

**TENDER FOR SCANNING OF OMR FLYER SLIPS AND FINALIZATION OF DATA AS WELL AS COMPLETE MAKING OF ADHESIVE LASER LABEL AND PRINTING OF UNIQUE ID WITH BARCODE ON ADHESIVE LASER LABELS & PRINTING OF PRE-EVALUATION DATA ON OMR AWARD SHEET FOR NIOS EXAMINATION.**



**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)



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(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)

### **TENDER NOITCE**

National Institute of Open Schooling (NIOS) invites bids for empanelment from registered ISO certified Bidder/Agency having working experience in various Board/University of Education in the field of Scanning of OMR Flyer Slips and finalization of data as well as complete making of adhesive laser label and printing of unique ID with Barcode on adhesive laser labels & Printing of pre-evaluation data on OMR Award sheet of different specification as per the details given below

#### 1. **Estimated Annual value of the work & EMD**

<b>Item No</b>	<b>Work Details</b> (for two examinations in a year)	<b>Approx. Qty. in a year</b>	<b>Estimated Cost (Rs.)</b>	<b>EMD (Rs.)</b>
1.	Scanning of OMR flyer slips, size 18 cm x 20.5 cm & finalization of data for Secondary / Senior Secondary, Vocational (D.El.Ed /PDPET and other Examinations of various projects/ schemes.	32 Lakhs OMR flyer	36 Lakhs	90,000
2.	(2.1) Making of adhesive laser label (2.2) Printing of unique ID with Barcode on Adhesive laser labels. (2.3) Printing of pre-evaluation data & Unique ID on OMR Award sheets.	1.60 Lakhs label Adhesive laser Label and OMR Award sheets each		

#### 2. **Nature of the Work**

**Item No. 1:** Complete making of adhesive laser label and Printing of unique ID with Barcode on adhesive laser label. Printing of pre-evaluation data on OMR Award sheets.

**Item No. 2 :** Scanning of OMR Flyer Slips of size 18 cm x 20.5 cm and finalization of data.

#### 3. **Specification of work**

**Item No. 1: Making of adhesive laser label and printing of unique ID with Barcode on Adhesive laser labels. Printing of pre-evaluation data on OMR Award sheets.**

##### 1.1 **Complete making of adhesive laser label**

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

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

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

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

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

**Item No. 2: Scanning of OMR Flyer Slips of size 18 cm x 20.5 cm and finalization of data.**

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

**4. Volume and timing of the work (Item no. 1)**

**Making of Adhesive Laser Label & printing of unique ID with Barcode on adhesive Laser Labels as well as Printing of Pre-evaluation data on OMR Award sheets.**

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

#### 4.1 Volume and timing of the work (Item No.2)

**Scanning of OMR flyer slips and finalization of data at the Evaluation Centres of NIOS and Evaluation Department, NIOS Headquarter at NOIDA.**

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

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

Sl. No.	Place of Regional Centre/ Evaluation Centre	Approx. Volume of OMR Flyer Slips			
		April Examination2022		October Examination2022	
		Secondary	Sr. Secondary	Secondary	Sr. Secondary
1.	Prayagraj	30000	60000	30000	40000
2.	Bengaluru	6000	10000	5000	8000
3.	Bhopal	70000	75000	40000	60000
4.	Bhubaneswar	15000	20000	10000	14000
5.	Chandigarh	90000	110000	70000	80000
6.	Chennai	5000	7000	4000	6000
7.	Dehradun	50000	80000	15000	30000
8.	Delhi	100000	150000	80000	100000
9.	Dharamshala	12000	20000	13000	20000
10.	Gandhinagar	25000	20000	20000	30000
11.	Guwahati	60000	50000	40000	50000
12.	Hyderabad	3000	6000	5000	10000
P	Jaipur	80000	60000	70000	80000
14.	Kochi	40000	120000	30000	70000
15.	Kolkata	44000	50000	30000	40000
16.	Patna	20000	40000	20000	45000
17.	Pune	50000	30000	25000	15000
18.	Raipur	15000	30000	20000	35000
19.	Ranchi	25000	30000	10000	15000
20.	Sikkim	6000	10000	4000	8000
21.	Visakhapatnam	20000	40000	25000	65000
22.	Jammu	6000	10000	5000	8000
	<b>Total</b>	<b>772000</b>	<b>1028000</b>	<b>571000</b>	<b>829000</b>
	<b>Total : Secondary+ Sr. Secondary</b>	<b>1800000</b>		<b>1400000</b>	

5. The Tender documents divided in two parts. The first part is called “Tender documents cum Technical Bid” called as Technical Bid along with Check List and the second part is called ‘Financial Bid.’

