

TENDER FOR EMPANELMENT OF COMPUTER DATA PROCESSING AGENCIES FOR POST EXAMINATION (RESULT) PROCESSING AND COLLATION WORKS 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 the Deptt. of School Education and Literacy, MoE, Govt. of India)
A-24/25, Sector-62, NOIDA-201309

TENDER NOTICE

SUBJECT: TENDER FOR EMPANELMENT OF COMPUTER DATA PROCESSING AGENCIES FOR POST EXAMINATION (RESULT) PROCESSING AND COLLATION WORKS FOR THE NIOS EXAMINATIONS.

The National Institute of Open Schooling (NIOS) invites bids for empanelment of ISO Certified agencies having working experience with various School Education Boards/Universities in the field post examinations result processing works and collation works of Secondary/Sr. Secondary/On-Demand Examinations/Vocational/D.El.Ed (offline) and other examinations of various Projects/Schemes of NIOS as per details given below:

1. Estimated annual value of the work

Item code	Work in brief	Expected no. Learners/year	Amount (Rs.) apprx.
C-1	Post Examination Result processing [including Result Later (RL) and Result Withheld (RW) cases] works for both Public and On Demand Examination for Secondary Courses.	350000	8,00,000/-
C-2.	Post Examination Result processing [including Result Later (RL) and Result Withheld (RW) cases] works for both Public and On Demand Examination for Senior Secondary Courses.	450000	10,00,000/-
C-3.	Post examination result processing [including Result Later (RL) and Result Withheld (RW) cases] works for Vocational and D.El.Ed. (offline) and other examinations of various Projects/Schemes of NIOS	100000	2,00,000/-
C-4.	Post examination collation works for Secondary/Sr.Secondary/On-Demand Examinations/ Vocational/D.El.Ed (offline) and other examinations of various Projects/Schemes of NIOS	900000	4,00,000/-

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

2. Nature of work

Item C-1:- Post Examination **Result processing** works[including Result Later (RL) and Result Withheld (RW) cases] for both Public and On Demand Examination for **Secondary Courses**.

Item C-2:- Post Examination **Result processing** works[including Result Later (RL) and Result Withheld (RW) cases] for both Public and On Demand Examination for **Senior Secondary Courses**.

Item C-3:- Post examination **result processing** works [including Result Later (RL) and Result Withheld (RW) cases] for Vocational and D.El.Ed. (offline) and other examinations of various Projects/Schemes of NIOS

Item C-4:- Post examination **collation works** for Secondary/Sr. Secondary/On-Demand Examinations/ Vocational/D.El.Ed (offline) and other examinations of various Projects/Schemes of NIOS

3. Specification & Scope of the work:

(i) Post Examination (Result) Processing Agency (Item Code C-1 to C-3)

Processing of Result of Secondary and Senior Secondary for Vocational, D.El.Ed (offline) and various Projects/Schemes of NIOS

Following activities and printing of reports are involved in the result processing of National Institute of Open Schooling Public Examinations conducted twice every year for Secondary and Senior Secondary, Vocational, D.El.Ed (offline) and various Projects/Schemes of NIOS:-

1. The Agency has to develop a programme to process the result on the format of NIOS and to use/modify the programme used by NIOS as per requirements of the work from time to time by NIOS. **Recommended format should be MySQL, SQL server. All the programme developed by the agency should be security audited by the Govt. approved body. The agency required to enclose the certificate thereof.**
2. Punching/Scanning and verification of Theory OMR Award sheets which are computerized as well as hand written.
3. Validation of Records/Awards (duplicate check, more than maximum, invalid. subjects/awards etc.).
4. Supply of edit lists (Three levels) including master missing, duplicate/missing/invalid awards, extra subjects and invalid subject combination etc: (data on DVD/portable storage media).
5. Updation of edit lists.
6. Supply of pre-moderation statistics, based on subject results.
7. Collation of Awards data.

