

**TENDER FOR SCANNING OF OMR FLYER SLIPS, FINALIZATION OF DATA AS WELL AS COMPLETE MAKING OF ADHESIVE LASER LABEL, PRINTING OF UNIQUE ID WITH BARCODE ON ADHESIVE LASER LABELS, COMPLETE MAKING AND SUPPLY OF BLANK OMR AWARD SHEETS AND PRINTING OF PRE-EVALUATION DATA ON OMR AWARD SHEET FOR THE NIOS EXAMINATIONS**



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

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

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



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

**TENDER NOTICE**

**SCANNING OF OMR FLYER SLIPS, FINALIZATION OF DATA AS WELL AS COMPLETE MAKING OF ADHESIVE LASER LABEL, PRINTING OF UNIQUE ID WITH BARCODE ON ADHESIVE LASER LABELS, COMPLETE MAKING AND SUPPLY OF BLANK OMR AWARD SHEETS AND PRINTING OF PRE-EVALUATION DATA ON OMR AWARD SHEET FOR THE NIOS EXAMINATIONS.**

The National Institute of Open Schooling (NIOS) invites bids for empanelment of ISO Certified agencies having working experience with various Boards/Universities of education in the field of Scanning of OMR flyer slips, finalization of data as well as complete making of adhesive laser label, printing of unique ID with barcode on adhesive laser labels, complete making and supply of blank OMR Awards and printing of pre-evaluation data on OMR Award Sheet for the NIOS Examinations of different specification as per details given below:

**I. Estimated annual value of the work**

Sl. No.	Name of the Item	Quantity
1.	Complete making and supply of Blank OMR Award Sheet in the size of 10" x 12" of good quality (105 GSM) paper having holes on both sides of paper in continuation form. Each sheet containing 20 Roll numbers in continuation form.	02 lakhs Blank OMR award sheets <b>(Sample enclosed)</b>
2.	(i) Making of adhesive laser label (ii) Printing of unique ID with barcode on adhesive laser labels (iii) Printing of pre-evaluation data and unique ID on OMR award sheets	1.60 lakhs adhesive laser label sheets <b>(Sample enclosed)</b>
3.	Scanning of OMR flyer slips, size 18cm x 20.5 cm & finalization of data for Secondary, Senior Secondary, On Demand Examination (ODE), Vocational, D.El.Ed. (offline) and other various examinations of NIOS.	32 lakhs OMR flyer <b>(Sample enclosed)</b>

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

**II. Nature of the Work**

**Item No. 1:** Complete making and supply of Blank OMR Award Sheet in the size of 10" x 12" of good quality (105 GSM) paper having holes on both sides of paper in continuation form. Each sheet containing 20 Roll numbers in continuation form.

**Item No. 2:** Complete making of adhesive laser label and Printing of unique ID with Barcode on adhesive laser label. Printing of pre-evaluation data on OMR Award sheets.

**Item No. 3:** Scanning of OMR Flyer Slips of size 18 cm x 20.5 cm and finalization of data.

**III. Specification of work**

**Item No. 1:** Supply of Blank OMR Award Sheet in the size of 10" x 12" of good quality (105 GSM) paper having holes on both sides of paper in continuation form. Each sheet containing 20 roll numbers in continuation form.

- (i) Approximate 2,00,000 Blank OMR Award to be printed for each exam in April and October every year.
- (ii) Each OMR Award of size 10 inches x 12 inches
- (iii) Each OMR Award sheet should contain blank field of 20 Roll Nos. in duplicates.
- (iv) Complete design and Art-Work (Front and Back Side) of the OMR Award-Sheet has to be done by the Agency as per direction of the NIOS.**
- (v) The delivery & dispatch of Blank OMR Award for Public Examinations shall be made to the NIOS HQ's or any other destination as decided by the Competent Authority.

**Item No. 2:** Making of adhesive laser label and printing of unique ID with Barcode on Adhesive laser labels. Printing of pre-evaluation data on OMR Award sheets.

**2.1 Complete making of adhesive laser label**

- (i) Complete making of about 80,000 number of sheets for each Exam in April and October every year.
- (ii) Each sheet of size 8.5 inches x 12 inches
- (iii) Each sheet containing 20 laser label of size 92 mm x 22.6 mm
- (iv) Release liner will be of paper top 60 GSM back 60 GSM paper
- (v) Laser label on top will be of maplitho 60 GSM paper
- (vi) 10 gm coating of adhesive on laser label on a sheet

**2.2 Printing of Unique ID with Bar code in duplicate on adhesive laser label.**

- (i) Approximate 80,000 sheets adhesive laser sheet label to be printed for each exam in April and October every year.
- (ii) Each sheet of size 8.5 inches x 12 inches
- (iii) Each sheet containing 20 laser label of size 92 mm x 22.6 mm
- (iv) Printing of maximum 20 unique ID with bar code in duplicate on each sheet.

**2.3 Printing of Pre-examination data and unique ID in duplicate on OMR Award Sheet.**

- (i) Approximate 80,000 sheets OMR award sheets to be printed for each exam in April and October every year.
- (ii) Each OMR award sheet having size of 8.5 inches x 12 inches
- (iii) Printing of maximum 20 unique ID on OMR Award sheet in duplicate
- (iv) All secrecy materials has to be provided to the NIOS HQs at NOIDA

**Item No. 3:** Scanning of OMR Flyer Slips of size 18 cm x 20.5 cm and finalization of data.

- (i) Bidder/Agency has to deploy manpower & equipment at the Evaluation Centres of the NIOS and Evaluation Department, NIOS Headquarter at NOIDA to scan the OMR Flyer Slips and to finalize the data.
- (ii) Data capturing, verification, checking, updation, cost of input media, development of required software.
- (iii) Scanning of OMR Flying Slips of size 18 cm x 20.5 cm. and to create raw score data file. To punch/verify/check and merge the OMR Flying slips which have been rejected in scanning.
- (iv) Approx 16 Lakhs OMR Flyers to be scanned for each Exam including On Demand Examination (**ODE**).
- (v) To carry out corrections of Centre Number, Enrollment Number, Candidate's Name and Subject Code as well as Answer Book Serial number and Identification/Unique ID as bar code which have been scanned wrongly, if any.
- (vi) To print edit list-Invalid/duplicate Enrolment number, Candidate's Name and Subject Code as well as Answer Book Serial number and Identification/Unique ID etc. To check and update the list, update the data file with corrections till all errors are removed.
- (vii) To provide a copy of updated database on External Hard Disc/DVD as per requirement of the Institution.