6. Interested Bidders/Agencies can download the Tender Document from the NIOS portal [www.nios.ac.in](http://www.nios.ac.in) and fill the complete Tender form from CPPP e-Procurement site i.e. (<https://eprocure.gov.in/eprocure/app>) as per the schedule given below in critical date sheet :

#### **7. CRITICAL DATE SHEET**

Bid Documents Published Date and Time	28/02/2022	05.00 P.M
Bid Document Download Date and Time	01/03/2022	03.00 P.M
Clarification Start Date and Time	03/03/2022	03.00 P.M
Clarification Closing Date and Time	04/03/2022	03.00 P.M
Bid Submission Start Date and Time	04/03/2022	10.00 A.M
Bid Submission End Date and Time	25/03/2022	03.00 P.M
Technical Bid Opening Date and Time	25/03/2022	03.00 P.M

8. Bids shall be submitted as per critical Date Sheet at CPPP e-Procurement site i.e. (<https://eprocure.gov.in/eprocure/app>). The cost of Tender processing fee is Rs. 1000/- (Rupees One thousand only ) which is non refundable and not adjustable.

9. Earnest Money Deposit (EMD) as well as the Tender Processing Fees to be submitted in the form of a Demand Draft/Pay Order/Bankers Check in favour of “Secretary, NIOS Payable at NOIDA.”

10. Evidences in respects of cost of Tender processing fee, EMD, any Samples of Papers duly signed and stamped are to be sent to the Dy. Director (Evaluation) at the Address indicated below on or before bid opening date/time as mentioned in critical date sheet. Tender Documents received in incomplete shape or beyond the stipulated period shall not be entertained under any circumstances.

**Deputy Director (Evaluation)**  
**National Institute of Open Schooling (NIOS)**  
**A-24/25, Institutional Area, Sector -62, NOIDA-201309 (U.P)**  
**Pin: 201309, Phone: 0120-4089844/867/865**  
**E-mail: [conf@nios.ac.in](mailto:conf@nios.ac.in)**

11. The NIOS reserves the right to accept, reject or prefer any bid and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected Bidder/Agency or Bidders/Agencies of the ground for Institution’s action. The institution also reserves to itself the right to accept any Bid in part or split the order between two or more Bidders/Agencies.

**Note: In case of any issues related to online submission of tender on CPPP e-Procurement(website: <https://eprocure.gov.in/eprocure/app>), the Bidders/Agencies may download the entire document and submit duly filled tender quotation & other enclosures in the tender box placed in Evaluation Department, 7<sup>th</sup> floor NIOS HQs,**

## **CONTENT**

<b>Annexure</b>	<b>Description</b>
1.	Instruction to Bidders/Agencies
2.	Qualifying /Eligibility requirements for bidding
3.	General Terms & Conditions
4.	Submission of Bid
5.	Instructions for on line Bid submission
6.	Tender Form -Technical Bid
7.	Check List – Technical Bid
8.	Tender Form-Financial Bid
9.	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/Agency should take into account any corrigendum published on the Tender document before submitting their bids.
3. The Technical bids will be opened on\_\_\_\_\_ The date and time for opening of financial bids shall be informed to those who qualify in the Technical bid.
4. The Bidders/Agencies should have their own infrastructure and manufacturing unit with sufficient manpower.
5. The Bidders/Agencies must have sufficient storage facility and appropriate security measures for the safe custody of the blank stationery.
6. In case of those Bidder/Agency who fail to qualify the eligibility criteria and whose technical bids do not qualify, the Earnest Money Deposit (EMD) will be refunded without interest at the earliest after expiry of the final bid validity and on or before the 30<sup>th</sup> day after the award of the contract. Earnest money deposit of the successfully Bidder/Agency will be returned after submission of the performance Bank guarantee.
7. The successful Bidders/Agencies shall submit Performance Bank Guarantee in the form of Demand draft/FDS of nationalized/scheduled commercial bank in favour of **“Secretary NIOS payable at NOIDA”** of an amount equivalent to **3%** of contract value valid for 60 days beyond the date of completion of all contractual obligation of supplier including warranty obligation from any 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 Contact whichever is earlier, failing which the work order stand cancelled and EMD shall be forfeited.
8. The NIOS reserves the right to accept, reject or prefer any bid and to annul the bidding process and reject all bids at any time prior to award of contract without thereby incurring any liability to the affected Bidder 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/Agencies.