8. Supply of collation discrepancies and updating the same.
9. Preparation of test data.(STR)
10. Result Processing on test data. (STR)
11. Final result processing on actual data under the criteria/conditions to be provided by NIOS.
12. Declaration of Result Later (RL)/Result Withheld (RW) cases, on the basis of Awards/decision provided by NIOS.
13. Modifying software for result processing, whenever necessitated by change in the scheme of Examination of National Institute of Open Schooling.
14. Merging of old master/Master Data with current result to make current master.
15. Updating of old master/Master Data.
16. Maintenance of image file of ICR/OMR Awards.
17. The data stored/software/programme module will be the property of NIOS and the Agency will have to supply a copy of the updated data file on DVD/portable storage media as and when required by NIOS. Data will not be erased without written permission of NIOS.
18. The Agency should have Laser Printers with printing capacity of at least 30-40 pages per minute. The Agency should also have Line Printer(s) Line Matrix Printer (s)/Scanner (ICR/OMR).
19. The Agency will be required to supply as many number of check lists and updates as may be required till all mistakes are removed to the entire satisfaction of NIOS on the basis of records provided for the work.
20. The data checking will be the sole responsibility of the Agency.
21. The check list will have to be supplied to NIOS immediately after data scanning and punching, manual checking, updation are required and before supplying the check list/output file, the Agency will have to ensure 100% accuracy of the input data. Only discrepancies will have to be referred to NIOS.
22. The errors other than document's errors shall be the responsibility of the Agency and shall be treated as mistake.
23. The Agency will have to supply reports of UFM/RW cases in hard copy and soft copy in the prescribed format.
24. The reports will have to be prepared as per instructions of NIOS in the formats given/approved by NIOS after getting clearance in writing from NIOS and will have to ensure 100 percent accuracy.
25. The Agency will have to supply upto three (03) copies of each report wherever number of copies required is not mentioned.
26. The Agency has to provide DVD/portable storage media of image files of ICR Awards/OMR Awards & final result data file to NIOS.
- 27. The agency shall provide finally processed result data for Digilocker. The format shall be provided by NIOS.**
- 28. The agency shall provide the user manual for all the programmes develop for result processing of all the NIOS examinations.**

29. The Agency has to print Mark-Statement cum certificate with scanned photograph (B/W) and barcode/QR Code for all successful candidates, Migration cum Transfer Certificates for the successful candidates immediately after the declaration of the result.

(ii) Final Report-Printing of Gazette:

- (a) Roll Number wise (One copy)
- (b) Region-wise (One copy)
- (c) Printing of Mark-Statement cum certificate with scanned photograph (B/W) and barcode/QR code of all successful candidates, with Laser Print.
- (d) Supply of Migration cum Transfer Certificates for successful candidates.
- (e) Supply of Result Later /Result Withheld cases (separately)
- (f) Printing of list of Roll nos. of Pass candidates.
- (g) Statistical reports as desired.
- (h) Processing & declaration of correction/re-checking results revised result of re-evaluation.
- (i) Declaration of Result Later (RL)/Result Withheld (RW) cases, on the basis of Awards/decision provided by NIOS.
- (j) Modifying software for result processing, whenever, necessitated by change in the scheme of Examination of National Institute of Open Schooling.

(iii) Post Examination (Result) collation Agency (Item Code C-4)

Following activities and printing of reports are involved in the collation processing of National Institute of Open Schooling conducted twice every year for Secondary and Senior Secondary, ODE, Vocational, D.El.Ed (offline) and various Projects/Schemes of NIOS.

1. Punching, checking and verification of OMR Award sheets.
 2. Validation of Awards (duplicate check, more than maximum etc.)
 3. Supply of missing lists (three levels)
 4. Supply of computerized Checklist of Hand Written Award.
 5. Providing the final computerized data of Award on DVD/portable storage media for collation.
 6. Collations of Awards with the computerized data to be provided by NIOS.
 7. Intimation of discrepancy cases on soft copy and hard copy (three part)
- (Item Code C-1 to C-4 wherever applicable)**
- (i) Computer stationery of the printing works is to be provided by the firm itself.
 - (ii) The scanning and printing of photograph on Marks statement cum certificate should be in Black & White.
 - (iii) The stationery for printing of Marks-Statement cum Certificate, Migration cum transfer Certificate will be provided by NIOS.
 - (iv) The Awards to be punched/scanned by the Agencies will be provided by NIOS.

