

Availability of Tender 24.11.2017 upto 1:00 p.m. Last date for submission of Sealed Tender is 24.11.2017 at 2.00 P.M. Opening of Sealed Tender (Technical Bid) 24.11.2017 at 2.30 P.M.

Venue: Room No. 711, 7th Floor,
A-24/25, Sector-62 NOIDA, U.P. 201309



NATIONAL INSTITUTE OF OPEN SCHOOLING (NIOS)

(An Autonomous Institution under the
Deptt. of School Education and Literacy, MHRD, Govt. of India),
A-24/25, Sector-62, Noida-201309 (U.P.)

FIRST PART

Tender documents under two bid system for empanelment of Printers Registered with Indian Bank Association (IBA) for Printing and Supplying of Answer Books for NIOS Examinations

1. INTRODUCTION

The National Institute of Open Schooling (NIOS) is an Autonomous Institution under the Ministry of Human Resource Development, Deptt. of School Education & Literacy, Govt. of India. **It is the largest Open Schooling System in the World.** It provides educational opportunities for Secondary and Senior Secondary levels and also for Vocational courses and D.El.Ed. Programme to persons who wish to study further and qualify for a better tomorrow. The mission of NIOS is to provide education to all with special concern for girls and women, rural youths, working men and women, SC,ST and divyang learners who because of one or other reason could not continue/dropout their education from the formal system. NIOS operates through a network of 22 Regional Centres, 02 Sub- Regional Centre and 02 NIOS Cell and about 6000 Accredited Institutions(AIs) and Accredited Vocational Institutions(AVIs) commonly known as Study Centres which are located in India, Nepal and Middle East Countries.

NIOS intends to outsource complete work of production and delivery of answer books for the D.El.Ed. and other Examinations of NIOS across the country in India for two years, which may be extended for another one year with mutual consent. For more details about D.El.Ed. and NIOS Examinations, the tenderer may visit NIOS website i.e. www.nios.ac.in and <http://dled.nios.ac.in>

2. NATURE OF WORK

- 2.1 Printing of Answer Books containing one OMR Sheet of 105 GSM maplitho paper on the front page and 32 inner pages with water mark using dandy of 70 GSM maplitho paper of size 20.5cm x 28cm.
- 2.2 Packing of 50 answer books in a poly pack with strapping and then such 06 poly packs to be packed in a corrugated carton of minimum 06 ply for dispatch and delivery to the examination centres.
- 2.3 Dispatch and delivery of answer books packets to the examination centres at multiple destinations across the country in India at examination centres strictly as per the requirement of the NIOS.

3 SPECIFICATIONS OF ANSWER BOOKS TO BE SUPPLIED

- 3.1 The front page shall be of an OMR Sheet of 105 GSM maplitho paper conforming to BIS specifications 1848/2007 with latest amendment, if any, with perforation in between making two parts to be printed (double color) and stitched on spine.

- 3.2 Inner 32 pages shall be of 70 GSM maplitho paper conforming to BIS specifications 1848/2007 with latest amendment if any and all pages to be printed (single colour).
- 3.3 Size : 20.5cm x 28.cm.
- 3.4 Single colour (Orange) printing on all 32 inner pages and double colour on OMR Sheet.
- 3.5 Water mark using dandy on each inner 32 pages.
- 3.6 Printing of serial number on machine with Bar code in duplicate matching serial number on front page (OMR Sheet).
- 3.7 Mechanical thread stitching on spine (all inner pages including OMR Sheet).

4 EMPANELMENT OF PRINTERS REGISTERED WITH INDIAN BANK ASSOCIATION (IBA)

- 4.1 NIOS shall finalize the technically qualified agencies for empanelment of maximum 05 printers registered with Indian Bank Association (IBA) on consolidated L-1 rate so offered in order of preference of the lowest rate quoted by them for complete job like paper printing, packing, despatch & delivery of answer books at the examination centres across the country in India.
- 4.2 NIOS may divide the work as per requirement according to the volume of the work and allot among the printers registered with Indian Bank Association (IBA) so empanelled by the NIOS, subject to their performance during the period of contract.
- 4.3 In case of any urgent requirement / exigency, NIOS may also empanel two more technically eligible printer in the order of preference on L-1 rate.