## **QUALIFYING/ELIGIBILITY REQUIREMENTS FOR BIDDING**

**(To be supported by documentary evidences)**

1. **Experience:** Bidder/Agency should have at least (3) three years experience in the field of post examination work including image Scanning /OCR/ICR/OMR for sensitive & time bound projects like examination from National/ State Boards of Education/ University  
The Bidder/Agency should have adequate number of heavy duty image scanners or OMR scanners of its own with scanning speed of 40-50 pages per minute. The Bidder/Agency has to install the scanners at each Evaluation Centre for scanning around 50 to 60 thousand sheets per day during working hours at each Regional Centre of the NIOS.
2. **Turnover:** The Bidder/Agency should have minimum turnover of **Rupees 3.0 Crores** per annum in each of the previous three financial years (i.e. year 2018-2019,2019- 2020 and 2020-2021) and should provide copy of Audited Balance sheet, trading, Profit & Loss Account.
3. The Bidder/Agency must be registered ISO certified in the field of scanning of OMR complete making of Adhesive Laser Label, Printing of Unique ID with Barcode on Adhesive laser label, Printing of data on OMR Award sheet. The Bidder/Agency should have a valid ISO certificate to be enclosed along with technical bid.
4. The Bidder/Agency must have the minimum staff requirement  
(a) Permanent (including technical staff : 10 in numbers  
(b) Other staff (skilled / un-skilled :20 in numbers
5. Tender processing fee of **Rs.1000/- (Rupees One thousand only)** shall be in the form of Demand draft drawn in favour of the Secretary, NIOS payable at NOIDA and to be enclosed along with the Technical Bid.
6. Earnest Money Deposit of **Rs.90,000 (Rupees Ninety thousand only)** shall be in the form of Demand draft drawn in favour of the Secretary, NIOS, NOIDA and to be enclosed along with the Technical Bid.
7. The work are like scanning of the OMR Flyer slips and to finalize data are to be carried out at premises of Regional Centres of the NIOS or at the Evaluation Centers of NIOS and Evaluation Department, NIOS Headquarter at NOIDA.
8. The Bidder/Agencys registered with NSIC/MSME or concerned Ministry or Department shall be exempted from depositing EMD but they shall be required to make payment for tender processing fee. However, the Performance Bank Guarantee shall be obtained from every successful Bidder/Agency irrespective of their registration status etc. and Performance Bank Guarantee should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the Bidder/Agency including warranty obligations. EMD should be refunded to the successful Bidder/Agency on receipt of performance Bank Guarantee.
9. The Bidder/Agency must have the following technical infrastructure.

Sl.No	Name of equipment	Quantity
a)	Computer (Latest configuration )	20
b)	Scanner (Heavy duty)	12
c)	Laser Printers ((Heavy Duty) ( (Capacity of atleast 30-40 pages per minutes )	08
d)	Line printer (Heavy duty)	04
E)	OMR Scanners	05

10. **The work place of the Bidder/Agency must be situated in Delhi/NCR region.**



11. The Tender Forms received without tender processing fee, earnest money or incomplete in any respect will not be accepted.
12. Scanning is to be carried out through image scanning using ICR/OCR or OMR technology.
13. **Details of works to be Done**

**Item No. 1: Making of adhesive laser label and printing of unique ID with Barcode on Adhesive laser labels. Printing of pre-evaluation data on OMR Award sheets.**

**1.1 Complete Making of Adhesive laser labels.**

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

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

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

**Output :**

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

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

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

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

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

## **Item No. 2: Scanning of OMR Flyer Slip of size 18cm x 20.5 cm and finalization of data:**

### **Input Document:**

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

### **Output Report**

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

### **NOTES:**

1. The Bidder/Agency should ensure that the sheets are printed strictly in the order specifies by the Institution.
2. The Bidder/Agency should ensure that unique bar codes are printed and shall ensure that there are no duplicate barcodes or missing barcodes.
3. The Bidder/Agency should ensure that the printed sheets are arranged and packed in boxes as per requirement of the NIOS.
4. The Bidder/Agency should ensure that missing/blank sheets or duplicate sheets are not packed in the boxes.
5. The Bidder/Agency should ensure that the quality of labels, printing of barcode and adhesive used is as per industry standard.