#### IV. Volume and timing of the work

**Item No. 1: Complete making and supply of Blank OMR Award Sheet in the size of 10" x 12" of good quality (105 GSM) paper having holes on both sides of paper in continuation form. Each sheet containing 20 roll numbers in continuation form.**

- Approximately 2,00,000 Blank OMR Award-Sheets of good quality (105 GSM) paper are to be printed for April and October Public Examination every year.

**Item no. 2: Making of Adhesive Laser Label & printing of unique ID with Barcode on adhesive Laser Labels as well as Printing of Pre-evaluation data on OMR Award sheets.**

- (i) Complete making of approx 80, 000 number of adhesive laser label sheet of size 8.5 inches x 12 inches having 20 laser label of size 92 mm x 22.6mm on each sheet for each examination in April & October every year.
- (ii) Printing of Unique ID with Barcode on Adhesive Laser Label in duplicate on about 80,000 number of adhesive Laser label sheet of size 8.5 inches x 12 inches containing maximum 20 laser labels for each examination in April & October every year.
- (iii) Printing of pre-evaluation data on Approximate 80,000 number of OMR Award sheets which contains maximum 20 records on each award sheets for each examination in April & October every year.

**Item No. 3: Scanning of OMR flyer slips and finalization of data at the Regional Centres/Evaluation Centres of NIOS and Evaluation Department, NIOS Headquarter at NOIDA.**

Sl. No.	Name of the examination	Approx. number of OMR flyer slips/number of record	Tentative Timing of the work
1.	Secondary and Sr. Secondary April/May examination/ODE/Vocational (D.El.Ed/PDPET)& other examination of various projects/ schemes.	18 Lakhs	April-May (every year)
2.	Secondary and Senior Secondary Oct./Nov examination /ODE/(Vocational (D.El.Ed/PDPET) & Other examination of various projects/ schemes.	14 Lakhs	October-November (every year)

#### Approximate volume of OMR Flyer slips to be Scanned at Regional Centre/ Evaluation Centre

Sl. No.	Place of Regional Centre/ Evaluation Centre	Approx. Volume of OMR Flyer Slips			
		April Examination 2023		October Examination 2022	
		Secondary	Sr. Secondary	Secondary	Sr. Secondary
1.	Prayagraj	30000	60000	30000	40000
2.	Bengaluru	6000	10000	5000	8000
3.	Bhopal	70000	75000	40000	60000
4.	Bhubaneswar	15000	20000	10000	14000
5.	Chandigarh	90000	110000	70000	80000
6.	Chennai	5000	7000	4000	6000
7.	Dehradun	50000	80000	15000	30000
8.	Delhi	100000	150000	80000	100000
9.	Dharamshala	12000	20000	13000	20000
10.	Gandhinagar	25000	20000	20000	30000
11.	Guwahati	60000	50000	40000	50000
12.	Hyderabad	3000	6000	5000	10000
13.	Jaipur	80000	60000	70000	80000
14.	Kochi	40000	120000	30000	70000
15.	Kolkata	44000	50000	30000	40000
16.	Patna	20000	40000	20000	45000

17.	Pune	50000	30000	25000	15000
18.	Raipur	15000	30000	20000	35000
19.	Ranchi	25000	30000	10000	15000
20.	Sikkim	6000	10000	4000	8000
21.	Visakhapatnam	20000	40000	25000	65000
22.	Jammu	6000	10000	5000	8000
	<b>Total</b>	<b>772000</b>	<b>1028000</b>	<b>571000</b>	<b>829000</b>
	<b>Total : Secondary + Senior Secondary</b>	<b>1800000</b>		<b>1400000</b>	

V. The tender document is divided in two parts. The first part is called “Tender Document cum Technical Bid” called as “Technical Bid” along with Check List and the second part is called “Financial Bid.”

VI. Interested Bidders/Agencies can download the tender document from the NIOS Portal i.e. www.nios.ac.in (for perusal reference only) and fill the complete tender document from CPPP e-Procurement site i.e. https://eprocure.gov.in/eprocure/app and agency will fill the complete tender document (Technical and Financial Bid separately) and deposit the same in the Tender box as per the schedule given below in critical date sheet.

#### VII. CRITICAL DATE SHEET

Bid Documents Published Date and Time	20/08/2022	03:00 P.M.
Bid Document Download Date and Time	20/08/2022	04:30 P.M.
Clarification Start Date and Time	22/08/2022	10:00 P.M.
Clarification Closing Date and Time	23/08/2022	03:00 P.M.
Bid Submission Start Date and Time	23/08/2022	04:00 P.M.
Bid Submission End Date and Time	13/09/2022	03:00 P.M.
Technical Bid Opening Date and Time	13/09/2022	04:00 P.M.

Bids shall be submitted **as per critical date sheet mentioned above**. The cost of bid processing fee is Rs.1,000/- (Rupees One Thousand only) which is non refundable.

VIII. Technical Bid (Annexure-I) and Financial Bid (Annexure-II) are to be sealed in separate envelope and sealed cover superscribed as Technical Bid/Financial Bid and both the covers are to be put in one big envelope and sealed and superscribed the sealed envelope as **“TENDER FOR SCANNING OF OMR FLYER SLIPS, FINALIZATION OF DATA AS WELL AS COMPLETE MAKING OF ADHESIVE LASER LABEL, PRINTING OF UNIQUE ID WITH BARCODE ON ADHESIVE LASER LABELS, COMPLETE MAKING AND SUPPLY OF BLANK OMR AWARD SHEETS AND PRINTING OF PRE-EVALUATION DATA ON OMR AWARD SHEET FOR THE NIOS EXAMINATIONS”** .It may be addressed to the Deputy Director (Evaluation), National Institute of Open Schooling (NIOS), A-24/25, Institutional Area, Sector-62, NOIDA-201309 (Uttar Pradesh). The sealed packet containing both the Technical and Financial Bids should be put in one envelope and the **same may be dropped in the Tender Box placed in Evaluation Department, 7<sup>th</sup> Floor, NIOS HQ.**

- IX.** Evidence in respects of cost of Tender Processing Fee, Bid Security Declaration Form and tender document duly signed and stamped are to be sent to the Deputy Director (Evaluation) at the address indicated below on or before bid opening date and time as mentioned in the 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 (Uttar Pradesh)  
Contact No.: 0120-4089844/867/865  
E-mail ID: [conf@nios.ac.in](mailto:conf@nios.ac.in) & [ddeval@nios.ac.in](mailto:ddeval@nios.ac.in)**

- X.** 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 Bidders/Agencies of the ground for Institution's action. The Institution also reserves to itself the right to accept any bid in part or split the order between two or more Bidders/Agencies.

