

**TENDER FOR PROCUREMENT, PRINTING AND DISPATCH OF
ANSWER BOOKS FOR 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, Sector - 62, NOIDA-201309 (U.P)



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

TENDER NOTICE

Procurement, Printing and Dispatch of Answer Books for NIOS Examinations

National Institute of Open Schooling (NIOS) invites bids from IBA/RBI certified Printers having working experience of Procurement, printing and dispatch of Answer Books for NIOS examinations or similar nature of works in various Education Board/University, for Printing, supply and dispatch of Answer Books with and without OMR sheets (each with security marks) for NIOS examinations (Secondary/Senior Secondary/Vocational Courses) and other examinations of various Projects/Schemes) of NIOS as per details given below:

1. Estimated Annual value of the works

S.No	Name of the Item	Specification	Quantity to be supplied	Region*
01	Public Exams and On Demand Exams (Theory) Answer Books for Secondary course: i) OMR Sheet of 105 GSM on the front page with titlecover printing in double colour Red & Black and single colour Red on the back side. ii) 32 inner Pages of 60 GSM Maplitho Paper in single colour printing in Red with NIOS logo dandy water mark on each 32 pages in the size of 20.5cm x 28cm	Maplitho Paper of reputed mills conforming to BIS Specification 1848/2018 with latest amendment if any in 60 GSM, OMR Sheet of 105 GSM. Printing of serial number of machine and two bar code matching serial number on front page (OMR Sheet). Mechanical thread stitching on spine for both OMR sheet and inner pages.	As given in the Tender Document	Delhi & NCR
				Rest of India
02	Public Exams and On Demand Exams (Theory) Answer Books for Senior Secondary course: i) OMR Sheet of 105 GSM on the front page with titlecover printing in double colour and Magenta & Black and single colour Magenta on the back side. ii) 32 inner Pages of 60 GSM Maplitho Paper in single colour printing in Magenta with NIOS logo dandy water mark on each 32 pages in the size of 20.5cm x 28cm	Maplitho Paper of reputed mills conforming to BIS Specification 1848/2018 with latest amendment if any in 60 GSM, OMR Sheet of 105 GSM. Printing of serial number of machine and two bar code matching serial number on front page (OMR Sheet). Mechanical thread stitching on spine for both OMR sheet and inner pages.	As given in the Tender Document	Delhi & NCR
				Rest of India

03	Public Exams (Theory) Answer Books for Vocational Education course: i) OMR Sheet of 105 GSM on the front page with title cover printing in double colour Orange & Black and single colour Orange on the backside ii) 20 inner Pages of 60 GSM Maplitho Paper in single colour printing in Orange with NIOS logo dandy water mark on each 20 pages in the size of 20.5cm x 28cm	Maplitho Paper of reputed mills conforming to BIS Specification 1848/2018 with latest amendment if any in 60GSM,OMR Sheet of 105 GSM. Printing of serial number of machine and two bar code matching serial number on front page (OMR Sheet). Mechanical thread stitching on spine for both OMR sheet and inner pages.	As given in the Tender Document	Delhi & NCR
				Rest of India
04	Practical Answer Books for Secondary, Sr. Secondary and Vocational Courses: Four (04) pages 60 GSM Maplitho Paper in single colour printing in Black with NIOS logo dandy water mark in the size of 20.5cm x 28cm.	Maplitho Paper of reputed mills conforming to BIS Specification 1848/2018 with latest amendment, if any, and stitched on spine serial numbering.	As given in the Tender Document	Delhi & NCR
				Rest of India

***Note: Bid Security Declaration Form (Annexure-B) duly signed by the authorized signatory of the firm has to be submitted in lieu of EMD.**

- 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.'
- The successful Bidder at the end of the Bidding Process may be awarded contract to carryout the work. Interested Organizations can download the Tender Document from the NIOS portal website www.nios.ac.in as well as from Central Public Procurement Portal (CPPP) at e-Publishing <https://eprocure.gov.in/epublish/app> and agency will fill the complete Tender Form (Technical and Financial Bid separately) and deposit the same in the Tender Box as per the schedule given below:

4. CRITICAL DATE SHEET

Bid Documents Published Date and Time	28.06.2022	03:00 P.M
Bid Document Download Date and Time	29.06.2022	03:00 P.M
Clarification Start Date and Time	30.06.2022	10:00 A.M.
Clarification Closing Date and Time	30.06.2022	03:00 P.M.
Bid Submission Start Date and Time	01.07.2022	03:00 P.M
Bid Submission End Date and Time	22.07.2022	03:00 P.M
Technical Bid Opening Date and Time	22.07.2022	03:00 P.M.