5. TENDER DOCUMENTS

Tender document shall be available with Assistant Director (Conduct and Result), Evaluation Department, National Institute of Open Schooling, A-24/25, Institutional Area, Sector-62, Noida, NIOS HQ from 10.00AM to 4.00PM on all working days up to 01.00 P.M. on 24.11.2017 free of cost. Tender document can also be downloaded from NIOS website www.nios.ac.in free of cost.

6. LAST DATE & TIME FOR RECEIPT OF TENDERS: 24th November, 2017 by 2:00p.m.

7. DATE, TIME & VENUE OF OPENING OF TENDERS

- 7.1 Technical Bid – 24.11.2017 at 2.30 PM
- 7.2 Financial Bid – To be informed later to only those who qualify in Technical Bid.
- 7.3 Venue – Evaluation Department, NIOS, 7th Floor, Room No.711, National Institute of Open Schooling, A-24/25, Institutional Area, Sector-62, NOIDA

8. VALIDITY OF TENDERS

Two years covering six or more term examinations subject to satisfactory execution of the work. The period may be extended for another one year with mutual consent on the same rate, terms and conditions.

9. ESTIMATED COST OF WORK AND EARNEST MONEY DEPOSIT (EMD)

S. No.	Name of the work	Quantity (Approx.)	Estimated cost (Approx.) (Rs.)	EMD (Rs.)
9.1.	Printing and supply of approx. 2.5 crores Answer Books containing one OMR Sheet of 105 GSM maplitho paper on the front page and 32 inner pages of water mark using dandy of 70 GSM maplitho paper as per the specifications given in the tender document and to be supplied at multiple destinations at examination centres across the country in India strictly as per the requirement of the NIOS for conduct of 06 or more term examinations by end of January, 2019 or so.	5-10 Lakhs for each Printer for each term examination (total 2.5 crores approx.)	20 Crore	Rs.Ten Lakhs for each tenderer (consolidated Rs.50,00,000/- for Five tenderer to be empanelled)

The tender document is divided into two parts. The first part is called Tender Document. Second part is Technical Bid of three pages (10-12) and "Financial Bid" of one page (at page - 13).

10. SCOPE OF THE WORK

- 10.1 Printing of Answer Books containing one OMR Sheet of 105 GSM maplitho paper on the front page and 32 inner pages of water mark using dandy of 70 GSM maplitho paper and to be supplied at multiple destinations at the examination centres across the country in India strictly as per the requirement of the NIOS.
- 10.2 The answer books should have the following specifications.
 - 10.2.1 The front page shall be of an OMR Sheet of 105 GSM maplitho paper conforming to BIS specifications 1848/2007 with latest amendment, if any, with perforation in between making two parts to be printed (double color) and stitched on spine.
 - 10.2.2 Inner 32 pages shall be of 70 GSM maplitho paper conforming to BIS specifications 1848/2007 with latest amendment, if any.
 - 10.2.3 Size : 20.5cm x 28.cm.
 - 10.2.4 Single colour (Orange) printing on all 32 inner pages and double colour on OMR Sheet.
 - 10.2.5 Water mark using dandy on each inner 32 pages.
 - 10.2.6 Printing of serial number on machine with Bar code in duplicate matching serial number on front page (OMR Sheet).
 - 10.2.7 Mechanical thread stitching on spine (all inner pages including OMR Sheet).
- 10.3 The answer books are to be packed in a poly pack duly strapped containing 50 answer books each. Such 06 poly packs containing total 300 answer books (6 x 50) further to be packed and sealed with cello-tape of at least 56 microns in a corrugated carton of minimum 06 ply for the delivery to the examination centre.
- 10.4 The answer books must be printed as per specifications and blue print supplied by the NIOS.
- 10.5 Answer Books would be delivered at multiple destinations at the examination centres across the country in India strictly as stipulated by the NIOS.
- 10.6 Approximately 2.5 crores answer books are to be supplied for six or more term examinations by the end of January 2019 subject to satisfactory execution of the work. One printer registered with Indian Bank Association (IBA) would be assigned to print and supply about 5-10 lakhs answer books for one term examination. The quantities may increase or decrease depending upon requirement.