Note: In case of any issues related to 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 and other enclosures in the Tender Box placed in **Evaluation Department, 7<sup>th</sup> Floor, National Institute of Open Schooling (NIOS), A-24/25, Institutional Area, Sector-62, NOIDA-201309 (Uttar Pradesh).**

## CONTENT

<b>Annexure</b>	<b>Description</b>
1.	Instruction to Bidders
2.	Qualifying /Eligibility requirements for bidding
3.	General Terms & Conditions
4.	Submission of Bid
5.	Instructions for online Bid submission
6.	Tender Form –Technical Bid(Annexure-I)
7.	Bid Security Declaration Form in lieu of EMD (Annexure-A)
8.	Check List for Technical Bid
9.	Tender Form-Financial Bid(Annexure-II)
10.	Tender Acceptance Letter

## INSTRUCTION TO BIDDERS

1. Please go through the tender document carefully to understand the documents required to be submitted as part of the bid.
2. Bidder, in advance, should get ready with the bid documents to be submitted as indicated in the tender document/schedule.
3. The duly filled in tender form complete in all respects should be submitted to the 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.
4. Bidder should take into account any corrigendum, if any, published on the tender document before submitting their bids.
5. The bidder/agencies should have their own infrastructure and manufacturing unit with sufficient manpower.
6. Bidders 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 bidders risk.
7. The agency/bidders must have sufficient storage facility and appropriate security measures for the safe custody of the blank stationery.
8. The successful bidders shall submit Performance Security from the Nationalized Bank in favour of "Secretary ,NIOS, NOIDA" of an amount equivalent to 03% 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, falling 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.
9. The NIOS reserves the right to accept, reject or prefer any bid and to annul the bidding process and reject all bids at any time prior to award of contract without thereby incurring any liability to the affected Bidder 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.
10. Please refer for specification and volume of work.
11. Certificate of maintaining confidentially, safe disposal of wastage & extra printing etc. if also to be furnished by the firm.
12. 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.
13. **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:** Bidder/Agency should have at least (3) three years experience in the field of post examination work including image Scanning /OCR/ICR/OMR for sensitive & time bound projects like examination from National/ State Boards of Education.  
The Bidder/Agency should have adequate number of heavy duty image scanners or OMR scanners of its own with scanning speed of 40-50 pages per minute. The Bidder/Agency has to install the scanners at each Evaluation Centre for scanning around 50 to 60 thousand sheets per day during working hours at each Regional Centre of the NIOS.
2. **Turnover:** The Bidder/Agency should have minimum turnover of **Rupees 3.0 Crores** per annum in each of the previous three financial years (i.e. year 2019-2020,2020- 2021 and 2021-2022) and should provide copy of Audited Balance sheet, trading, Profit & Loss Account.
3. The Bidder/Agency must be registered ISO certified in the field of scanning of OMR complete making of Adhesive Laser Label, Printing of Unique ID with Barcode on Adhesive laser label, making and supply of blank OMR Awards, printing of data on OMR Award sheet. The Bidder/Agency should have a valid ISO certificate to be enclosed along with technical bid.
4. The Bidder/Agency must have the minimum staff requirement  
(a) Permanent (including technical staff : 10 in numbers  
(b) Other staff (skilled / un-skilled : 20 in numbers
5. Tender processing fee of **Rs.1000/- (Rupees One thousand only)** shall be in the form of Demand draft drawn in favour of the Secretary, NIOS payable at NOIDA and to be enclosed along with the Technical Bid.
6. 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. (Annexure-A)
7. The work are like scanning of the OMR Flyer slips and to finalize data are to be carried out at premises of Regional Centres of the NIOS or at the Evaluation Centers of NIOS and Evaluation Department, NIOS Headquarter at NOIDA.
8. The Bidder/Agency 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/Agency irrespective of their registration status etc. and Performance Security should remain valid for a period of 90 days beyond the date of completion of all contractual obligations of the Bidder/Agency including warranty obligations.
9. The Bidder/Agency must have the following technical infrastructure.

Sl.No	Name of equipment	Quantity
a)	Computer (Latest configuration )	20
b)	Scanner (Heavy duty)	12
c)	Laser Printers ((Heavy Duty) (Capacity of at least 30-40 pages per minutes )	08
d)	Line printer (Heavy duty)	02
E)	OMR Scanners	04
10. **The work place of the Bidder/Agency must be situated in Delhi/NCR region.**
11. The Tender Forms received without tender processing fee, earnest money or incomplete in any respect will not be accepted.
12. Scanning is to be carried out through image scanning using ICR/OCR or OMR technology.