Bids shall be submitted **as per critical Date Sheet mentioned above.** The Tender Processing Fee is Rs. 1,000/- (Rupees One Thousand) which is non refundable.

- Separate Bid Security Declaration Form duly signed by the authorized signatory of the firm has to be submitted along with the Technical Bid for each region i.e (1) Delhi and NCR (NOIDA, Ghaziabad, Gurugram, Faridabad, Palwal, Jhajjar, Hapur) and (2) Rest of India. **(Refer to Annexure-B)**

6. 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 super- scribed the sealed envelope as **“TENDER FOR PROCUREMENT, PRINTING AND DISPATCH OF ANSWER BOOKS 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, 7th floor NIOS HQs.**
7. Evidences in respects of cost of Tender processing fee, 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. For any clarification one may contact to the following officer.

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

8. 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 spilt the order between two or more Bidders/Agencies.

Note: In case of any issues related to the 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 the National Institute of Open Schooling (NIOS) ,Evaluation Depratment,A-24-25,Institutional Area, 7th Floor, Sector-62 NOIDA, U.P. -201309.

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INSTRUCTION TO BIDDERS

1. The Bidder should be IBA/RBI certified having at-least **Three years** experience in the field of manufacturing the Answer Books of quantity not less than 50,00,000 copies (out of which at least 25,00,000 copies with OMR) in each year to State/Central Education Board and Institution of Central/State Government in single order. Certificate from the various organization where services rendered needs to be submitted.
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 bidder agencies should have their own infrastructure and manufacturing unit with sufficient manpower.
7. 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. Separate Bid Security Declaration Form duly signed by the authorized signatory of the firm has to be submitted along with the Technical Bid for each region i.e (1) Delhi and NCR (NOIDA, Ghaziabad, Gurugram, Faridabad, Palwal, Jhajjar, Hapur) and (2) Rest of India (Refer to Annexure-B).
10. The successful bidders shall submit Performance Security from the Nationalized 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 the firm will be **suspended for the time period specified in the bid security declaration form**. Performance Security may be furnished in the form of Bank Guarantee/Insurance Surety Bond/FDS from any nationalized/scheduled commercial banks.
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. Please refer Annexure "A" for specification & allied technical details of Answer Book.

13. The tenderer shall enclose a **letter of authority from concerned mill**, for the NIOS Dandy Roll water marked Maplitho 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 paper will be used and manufactured as per stipulations laid down by BIS 1848/2018 or latest, if any. A test certificate along with 02 samples (each for 60 GSM & 105 GSM) of paper to be used to be enclosed with the Technical Bid.
15. The firm will maintain highest standard of printing and utmost confidentiality during the course of manufacturing of Answer book complete printing, supply and dispatch of Answer book to destination.
16. Certificate of maintaining confidentially, safe disposal of wastage & extra printing etc. if also to be furnished by the firm.
17. 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.
18. 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. .
19. The firm will have to supply Answer Book in cartons duly arranged serially and packed with complete details written on outside of each carton.
20. Agency should have capacity to procure the bulk quantity of answer book in advance, once received the bulk quantity of job order from the Institute.
21. Further, the agency should have the binding to print the answer books in advance immediately after receiving the bulk job/print order, from the institution.
22. **Any tender which is not accompanied by Bid Security Declaration Form will be summarily rejected.**

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 manufacturing the Answer Books of quantity not less than 50,00,000 copies (out of which at least 25,00,000 copies with OMR) in each year to state/Central Education Board and institution of Central/State Government in Single order. Certificate from the various organization where services rendered needs to be submitted.
2. **Turnover:** The Bidder/Agency should have minimum turnover of **Rupees 10 Crores** per annum in each of the previous three financial years (i.e. year 2019-2020, 2020-2021 and 2021-22) and should provide copy of Audited Balance sheet, trading, Profit & Loss Account.
3. Tender Processing Fee of **Rs.1,000/- (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. Bid Security Declaration Form in lieu of EMD, duly signed by the authorized signatory of the firm has to be submitted along with the Technical Bid for each region (Refer to Annexure-B).
5. **The Bidders must be registered as a IBA/RBI Security Printer having capability of providing Security Marks in the Answer Books.**
6. The Agency must have experience as well as infrastructure of Printing and Dispatching OMR sheets of equivalent quantity as enumerated under (1) above.
7. The agency shall provide sample of paper, which should meet the following specifications:

Nature of Item	Specification
Paper to be used on the Answer Books for Secondary, Senior Secondary, On Demand Examinations and Vocational Examinations. (Theory and Practical)	i) 60 GSM Maplitho paper conforming to BIS specification 1848/2018 with size 20.5cm X 28cm, ii) Brightness-Min 85%, iii) Opacity-Min 90%, iv) Wax Pick-10 A Clear v) Smoothness (Bendtston) Max-200Ash not more than- 10- 12%
OMR Sheet to be used on Answer Books for Secondary, Sr. Secondary, On Demand Examinations and Vocational Examinations (Theory)	105 GSM Maplitho paper conforming to BIS specification 1848/2018 with size 20.5cm X 28cm

8. The bidder must have sufficient storage facility and appropriate security measures for safe custody of the Answer Books of the Institution.

9. The delivery & dispatch of Theory & Practical Answer Books of **Secondary, Sr. Secondary, On Demand Examination (ODE) and Vocational Examinations** shall be made directly to the examination centers of NIOS across India as per exam centre wise answer book details provided by NIOS. The bidder shall be able to supply the full order of Answer books as per Time schedule mentioned in the work order positively.
10. The Firms/Bidders registered with NSIC/MSME or concerned Ministry or department shall be required to submit Bid Security Declaration Form as per prescribed format and 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.
11. **The answer book packet should be minimum of 50 answer books and in multiple of 50 subject to maximum of 250 Answer books in a poly pack with strapping and then packed in a corrugated carton.**
12. The Tender Forms received without tender processing fee, earnest money or incomplete in any respect will not be accepted.

13. SELECTION PROCEDURE

The institution will make a panel of maximum three (03) 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 entire work as mentioned under item no.1 to Item No. 4 will be allotted out of Three different eligible empanelled Agencies/Bidders on L-1 rates.

If the same Bidder/Agency which has quoted L-1 rate for both the items e.g. Item no.1 and Item no. 2, the 2nd 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 any of the items and refuses to undertake the work at L-1 rates, the firm will be suspended for the time period specified in the bid security declaration form 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)

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

Procurement, Printing and Dispatch of Answer Books 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. Separate Bid Security Declaration Form duly signed by the authorized signatory of the firm has to be submitted along with the Technical Bid for each region i.e (1) Delhi and NCR (NOIDA, Ghaziabad, Gurugram, Faridabad, Palwal, Jhajjar, Hapur) and (2) Rest of India.
2. Separate firm will be selected for procurement, printing and dispatch of Answer book for the two Regions specified in the Tender. In case of more than one firm quoting lowest rates or one Firm quoting lowest rates for both the Region, the NIOS reserves the right to allot the work to only one Firm in each region quoting at the lowest rate.
3. The competent authority of NIOS, reserves the right to extend the timelines for dispatch of Answer Books and decision taken by the competent authority, shall be binding on the Firm.
4. Sealed envelopes containing Technical Bid (Annexure – I) and Financial Bid (Annexure- II) in separate sealed cover superscribed as Technical Bid/Financial Bid and both the covers enclosed in a separate sealed envelope mentioning **“TENDER FOR PROCUREMENT, PRINTING AND DISPATCH OF ANSWER BOOKS FOR NIOS EXAMINATIONS”** and be addressed to The Director (Evaluation) National Institute of Open Schooling (NIOS) A-24/25, Sector-62 NOIDA, U.P. -201309. The packet containing both the Technical and Financial Bid should be put in one envelope and the **same should be dropped in the Sealed tender box available at the Room of Deputy Director (Evaluation) at 7th Floor of National Institute of Open Schooling (NIOS) A-24/25, Sector-62 NOIDA, U.P. - 201309”**
5. No revision of the price bid will be allowed once the price bids are opened.
6. 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.
7. **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 03 Agencies/Bidders on L-1 rate.