11. Selection procedure for empanelment after qualified in Technical Bid

- 11.1 The consolidated L-1 rate quoted & received from the eligible tenderers against this open tender shall be considered for approval for empanelment by NIOS.
- 11.2 Maximum 05 eligible tenderers will be considered for empanelment and L-1 rate so offered, in order of preference of the lowest rates quoted by them for making complete answer books and its supply.
- 11.3 In case any tenderer (except L-1 tenderer) do not accept the L-1 rate in the order of preference of lowest rates quoted by them for answer books, the offer of empanelment shall be extended to the next tenderer in order of lower rate quoted by them.

12. Delivery Schedule

Total quantities of Answer Books ordered has to be printed and supplied to multiple destinations at the examination centres across the country in India strictly as per NIOS requirement within a period of 40 days time from the date of receipt of work order. The empanelled printers registered with Indian Bank Association (IBA) shall be given additional 20 days time for preparation of NIOS logo dandy roll for water mark on the paper for order placed with them.

13. Penalty Clause

In case the tenderer is unable to supply the above materials within the stipulated time and the quality of the answer book is not found as per NIOS specifications, penalty maximum up to 10 % of total cost and or as decided by the Chairman, NIOS may be imposed on the suppliers. The work order may also be cancelled and the supplier would be blacklisted including all other legal actions will be taken against the firm.

14. Arbitration Clause

14.1 In the event of any doubt arising in the interpretation of provisions, practices and rules, the decision of the Chairman, NIOS will be final and binding to all.

14.2 Any dispute arising out of the application of these provisions, practices and rules or matters arising out of them will be decided by the independent arbitrator to be appointed by the Chairman, NIOS.

15. Eligibility Criteria

15.1 The tenderer should have minimum **three years** experience in the field of printing and supplying of similar kind of documents of any Govt. Boards, Universities or reputed Educational Institutions and Certificate from the various organizations where services rendered needs to be enclosed.

15.2 Should have minimum turnover of **Rupees Twenty Crores per annum** in the previous three financial years and should provide copy of statement of account, audited Balance Sheet, Trading, Profit and Loss account.

15.3 The tenderer must be registered as a Printer with Indian Bank Association (IBA).

15.4 The tenderer required to submit at least three work orders and successful execution of work from Govt. Educational Institutions for similar work in the last three years as a proof of their capacity and expertise to print such type of jobs along with the Tender documents.

15.5 Tenderer must not be blacklisted from any Govt./Semi Govt. organization during last three years.

15.6 Tenderer must have all the printing related facilities at their premises. Any work or part of the work must not be outsourced /sublet by the printer registered with Indian Bank Association (IBA).

15.7 The tenderer must furnish at least 10 no of samples of 70 GSM & 105 GSM maplitho papers strictly as per BIS specifications 1848/2007 with latest amendment, if any, duly certified and stamped by the Original Manufacturer of the material with complete details written on these sheets duly authenticated to be used for printing and supply of the answer books of NIOS with the technical bid.

15.8 The tenderer must submit a letter from the authorized manufacturer stating that the material/sample paper submitted are as per BIS standard 1848/2007 with latest amendment if any along with **latest Chemical Lab Test Report**.

16. General Terms & Conditions for printing and supplying of Answer Books

Tenderers responding to this enquiry shall be deemed to be agreeable to the General & Specific terms and conditions herein contained. These terms and conditions shall be binding on the successful Tenderer(s). Tenderers 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 lowest tender. NIOS will not be under any obligation to give any clarification to the agencies whose bids are rejected / not selected.