- (v) The rates quoted shall be inclusive of all charges like stationery, transportation and conveyance.

4. Volume of the work (number of candidates likely to appear)

- Item C-1 Three Lakhs number of candidates in two examinations per year in Secondary Courses Examination and 50,000 Learners in ODE per year (approx.).
- Item C-2 Three lakhs Sixty Thousand number of candidates in two examinations per year in Senior Secondary Courses Examination and 90,000 Learners in ODE per year (approx.).
- Item C-3 1,00,000 candidate in two examination per year in Vocational and D.El.Ed (offline) and other examinations of various Projects/Schemes of NIOS (approx.).
- Item C-4 Nine lakhs number of candidates in two examinations per year in Secondary/Sr.Secondary/On-Demand Examinations/ Vocational/ D.El.Ed (offline) and other examinations of various Projects/Schemes of NIOS approx.

Note: On Demand Post Examination Result Processing Work to be conducted on every alternative 15 days (One Batch) except in the month of March, April, October & November.

5. Facility and inputs to be provided by NIOS

- a) Pre Examination Data
- b) Original copy of OMR/ICR Theory Award Sheets
- c) Practical (formative and summative) Assessment
- d) Procedure of Result Processing work
- e) Old master/Master data of result
- f) TOC details
- g) TMA details
- h) Admission data with Photograph
- i) Moderation details
- j) Details of result to be kept in R.L. and R.W.
- k) Stationery for printing of Mark-Statement cum certificate, Migration cum Transfer certificate and Certificates of other examinations of various Projects/Schemes of NIOS

6. Details of work to be done (Post-examination):

- (a) Result processing and collation work (Academic, Vocational & D.El.Ed.(offline) Public Examination) and other examinations of various Projects/Schemes of NIOS.
 - i. For April Examination – expected from 01st week of April to 2nd week of May
 - ii. For October Examination – expected from 1st week of October to 2nd week of November

- (b) Result later and withheld cases for Agency (Academic, Vocational & D.El.Ed. (offline) Public Examination)
 - (i) For April Examination- during 2nd week June to end of the July
 - (ii) For October Examination- during 2nd week December to end of the January
- (c) Result Processing and Collation Work (On Demand Examination) Round the Year
- (d) Printing of Marks-statement cum Certificates and Migration cum transfer certificate
 - (i) For April Examination-within seven (7) days from the date of issue of orders from the NIOS.
 - (ii) For October Examination- within seven (7) days from the date of issue of orders from the NIOS.

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

8. 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.

9. CRITICAL DATE SHEET

Bid Documents Published Date and Time	16.02.2023	3.00 PM
Bid Document Download Date and Time	16.02.2023	4.30 PM
Clarification Start Date and Time	18.02.2023	10.00 AM
Clarification Closing Date and Time	20.02.2023	02.00 PM
Bid Submission Start Date and Time	20.02.2023	04.00 PM
Bid Submission End Date and Time	13.03.2023	03.00 PM
Technical Bid Opening Date and Time	13.03.2023	04.00 PM

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.

10. 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 EMPANELMENT OF COMPUTER DATA PROCESSING AGENCIES FOR POST EXAMINATION (RESULT) PROCESSING AND COLLATION WORKS FOR THE NIOS EXAMINATIONS.”**

It may be addressed to the 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, 7th Floor, NIOS HQ.**

11. 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 & ddeval@nios.ac.in**

12. 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, 7th Floor, National Institute of Open Schooling (NIOS), A-24/25, Institutional Area, Sector-62, NOIDA-201309 (Uttar Pradesh)**.