8. Decision of the Institution regarding selection / rejection for empanelment will be final and binding and no further correspondence will be entertained. The empanelled Bidders will only be informed accordingly by post/email.
9. It is the discretion of the Institution for inviting quotations from other printers or to further shortlist for empanelment for place orders. Empanelment by itself will not confer any right to receive orders, as placing of orders is subject to the requirement of the Institution and at the sole discretion of the Institution.
10. Successful Tenderer will have to sign an agreement with the institution immediately after acceptance of lowest (L-1) of rates. The Agreement has to be done on a non-judicial stamp paper of Rs. 100/- with the NIOS stating that the firm/agency registered with IBA/RBI and they will abide by all the general & specific terms and conditions laid down in the tender document in totality in letter and spirit. Failure, delay or evasion on the part of tenderer to execute the agreement within the stipulated period will lead to disqualification from the empanelled list.
11. The quantum of works to be assigned among Printers will be the sole discretion of the Institution from time to time.
12. **No claim for price increase will be entertained after submission & in respect of finalized of bids and signing the contract except statutory obligations.**
13. **NIOS will provide the blue print of answer book and thereafter Bidder will be responsible for the preparation of the art work, proof reading of all the items approved by the NIOS and will have to obtain the necessary approval from the NIOS in respect of finalization of the design and blue print of Answer Book before execution of the work.**
14. 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.
15. Separate Bid Security Declaration Form duly signed by the authorized signatory of the firm has to be submitted along with the Technical Bid for each region i.e (1) Delhi and NCR (NOIDA, Ghaziabad, Gurugram, Faridabad, Palwal, Jhajjar, Hapur) and (2) Rest of India.
16. The successful bidder has to submit Performance Security in the form of Bank Guarantee/Insurance Surety Bond/FDS from any nationalized/scheduled commercial banks amounting to 3% of the total value of estimated work to be allotted for one term examination pledged in favour of Secretary, NIOS toward performance security 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.
17. **In case the Bidder quoting L-1 rate back out to execute the work, the concerned firm will be suspended for the time period specified in the bid security declaration form.**
18. 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.

19. The Bidders must submit a letter from the authorized manufacturer stating that the material/sample paper submitted are as per Tender Document/Specification along with latest **chemical Lab test Report Govt.** as per BIS Specification 1848/2018 with latest amendment, if any.
20. The rate should be quoted (**inclusive of all charges**) for complete operations from procurement of papers and printing upto delivery of answer books at the examination centre at multiple destinations across the country in India as per the specifications given in the Tender document which should include all charges.
21. The successful Bidder at the time of supply of answer books must submit a latest chemical lab test/ quality report from the manufacturer of the paper.
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. 80% payment of the Bill amount will be released after successful completion of work and remaining 20% will be processed after receiving the Chemical Test Report from the Central Government Lab Agency by the firm and release payment after due verification.
24. 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 Answer Books to the entire destinations.
25. 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.
26. The successful bidder/agency must maintain high standard of confidentiality and only deal with the official/officer authorized by the Director (Eval), NIOS. The Bidder must have all the arrangements for the procurement of papers and to provide necessary security features for printing, ruling, numbering, binding, packing, perforating and dispatch of answer books to multiple destinations at the examination centres across the country in India etc. to the satisfaction of the NIOS.
27. 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.
28. All the answer books shall have serial numbers on its front OMR page & bar codes in duplicate matching with the serial number and as per the specifications given by the NIOS.
29. Rates shall always be both in the figures and words.
30. 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.

31. 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 supplied to the NIOS (without any cost) and with the undertaking that no such answer books are kept with the supplier.
32. 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.
33. 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.
34. 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, NIOS panel 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.
35. If the Bidder refuses to execute the job after accepting the condition of the tender at any point of time during the contract period, the performance security deposit will be forfeited in full or in part which is at the sole discretion of the NIOS and the firm will be suspended for the time period as specified in the Bid Security Declaration Form. Further any action as deemed fit will also be taken.
36. The Bidder may submit the sample of answer book with both static and dynamic field printing along with the tender.
37. On completion of the job, the firm shall constitute three members committee and submit a certificate stating that plates used for printing have been destroyed.
38. The Institutions (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.
39. Requirement as specified is tentative only which may increase/ decrease as per the actual requirement.
40. In order to ensure the quality of the paper used in printing of Answer books, 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 paper used is found inferior in quality, the entire lot of that particular supply shall be rejected at the cost of the firm and shall be replaced by the bidder at no extra cost.
41. 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.

42. In case of any default/defect found, the Chairperson, NIOS will be the sole authority to take actions as deemed fit, which shall be final and binding on the Bidder.

43. **Penalty:**

43.1 The Answer Books shall be manufactured as per specifications given by the NIOS in the Tender Form. The Firm shall ensure that the serial number to be printed on each Answer Books is clearly legible and that no duplicate serial number/missing number is in the packet. A certificate shall be submitted by the manufacturer with each 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. **1% penalty shall be imposed on Bills of particular category of Answer Books of the Region.** The Firm shall also have to replace the cover page at their own risk and cost.