16.1 The tender must be submitted in the prescribed tender format by the NIOS only (pages 1-9) duly signed and stamped.

- 16.2 The tenderer must submit the tender alongwith processing fee of Rs.5,000/- (Rupees Five Thousand only) in the shape of Demand Draft in favour of Secretary, NIOS, payable at NOIDA and be enclosed alongwith the Technical Bid.
- 16.3 While submitting tender, the tenderers must submit Tender Document and Technical Bid (pages 10-12) in a sealed envelope superscribing as “**Technical Bid**”. The Financial Bid should be submitted in a separate sealed envelope superscribing as “**Financial Bid**” (page-13).
- 16.4 The sealed envelope of “**Technical Bid**” and “**Financial Bid**” then further should be kept in a single bigger envelop superscribing “**Tender for printing & supplying of Answer Books for NIOS Examinations.**”
- 16.5 **All the pages of the tender document, technical bid and financial bid are required to be signed by the tenderers or by the authorized signatory along with seal of the firm and date.**
- 16.6 Tenders should be submitted by dropping in the drop box kept at 07th floor, Evaluation Department, NIOS HQ or by post and should be addressed to the Director (Evaluation), National Institute of Open Schooling, A-24/25, Institutional Area, Sector-62, Noida (U.P.)-201309 which should reach NIOS by the scheduled date and time. The tenders received after the due date and time will be summarily rejected.
- 16.7 NIOS is not responsible for accidental opening of the covers that are not properly superscribed and sealed before the time notified for opening of tenders.
- 16.8 The Technical Bid envelop will be opened first in the presence of tenderers or their representatives who wish to be present at NIOS, Noida with authorization letters from the respective company/ firm.
- 16.9 If the company/firm qualifies in the Technical Bid, then the Financial Bid envelop of only that company/firm shall be considered for opening. The date of opening of financial bid shall be informed later.
- 16.10 No revision of the price bid will be allowed once the price bids are opened. These rates will be valid for two years (covering six or more term examinations) or upto the extended period of contracts.
- 16.11 The tender shall be valid for a period of two years covering six or more term examinations subject to satisfactory execution of the work. The period may be extended for another one year with mutual consent at the same rate and terms and conditions.
- 16.12 The successful tenderer will make an agreement on a non-judicial stamp paper of Rs. 100/- with the NIOS stating that the printers registered with Indian Bank Association (IBA) will abide by all the general & specific terms and conditions laid down by the NIOS in totality in letter & spirit of the Tender Document.
- 16.13 No claim for price increase will be entertained after submission & finalization of bids and signing the contract except statutory obligations.
- 16.14 NIOS will provide the blue print of answer book and thereafter tenderer will be responsible for the preparation of the art work, proof reading of all the items approved by the NIOS and will have to obtain the necessary order from the NIOS before execution of the work.
- 16.15 No additional payment will be made for type setting, proof reading & preparation of samples/art works etc. Preparation of samples / art works/design shall be made as per the instruction given by the NIOS.
- 16.16 The Earnest Money Deposit (EMD) of Rs.10,00,000/- and tender processing fee of Rs.5,000/- are to be kept in the **Technical Bid Envelope** alongwith the tender in shape of **Demand Draft** drawn on any Nationalized Bank in favour of Secretary, National Institute of Open Schooling, payable at Noida, U.P. along with all required supporting documents for Technical qualifications asked for failing which the tender shall be rejected out rightly.

- 16.17 The successful bidder has to submit bank guarantee amounting to 10% of the total value of work to be allotted during the period of contract pledged in favour of Secretary, NIOS toward performance security valid upto April-2019. The Security is liable to be forfeited in case the supplier fails to execute the order on time, quality of the work or violate any other stipulations as laid down by the NIOS, suitable penalty may be imposed and the firms may be blacklisted including other legal actions against the firm.
- 16.18 The EMD amount will be returned to the unsuccessful bidders without any interest after completion of selection process and receipt of security deposit from the successful bidder. The EMD amount shall be forfeited in case the tenderer quoting L-1 rate back out to execute the work.
- 16.19 The rate should be quoted for complete operations from printing upto delivery of answer books at the examination centre at multiple destinations across the country in India with paper as per the specifications given in the Tender document which should include all charges (excluding GST).
- 16.20 The tenderer must be registered with Indian Bank Association (IBA) having experience in the related work.
- 16.21 The tenderer must have three years of experience in similar type of work at least in anyone of the examination Boards/Universities. Atleast three work orders from the various organizations where services rendered to the entire satisfaction of the institutions needs to be enclosed.
- 16.22 The successful tenderer at the time of supply of answer books must submit a **latest chemical lab test/ quality report** from the manufacturer of the paper.
- 16.23 The tenderer must not have been blacklisted / debarred earlier by any of the Universities or Examination boards or agencies or any other organization.**
- 16.24 The successful tenderer is required to supply the answer books strictly as per the schedule given by NIOS subject to approval of the draft/proof by the Competent Authority of the institute, at their own cost, failing which, the order will be cancelled.
- 16.25 To protect the highly confidential nature of this job, outsourcing for printing and packing of materials of the job in full or part is not allowed. The printer registered with Indian Bank Association (IBA) should have complete in-house facilities for the entire processes in printing and packing of the Answer Books to the entire destinations.
- 16.26 The answer books required to be supplied to NIOS should have the following specifications.
- 16.26.1 The front page shall be of an OMR Sheet of 105 GSM maplitho paper (double colour) conforming to BIS specifications 1848/2007 with latest amendment, if any with perforation in between making it two parts and stitched on spine.
- 16.26.2 Inner 32 pages shall be of 70 GSM maplitho paper with dandy water mark conforming to BIS specifications 1848/2007 with latest amendment, if any.
- 16.26.3 Size : 20.5cm x 28.cm.
- 16.26.4 Single colour (Orange) printing on all 32 inner pages and double colour on OMR Sheet.
- 16.26.5 Water mark using dandy on each inner pages.
- 16.26.6 Printing of serial number on machine with Bar code in duplicate matching serial number on front page (OMR Sheet).
- 16.26.7 Mechanical thread stitching on spine (all inner pages including OMR Sheet).
- 16.27 The printers registered with Indian Bank Association (IBA) shall make all the arrangement for the supply of Answer Books ordered to multiple destinations at the examination centers across the country in India strictly as per the requirement of NIOS within the stipulated time frame.
- 16.28 **Payments will be made only after satisfactory & successful completion of the work and upon submission of bills alongwith proof of delivery (POD) subject to deduction of TDS as applicable. No advance will be paid to carry out the work.**