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11.	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:** The firms should have Minimum 5 years experience with proven track record for handling of Post Examination result processing and collations works of School Education Boards/Universities.
2. **Turnover:** The firm's turnover should be Minimum **Rs.1.00 crore per annum in each of the last three financial years** (2019-2020,2020-2021 and 2021-2022) and should provide copy of Audited Balance sheet, trading, Profit & Loss Account.
3. The Agency should be ISO certified having work experience in the field of post examinations result processing works and collation works.
4. The Agency already in the valid approved panel of NIOS for carrying-out any Pre or Post Examination activities will not be eligible to participate in the tender process.
5. **The tender from the Bidder/Agency situated within Delhi and NCR or the agency registered outside having its branch office in Delhi and NCR shall be accepted.**
6. The execution of work i.e Result Processing and Printing has to be done in Delhi and NCR.
7. Minimum requirement of technical infrastructure & manpower of the agency for **result processing works (ITEM CODE C-1 to C-3).**

(a) Technical infrastructure

Sl no	Item	Minimum Qty
1.	Computers (latest configuration)	30 Nos.
2.	Scanners(heavy duty)	05 Nos.
3.	Laser Printer(30-40 copy per minute)	07 Nos.
4.	Line Printer(heavy duty)	02 Nos.

(b) Minimum Staff Requirement

Permanent (Including technical staff) - 20 (List be enclosed)

Contractual (Including technical staff) - 20 (list be enclosed)

8. Minimum requirement of technical infrastructure & manpower of the agency for **Collation works (ITEM CODE C-4).**

(a) Technical infrastructure

Sl. no	Item	Minimum Qty
1.	Computers (latest configuration)	10 Nos.
2.	Scanners(heavy duty)	02 Nos.
3.	Laser Printer(30-40 copy per minute)	03 Nos.
4.	Line Printer(heavy duty)	01 Nos.

(b) Minimum Staff Requirement

Permanent (Including technical staff) - 05 (List be enclosed)

Contractual (Including technical staff) - 10 (list be enclosed)

9. Requirement of minimum office space 5000 Sq. feet.
10. The firm should attach Performance Certificate regarding successful execution of similar job from at least three School Education Boards/Universities obtained during last five (5) years.
11. Experience of technical expertise and adequate infrastructure to handle scanning work, and processing of ICR Award/OMR award List.
12. The statement of PF showing staff strength should be submitted along with the tender.
13. Copy of Agency Registration Certificate and By-laws/MOU should be submitted along with the tender.
14. The Agency should be registered with Directorate of Service Taxes (copy to be attached).
15. The Agency should not be blacklisted/debarred by any Board/University/Govt. Department in the last five years. In this regard, an undertaking needs to be furnished by the Agency along with Technical Bid.
16. Copy of the Income Tax returns for last three years should be submitted along with the tender.
17. Copy of the Statement of Accounts (Balance sheet of year 2019-2020, 2020- 2021 and 2021-2022)) duly audited of last three years should be submitted along with the tender.
18. The firm may submit the list in support of permanent and contractual staff.
19. The Technical and financial bid should be filled on the prescribed Technical Bid & Financial Bid Proforma only.
20. The work will be carried out at its own premises of Agency and in no way sublet it to others.
21. The Agencies who are bidding for the first time and have not done the job of NIOS previously will be required to complete SYSTEM TEST RUN free of cost as per requirement and satisfaction of NIOS within stipulated time frame with test data supplied by NIOS. In case the Agency failed to do so, the next Agency in the panel shall be allotted the job.
22. The Tender Form received incomplete in any respect will not be accepted.
23. Copy of Agency GST Registration Certificate should be submitted.
24. Each page of the tender document should be signed by the tenderer in token to accept all terms & conditions mentioned in the tender documents.
25. 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.
26. 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)

27. 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.
28. The Tender Forms received without tender processing fee, earnest money or incomplete in any respect will not be accepted.

Selection Procedure

1. **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 04 Agencies/Bidders on L-1 rate.**
2. The eligible/same Bidder/Agency which has quoted L-1 rate for all the items, the 2nd Lowest Bidder/Agency has to give their consent/acceptance to execute the entire work at L-1 rates.
3. 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.
4. The Agencies may apply for all the nature of work (Item Code C-1, C-2, C-3 and C-4) but will be considered only for one activity.
5. One Agency will be allotted maximum one nature of works listed out of Item Code C-1, C-2 & C-4. However, the work of Item Code C-3 can be allotted to agency in addition to works of Item code C-1/C-2/C-4(as applicable).
6. 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.
7. 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.
8. The official of NIOS may visit the site of the Agency applied for the tender to counter verify the physical facilities available with Agency in order to satisfy the requirements of NIOS.
9. In case of a new Agency is selected for Item Code C-1, C-2 and C-3 job, the said Agency shall have to prepare System Test Run (STR) within 15 days of time from the data given to the Agency before allotment of the work. In case the Agency failed to prepare the STR as per the requirement of NIOS, the second Agency in the panel shall be allotted the work.