43.2 Firm shall be required to give an undertaking that no Answer Books/Supplementary Answer Books whatsoever has been printed more than the specified number and has not been left with them after completion and final supply of the Answer Books is made available to the Board. Firm shall also certify that no Answer Books has gone out of the press by unscrupulous methods. In case any contravention discrepancy is noticed by the Board during the course of Examination or subsequently the manufacturer concerned shall be liable to be black-listed besides 1% penalty shall be imposed on total contract value and deductions shall be made from the Bills of concerned Region.

43.3 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 10% of total value of work for delay for above 14 days

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

43.4 A penalty of 10% of total value of work may be imposed by the Competent Authority of the Institution, if the supply is not in consonance with the specifications/grammage prescribed by the BIS/NIOS against the items.

43.5 In case of any loss of Answer Books 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 of particular category of Answer Books of the Region.

43.6 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 Answer Books to the Board.

44. This contract shall be governed by the 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 44 are accepted to me/us.

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

Name _____

Address _____

Phone No. _____

Mobile No. _____

Email-ID _____

Date _____

SUBMISSION OF BID

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

“Part 1: Technical Bid” which will consist of Proof for meeting eligibility criteria, receipt of payment of Tender Processing fee, Bid Security Declaration Form & check list.

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

The Financial Bid submitted as per the Financial Bid form (Annexure II)

1st Envelope - Technical Bid

- i. Tender processing fee and Bid Security Declaration Form (Refer to Annexure-B).
- ii. Tender Acceptance Letter.
- iii. Copy of all the relevant documents for Pre-Qualification bid as mentioned in qualifying/eligibility requirements for bidding.

2nd Envelope - Financial Bid

1. Financial bid for price bid (As per the Financial Bid Form) (Annexure – II)

Sealed envelopes containing Technical Bid (Annexure – I) and Financial Bid (Annexure- II) in separate sealed cover superscribed as Technical Bid/Financial Bid and both the covers enclosed in a separate sealed envelope mentioning **“TENDER FOR PROCUREMENT, PRINTING AND DISPATCH OF ANSWER BOOKS FOR NIOS EXAMINATIONS”** and be addressed to The Director (Evaluation) National Institute of Open Schooling (NIOS) A-24/25, Sector-62 NOIDA, U.P. -201309. The packet containing both the Technical and Financial Bid should be put in one envelope and the same should be dropped in the **Sealed tender box available at the Room of Deputy Director (Evaluation) at 7th Floor of National Institute of Open Schooling (NIOS) A-24/25, Sector-62 NOIDA, U.P. -201309”**

NIOS reserves the right to reject any proposal which is not substantially responsive. Any bids received after the time stipulated will not be accepted by NIOS.

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 & bid security declaration form as applicable and enter details of the instrument.
4. Bidder/Agency should prepare the Bid Security Declaration (**Refer to Annexure-B**) 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.

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.

SPECIFICATION AND ALLIED TECHNICAL DETAILS
Specification and instruction for Printing of Answer Book by Printers.