## **14. SELECTION PROCEDURE**

**The institution will make a panel of Bidders/Agencies on the basis of lowest (L-1) quoted rate. The Bidders are required to give their consent/acceptance to the lowest (L-1) quoted rates. The Institution shall empanel maximum 02 Agencies/Bidders on L-1 rate. The entire work as mentioned under item no.1 and Item No. 2 will be allotted out of Two different eligible empanelled Agencies/Bidders on L-1 rates.**

The eligible/same Bidder/Agency which has quoted L-1 rate for both the items i.e., Item no.1 and Item no. 2, the 2<sup>nd</sup> Lowest Bidder/Agency has to give their consent/acceptance to execute the work at L-1 rates( as the case may be)

In case, the Bidder/Agency quoted L-1 rate for item no. 1 refuses to undertake the work for item no. 2 at L-1 rates , the EMD of the Bidder/Agency would stand forfeited and the entire work would be offered by NIOS to any of the eligible Bidder/Agency at L-1 rates.

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(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)

**Scanning of OMR Flyer Slips and finalization of data as well as complete making of adhesive laser label and printing of unique ID with Barcode on adhesive laser labels & Printing of pre-evaluation data on OMR Award sheet for NIOS examinations.**

### **GENERAL TERMS AND CONDITIONS**

Bidders/Agencies responding to this enquiry shall be deemed to be agreeable to the General & Specific terms and conditions herein contained. These terms and conditions shall be binding on the successful Bidder/Agency. Bidders/Agencies 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. The Tender must be submitted in the prescribed Tender Format only.
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 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.
5. The Earnest Money Deposit (EMD) of **Rs. 90,000/- (Rupees Ninety thousand only)** is to be kept in the Technical Bid Envelope along with the tender in form of Demand Draft drawn on any Nationalized Bank in favour of Secretary, National Institute of Open Schooling, payable at NOIDA, U.P. failing which the tender shall be rejected out rightly.
6. NIOS will provide the design of OMR Award sheet and Adhesive sticker and there after Bidder/Agency will be responsible for the preparation of the art work, proof reading, typeset etc and will have to obtain the necessary approval from the NIOS in respect of finalization of the design before executing of work
7. **The Bidder/Agency shall be responsible to make all arrangements to ensure complete security and secrecy with regard to storage, safe custody of stationary.**
8. The EMD amount will be returned to the unsuccessful Bidders/Agencies without any interest after completion of selection process and receipt of Performance Bank Guarantee deposit from the successful Bidder/Agency. **The EMD amount shall be forfeited in case the Bidder/Agency who have quoted ' L-1' rate back out to execute the work.**

9. 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.
10. 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.
11. To protect the highly confidential nature of this job, outsourcing for printing is not allowed. The Bidder/Agency should have complete in-house facilities for the entire activities & should have sufficient manpower to deploy at Regional centre for scanning etc.
12. 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.
13. The successful Bidder/Agency must maintain high standard of confidentiality and only deal with the official/officer authorized by the Director(Evaluation), NIOS.
14. 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.
15. 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.
16. 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 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. 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.
18. **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 02 Agencies on L-1 rate.**
19. The successful Bidder/Agency has to submit Performance Bank Guarantee of Rs. **1,08,000/- (Rupees One Lakh Eight thousand only)** in favour of Secretary, NIOS toward Performance Bank Guarantee valid for **THREE year from the date of Award of works**. The Performance Bank Guarantee 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.
20. **In case of any mistakes/errors found in Scanning of OMR Flyer Slips and finalization of data as well as complete making of adhesive laser label and printing of unique ID with Barcode on adhesive laser labels & Printing of pre-evaluation data on OMR Award sheet, the Chairperson, NIOS will be the sole authority to take action as deemed fit, which shall be final and binding on the Bidder/Agency.**
21. 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.
22. 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.
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. No claim for price increase will be entertained after submission & in respect of finalized of bids and signing the contract except statutory obligations.
27. 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.
28. The volume of work may increase or decrease according to the requirement of the NIOS.
29. The Institution reserves the right to reject any or all the tender without assigning any reasons.
30. 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.
31. 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.
32. The payment will be made after satisfactory completion of work .
33. The Bidder/Agency will have to install scanners and computer system including printers at the Evaluation Centers of NIOS and Evaluation Department, Headquarter at NOIDA of NIOS. Data recognition, checking and pupation can be carried out at its own computer center and in no case shall be subcontracted.