- 16.29 As per requirement and volume of the work, NIOS will allot the work to the 05 empanelled agencies subject to availability of infrastructure and their performance during the period of contract.
- 16.30 NIOS, having HQ at Noida, reserves the right to change the quantities or specifications without assigning any reason(s) whatsoever.
- 16.31 The Chairman, National Institute of Open School, Noida, has the power either to accept or reject the tender wholly or partially without assigning any reason and the decision of the Chairman, NIOS, Noida, U.P will be final and binding in this regard.
- 16.32 Interested tenderers may see the printed sample available at the above mentioned address and understand more about the work in details, after getting necessary clarification from Evaluation Department before quoting and submitting the completed tender.
- 17. Specific Terms & Conditions for printing and supplying Answer Books for NIOS Examinations.**
- 17.1 The entire work intended to be tendered is of confidential in nature. Hence absolute accuracy and confidentiality is required to be maintained at all stages.
- 17.2 The tenderer must have all the arrangements to provide necessary security features for printing, ruling, numbering, binding, packing, perforating and despatch of answer books to multiple destinations at examination centres across the country in India etc. to the satisfaction of the NIOS.
- 17.3 The Officers of the NIOS deputed in this behalf may visit the premises to satisfy the technical requirement of the tenderer to inspect the facilities on site before finalization of the bid and also during the period of the execution of the job to monitor the quality of the work, to ensure confidentiality and to ascertain that these items are prepared as per specifications laid down in the terms and conditions. If any lapse is found, the authorities of the NIOS shall take such action, as deemed fit, which shall be final and binding.
- 17.4 **All the answer books shall have serial numbers on as front OMR page & bar codes in duplicate matching with the serial number and as per the specifications given by the NIOS.**
- 17.5 Rates shall always be both in the figures and words.
- 17.6 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 must be clear and precise. Tenders not complying with these conditions shall be rejected.
- 17.7 In the event of tender being accepted, the Tenders will be converted into a contract. The tender will be valid for two years subject to satisfactory execution of the work and may further be extended for another one year with mutual consent on the same terms and conditions.
- 17.8 The quantities may vary depending upon the requirements of the NIOS from time to time. The tenderer shall, however, not print more than the quantities ordered for. If excess quantities over and above the given order is printed accidentally, those will be immediately informed and supplied to the NIOS (without any cost) only with the undertaking that no such answer books are kept with the supplier. In case of any default/defect found, the Chairman of the NIOS will be sole authority to take action as deemed fit, which shall be final and binding on the tenderer.