Sl.No	Name of the Item	Specification
01	<p>Public Exams and On Demand Exams (Theory) Answer Books for Secondary course:</p> <p>i) OMR Sheet of 105 GSM on the front page with title cover printing in double colour Red & Black and single colour Red on the back side.</p> <p>ii) 32 inner Pages of 60 GSM Maplitho Paper in single colour printing in Red with NIOS logo dandy water mark on each 32 pages in the size of 20.5cm x 28cm</p>	<p>Maplitho Paper of reputed mills conforming to BIS Specification 1848/2018 with latest amendment if any in 60 GSM ,OMR Sheet of 105 GSM.</p> <p>Printing of serial number of machine and two bar code matching serial number on front page (OMR Sheet). Mechanical thread stitching on spine for both OMR sheet and inner pages.</p>
02	<p>Public Exams and On Demand Exams (Theory) Answer Books for Senior Secondary course:</p> <p>i) OMR Sheet of 105 GSM on the front page with title cover printing in double colour and Magenta & Black and single colour Magenta on the back side.</p> <p>ii) 32 inner Pages of 60 GSM Maplitho Paper in single colour printing in Magenta with NIOS logo dandy water mark on each 32 pages in the size of 20.5cm x 28cm</p>	<p>Maplitho Paper of reputed mills conforming to BIS Specification 1848/2018 with latest amendment if any in 60 GSM, OMR Sheet of 105 GSM.</p> <p>Printing of serial number of machine and two bar code matching serial number on front page (OMR Sheet). Mechanical thread stitching on spine for both OMR sheet and inner pages.</p>
03	<p>Public Exams (Theory) Answer Books for Vocational Education course:</p> <p>i) OMR Sheet of 105 GSM on the front page with title cover printing in double colour Orange & Black and single colour Orange on the backside</p> <p>ii) 20 inner Pages of 60 GSM Maplitho Paper in single colour printing in Orange with NIOS logo dandy water mark on each 20 pages in the size of 20.5cm x 28cm</p>	<p>Maplitho Paper of reputed mills conforming to BIS Specification 1848/2018 with latest amendment if any in 60 GSM, OMR Sheet of 105 GSM.</p> <p>Printing of serial number of machine and two bar code matching serial number on front page (OMR Sheet). Mechanical thread stitching on spine for both OMR sheet and inner pages.</p>
04	<p>Practical Answer Books for Secondary, Sr. Secondary and Vocational Courses: Four (04) pages 60 GSM Maplitho Paper in single colour printing in Black with NIOS logo dandy water mark in the size of 20.5cm x 28cm.</p>	<p>Maplitho Paper of reputed mills conforming to BIS Specification 1848/2018 with latest amendment, if any, and stitched on spine serial numbering.</p>

TECHNICAL BID**Tender form for Procurement, Printing and Dispatch of Answer Books for NIOS Examinations****(Note:- Bidder must read the enclosed term & condition before filling up the particular in the form)**

After having gone through the details as enlisted in the tender documents along with terms and conditions of the tender for the procurement, printing and dispatching of Answer Books for NIOS Examinations, 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 Procurement, Printing and Dispatch of answer books at the examination centre across the country.

General Information

Sl. No.	Particular	Details
1.	Name of the Printer registered with IBA/RBI:	
2.	Details of registration with IBA/RBI: (Please mention the registration number and enclose the copy of certificate issued from IBA/RBI)	
3	Name of Director/ Proprietor a) Designation b) Telephone no. c) Mobile no. d) Email ID	
4.	Address of the Printer : (i) Head Office: (ii) Branch (if any): (iii) Printing Press Location: (iv) Area and number of Floors (in sq. m)	
5.	Contact details of Printer : (i) Telephone Number(s) (ii) Mobile No.: (iii) Fax No. (iv) E-mail ID:	
6.	Year of Establishment & Registration No. (Please attach certificate thereof)	
7.	Bank Details for payment : (a) Account Number: (c) IFSC Number : (d) Name of the Bank : (a) 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.	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. (Enclose copy)	
11.	Please indicate arrangements/tie up or own mill for making NIOS 60 &105 GSM Maplitho Paper dandy roll water marked paper. Strictly as per BIS Specification.	
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 Two (02) samples (for each 60GSM & 105 GSM) attached as per instructions.	
14.	Regn. No. / TAN No./GST No.	
15.	Permanent Account Number.	
16.	Whether the Tender Documents duly signed, Stamped and enclosed. (YES/NO)	
17.	Details of awards/ certificate of merit etc. received from any board/organization (please enclose copy of certificate)	
18.	Whether, the undertaking that the Security Printer has not been blacklisted by any Govt./Public undertaking Institution/ Organization (Please copy) (YES/NO)	
19.	Detail of Demand Draft for Tender Processing Fee of Rs.1000/- (DD no, Date and Bank)	
20.	Whether Bid Security Declaration Form (as per Annexure-B enclosed). (YES/NO)	
21.	Whether 02 no. of sample papers each of 60 GSM & 105 GSM maplitho paper strictly as per BIS specification 1848/2018 with latest amendment (if any) with Lab report to be used for printing and supply of answer books are enclosed. (YES/NO)	
22.	Essential pre-requisite(PHYSICL/CAPITAL) Type & Total number of machines available for such work. (List Enclosed) (YES/NO)	
a)		
b)	Whether the Firm/Agency has the capacity of the machines to manufacture and deliver all the allotted work within time frame F.O.R at Delhi, NCR and Rest of India. (YES/NO)	

c)	Whether the Firm/Agency has the Facility available for putting page wise numbering in the Answer Books. (YES/NO)	
d)	Whether the Firm/Agency has the Facility of automatic serial numbering of Answer Books. (YES/NO)	
e)	Capacity of storage of Answer Books in Firm's Godown. (Mention area/Floor in sq. m)	No. of Floors: _____ Total Area: _____