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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. 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.
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. **In case of demand, the Agency/Bidder should be bound to deploy Technical manpower at the NIOS, HQ or at any other venue as decided by the competent authority for 15 days during the Result Processing work for each Public Examinations.**
9. 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.

10. 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 complete the all work.
11. 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.
12. The successful Bidder/Agency must maintain high standard of confidentiality and only deal with the official/officer authorized by the Director (Evaluation), NIOS.
13. 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.
14. 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.
15. 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.
16. 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.
17. **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 04 Agencies on L-1 rate.**
18. 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.
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. The official of NIOS may visit the site of the Agency applied for the tender to counter verify the physical facilities available with Agency in order to satisfy the requirements of NIOS.
 22. In case of a new Agency is selected for Item Code C-1, C-2 and C-3 job, the said Agency shall have to prepare **System Test Run (STR)** within 15 days of time from the data given to the Agency before allotment of the work. In case the Agency failed to prepare the STR as per the requirement of NIOS, the second Agency in the panel shall be allotted the work.
 23. 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.
 24. 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.
 25. **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.
 26. 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.
 27. The volume of work may increase or decrease according to the requirement of the NIOS.
 28. The Institution reserves the right to reject any or all the tender without assigning any reasons.
 29. 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.
 30. 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.

31. 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.
32. 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.
33. The payment will be made after satisfactory completion of work.
34. 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.
35. 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.
36. 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.
37. The rates may be quoted separately as per enclosed format Financial Bid Annexure-II&III.
38. 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.

39. PENALTY CLAUSE

- 39.1 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.
- 39.2 The time schedule for result processing and collation works may be required to be adjusted as per requirements of NIOS and is to be observed strictly as per directions of NIOS from time to time, as the work of processing of results is time bound in nature. Any delay in supplying the desired report, on the part of the Agency is liable for a penalty @ Rs. 2,000/- per day or upto 10% of the total value of the work whichever is higher to NIOS and the work order may be cancelled. The Bidder/Agency may also be black listed and debarred for considering the agency for any such works in future.
- 39.3 Any mistake in the result processing and collation work for Secondary/ Sr.Secondary/Vocational/On-Demand examination, D.El.Ed (offline) and various

Projects/Schemes of NIOS, 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 the agency for any such works in future.

- 39.4 For poor quality in printing of Mark-Statement cum certificate, Migration cum Transfer Certificate and other certificates, a suitable penalty may be imposed by NIOS which may go upto 10% of the total value of the work.

In case the supply of Result documents 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)
- (i) 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.

- 40. In the event of any dispute arising between the NIOS and the successful/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 1 to 40 are accepted to me/us.

(Authorized signatory with full name, designation and stamp)

Full Name:_____

Designation:_____

Tel. No.:_____

Mobile:_____

Email ID:_____

Date:

**Authorized Signatory
(With full name, designation and stamp)**

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 (Annexure-I.

“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. 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.

2nd Envelope - Financial Bid

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

Annexure –II: Result processing works

Annexure-III: Collation works

Sealed envelopes containing Technical Bid (Annexure-I) and Financial Bid (Annexure- II and Annexure-III) in separate sealed cover superscribed as Technical Bid/Financial Bid and both the covers enclosed in a separate sealed envelope mentioning **empanelment of computer data processing agencies for post examination (result) processing and collation works 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 Bids should be put in one envelope and the same should be dropped in the **Sealed tender box available at the Evaluation Department at 7th 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 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-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 POST EXAMINATION (RESULT) PROCESSING AND COLLATION WORKS 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 technical bid” for the post examination (result) processing/ collation works and “Financial bids” for the post examination (result) processing and collation work for the NIOS Examinations as listed on Item code C-1 to C-4, 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 bids proforma.