34. 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.
35. 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 as and when required by the Institution. Data will not be erased without written permission of the Institution.
36. The Bidder/Agency should have adequate number of heavy duty scanners of its own with scanning speed of 40-50 pages per minute each. The Bidder/Agency has to install scanners at each Evaluation Centre of the Institution to scan 50,000 to 60,000 sheets per day. The Bidder/Agency will have to supply the data on CD to the Institution at the end of each day
37. Bidder/Agency has to deploy manpower & equipment at the Evaluation Centres of NIOS and Evaluation Department, Headquarter at NOIDA of NIOS.
38. The entire work has to be completed within the period of 20 days of time
39. 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 has to furnish a self declaration in this regard.
40. In the event of any dispute arising between the NIOS and the selected Bidder/Agency, the same shall be subject to the jurisdiction of courts in NOIDA, Gautam Budh Nagar, U.P.

**41. Penalty:**

**41.1.** In case the supply is not made within the stipulated period the penalty may be imposed to printer/Bidder/Agency for delay as per the following.

- (i). Penalty of 4 % of total value of work for delay of one week (Upto 7 days )
- (ii). Penalty of 8% of total value of work for delay of two week (upto 14 days)
- (iii). Penalty of 14% of total value of work for delay for above 14 days

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

41.2 In case the Bidder/Agency is not able to execute to the job on time or to the entire satisfaction of 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 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 NIOS.

41.3 For any error in the OMR flyer slip or poor quality in printing of award sheet Adhesive laser labels and printing, a suitable penalty may be imposed by NIOS which may go up to 10% of the total value of the work or may decide by the NIOS

41.4 Any mistake in the Scanning of OMR Flyer Slips and finalization of data as well as complete making of adhesive laser label and printing of unique ID with Barcode on adhesive laser labels & Printing of pre-evaluation data on OMR Award sheet work 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, NIOS reserves the right to cancel the contract and forfeit the Bank Guarantee at any point of time. The Bidder/Agency may also be black listed and debarred for considering such work in future.

All the terms and conditions stated under clause no 01 to 41 are accepted to me /us.

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

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone No.** \_\_\_\_\_

**Mobile No.** \_\_\_\_\_

**Email-ID** \_\_\_\_\_

**Date** \_\_\_\_\_



## **SUBMISSION OF BID**

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

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

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

Any bids received after the stipulated period will not be accepted by NIOS.

### **Part 1- Technical Bid**

- i. Scanned copy Tender processing fee and EMD.
- ii. Scanned copy Declaration Letter.
- iii. Scanned Copy of all the relevant document for Pre-Qualification bid as mentioned in Eligibility conditions or Terms & Conditions.

### **Part 2- Financial Bid**

- i. Schedule of price Bid in the form of BOX XXX.xls

**NIOS will evaluate the Technical bid as per the eligibility criteria mentioned in the Tender 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/Agencys 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/ EMD as applicable and enter details of the instrument.
4. Bidder/Agency should prepare the EMD as per the instruction specified in the tender document. The original should be posted/countered/given in person to the concerned official latest by the last date of bid submission or as specified in the tender document. The details of the DD/any other accepted instrument, physically sent should tally with the details available in the scanned copy and the date entered during bid submission time otherwise the uploaded bid will be rejected.
5. Bidders/Agencies are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid

has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the Bidders/Agencies. Bidders/Agencies are required to download the BoQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the Bidder/Agency). No other cells should be changed. Once the details have been completed, the Bidder/Agency should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the Bidder/Agency, the bid will be rejected.

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

#### **ASSISTANCE TO BIDDERS**

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

## TECHNICAL BID

**(Tender for Scanning of OMR Flyer Slips and finalization of data as well as complete making of Adhesive Laser Label and printing of unique ID with Barcode on Adhesive Laser Labels & Printing of Pre-evaluation data on OMR Award sheet for NIOS Examination)**

**(Note: Bidder/Agency must read the enclosed term & condition before filling up the particular in the form)**

After having gone through the details as enlisted in the tender documents along with terms and conditions of the tender for Scanning of OMR Flyer Slips and finalization of data as well as complete making of Adhesive Laser Label and printing of unique ID with Barcode on Adhesive Laser Labels & Printing of Pre-evaluation data on OMR Award sheet for NIOS Examination, 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 .

### **General Information**

<b>Sl. No.</b>	<b>Particular</b>	<b>Details</b>
1.	Name of Bidder/Agency registered with ISO Certified.	
2.	Name of Director/ Proprietor a) Designation b) Telephone no. c) Mobile no. d) Email ID	
3.	Address of the Bidder/Agency : (i) Head Office: (ii) Branch ( if any): (iii) Printing Press Location: (iv) Area and number of Floors (in sq. m)	
4.	Contact details of Bidder/Agency: (i) Telephone Number(s) (ii) Mobile No.: (iii) Fax No. (iv) E-mail ID:	
5.	Year of Establishment & Registration No. ISO certified. (Please attach certificate thereof)	
6.	Bank Details for payment : (a) Account Number : (b) IFSC Number : (c) Name of the Bank : (d) Address of the Bank :	
7.	Total area of Office space In case of Rent/Ownership, please enclose proof.	

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	
10.	Registration No. / TAN No./GST No.	
11.	Whether the Tender Documents duly signed, Stamped and enclosed.	
12.	Whether, the undertaking that the Bidder/Agency has not been blacklisted by any Govt./Public undertaking Institution / Organization /IBA enclosed <b>(YES/NO)</b>	
13.	Detail of DD for Tender processing fee of Rs.____/- (DD no, Date and Bank)	
14.	Detail of EMD of Rs...../- (DD no, Date and Bank)	
15.	Distance from NIOS HQs, NOIDA to the work place of Bidder/Agency	
16.	Number of computer (Latest Configuration)	
17.	Number of Scanners (Heavy Duty)	
18.	Number of Line Printer (Heavy Duty)	
19.	Number of Laser Printer Heavy Duty with printing capacity if at least 30-40 pages per minute.	
20.	Number of permanent staff (including technical)	
21.	Number of contractual(skilled/ un-skilled staff)	

22. Experience in handling the work of Scanning of OMR Flyer Slips and finalization of data as well as complete making of Adhesive Laser Label and printing of unique ID with Barcode on Adhesive Laser Labels & Printing of Pre-evaluation data on OMR Award sheet of NIOS Examination work of other Board/ University/ reputed Educational Institution. Please enclose at least three work orders & minimum three years Experience certificates from the organization to whom you have rendered service successfully.

<b>Year</b>	<b>Name of Board/University/ Educational Institution etc.</b>	<b>Qty.</b>	<b>Details of work executed</b>
<b>2018-19</b>			
<b>2019-20</b>			
<b>2020-21</b>			

23. Minimum turnover of **Rupees 3.0 Crores** per annum in each of the previous three years. (Enclose copy of audited accounts with trading, profit and loss account and balance sheet)

<b>Financial Year</b>	<b>Annual Turnover (in Rs.)</b>
<b>2018-19</b>	
<b>2019-20</b>	
<b>2020-21</b>	

24. A copy of Income Tax Return submitted during the last 03 financial years may be furnished. (with copy of pan card)

25. Whether eligibility criteria as given in the Tender Documents is fulfilled by the Bidder/Agency.

**YES/NO**

(Name & Signature of Bidder/Agency  
with Seal & Date)