- 17.9 In case the NIOS feels that the firm has intentionally delayed the job, special penalty as deemed fit by the NIOS shall be imposed. In addition to the special penalty, the tenderer may also be black-listed & legal action against firm may be initiated. However, in case the period of execution of work is requested to be extended by the firm; the reason for delay in execution of the work must be conveyed to NIOS in writing at the earliest and looking into the gravity of the situation, the penalty may be reduced and the NIOS has the discretion to solely decide on this.
- 17.10 In case the tenderer i.e. the printers registered with Indian Bank Association (IBA) 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 printers registered with Indian Bank Association (IBA) either on NIOS panel or other-wise at any time. Penalty as deemed fit by the NIOS may also be imposed and also recover any cost involved in excess of the approved rate of the contractor in the event of payment to the other printers registered with Indian Bank Association (IBA) not in the panel of NIOS.
- 17.11 If the tenderer refuses to execute the job after accepting the condition of the tender at any point of time during the contract period, the security deposited 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.
- 17.12 The tenderer may submit the sample of answer book with both static and dynamic field printing along with the tender which needs to be kept in Technical Bid cover.
- 17.13 In order to ensure the quality of the paper used in printing of answer books, NIOS may at any stage send the sample to any Government/Government recognized Laboratory for chemical testing in case any doubt is arisen.

**Signature and Stamp of the Firm
with name of the person**

Declaration

1. I/ We have read the above general & specific terms and conditions carefully and these are acceptable to me/us. The proforma giving details of equipment, premises and a copy of declaration relating to registration of the press is submitted herewith as required under this tender. Our rates are also given in the enclosed proforma of Tender Form for Financial Bid.
2. I/ We hereby also declare that our firm/company/concern is registered with Indian Bank Association (IBA) for the above work. We are in the business of above work, which can be verified from our office records. We have all technical infrastructure and sufficient technical staff etc. for smooth and effective execution of your above work. We have not been blacklisted by any Government (Central and State) Board/NIOS/Public undertakings/Banks/ R.B.I./IBA etc.
3. Any of the information furnished by us in the Tender Document, if found wrong/misleading, Tender shall be summarily rejected at any stage.

Name of the tenderer _____

Address _____

Signature of Tenderer
With Seal & Date

SECOND PART

Prescribed Tender Form for TECHNICAL BID for printing & supplying of Answer Books including paper cost for NIOS Examinations

(Last date of submission on 24th November, 2017 by 2.00 p.m.
Opening of Technical Bids on 24.11.2017 by 2.30 p.m.)

After having gone through the details as enlisted in the tender documents alongwith terms and conditions of the tender for the printing and supplying of Answer Books for NIOS Examinations, I/we accept all the general and specific terms and conditions as well as all the information contained in the tender document and quote our lowest rates on the financial bid proforma. I/We hereby submit duly completed Technical Bid for manufacturing and supply of answer books.

1. General Information

Sl. No.	Particular	Details
1.	Name of the Printer registered with Indian Bank Association (IBA):	
2.	Address of the Printer : (i) Head Office: (ii) Branch (if any): (iii) Printing Press Location:	
3.	Year of Establishment & Registration No.	
4.	Bank Details for payment : (a) Account Number : (b) IFSC Number : (c) Name of the Bank : (d) Address of the Bank :	
5.	Email address:	
6.	Telephone Number(s)/Mobile No.:	
7.	Fax No.:	
8.	Details of DD of Rs.5,000/- towards tender processing fee (DD No., Date and Bank)	
9.	Details of DD of EMD of Rs.10,00,000/- (DD No., Date and Bank)	
10.	Is your firm registered under (a) The Indian Companies Act. (b) The Indian Partnership Act.	
11.	If your firm is a sole proprietorship or partnership firm or any other Categories (give details)	
12.	Whether the company 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	
13.	Regn. No. / TAN No./GST No.	
14.	Permanent Account No.	
15.	Details of registration with RBI/IBA as printer : (Please mention the registration number and enclose the copy of certificate with Technical Bid) alongwith its validity period.	
16.	Whether the Tender Documents duly signed, Stamped and enclosed.	
17.	Undertaking that the Printer has not been blacklisted by any Govt./Public undertaking Institution/Organization/IBA	

18. Experience of the Printer registered with Indian Bank Association (IBA) : Please enclose minimum '3' years Experience Certificates for supplying of answer books (03 work orders of printing of Answer Books during last three years) successfully.

S. No.	Name of Govt. Board/University/NIOS/Educational organization etc.	Qty.	Nature of Work

19. Minimum turnover of **Rupees Twenty Crores per annum for last three years.** (Enclose copy of statement of account, audited accounts with trading, profit and loss account and balance sheet) :

S. No.	Year	Annual Turnover
1.	2014 – 15	
2.	2015 – 16	
3.	2016 – 17	

Total

20. A copy of Income Tax Return submitted during the above 03 Financial Years may be furnished.

21.