### 13. Details of works to be done

**Item No. 1: Complete making and supply of Blank OMR Award Sheet in the size of 10" x 12" of good quality (105 GSM) paper having holes on both sides of paper in continuation form. Each sheet containing 20 roll numbers in continuation form.**

#### **Complete Making and Supply of Blank OMR-Award Sheets**

- (i) Approximate 2,00,000 Blank OMR Award of good quality (105 GSM) paper to be printed for each exam in April and October every year.
- (ii) Each OMR Award of size 10 inches x 12 inches
- (iii) Each OMR Award sheet should contain blank field of 20 Roll Nos. in duplicates.
- (iv) Complete design and Art-Work (Front and Back Side) of the OMR Award-Sheet has to be done by the Agency as per direction of competent authority of NIOS.**
- (v) The delivery & dispatch of Blank OMR Award for Public Examinations shall be made to the NIOS HQ's or any other destination as decided by the Competent Authority.
- (vi) Entire work has to be completed within a period of 10 Days time.**

**Item No. 2: Making of adhesive laser label and printing of unique ID with Barcode on Adhesive laser labels. Printing of pre-evaluation data on OMR Award Sheets.**

#### **2.1 Complete Making of Adhesive laser labels.**

- (i) Complete making of about approximate 80,000 number of sheets for each Exam.
- (ii) Each sheet of size 8.5 inches x 12 inches
- (iii) Each sheet containing 20 laser label of size 92 mm x 22.6 mm
- (iv) Release liner will be of 60 GSM paper
- (v) Laser label on top will be of maplitho 60 GSM paper
- (vi) 10 gm coating of adhesive on laser label on a sheet

#### **2.2 Printing of unique ID with Barcode on Adhesive laser labels.**

**Input:** Database containing Subject Code, and Identification Number.

**Output :**

- (i) Printing of Barcode on Adhesive Laser labels with: Identification Number, Subject Code, as numeric on Left hand Side of label and Barcode, Identification Number & Subject Code on Right Hand Side of label with page number on each sheet. Each sheet of 8.5 inches x 12 inches size will have 20 adhesive laser labels. Order of Printing shall be specified by the Institution.
- (ii) The entire work has to be completed within a period of 10 days of time.
- (iii) Slitting of 8.5inches x 12inches size sheets into 20 labels. Each label shall be of size 92 mm x 22.6mm.
- (iv) Testing of each sheet printed for grammage of Paper, Strength, Adhesive power and printing
- (v) To check each sheet for quality control i.e. to ensure adhesiveness, printing matter, size etc.
- (vi) To verify printed Barcode for its accuracy.

#### **2.3 Printing of Pre-Evaluation data & Unique ID on OMR Award Sheets.**

**Input:** Database containing Subject Code, and Identification Number.

**Output:** Printing of Unique Id and other pre-examination data on OMR award Sheet having maximum 20 records on each sheet.

The entire work has to be completed within a period of 10 days of time.

### **Item No. 3: Scanning of OMR Flyer Slip of size 18cm x 20.5 cm and finalization of data:**

#### **Input Document:**

- (i) OMR Flying Slips of size 18 cm x 20.5 cm having Centre Number, Roll Number, Subject Code, Candidate's Name, Identification Number as Bar Code & Answer Book serial number as Bar Code.
- (ii) Pre-examination Data.

#### **Output Report**

- (i) Bidder/Agency has to deploy manpower & equipment at the Evaluation Centres of NIOS and Evaluation Department, NIOS Headquarter at NOIDA to scan the OMR Flyer Slips and to finalize the data.
- (ii) Data capturing, verification, checking ,updation ,cost of input media, development of required software.
- (iii) Scanning of OMR Flying Slips of size 18 cm x 20.5 cm. and to create raw score data file. To punch/verify/check and merge the OMR Flying slips which have been rejected in scanning.
- (iv) Approx 16 Lakhs OMR Flyers to be scanned for each Exam including ODE.
- (v) To carry out corrections of Centre Number, Enrollment Number, Candidate's Name and Subject Code as well as Answer Book Serial number and Identification/Unique ID as bar code which have been scanned wrongly, if any
- (vi) To print edit list-Invalid/duplicate Enrolment number, Candidate's Name and Subject Code as well as Answer Book Serial number and Identification/Unique ID etc. To check and update the list, update the data file with corrections till all errors are removed.
- (vii) To provide a copy of updated database on External Hard Disc/DVD leveling the year and month of exams, as per requirement of the Institution. It will be sole property of the NIOS.
- (viii) The entire work has to be completed within a period of 10 days of time.

#### **NOTES:**

1. The Bidder/Agency should ensure that the sheets are printed strictly in the order specifies by the Institution.
2. The Bidder/Agency should ensure that unique bar codes are printed and shall ensure that there are no duplicate barcodes or missing barcodes.
3. The Bidder/Agency should ensure that the printed sheets (OMR Award-Sheets and Adhesive Laser Label having Unique ID with Bar-Code) are arranged and packed region wise in boxes as per requirement of the NIOS.
4. The Bidder/Agency should ensure that missing/blank sheets or duplicate sheets are not packed in the boxes.
5. The Bidder/Agency should ensure that the quality of labels, printing of barcode and adhesive used is as per industry standard.

### **13. SELECTION PROCEDURE**

**The institution will make a panel of Bidders/Agencies on the basis of lowest (L-1) quoted rate. The Bidders are required to give their consent/acceptance to the lowest (L-1) quoted rates. The Institution shall empanel maximum 03 Agencies/Bidders on L-1 rate. The entire work will be allotted out of Two different eligible empanelled Agencies/Bidders on L-1 rates.**

The eligible/same Bidder/Agency which has quoted L-1 rate for all the items , the 2<sup>nd</sup> Lowest Bidder/Agency has to give their consent/acceptance to execute the entire work at L-1 rates.

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 the NIOS to any of the eligible Bidder/Agency at L-1 rates.

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

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

**Scanning of OMR flyer slips, finalization of data as well as complete making of adhesive laser label, printing of unique ID with barcode on adhesive laser labels, complete making and supply of blank OMR Awards and printing of pre-evaluation data on OMR Award Sheet for the NIOS Examinations**

### **GENERAL TERMS AND CONDITIONS**

Bidders responding to this enquiry shall be deemed to be agreeable to the General 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. Bid Security Declaration Form duly signed by the authorized signatory of the firm has to be submitted along with the Technical Bid. **(Annexure-A)**
2. The bid must be submitted online at CPPP e-Procurement site i.e. (<https://eprocure.gov.in/eprocure/app>) as per the schedule given in Critical Date Sheet.
3. No revision of the price bid will be allowed once the price bids are opened.
4. 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.
5. The NIOS will provide the design of OMR Award sheet and Adhesive sticker and there after Bidder/Agency will be responsible for the preparation of the art work, proof reading, typeset etc and will have to obtain the necessary approval from the NIOS in respect of finalization of the design before executing of work.
6. **The Bidder/Agency shall be responsible to make all arrangements to ensure complete security and secrecy with regard to storage, safe custody of stationary.**
7. Bidders/Agencies must have all the printing related facility at their premises. Any work or part of the work must not be out-sourced/sublet by the Bidder/Agency.
8. The Bidder/Agency must not have been blacklisted earlier by any of the Universities or Examination boards or agencies or any other organization and the Bidder/Agency has to furnish a self declaration in this regard.
9. To protect the highly confidential nature of this job, outsourcing for printing is not allowed. The Bidder/Agency should have complete in-house facilities for the entire activities & should have sufficient manpower to deploy at Regional centre for scanning etc.
10. 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.

11. The successful Bidder/Agency must maintain high standard of confidentiality and only deal with the official/officer authorized by the Director (Evaluation), NIOS.
12. The NIOS reserves the right to visit the premises of the technically qualified Bidders/Agencies to inspect the infrastructure 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. If any lapse is found, the authorities of the NIOS shall take such action, as deemed fit, which shall be final and binding.
13. 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.
14. In case the NIOS feels that the Bidder/Agency has intentionally delayed the job, special penalty as deemed fit by the NIOS shall be imposed. In addition to the special penalty, the Bidder/Agency 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 the 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.
15. In case the Bidder/Agency 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 Bidder/Agency either from NIOS panel or otherwise at any time. Penalty as deemed fit 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 agencies in the panel of NIOS.
16. **The institution will make a panel of Bidders/Agencies on the basis of lowest(L-1) quoted rate. The Bidders/Agencies are required to give their consent/acceptance to the lowest(L-1) quoted rates. The Institution shall empanel maximum 03 Agencies on L-1 rate.**
17. 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 of works**. The Performance Security is liable to be forfeited in case the Bidder/Agency 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 Bidder/Agency may be blacklisted including other legal actions against the firm.
18. **In case of any mistakes/errors found in Scanning of OMR Flyer Slips and finalization of data as well as complete making of adhesive laser label and printing of unique ID with Barcode on adhesive laser labels, complete making and supply of blank OMR Award-Sheets & Printing of pre-evaluation data on OMR Award sheet, the Chairperson, NIOS will be the sole authority to take action as deemed fit, which shall be final and binding on the Bidder/Agency.**
19. If the Bidder/Agency refuses to execute the job after accepting the condition of the tender at any point of time during the contract period, the Performance Bank Guarantee will be forfeited in full or in part which is at the sole discretion of the NIOS. Further any action as deemed fit will also be taken.
20. Decision of the Institution regarding selection / rejection for empanelment will be final and binding and no further correspondence will be entertained. The empanelled Bidders/Agencies will only be informed accordingly.

21. 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.
22. If, information and details furnished by Bidders/Agencies are found to be false at any time in future or any information withheld, which comes to the notice of the Institution at a later stage, the empanelment of such Bidders/Agencies will be cancelled immediately and Performance Bank guarantee will be forfeited.
23. The successful Bidders/Agencies has to sign an agreement with the institution immediately after acceptance of lowest rate(L-1) on a non-judicial stamp paper of Rs. 100/- stating that the Bidder/Agency 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 Bidders/Agencies to execute the agreement within the stipulated period will lead to disqualification from the empanelled list. The quantum of works to be assigned would be split and shared among Bidders/Agencies by placing orders as per the sole discretion of the Institution from time to time.
24. The Tender documents may be obtained from the CPP Portal or NIOS website free of cost. the tender furnished in any other manner will be treated as invalid.
25. The volume of work may increase or decrease according to the requirement of the NIOS.
26. The Institution reserves the right to reject any or all the tender without assigning any reasons.
27. The Bidder/Agency who is bidding for the first time and have not done the job of the NIOS previously will be required to complete System Test Run free of cost as per requirement and satisfaction of the NIOS within stipulated time frame with test data supplied by the NIOS. The NIOS will not pay any charges for the same, either for system designing, software development or processing, whatsoever.
28. If the rate quoted by any of the Bidders/Agencies appears to be unreasonable/abnormally low in comparison to prevalent market rate at the relevant point of time, the tender may be rejected.
29. The payment will be made after satisfactory completion of work .
30. The Bidder/Agency will have to install scanners and computer system including printers at the Regional centres/Evaluation Centers of NIOS and Evaluation Department, Headquarter at NOIDA of NIOS. Data recognition, checking and computation can be carried out at its own computer center and in no case shall be subcontracted.
31. The Bidder/Agency will arrange for collection of input documents/ data from the Institution's office and return the same along with the output reports at the Institution's office.
32. The data stored will be the property of the Institution and the Bidder/Agency will have to supply a copy of the updated data file on CD/DVD as and when required by the Institution. Data will not be erased without written permission of the Institution.
33. The Bidder/Agency should have adequate number of heavy duty scanners of its own with scanning speed of 40-50 pages per minute each. The Bidder/Agency has to install scanners at each Evaluation Centre of the Institution to scan 50,000 to 60,000 sheets per day. The Bidder/Agency will have to supply the data on CD/DVD to the Institution at the end of each day.
34. Bidder/Agency has to deploy manpower & equipment at the Regional Centres/Evaluation Centres of NIOS and Evaluation Department, Headquarter at NOIDA of NIOS.

35. **The Bidder/Agency should ensure that the printed sheets (OMR Award-Sheets and Adhesive Laser Label having Unique ID with Bar-Code) are arranged and packed in boxes region wise as per requirement of the NIOS.**
36. The entire work has to be completed within the period of 10 days of time.
37. The Bidders/Agencies must not have been blacklisted earlier by any of the Universities or Examination boards or agencies or any other organization and the Bidders/Agencies have to furnish a self declaration in this regard.
38. 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.
39. **Penalty:**
- 38.1 In case the supply is not made within the stipulated period the penalty may be imposed to printer/Bidder/Agency for delay as per the following.
- (i) Penalty of 4 % of total value of work for delay of one week (Upto 7 days )
  - (ii) Penalty of 8% of total value of work for delay of two week (upto 14 days)
  - (iii) Penalty of 14% of total value of work for delay for above 14 days
- However, if the supply is made beyond 30 days from due date, Performance Bank Guarantee Deposit shall also be forfeited in addition to the penalty.
- 39.2 In case the Bidder/Agency is not able to execute to the job on time or to the entire satisfaction of the NIOS the work may be allotted to any other Bidder/Agency at any point of time without assigning any reason. The difference between the rates agreed to between the NIOS and Third party, which would undertake such work shall be liable to pay by the defaulting firm along with the penalty, if any, imposed by the NIOS.
- 39.3 For any error in the scanning of OMR flyer slip or poor quality in printing of OMR award sheets, poor quality of printing of Adhesive laser labels or poor quality of blank OMR Award Sheets, a suitable penalty may be imposed by the NIOS which may go up to 10% of the total value of the work or may decide by the NIOS.
- 39.4 Any mistake in the Scanning of OMR Flyer Slips and finalization of data as well as complete making of adhesive laser label and printing of unique ID with Barcode on adhesive laser labels, complete making and supply of OMR Blank Award-Sheets & Printing of pre-evaluation data on OMR Award sheet, it will be the sole responsibility of the Bidder/Agency and the Bidder/Agency will have to bear the cost of any liability arising out from the mistake/negligence in execution this work. In case of serious mistake /repeated mistake or negligence, the NIOS reserves the right to cancel the contract and forfeit the Bank Guarantee at any point of time. The Bidder/Agency may also be black listed and debarred for considering such work in future.
40. **In the event of any dispute arising between the NIOS and the selected Agency, 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 01 to 40 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)

### **1<sup>st</sup> Envelope - Technical Bid**

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

### **2<sup>nd</sup> 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 SCANNING OF OMR FLYER SLIPS, FINALIZATION OF DATA AS WELL AS COMPLETE MAKING OF ADHESIVE LASER LABEL, PRINTING OF UNIQUE ID WITH BARCODE ON ADHESIVE LASER LABELS, COMPLETE MAKING AND SUPPLY OF BLANK OMR AWARD SHEETS AND PRINTING OF PRE-EVALUATION DATA ON OMR AWARD SHEET FOR THE 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 7<sup>th</sup> Floor of National Institute of Open Schooling (NIOS) A-24/25, Sector-62 NOIDA, U.P. -201309”**

The 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 the NIOS.

The NIOS will evaluate the Technical bid as per the eligibility criteria mentioned in the Tenderdocument 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-A**) as per the instruction specified in the tender document. The original should be posted/countered/given in person to the concerned official latest by the last date of bid submission or as specified in the tender document. The details of the DD/any other accepted instrument, physically sent should tally with the details available in the scanned copy and the date entered during bid submission time otherwise the uploaded bid will be rejected.
5. Bidders/Agencies are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the Bidders/Agencies. Bidders/Agencies are required to download the BoQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the Bidder/Agency). No other cells should be changed. Once the details have been completed, the Bidder/Agency should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the Bidder/Agency, the bid will be rejected.

6. The server time (which is displayed on the Bidders/Agencies dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the Bidders/Agencies, opening of bids etc. The Bidders/Agencies should follow this time during bid submission.
7. All the documents being submitted by the Bidders/Agencies would be encrypted using PKI encryption techniques to ensure the secrecy of the data . The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the Secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyer/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
9. Upon the successful and timely submission of bids (i.e. after Clicking 'Freeze Bid Submission' in the portal) the portal will give a successful and submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
10. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. The acknowledgement may be used as an entry pass for any bid opening meetings.

#### **ASSISTANCE TO BIDDERS**

1. Any queries related to the tender document and the terms and condition contained therein should be addressed to the Tender inviting Authority for a tender or the contract person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal helpdesk.

**TECHNICAL BID**

**Tender for scanning of OMR Flyer Slips and finalization of data as well as complete making of Adhesive Laser Label, printing of unique ID with barcode on Adhesive Laser Labels, complete making and supply of blank OMR Award Sheets and printing of pre-evaluation data on OMR Award Sheet for the NIOS Examinations.**

**(Note: Bidder/Agency must read the enclosed terms and condition before filing 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 scanning of OMR Flyer Slips and finalization of data as well as complete making of Adhesive Laser Label, printing of unique ID with barcode on Adhesive Laser Labels, complete making and supply of blank OMR Award Sheets and printing of pre-evaluation data on OMR Award Sheet for the 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 the scanning of OMR Flyer Slips and finalization of data as well as complete making of Adhesive Laser Label, printing of unique ID with barcode on Adhesive Laser Labels, complete making and supply of blank OMR Award Sheets and printing of pre-evaluation data on OMR Award Sheet for the NIOS Examinations,.

**General Information:**

<b>Sl.No.</b>	<b>Particulars</b>	<b>Details</b>
1.	Name of Bidder/Agency registered with ISO Certified.	
2.	Year of Establishment & Registration No. ISO certified. (Please attach certificate thereof)	
3.	Name of the Director/Proprietor: a) Designation b) Telephone No. c) Mobile No. d) Email ID	
4.	Address of the Bidder/Agency: a) Head Office b) Branch (if any) c) Printing Press Location	
4.	Particulars of Office Premises: a) Total Area (in sq. mtr.) of Office Space b) Whether it is on Rent or Owned c) In case of rent/ ownership, please enclose proof d) Rent agreement valid upto:...	a)..... b) Rented/Owned c)..... d).....
5.	Contact details of the Bidder/Agency: a) Telephone Number(s) b) Mobile No(s). c) Fax No. d) Email ID	
6..	Bank Details for payment: a) Account Number b) IFSC Number c) Name of the Bank d) Address of the Bank	
7.	Is your firm registered under: a) The Indian Companies Act b) The Indian Partnership Act If yes, attach proof of certificate thereof	

8.	If your firm is a sole proprietorship or partnership firm or any other categories (give details)	
9.	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. <b>(Enclose copy)</b>	
10.	Registration No. /TAN No./GST No.	
11.	Permanent Account Number	
12.	Whether the tender documents duly signed, stamped and enclosed. (Yes/No)	
13.	Whether the undertaking that the bidder/agency has not been blacklisted by any Govt./Public undertaking Institution/Organization/IBA. (Copy Enclose) (YES/NO)	
14.	Details of DD for tender processing fee of Rs.1,000/- (DD No., Date and Bank)	
15.	<b>Whether Bid Security Declaration form (as per Annexure-A enclosed)</b> (YES/NO)	
16.	Distance from NIOS HQs, Noida to the work place of bidder/agency.	
17.	Number of Computers (Latest configuration)	
18.	Number of (i) Scanners (Heavy Duty ) and (ii) OMR Scanners	
19.	Number of Line Printer (Heavy Duty)	
20.	Number of Laser Printer Heavy Duty with printing capacity of at least 30-40 pages per minute.	
21.	Number of permanent staff (including technical)	
22.	Number of contractual (skilled/un-skilled staff)	

23. Experience in handling the work of scanning of OMR Flyer Slips and finalization of data as well as complete making of Adhesive Laser Label, printing of unique ID with barcode on Adhesive Laser Labels, complete making and supply of blank OMR Award Sheets and printing of pre-evaluation data on OMR Award Sheet for the NIOS Examinations work of other Board/University/reputed Educational Institution. Please enclose at **least three work orders & minimum three years experience certificates** from the organization to whom you have rendered service successfully.

Year	Name of Board/University/ Educational Institution etc.	Quantity	Nature of Work	Details of work executed (with proof)
2019-20				
2020-21				
2021-22				

24. Minimum turnover of Rupees **Three Crores** 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 during the last 03 financial years (2019-20, 2020-21 & 2021-22) may be furnished by the agency. (YES/NO)

26. Whether eligibility criteria as given in the tender document is fulfilled by the bidder/agency.  
(YES/NO)
27. Whether duly signed general terms and conditions of the tender document is enclosed. (YES/NO)

(Authorized signatory with full name, designation and stamp)

Full Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email 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 scanning of OMR flyer slips, finalization of data as well as complete making of adhesive laser label, printing of unique ID with barcode on adhesive laser labels, complete making and supply of Blank OMR Award sheets, printing of pre-evaluation data on OMR Award Sheet for the 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**

<b>S. No.</b>	<b>Name of the Document (copy of duly certified by the Bidder/Agency)</b>	<b>Remarks (Enclosed/Not Enclosed)</b>
1.	Registration certificate with ISO certified bidder/agency	
2.	Company registration certificate	
3.	Turnover minimum Rupees Three Crores in each of the previous three years (Trading, profit and loss account and balance sheet of last three years)	
4.	Experience certificate minimum of three (03) years	
5.	Please enclose copies of three (03) work orders successfully executed	
6.	Copies of the Income Tax Returns for the last three financial years along with PAN.	
7.	Demand Draft for Tender processing fee of Rs.1,000/- (Rupees One Thousand only)	
8.	Bid Security Declaration Form in lieu of EMD(Annexure-A)	
9.	GST Certificate.	
10.	Sales Tax/Registration no / TAN no. and PAN	
11.	Copy of insurance against fire & theft etc.	
12.	Self declaration and undertaking that the Bidder/Agency has not been blacklisted/debarred by any Govt./Public undertaking Institution/Organization	
13.	Copy of Rent agreement in case of Rented Building/ Office Premises	

(Authorized signatory with full name, designation and stamp)

Full Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email ID: \_\_\_\_\_



**FINANCIAL BID**

**Tender Document for scanning of OMR flyer slips, finalization of data as well as complete making of adhesive laser label, printing of unique ID with barcode on adhesive laser labels, complete making and supply of blank OMR Award sheets and printing of pre-evaluation data on OMR Award Sheet for the NIOS Examinations.**

After having gone through the details containing in the tender document and the terms and conditions as enlisted in the tender document for scanning of OMR flyer slips, finalization of data as well as complete making of adhesive laser label, printing of unique ID with barcode on adhesive laser labels, complete making and supply of blank OMR Award sheets and printing of pre-evaluation data on OMR Award Sheet for the NIOS Examinations,

I/We \_\_\_\_\_ quote our lowest rates for the same as given below in prescribed proforma inclusive of all taxes.

Item No.	Brief details of work	Rate (inclusive of all charges)
1.	Complete making and supply of Blank OMR Award Sheet in the size of 10" x 12" of good quality (105 GSM) paper having holes on both sides of paper in continuation form. Each sheet should contain blank fields of 20 Roll numbers (in duplicates) in continuation form. <b>(Sample -1 enclosed)</b>	Rs. _____ per one blank OMR Award sheet. (Rupees .....) No overwriting and cutting is allowed.
2/2.1	Complete making of adhesive laser label sheet of size 8.5 inches x 12 inches having 20 label of size 92mm x 22.6mm each on 60 GSM release liner and 60 GSM for label for the activities mentioned in the tender document.	Rs. _____ per one adhesive laser label sheet. (Rupees ..... ) No overwriting and cutting is allowed.
2/2.2	Printing of unique ID with Barcode on adhesive laser label having maximum 20 records in duplicate on each sheet for the activities mentioned in the tender document. <b>(Sample-2 enclosed)</b>	Rs. _____ per one record. (Rupees..... ) (one Unique ID with one subject is treated as one record )
2/2.3	Printing of unique ID and other pre-examination data on OMR award sheet having maximum 20 records in duplicate on each sheet for the activities mentioned in the tender document. <b>(Sample-3 enclosed)</b>	No overwriting and cutting is allowed.
3.	Scanning of OMR flyer slips, size 18 cm x 20.5 cm & finalization of data for the activities mentioned in the tender document for Secondary/Senior Secondary/On Demand Exams(ODE), Vocational and other Examinations of various Projects/schemes. <b>(Sample-4 enclosed)</b>	Rs. _____ (Rupees _____) per one OMR Flyer slip. No Overwriting and cutting is allowed.

- Note: i) The quoted rates should be **inclusive of all charges**.  
 ii) As per Notification No. 12/2017-Central Tax (rate) dated 28th June 2017, GST exempted to the 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:

## 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,  
Sector-62, NOIDA-201309 (U.P.)

**Subject: Acceptance of Terms & Conditions of Tender for scanning of OMR flyer slips, finalization of data as well as complete making of adhesive laser label, printing of unique ID with barcode on adhesive laser labels, Complete making and supply of blank OMR Award sheets, printing of pre-evaluation data on OMR Award Sheet for the NIOS Examinations.**

Dear Madam/Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned tender/work from the websites(s) namely [www.nios.ac.in](http://www.nios.ac.in) & <https://eprocure.gov.in/epublish/app> as per your advertisement given in the above mentioned website(s).
2. I/We hereby certify that I/We have read the entire terms & conditions of the tender document(s) from page no. **01 to 25** (including all documents like annexure(s), schedules(s) etc., which form part of the contract/agreement and I/We shall abide hereby 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 our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your Department/Organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.
6. I/We hereby also declare that our Firm/Company/concern is certified with ISO. I/We are in the business of above work, which can be verified from our office records. I/We have all technical infrastructure and technical staff etc. for smooth and effective execution of your above work.
7. I/We hereby also declare that our firm has not been black listed/debarred by any Government or Central and State Board of Education/NIOS/Public undertakings/Banks/RBI/IBA etc.

Yours faithfully,

(Authorized signatory with full name, designation and stamp)

Full Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email ID: \_\_\_\_\_



**General Instructions:**

1. Verify the subject code with its subject mentioned on the OMR sheet.
2. Verify the Roll No. of the students on the OMR sheet with the answer book. Please blacken the 'CN' ovals on the OMR sheet for the Cancelled number and RW ovals for unfair means cases by the Secrecy Team.
3. Use only Blue/Black Ball point pen to blacken the ovals.
4. Pl. do the total of all the marks and write the same in the column 'TOTAL OF MARKS OF THE SHEET' and blacken the corresponding ovals.
5. The total of students obtaining 33% and above and less than 33% to be written in the appropriate column and blacken the corresponding ovals.

**Instructions for filling up the OMR Sheet**

1. The Roll nos. of the students are already printed on the foil and on the counter foil.
2. Kindly make entries in the rectangular space with Blue/Black Ball point pen. Also blacken the corresponding ovals in the main foil.
3. Pl. do not try to change or over write, once the ovals are blackened.
4. In case of any error in the entries, then kindly cut it and write clearly again with counter signature.
5. Write the marks obtained by the student in the rectangular space against the Roll no. of the student and blacken the corresponding ovals.
6. Write 'CN' in the rectangular space against the NUMBER CANCELLED Roll no. and blacken the corresponding oval containing 'CN' (by Secrecy Team).
7. Examples of wrong entries:
8. Example of correct entry:
9. For additional Roll no. pl. use the blank OMR sheet and mention the Exam Year, Subject Code, Centre Code, Region Code, Paper maximum marks & minimum pass marks on top of the OMR sheet.
10. While using the Blank OMR Sheet, mention Subject Code, Maximum Marks and Minimum Pass Marks etc. on it. Do not fold the OMR Award Sheet.
11. In case, candidate obtained 100 marks, the ovals meant for HH to be blackened.

Example : Fill in the Ovals for Mark Obtained as Follows :

ROLL NUMBER	MARKS	ROLL NUMBER	MARKS	दशई का अंक (Tenth Place)	एकई का अंक (Unit Place)	CH
01	1209047861	90	01	1209047861	90	
02	1209047862	88	02	1209047862	88	
03	1209047863	00	03	1209047863	00	
04	1209047864	67	04	1209047864	67	
05	1209047865	05	05	1209047865	05	
06	1209047866	CN	06	1209047866	CN	

Example : If Total Marks is 0542 then  
Blacken the Ovals as follows.

0	5	4	2

SUBJECT CODE												
5	0	4										
Total Pass	2	0										
Total Fail	0	7										
Total Cancelled	0	3										

BAG NO. \_\_\_\_\_

Signature \_\_\_\_\_

Co-ordinator \_\_\_\_\_

Id No. \_\_\_\_\_

Signature \_\_\_\_\_

Team Leader \_\_\_\_\_

Id No. \_\_\_\_\_

DATE \_\_\_\_\_

Counter Signature \_\_\_\_\_

Regional Director \_\_\_\_\_



SAMPLE-2

1000021  
HIN/201  
PG-000002

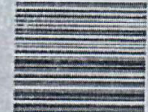
1000021  
PG-000002



1000021  
HIN/201

1000031  
HIN/201  
PG-000002

1000031  
PG-000002



1000031  
HIN/201

1000022  
HIN/201  
PG-000002

1000022  
PG-000002



1000022  
HIN/201

1000032  
HIN/201  
PG-000002

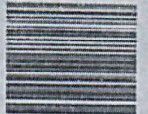
1000032  
PG-000002



1000032  
HIN/201

1000023  
HIN/201  
PG-000002

1000023  
PG-000002



1000023  
HIN/201

1000033  
HIN/201  
PG-000002

1000033  
PG-000002



1000033  
HIN/201

1000024  
HIN/201  
PG-000002

1000024  
PG-000002



1000024  
HIN/201

1000034  
HIN/201  
PG-000002

1000034  
PG-000002



1000034  
HIN/201

1000025  
HIN/201  
PG-000002

1000025  
PG-000002



1000025  
HIN/201

1000035  
HIN/201  
PG-000002

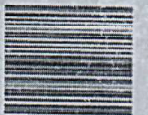
1000035  
PG-000002



1000035  
HIN/201

1000026  
HIN/201  
PG-000002

1000026  
PG-000002



1000026  
HIN/201

1000036  
HIN/201  
PG-000002

1000036  
PG-000002



1000036  
HIN/201

1000027  
HIN/201  
PG-000002

1000027  
PG-000002



1000027  
HIN/201

1000037  
HIN/201  
PG-000002

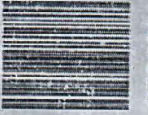
1000037  
PG-000002



1000037  
HIN/201

1000028  
HIN/201  
PG-000002

1000028  
PG-000002



1000028  
HIN/201

1000038  
HIN/201  
PG-000002

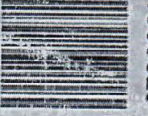
1000038  
PG-000002



1000038  
HIN/201

1000029  
HIN/201  
PG-000002

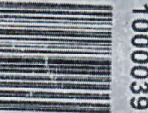
1000029  
PG-000002



1000029  
HIN/201

1000039  
HIN/201  
PG-000002

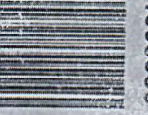
1000039  
PG-000002



1000039  
HIN/201

1000030  
HIN/201  
PG-000002

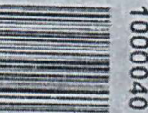
1000030  
PG-000002



1000030  
HIN/201

1000040  
HIN/201  
PG-000002

1000040  
PG-000002



1000040  
HIN/201







