatch materials shall have to be submitted to the Dy. Director (Material Production Distribution Deptt.). The sample materials proposed to be dispatched and sample packing materials can be seen by interested parties on any working day between 10.00 a.m. to 1.00 p.m. at the Material Distribution Unit of NIOS at CWC, RP Bagh, G.T.Karnal Road, Delhi-110033.

#### 4. TERMS AND CONDITIONS OF THE CONTRACT:

- 1) The rates quoted by the successful bidder shall be valid initially for a period of one year and may be extended on year to year basis on the basis of satisfactory performance of the firm for a further period of two more years on the same rates and terms and conditions at the sole discretion of NIOS subject to mutual consent of both the parties.
- 2) The rates quoted by the tenderers shall be valid for 90 days for acceptance of NIOS from the date of opening of financial bid.

- 3) Reputed and experienced tenderers who shall qualify in the Technical Bid will only be considered for opening of Financial Bid.
- 4) Canvassing in any form will be viewed seriously and, if any tenderer is found to be resorting to such practices, the tender of such firm will be rejected.
1. The tenderer shall have to confirm the following in its offer.
  - (i) Time schedule for packing, handling, loading & unloading should be strictly adhered to by the Tenderer. If packing is not completed according to the specifications of the NIOS within the stipulated dates, penalty will be imposed @ 0.5% of the value of work done during the month.
  - (ii) In case of any abnormal irregularity noticed in packing, handling, loading & unloading of the material, the maximum penalty up to 5% of the value of work done during the month can be levied by NIOS which will be final and binding on the firm.
  - (iii) Security Deposit will be liable to be forfeited/adjusted, if the successful tenderer fails to execute the work in time/complete the work satisfactorily.
  - (iv) NIOS reserves the right to terminate the contract at any time without assigning any reasons and also forfeit part or whole of the security deposit, if the Contractor fails to comply with the provisions of the contract and complete the work satisfactorily within the schedule provided to the Contractor.
  - (v) In case, the successful tenderer fails to complete the assigned job in part or in whole as the case may be, the contract of the tenderer shall be cancelled and the assigned job will be got carried out from open market at the risk and cost of the tenderer by NIOS and the penalty as deemed fit shall be imposed on the tenderer or the excess amount if any involved towards completion of the work shall be charged from the tenderer by the Secretary, NIOS.
  - (vi) NIOS reserves the right to accept fully or partially or reject any/all tenders without assigning any reason(s) whatsoever. Tenders not on the prescribed proforma, without requisite details, without EMD, tender received after the closing date & time and conditional tenders will be rejected summarily.
2. In case of any dispute arising out in relation between the parties, the matter will be referred to the Arbitrator appointed by Secretary, NIOS whose decision will be final and binding on both the parties.
3. Any dispute arising out in relation between the parties, will be subject to the jurisdiction of Delhi Courts only.
4. Any dispute between the Contractor and his employees will be resolved by the Contractor himself without involvement of NIOS in any manner.

5. Opening of sealed tenders will take place at the date and time specified above in NIOS Head Quarters, Maintenance Section, Room No. 204, A- 24-25, Institutional Area, Sector – 62, NOIDA-201309 (U.P.) in the presence of the representatives of the firms, who may wish to be present at that time. No separate intimation will be sent to the firms in this regard.

## **OTHER TERMS AND CONDITIONS:**

Between National Institute of Open Schooling and the tenderer for packing, handling, loading & unloading, etc.

### **1. Infrastructure**

#### **i) Company will provide /arrange on its own cost the following :-**

- (a) Poly Coated Laminated bag of minimum 100 microns of high strength quality as specified in the tender document (sample available at Material Distribution Deptt. which can be inspected by the tenderers) and all other materials like plastic jute/rope, rubberbands, good quality thread, permanent marker, stationary and sewing machine with proper extension board, plug, etc. required for packing & handling.
- (b) Required number of literate man power above 18 years with proper uniform and name badges/Identity Cards, etc.(labourers and Supervisors).
- (c) If any mishappening occurs to the labourers engaged during packing, handling, loading and unloading of material at MPDD, Rana Pratap Bagh or at NIOS offices at Sector-62, Noida., NIOS shall not be responsible at all.

#### **ii) National Institute of Open Schooling will provide**

- (a) A complete list of consignees
- (b) Printed addresses of the consignees.
- (c) Dispatch Instructions from time to time
- (d) Printed materials will be made available at different NIOS Offices as specified in the tender document.

### **2. Operational Working**

The firm will be responsible

- i) To handle, pack and load the material as per specifications given in tender document and Dispatch Instructions given by National Institute of Open Schooling. Handling, loading and unloading of packed materials shall be the responsibility of the Contractor.



- ii) To ensure complete transparency in execution of work of packing & handling of materials and shall keep proper record of each work completely on day to day basis.
- iii) To engage experienced hands only for packing and handling of materials. The firm should have the capacity to pack minimum 3000 parcels per day depending upon the requirement of NIOS.
- iv) The firm should be well equipped to provide all kinds of information readily to the NIOS on day to day basis.

3. The work has to be started immediately on receipt of instructions from NIOS and to be completed within stipulated time as directed by NIOS from time to time. Time schedule shall have to be strictly adhered to by the Contractor.

**4. Payment**

- (i) The payment will be made on receipt of bill in duplicate on a printed bill form indicating GST Number of the firm and NIOS(Both), complete in all respects with date wise statement of parcels prepared.
- (ii) No advance will be given to the firm for executing the work.
- (iii) Counter conditions by the tenderers in matters concerning payment of bills shall not be acceptable.

**05. PRICE SCHEDULE:**

The Tenderer must quote the lowest rates in the prescribed proforma of Financial Bid only appended at **ANNEXURE-II**.

Secretary

**ACCEPTANCE OF THE TENDERER**

All the clauses of tender document and terms and conditions enumerated in this tender document have been read by me/us and are acceptable to me/us.

Signature

Name of Tenderer \_\_\_\_\_

Address with seal of the firm \_\_\_\_\_

\_\_\_\_\_  
(Mob)\_\_\_\_\_



## National Institute of Open Schooling(NIOS)

(An Autonomous Institution Under Ministry of Human Resource Development,  
Department of School Education & Literacy, Govt of India)

A-24/25, Sector – 62, Noida – 201309 (U.P)

### TECHNICAL BID

For packing & handling, loading & unloading of printed materials, etc.

(All Columns should be filled and self attested documents should be enclosed)

SL. NO.	PARTICULARS	INFORMATION TO BE FILLED BY THE TENDERER LEGIBLY WITH ALL SUPPORTING DOCUMENTS
1.	Name and complete address of the firm with Office telephone number(s) Mobile Number(s) and e-mail ID.	
2.	Name & Designation of the owner of the firm with his/her Mobile No. and Email IDs.	
3.	<b>Experience</b> Firm should have minimum <b>FIVE YEARS EXPERIENCE</b> of packing, handling, loading & unloading of printed materials, etc in atleast one Central/State Govt./Autonomous body/Public Sector Undertaking, etc.  (Please furnish supporting document with name of the Institution, Name and telephone number of the contact person)	
4.	<b>Annual Turnover</b> The Firm should have minimum annual turnover of Rs. 40 Lakhs per year <u>OR</u> Rs. 1.50 Crore during the last three years i.e. 2014-15, 2015-16 and 2016-17 (To be certified by the Chartered Accountant). (Please furnish supporting document)	
5.	<b>PAN Number</b> of the firm along with proof of submission of annual IT return for last 3 years i.e. 2014-15, 2015-16 & 2016-17	

6.	<b>GST Registration Number of the Firm</b>	
<b>Other Information</b>		
7.	No. of employees working in the firm (Permanent/Temporary). (Please attach a list)	
8.	No. of Parcels the firm can prepare per day (in 8 hrs) for Courier/Speed Post/Registered Post/Express Post Parcels.	
9.	No. of days required to commence the packing & handling from the date of receiving the work order by the firm.	
10.	Whether the Tender document (page number 1 to 9) has been signed and stamped on each page as token of acceptance of the terms and conditions and enclosed herewith?.	'Yes' _____  'No' _____
11.	Whether the firm has ever been blacklisted or debarred by any Govt. Institution during last 5 years. If so, please provide details.	
12.	Whether Earnest Money Deposit (EMD) of Rs. 1,75,000/- (Rupees One Lakh Seventy Five Thousand only) in the form of Bank Draft in favour of the Secretary, National Institute of Open Schooling payable at Noida attached? If yes, please provide details.	Demand Draft No. _____ Dated _____ Amount _____ Drawn on (Name of the Bank) _____ _____ _____ _____

I/We agree to abide by the clauses and terms and conditions contained in the Tender document.

Date : - \_\_\_\_\_  
Enclosures: As above.

Signature  
Name  
Address  
Seal of the firm.  
(Mob.)



**National Institute of Open Schooling (NIOS)**  
 (An Autonomous Institution Under Ministry of Human Resource Development,  
 Department of School Education & Literacy, Govt of India)  
 A-24/25, Sector – 62, Noida – 201309 (U.P)

ANNEXURE –II

**FINANCIAL BID**

for packing & handling, loading & unloading of printed materials, etc.  
 (Rates must be quoted for all sizes and specifications)

After having gone through the tender document and terms and conditions of the tender on the subject cited above, I/we hereby quote our lowest rates as under:

Part 'A' - Letters/Magazines/Newsletters, etc.			
Sl.No.	Particulars	Rate in Rupee per 100 packets or part thereof (Rates to be quoted for packing and man power)	
		Letters, Magazines & Newspapers (Paper envelops will be provided by NIOS)	
		In Figure	In Words
1	Up to 250 grams		
2	Exceeding 250 grams to 1 Kg.		
3	Exceeding 1 Kg. to 1.5 Kg.		

Sl.No.	Particulars	Part 'B' –ANSWER BOOK		Part 'C' –PROSPECTUS		Part 'D' –STUDY MATERIAL	
		POLY COATED PLASTIC BAG AND OTHER MATERIALS TO BE PROVIDED BY THE FIRM ITSELF Rate in Rupees Per 100 packets or part thereof (including cost of packing material and man power as specified in the document)					
		In Figure	In Words	In Figure	In Words	In Figure	In Words
1	Upto 3 Kg.						
2	Exceeding 3 Kg. to 5 Kg.						
3	Exceeding 5 Kg. to 10 Kg.						
4	Exceeding 10 Kg. to 15 Kg.						
5	Exceeding 15 Kg. to 20 Kg.						
6	Exceeding 20 Kg. to 25 Kg.						

Date;;  
Place;

Signature

Name and Address and seal of the firm

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