I/We hereby submit duly completed for the post examination (result) processing/ collation works and “Financial bid” for the post examination (result) processing and collation work for the NIOS Examinations.

General Information:

Sl.No.	Particulars	Details
1.	Name of Bidder/Agency registered with ISO Certified. (copy enclosed)	
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: (copy enclosed) 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: (copy enclosed) 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. (Enclosed copy)	
10.	Registration No. /TAN No./GST No. (copy enclosed)	
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 Enclosed) (YES/NO)	
14.	Details of DD for tender processing fee of Rs.1,000/- (DD No., Date and Bank)	
15.	Whether Bid Security Declaration form (as per Annexure-A enclosed) (YES/NO)	
17.	Number of Computers (Latest configuration) (Maximum 30 nos)	
18.	Number of Scanners (Heavy Duty) (Maximum 05 nos.)	
	Number of Laser Printer Heavy Duty with printing capacity of at least 30-40 pages per minute. (Maximum 07 nos.)	
19.	Number of Line Printer (Heavy Duty) (Maximum 02 nos.)	
21.	Number of permanent staff (including technical) (Maximum 20 nos.) (copy enclosed)	
22.	Number of contractual (skilled/un-skilled staff) (Maximum 20 nos.) (copy enclosed)	
23.	Whether the Agency is already in the valid panel of NIOS for conduct of any Pre or Post Examination activities (If yes, please give the details)	

24. Experience in handling the work for post examination (result) processing and collation work from School Education Boards/Universities. Please enclose at **least three work orders** & **minimum three years' experience certificates** from the organization to whom you have rendered service successfully (Please enclose copy of certificates)

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

25. Minimum turnover of Rupees **Rs.1.00 crore per annum** in each of the last 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	

26. 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)

27. Whether eligibility criteria as given in the tender document is fulfilled by the bidder/agency. (YES/NO)

28. 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:_____

Date:

Authorized Signatory
(With full name, designation and stamp)

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 the “Technical Bid” for post examination (result)
processing/collation work and “Financial Bids” 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 OF TECHNICAL BID

S.No	Copy of the Document (Duly certified by the agency)	Remarks (Enclosed/Not Enclosed)
1.	Copy of ISO Certificate	
2.	Registration Certificate	
3.	Insurance certificate against fire/theft	
4.	GST Registration Certificate	
5.	Copy of PAN	
6.	Self-declaration certificate stating agency have not been backlisted.	
7.	Demand Draft for tender processing fees of Rs. 1000/- in favour of Secretary NIOS, payable at NOIDA.	
8.	Audited account (balance sheet) of last three (03) years i.e. 2019-20, 2020-21& 2021-22	
9.	Performance Certificate for successful execution of work for at least three (03) Boards / Council / University	
10.	Income Tax Return Certificate of last three (03) years i.e. 2019-20, 2020-21& 2021-22	
11.	Proof of office premises/rent agreement (as applicable)	
12.	Security Declaration in lieu of EMD (Annexure-A)	
13.	List of permanent (with P.F. statement) and contractual staff	
14.	Support of Experience in conducting Minimum five (05) years of Post Examination Result Processing Work in Educational Board/Council /University Examination.	

Date:**Authorized Signatory
(With full name, designation and stamp)**

Annexure-II: Post Examinations (Result) Processing works

TENDER FORM FOR FINANCIAL BID

(To be sealed separately)

TENDER FOR POST EXAMINATION (RESULT) PROCESSING WORKS FOR THE NIOS EXAMINATIONS.

After having gone through the details in the tender document and the Terms and Conditions as enlisted in the Tender Document for Result Processing/Collation Work for Public and On Demand Examinations as per Item code C-1 to C-4 to be organized by the Institute.

I/we accept all the Terms and Conditions of the tender and quote our lowest rates for the same as given below in prescribed proforma inclusive of all Charges.