Name: \_\_\_\_\_  
Mobile no: \_\_\_\_\_  
E-mail ID : \_\_\_\_\_

**Check List for Technical Bid**

<b>SL. No</b>	<b>Name of the Document (copy of duly certified by the Bidder/Agency)</b>	<b>Remarks (Enclosed/Not Enclosed)</b>
1.	Registration certificate with ISO Certified Bidder/Agency	
2.	Company registration certificate	
3.	Turnover minimum Rupees_____ <b>(Rupees _____) in each of the previous three years</b> (Trading, Profit and Loss a/c and Balance Sheet of last three years)	
4.	Experience certificate minimum of 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 along with PAN.	
7.	Demand Draft for Tender processing fee of Rs.____ /- (Rupees_____)	
8.	Demand Draft for EMD _____	
9.	GST Certificate.	
10	Sales Tax/Registration no / TAN no. and PAN	
11	Copy of insurance against fire & theft etc.	
12	Self declaration and undertaking that the Bidder/Agency has not been blacklisted/debarred by any Govt./Public undertaking Institution/Organization	
13	Proof in respect of hiring office space/building on rent	

( Name & Signature of  
Bidder/Agency  
With Seal & Date)

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

Mobile no:- \_\_\_\_\_

E-mail ID : - \_\_\_\_\_



**NATIONAL INSTITUTE OF OPEN SCHOOLING  
(Financial Bid)**

(Tender from for Scanning of OMR Flying Slips and finalization of data as well as complete making of adhesive laser label and printing of unique ID with Barcode on adhesive laser labels & Printing of pre-evaluation data on OMR Award sheet for NIOS Examination.)

After having gone through the details of work and specification contained in the tender document and the terms and conditions as enlisted in the tender document for Scanning of OMR Flying Slips and finalization of data as well as complete making of adhesive laser label and printing of unique ID with Barcode on adhesive laser labels & Printing of pre-evaluation data on OMR Award sheet

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

Item No.1	Brief details of work	Rate ( all inclusive )
1.1	Complete making of adhesive laser label of size 8.5 inches x 12 inches having 20 label of size 92mm x 22.6mm each on 60 GSM release liner and 60 GSM for label for the activities mentioned in the tender document.	Rs. _____ (Rupees _____) per learner (inclusive of all Taxes). No Overwriting and cutting is allowed.
1.2	Printing of unique ID with Barcode on adhesive laser label having maximum 20 records on duplicate on each sheet for the activities mentioned in the tender document.	
1.3	Printing of unique ID and other pre-examination data on OMR award slip having maximum 20 records on each sheet for the activities mentioned in the tender document.	

Item No.2	Brief details of work	Rates (all inclusive*)
2.1	Scanning of OMR flyer slips, size 18 cm x 20.5 cm & finalization of data for Secondary/Senior Secondary/On Demand Exams(ODE), Vocational and other Examinations of various Projects/schemes.	Rs. _____ (Rupees _____) per learner (inclusive of all Taxes). No Overwriting and cutting is allowed.

\* **Note:** As per Notification No. 12/2017-Central Tax(rate) dated 28th June 2017, GST exempted to Institution NIOS for services related to conduct of examinations.

(Authorized Signatory  
with full name, designation and stamp)

Full name \_\_\_\_\_

Designation \_\_\_\_\_

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

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

Date \_\_\_\_\_

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

Place: \_\_\_\_\_

**TENDER ACCEPTANCE LETTER**

(To be given on Bidder/Agency office letter head)

Date: / /2022

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

Subject:- **Acceptance of Terms & condition Tenders for Scanning of OMR Flying Slips and finalization of data as well as complete making of adhesive laser label and printing of unique ID with Barcode on adhesive laser labels & Printing of pre-evaluation data on OMR Award sheet for NIOS Examination.**

Dear Madam/Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: <https://eprocure.gov.in/eprocure/app> or [www.nios.ac.in](http://www.nios.ac.in) as per your advertisement, given in the above mentioned website(s).
2. I/ We hereby certify that I / We have read the entire terms and conditions(**1 to 41**) of the tender documents from **Page No. 11 to 16** which form part of the contract agreement and I/we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organization too have 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 do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. department/Public sector undertaking/ Board/ University/Organization.
6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ 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.
7. I/we hereby also declare that our Agency/Firm/Company/Concern is registered ISO certified. We are in the business of above work, which can be verified from our office records. We have all technical infrastructure and technical staff etc. for smooth and effective execution of your above work.

Yours faithfully,

(Authorized signatory

With full name, Designation and stamp)

Full name\_\_\_\_\_

Designation\_\_\_\_\_

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

Mobile\_\_\_\_\_

Emil Id\_\_\_\_\_