23. Experience of the Printer registered with IBA/RBI: Please enclose minimum '03' years Experience Certificates of supplying of answer books and three work orders of printing of Answer Books 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)
2019-20				
2020-21				
2021-22				

24. Minimum turnover of **Rupees Ten 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.)
2019-20	
2020-21	
2021-22	

25. Whether the copy of Income Tax Return submitted by the Firm/Agency during the last 03 financial years (2019-2020, 2020-2021 & 2021-2022) furnished. (YES/NO)

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

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

(Name & Signature of Bidder with Seal & Date)

Name: _____

Mobile no: _____

E-mail ID : _____

**FORMAT OF BID SECURITY DECLARATION FROM BIDDERS IN LIEU OF EMD
(On Bidders Letter head)**

I / We, the authorized signatory of M/s , participating in the tender for procurement, printing and dispatch of Answer Books for NIOS Examinations, do hereby declare :

- (i) That I / we have availed the benefit of waiver of EMD while submitting our offer against the subject Tender and no EMD being deposited for the said tender.

- (ii) That in the event we withdraw / modify our bid during the period of validity Or I/we fail to execute formal contract agreement within the given timeline OR I/we fail to submit a Performance Security within the given timeline Or I/we commit any breach of Tender Conditions / Contract which attracts penal action and **I/we will be suspended from being eligible for bidding / award of all future contract(s) of National Institute of Open Schooling (NIOS) for a period of one year from the date of committing such breach.**

(Name & Signature of Bidder with Seal & Date)

Name: _____

Mobile no: _____

E-mail ID : _____

Check List for Technical Bid

Sl. No	Name of the Document (copy of duly certified by the Printer)	Remarks (Enclosed/ NotEnclosed)
1.	Certificate registered with IBA/RBI	
2.	Company registration certificate	
3.	Copy of insurance against fire & theft etc.	
4.	Authority letter from concerned mill if NIOS water marked paper is to be manufactured from any other mill.	
5.	Turnover minimum Rupees Ten Crore per annum in each of the previous three years (Trading, Profit and Loss a/c and Balance Sheet of lastthree years)	
6.	Experience certificate minimum of three (3) years	
7.	Three (03) work orders executed successfully.	
8.	Income Tax Returns for the last three financial years alongwith PAN.	
9.	Demand Draft for tender processing fee of Rs. 1000/- (Rupees One thousand)	
10.	Separate Bid Security Declaration Form for each region i.e (1) Delhi and NCR and (2) Rest of India	
11.	02 nos. of sample papers of each of 60 GSM & 105 GSM maplitho paper strictly as per BIS specifications 1848/2018 with latest amendment, if any (Paper & OMR)	
12.	Chemical Lab Test/quality report of the sample paper from the manufacturer of paper to be used for printing and supply of Answer books	
13.	Registration Certificate of TAN /GST	
14.	Copy of Permanent A/c. No. (PAN)	
15.	Self declaration and undertaking that the Printer has not been blacklisted/debarred by any Govt./Public undertaking Institution/Organization	
16.	Sample of answer book with both static and dynamic field printing.	

(Name & Signature of Bidder with Seal & Date)

Name: _____
 Mobile no: _____
 E-mail ID : _____

FINANCIAL BID**Tender form for Procurement, Printing and Dispatch of Answer Books for NIOS Examinations**

After having gone through the details contained in the tender document and the terms and conditions as enlisted in the tender document for Procurement, printing and dispatch of Answer Books at the examination centres of NIOS across the country, I/we _____ quote our lowest rates for the same as given below in prescribed proforma inclusive of all.

Item No.	Brief detail of work	Rate (Inclusive of all charges) per one thousand (1000) Answer Book including all costs i.e. OMR Sheet & maplitho paper for inner pages with NIOS logo water marked using dandy, printing (for all activities), stitching cost etc. as per tender document.	
1.	For Public Exams and On Demand Exams (Theory) Answer Books for Secondary course i) OMR Sheet of 105 GSM on the front page with title cover printing in double colour Red & Black and single colour Red on the back side. ii) 32 inner Pages of 60 GSM Maplitho Paper in single colour printing in Red with NIOS logo dandy water mark on each 32 pages in the size of 20.5cm x 28cm	For Delhi & NCR	Rs. _____ per 1000 answer books Rupees _____ (in words)
		Rest of India	Rs. _____ per 1000 answer books Rupees _____ (in words)
2.	For Public Exams and On Demand Exams (Theory) Answer Books for Sr. Secondary course i) OMR Sheet of 105 GSM on the front page with title cover printing in double colour and Magenta & Black and single colour Magenta on the back side. ii) 32 inner Pages of 60 GSM Maplitho Paper in single colour printing in Magenta with NIOS logo dandy water mark on each 32 pages in the size of 20.5cm x 28cm	For Delhi & NCR	Rs. _____ per 1000 answer books Rupees _____ (in words)
		Rest of India	Rs. _____ per 1000 answer books Rupees _____ (in words)
3.	For Public Examinations (Theory) Answer Books for Vocational (Theory) i) OMR Sheet of 105 GSM on the front page with title cover printing in double colour Orange & Black and single colour Orange on the backside ii) 20 inner Pages of 60 GSM Maplitho Paper in single colour printing in Orange with NIOS logo dandy water mark on each 20 pages in the size of 20.5cm x 28cm	For Delhi & NCR	Rs. _____ per 1000 answer books Rupees _____ (in words)
		Rest of India	Rs. _____ per 1000 answer books Rupees _____ (in words)

4	For Practical Examinations of Secondary, Sr. Secondary, On Demand Examinations and Vocational Examination Four (04) pages 60 GSM Maplitho Paper in single colour printing in Black with NIOS logo dandy water mark in the size of 20.5cm x 28cm.	Delhi & NCR	Rs. _____ per 1000 answer books Rupees _____ (in words)
		Rest of India	Rs _____ per 1000 answer books Rupees _____ (in words)
5.	The answer book should be packed in packets of minimum 50 answer books each and in multiple of 50 subject to maximum of 250 Answer books in a poly pack with strapping and then in packed in a corrugated carton.		

- Note: i) The quoted rates should be **inclusive of all charges** i.e. including transportation/postage charges, material (paper and packing material etc.), operational preparation of dandy roll for NIOS logo water mark on all inner pages of Answer Books of Theory and Practical Examinations and delivery of answer books parcels/packets to the examination centers / Regional Centre at multiple destinations across the country in India including handling, loading, unloading and other miscellaneous expenditures.
- ii) As per Notification No. 12/2017-Central Tax (rate) dated 28th June 2017, GST exempted to NIOS for services related to Examinations.
- iii) Conditional bid will summarily be rejected.

(Authorized Signatory with full name, designation and stamp)

Full name _____

Designation _____

Tel. No _____

Mobile: _____

Email ID _____

Date:

Place:

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

TENTATIVE QUANTITY OF ANSWER BOOKS REQUIRED TO BE PROCURED FOR NIOS EXAMINATIONS

S. No	Name of Answer Books	Quantity
1.	Secondary Course (Theory) (Public Examination and On Demand Examinations)	14 Lakhs
2.	Sr. Secondary Course (Theory) (Public Examination On Demand Examinations)	16 Lakhs
3.	Vocational Education Course (Theory) (Public Examination)	1.0 Laks
4.	Practical Answer Books of (Secondary, Senior Secondary of Public Examinations & On Demand Examination and Vocational Examinations)	20.0 Lakhs

Note: The Quantity may increase or decrease

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date: __/__/2022

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

Subject: Acceptance of Terms & Conditions of Tender for Procurement, Printing and Dispatch of Answer Books for NIOS Examinations.

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned Tender/Work from the web site(s) namely, www.nios.ac.in, <https://eprocure.gov.in/epublish/app> as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / We have read the entire terms and conditions of the tender documents from Page No **1 to 28** (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.
3. The corrigendum(s) issued from time to time by your department organization too has also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender Document(s) / corrigendum(s) in its totality / entirety.
5. I/We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation 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 Performance Security Deposit absolutely.
6. I/We aware that in case of violation of general terms & conditions of the said tender, the firm will be suspended from being eligible for bidding / award of all future contract(s) of National Institute of Open Schooling (NIOS) for a period of one year from the date of committing such breach.
7. We hereby also declare that our firm/company/concern is registered with IBA/RBI. 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.
8. I/We hereby also declare that our firm has not been black listed/debarred by any Government Central and State) Board/NIOS/Public undertakings/Banks/ R.B./IBA etc.

Yours faithfully.

(Authorized Signatory with full name, designation and stamp)

Full name _____
Designation _____
Tel. No _____
Mobile: _____
Email ID _____