Item code	Description of Works	Rate(Inclusive of All Charges)
For Post Examination (Result) Processing works of Secondary/Sr.Secondary/On-Demand Examinations/ Vocational/D.El.Ed (offline) and other examinations of various Projects/Schemes of NIOS.		
C-1(a)	Post Examination Result processing works [including Result Later (RL) and Result Withheld (RW) cases] for Secondary Courses Public Examinations and printing of Marks Statement cum certificate to only certified candidates, printing of Migration cum Transfer Certificates for successful candidates for Secondary Courses Public Examinations (All activities as mentioned in the Tender Document)	Rs. _____ (Rupees _____ _____) per candidate all inclusive
C-1(b)	Post Examination Result processing works [including Result Later (RL) and Result Withheld (RW) cases]for Secondary Courses On Demand Examinations(ODE) and printing of Marks Statement cum certificate to only certified candidates, printing of Migration cum Transfer Certificates for successful candidates for Secondary Courses On Demand Examinations(ODE) (All activities as mentioned in the Tender Document)	Rs. _____ (Rupees _____ _____) per candidate all inclusive
C-2(a)	Post Examination Result processing works [including Result Later (RL) and Result Withheld (RW) cases]for Sr. Secondary Courses Public Examinations and printing of Marks Statement cum certificate to only certified candidates, printing of Migration cum Transfer Certificates for successful candidates for Sr. Secondary Courses Public Examinations (All activities as mentioned in the Tender Document)	Rs. _____ (Rupees _____ _____) per candidate all inclusive
C-2(b)	Post Examination Result processing works [including Result Later (RL) and Result Withheld (RW) cases]for Sr. Secondary Courses On Demand Examinations(ODE) and printing of Marks Statement cum certificate to only certified candidates, printing of Migration cum Transfer Certificates for successful candidates for Sr. Secondary Courses On Demand	Rs. _____ (Rupees _____ _____) per candidate all inclusive

	Examinations(ODE) (All activities as mentioned in the Tender Document)	
C-3	Post examination result processing works [including Result Later (RL) and Result Withheld (RW) cases] for Vocational and D.El.Ed. (offline) and other examinations of various Projects/Schemes of NIOS and printing of Marks Statement cum certificate to only certified candidates, printing of Migration cum Transfer Certificates for successful candidates(All activities as mentioned in the Tender Document)	Rs. _____ (Rupees _____ _____) per candidate all inclusive

Extra Printing

Dot Matrix/Line Printer Printout Per candidate (in Rs.) all inclusive	A-4 / A-5 Size Laser Printout (Mark-Statement cum certificate /Migration cum Transfer Certificate) per Candidate (in Rs.) all inclusive

- 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.

Place:

Date:

**Authorized Signatory
(With full name' designation and stamp)**

Annexure-III: Post Examination Collation works
PRESCRIBED TENDER FORM FOR FINANCIAL BID
 (To be sealed separately)

TENDER FOR POST EXAMINATION COLLATION WORKS FOR THE NIOS EXAMINATIONS.

After having gone through the details in the tender document and the Terms and Conditions as enlisted in the Tender Document for Result Processing/Collation Work for Public and On Demand Examinations as per Item code C-1 to C-4 to be organized by the Institute.

I/we accept all the Terms and Conditions of the tender and quote our lowest rates for the same as given below in prescribed proforma inclusive of all Charges.

For Post Examination Collation works of Secondary/Sr.Secondary/On-Demand Examinations/ Vocational/D.El.Ed (offline) and other examinations of various Projects/Schemes of NIOS.		
Item code	Description of Works	Rate(Inclusive of All Charges)
C-4	Post examination collation works for Secondary/Sr.Secondary/On-Demand Examinations/ Vocational/D.El.Ed (offline) and other examinations of various Projects/Schemes of NIOS.(All activities as mentioned in the Tender Document)	Rs. _____ (Rupees _____ _____) per candidate* all inclusive

Extra Printing

Dot Matrix/Line Printer Printout Per candidate (in Rs.) all inclusive	A-4 / A-5 Size Laser Printout (Mark-Statement cum certificate /Migration cum Transfer Certificate) per Candidate (in Rs.) all inclusive

***Note-1: candidate may opt more than one subject.**

- Note-2: 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.

Place:

Date:

Authorized Signatory
(With full name' designation and stamp)

TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

Date :____/____/2023

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 empanelment of computer data processing agencies for post examination (result) processing and collation works 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 & <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 40** (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:_____