Whether eligibility criteria as given in the Tender Documents is fulfilled by the printer	Yes	No

22. Whether 10 no. of sample papers of 70 GSM & 105 GSM maplitho paper strictly as per BIS specification 1848/2007 with latest amendment with lab test report, if any, to be used for printing and supply of answer books are enclosed.

Yes	No

Name & Signature of Tenderer
With Seal & Date

Check List

S. No	Name of the Document (copy of duly certified by the printer)	Remarks (Enclosed/Not Enclosed)
1.	Registration certificate with IBA/RBI as printer	
2.	Company registration certificate	
3.	Turnover minimum Rupees Twenty Crores per annum for the last three years (Trading, Profit and Loss a/c of last three years)	
4.	Experience certificate minimum of last three (3) 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 alongwith PAN.	
7.	Demand Draft of Rs.5,000/- for tender processing fee	
8.	Demand Draft for EMD (Rs.10,00,000/-)	
9.	10 no. of sample papers of 70 GSM & 105 GSM maplitho paper strictly as per BIS specifications 1848/2007 with latest amendment, if any	
10.	Chemical Lab Test/quality report from the manufacturer of paper to be used for printing and supply of answer books.	
11.	Regn. No./TAN No./GST No.	
12.	Permanent A/c. No. (PAN)	
13.	Copy of insurance against fire & theft etc.	
14.	Undertaking that the Printer has not been blacklisted/debarred by any Govt./Public undertaking Institution/Organization	

Signature of Tenderer
With Seal & Date

**Prescribed Tender Form for FINANCIAL BID for
Printing and Supplying of Answer Books for NIOS Examinations**

(To be sealed separately and last date for submission on 24th November, 2017 by 2.00 pm.)

(To be completed, signed, sealed and submitted in the NIOS tender Box along with the Technical Bid as instructed)
Dated:

The Director (Evaluation)
A-24/25, Sector-62
Noida
U.P. – 201 301

Sir,
After having gone through the details contained in the tender document and the terms and conditions as enlisted in the tender document for printing and supplying of Answer Books for NIOS Examinations, we quote our lowest rates for the same as given below in prescribed proforma inclusive of all.

Item No.	Brief detail of work	Rate per one thousand (1000) answer book including all costs i.e. OMR sheet & maplitho paper for inner pages with water mark using dandy, printing, packing and delivery at the examination centre at multiple destinations across the country in India (for all activities) stitching cost etc. (excluding GST)
1	<p>Printing of Answer Books containing one OMR Sheet of 105 GSM maplitho paper on the front page and 32 inner pages with water mark using dandy of 70 GSM maplitho paper with the following specifications as per the requirement of the NIOS.</p> <p>i) The front page shall be of an OMR Sheet of 105 GSM maplitho paper conforming to BIS specifications 1848/2007 with latest amendment if any containing two parts to be printed (double color) and stitched on spine.</p> <p>ii) Inner 32 pages shall be of 70 GSM maplitho paper conforming to BIS specifications 1848/2007 with latest amendment if any.</p> <p>iii) Size : 20.5cm x 28.cm.</p> <p>iv) Single colour (Orange) printing on all 32 inner pages and double colour on OMR Sheet.</p> <p>v) Water mark using dandy on each inner 32 pages.</p> <p>vi) Serial numbering and Bar codes in duplicate matching serial number on front page (OMR Sheet).</p> <p>vii) Mechanical thread stitching on spine (all inner pages including OMR Sheet).</p> <p>viii) Packing of 50 nos. of answer books in a single poly pack & then packed of 6 such packets in a corrugated carton of minimum 06 ply including material and labour charges.</p> <p>ix) Transportation/Postage charges for Dispatch & delivery of answer book packets to examination centres at multiple destinations across the country in India including loading, unloading and other miscellaneous expenditures.</p>	<p>Rs. _____ for 1000 answer books</p> <p>Rupees _____</p> <p>_____</p> <p>For 1000 answer books (in words)</p> <p>(No overwriting, cutting and use of fluid is permitted)</p>
2.	GST as applicable	

NB : The rate quoted should be all inclusive i.e. including material (paper and packing material etc.), operational, preparation of dandy roll for NIOS logo water mark on all 32 inner pages and delivery by hand/transportation/postage charges (excluding GST).

Authorized Signatory
(With full name, designation and stamp)

Date:
Place: