



National Institute of Open Schooling (NIOS)

ISO 9001:2008 Certified

(An Autonomous Institution under MHRD, Govt. of India)

A-24-25, Institutional Area, Sector-62, NOIDA-201309, U.P.

Tender Document

Last date of Sale of Tender Document **28th Feb., 2019 upto 2.00 p.m. at NIOS (HQ)**

Last date of Submission of Tender Document **1st March, 2019 upto 2.30 p.m. at NIOS (HQ)**

Date & Time of opening of Technical bid on **1st March, 2019 at 3.00 p.m. at NIOS (HQ)**

Date of opening of Financial Bids: To be informed later on

From

The Director (Eval.),
National Institute of Open Schooling
A-24/25, Institutional Area, Sector-62,
Noida, U.P.

To

Subject: Printing and Supplying of Pre-printed/Blank Mark Statements and Passing Certificates of NIOS for D.El.Ed. Examination on Dandy Water Mark (NIOS Logo) 150 GSM Parchment Paper.

Dear Sir,

On behalf of the NIOS, I invite tender under Two-bid system for printing and supplying of the above items detailed in the pages attached as Annexure IV. NIOS intends to have a Contract with L-1 Printer registered with RBI/IBA for printing and supply the above cited items including the cost of paper. The terms and conditions governing the Rate Contract are given in Annexure I. NIOS is an Educational Board like CBSE and provide education upto pre-degree level through open and distance mode, needs Marksheets and Certificates to be printed for about 13 lakhs in-service untrained teachers undergoing training. If you are in a position for printing and supplying of these stationeries in accordance with the requirement stated in the attached annexure, please submit your tender to this office giving complete details quoting your lowest rates in the prescribed tender form attached as per the time schedule given there in.

2. REGARDING TENDER DOCUMENT

The form in which Technical and Financial bids are required to be given are attached vide Annexures III & IV respectively with Terms and Conditions and other important instructions to tenderers and other technical requirements at Annexures I & II respectively.

3. GENERAL INFORMATION ABOUT TENDER

(i) Preparation of Tender

The duly filled-in tender form complete in all respects should be submitted to NIOS at the designated place given in the tender document.

(ii) Signing of Tender

The tender is liable to be rejected if complete information is not given therein or if the particulars and date (if any) asked for in the Schedule to the Tender are not filled-in complete in all respect. Specific attention must be paid to dates and also the general conditions of the contract as given in the Annexure I & II. **If cutting or overwriting is there in the technical and financial bid, the tender is also liable to be rejected.**

(iii) Each page of Annexures I, II and Annexures III and IV should be filled, signed, stamped and submitted to NIOS by the tenderer.

(iv) The paper will be used and manufactured as per stipulations laid down by IS: 6622 (Indian Standard for parchment paper) . A latest Chemical Lab Test report alongwith 03 samples of paper to be enclosed with the Technical Bid.

(v) Volume of work will be approx. 13 lakh copies of each document.

4. Earnest Money and Security Deposit

Earnest Money Deposit (EMD) worth Rs.1,25,000/- (Rupees One Lakh Twenty Five Thousand only) should accompany the tender in the shape of DD from any scheduled Bank drawn in favour of the Secretary, NIOS payable at Noida/UP valid for a period of not less than **three months**. **The EMD of the unsuccessful tenderers on receipt of application will be returned within 30 days from the date of opening of the tender. Successful tenderer will be asked to deposit Security Deposit, which will be 10% of worth of the supply order to NIOS in the shape of Bank Guarantee / Fixed Deposit / D.D. valid for two years and two months. On receipt of application from successful bidder, EMD will be returned without any interest on receipt of acceptance of contract and security deposit of requisite amount.**

Any tender which is not accompanied by Earnest Money Deposit (EMD) will be summarily rejected. Payment of Earnest Money Deposit by cheque or in any other form as stated above will not be acceptable.

No interest on the Earnest Money/Security Deposits will be payable.

5. Specifications and approximate quantities of different documents to be printed and supplied

(5.1) Mark sheet

- (5.1.1) To be printed on 150 GSM parchment paper Dandy Water Mark (NIOS logo) as per IS: 6622 (Indian Standard for Parchment Paper).
- (5.1.2) Size of the document – 8.5”x13” one part in cut sheet.
- (5.1.3) Printing of Text – Four colour printing on front and single colour printing on back with auto machine numbering with Bar Code.
- (5.1.4) Marksheet having the following security features.
 - (i) High resolution border
 - (ii) Copy-N-check
 - (iii) Shooksmaksher (microlining)
 - (iv) UV ink printing
 - (v) Number aar-paar
- (5.1.5) Approximate 13 lakh blank mark sheet are to be printed & supplied during March-April, 2019 (quantities may increase or decrease)

(5.2) Pass Certificate

- (5.2.1) To be printed on 150 GSM parchment paper Dandy Water Mark (NIOS logo) as per IS: 6622 (Indian Standard for Parchment Paper).
- (5.2.2) Size of the document- 8”x10” one part in cut sheet.
- (5.2.3) Printing of Text – Four colour printing on front and single colour printing on back with auto machine numbering with Bar Code
- (5.2.4) Hot metal foiling of NIOS logo
- (5.2.5) Pass Certificate having the following security features.
 - (i) High resolution border
 - (ii) Copy-N-check
 - (iii) Shooksmaksher (microlining)
 - (iv) UV ink printing
 - (v) Number aar-paar
 - (vi) Hot metal foiling of NIOS logo – 12mm square
- (5.2.6) Approximate 13 lakh certificates are to be printed & supplied during March-April, 2019 (quantities may increase or decrease)

6. DELIVERY OF TENDER

There are two Parts of the Tender Forms i.e. **(1) Part A (Technical Bid) and (2) Part B (Financial Bid)**. The Technical Bid contains important information for Tender and Important Instructions to tenderers and other Conditions/Technical Requirements. **Each page of the Terms and Conditions i.e. Annexure I and the Important Instructions to Tenderers etc. i.e. Annexure II** to be filled wherever required, and signed and stamped by authorised signatory and accompanied by required Earnest Money (EMD) and be submitted in a sealed cover superscribed as **COVER – A: Technical Bid for printing and supplying of NIOS Marksheets and Certificates for D.El.Ed. Examinations**. The other group of the Tender form **Part B** contains the **Financial Bid** which should properly be filled, signed and stamped by the authorised signatory and be submitted separately in sealed cover duly superscribed as **Cover - B Financial Bid for printing and supplying of NIOS Marksheets and Certificates for D.El.Ed. Examinations**. Both these Groups of Forms i.e. **Part A and Part B (Technical and Financial Bid)** duly sealed in separate cover and superscribed as above should further be sealed in a big envelope and superscribed as **Tender for Printing and Supplying of Marksheets and Certificates of NIOS for D.El.Ed. Examinations** alongwith due date.

This sealed tender duly completed in all respects should be addressed to

**“The Director (Evaluation),
National Institute of Open Schooling (NIOS)
A-24/25, Institutional Area,
Sector-62, Noida (U.P.)”**

The tender should be submitted in the tender box kept at the entry gate of NIOS HQ at 7th Floor. **Please note that late and incomplete tender in any form will not be considered.**

7. VALIDITY PERIOD OF CONTRACT

- (a) The rates as quoted by the tenderers and on approval by NIOS this contract shall remain effective for a period of 2 years from the date of signing of the agreement/contract with Printer registered with RBI/IBA. However, this period may further be extended in agreement with the tendering firm for another one year on the same rate, terms & conditions on mutual consent of both the parties.
- (b) Tenders accompanied by any counter condition will not be considered and is liable to be summarily rejected.

8. OPENING OF TENDER

Tenderers or their authorised representatives are at liberty to be present at the time of opening of the tenders.

9. WATER-MARK AS DISTINCT MARK OF IDENTIFICATION

The Printer registered with RBI/IBA should have its own mill or proper arrangements/tie up for making NIOS 150 GSM Parchment paper (NIOS logo) Dandy Water-Marked and properties of paper required to be manufactured must conform to IS: 6622 specifications To be printed on 150 GSM parchment paper Dandy Water Mark (NIOS logo) as per IS: 6622 (Indian Standard for Parchment Paper) carrying an appropriate design/insignia as a distinct mark of identification. The design of the matter to be water-marked shall be provided by NIOS. The firm shall take the responsibility that no pilferage of NIOS water-marked paper takes place. However, the rates quoted should include the preparation of Dandy Roll, as no extra charges will be paid in this regard.

The firm should have its own blank computer stationery printing unit with at least two multi coloured web printing machines and other related equipments for executing the assigned jobs, which are subject to physical inspection by NIOS authorities at any stage. In addition to all these, firm should have proper arrangement for incorporating different security features as desired by the NIOS.

10. PRICES

- (a) The prices once accepted by the NIOS shall remain valid for 2 years. The NIOS shall not entertain any increase in the rates during the period of agreed contract. **This rate contract is initially valid for a period of two years and can be extended for another one year on the same rates, terms and conditions with the mutual consent of both the parties.**
- (b) The price quoted must be net per unit as asked in the Financial Bid proforma but inclusive of all operations including making and providing of all Art works, Designs, proofs of the jobs to be printed, Dandy Rolled making charges, cost of manufacturing of 150 GSM Parchment paper with NIOS Logo water marked, printing charges, cost of hot metal foiling on Pass Certificates FOR (Delhi/NCR) and Taxes etc., if any excluding GST.

The rates must be quoted inclusive of all excluding GST both in words and figures. Cutting and overwriting of rates quoted shall render the tender invalid & shall be rejected.

11. TERMS OF DELIVERY

The delivery of stationery is required within **40 days** from the date of order or as per the delivery schedule specified by the NIOS from time to time. Schedule once finalized should strictly be adhered to, failing which the rate contract is liable to be terminated and penalty maximum up to 10% value of the supply order or as deemed fit by the NIOS, will be imposed and liquidated damage any occurred due to not executing the job supplying the printing material as per the delivery schedule shall be recovered out of the Security Deposit or the Security Deposit will be forfeited.

12. SAMPLES

03 (three) Sheets samples of 150 GSM Parchment paper should be sent along with the tender form duly stamped and signed indicating the grammage, name of the manufacturer, name of the tenderer, address etc. with latest Lab. Chemical Test Report. Samples are required for judging the quality of paper etc.

13. RIGHT OF ACCEPTANCE

This office does not pledge itself to accept the lowest or any tender and reserves to itself the right of accepting the tender and the tenderer shall supply the same at the rates quoted.

14. DELIVERY OF STATIONERY

It will be the responsibility of the successful tenderer to deliver the stationery items at the FOR Headquarters of NIOS at Noida, U.P./NCR, or at any other address given to the Printer registered with RBI/IBA. **Since the task of printing and supplying of stationary, is a time bound activity, the firm shall have to maintain given time schedule strictly alongwith high print quality, failing which the contract is liable to be terminated and penalty maximum up to 10% value of the supply order or as deemed fit to be imposed including other actions against the firm.**

Yours faithfully,

Director (Evaluation)
NIOS

Enclosures :

Annexure - I — *Terms and Conditions*
Annexure - II — *Important Instructions to Tenderers and Other Conditions/Technical Requirements*
Annexure - III — *Technical Bid Form*
Annexure - IV — *Financial Bid Form*

TERMS AND CONDITIONS

1. Parties

The parties to the contract are Contractor which term means the person with whom the contract is made and includes his heirs/executors/administrators and permitted assignees as the case may be and the National Institute of Open Schooling hereinafter referred to as Purchaser.

2. Authority of the Secretary

For all purposes of the contract, including arbitration proceedings thereunder, the Secretary, NIOS shall be entitled to exercise all the rights and powers of the Purchaser.

3. Consequence of Breach

If the firm/contractor commits breach of either of any conditions it shall be lawful for the Secretary, NIOS to cancel the contract and the decision of the Secretary, NIOS as to any matter or thing concerning or arising out of this breach of any of the conditions in this shall be final binding on the Contractor.

4. Failure and Termination

NIOS reserves the right to terminate the contract at any time without prior notice and to forfeit whole of the security deposit, if the supplier fails to make the supply within the prescribed period or in accordance with the specifications and sample or there is any breach of terms of the contract on the part of the supplier and the penalty maximum up to 10% value of the supply order or as deemed fit by competent authority shall be imposed including other actions. The Earnest Money will also stand forfeited, if the tenderer, fails to accept it. In case the printing of any documents, if found defective or numbering on the document is found defective, the whole lot(s) will be rejected and the party will be required to re-print or re-manufacture the whole lot(s) in the given time period as desired by the NIOS at their own cost.

5. Payment under the contract

- (i) No payment in advance shall be considered.
- (ii) **Counter conditions by the tenderers in matters concerning payment of bills shall not be acceptable.**

6. Inspection and Rejection

The printed items by the printers registered with RBI/IBA shall be subjected to inspection at any stage and NIOS also reserves the right to get any lot or the entire lots of stationery physically inspected and/or Lab tested from a Govt. Laboratory after receiving the material.

The Purchaser's decision as regards the rejection shall be final and binding on the Contractor.

7. Quantities mentioned in the Tender Form may increase or decrease as per the requirements of the NIOS i.e. as per the number of students appeared. The timings of supply also depend upon the requirement of NIOS.

8. In the event of specification/grammage required by NIOS not found in consonance with the specifications/grammage prescribed by the IS: 6622 /NIOS against the items, necessary proportionate deduction of cost shall be made and the decision of the Secretary of the NIOS for penalty maximum up to 10% value of the supply order to be imposed/deduction made etc. shall be final and binding on the firm.
9. In case the successful tenderer fails to complete the order in part or in whole, as the case may be, the order shall be cancelled and for completion of the remaining portion of the job, the order will be given to the next successful tenderer and any excess expenditure involved shall be recovered from the tenderer who fails to complete the job. Besides, the penalty maximum up to 10% value of the supply order or as deemed fit by the Competent Authority shall be imposed on the tenderer who fails to execute the work order.
10. The Tenderer should have minimum '3' years experience in this field of similar nature of work. The tenderer should submit the last '3' years Income Tax Return as well as copy of Accounts duly audited by a Chartered Accountant alongwith the tender. The firm's Annual Turnover should not be less than Rupees Ten Crores.
11. **Law governing the contract**
 - (i) This contract shall be governed by the law of India for the time being in force.
 - (ii) Irrespective of the place of delivery, the place of performance or place of payment under the contract, the contract shall be deemed to have been made at the place from which the acceptance of tender has been issued.
 - (iii) 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.

ACCEPTANCE OF THE TENDERERS

The terms and conditions enumerated in this form have been read by me/us and are acceptable to me/us.

Dated :

Signature of Witness
 (Name in Block letters) _____
 Address _____

Signature with stamp of Tenderer
 Address _____

Important Instructions to Tenderers and Other Conditions/Technical Requirements

The following instructions/guidelines and other conditions should be noted for strict compliance by the tenderers.

Eligibility for Tenderer

1. The printers should be on the approved panel of RBI/IBA and should have **minimum 3 years experience** of printing and supplying bulk quantities of similar kind of jobs like marksheets and certificates etc. of any Govt. Board/University or any other Govt. or reputed Educational Institution. The firm should have its own blank computer stationery printing unit of desired specifications/sizes with at least two multicoloured web printing machines and other related equipments for executing the assigned jobs. NIOS may inspect all these infrastructures at the premises of the Printers registered with RBI/IBA. The annual turnover of the printer should not be less than **Rupees ten crores**.
2. The tender document 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.
3. The tender not submitted in the "prescribed form" and not accompanied with an Earnest Money Deposit by Demand Draft of Rs. 1,25,000/- shall be disqualified.
4. The tender conditional in nature and inconsistent with terms and conditions of the contract shall be considered as invalid.
5. The tenderer shall enclose a **letter of authority from concerned paper mill**, for the NIOS water marked Parchment paper is to be manufactured and in case the tenderer is having its own paper mill, the same shall also be stated and an undertaking to this effect be enclosed by the tenderer while quoting the rates.
6. Tender should accompany with three (3) sample sheets of 150 GSM Parchment paper as per specifications duly signed by the tenderer, giving nomenclature, name of the manufacturing mill. The Chemical properties of the sample sheets must match with the chemical properties of the actual supplies. Firm will also have to supply latest **Chemical Test Report** of the paper to be used for this purpose. Non-compliance of this requirement shall render the tender invalid.
7. Any tender received after the deadline for submission of tenders shall stand disqualified and hence shall not be considered.
8. Tenderers are expected to examine carefully all instructions, conditions, specifications, schedule of the tender documents before quoting rates. Failure to comply with the terms and provisions of the tender documents will be at the tenderers risk.
9. **The firm should have at least two multicoloured web printing machines.**
10. Arrangements for manufacturing of 150 GSM Parchment paper with (NIOS logo) Dandy Water Marked and properties of the paper manufactured must conform IS: 6622 specifications To be printed on 150 GSM parchment paper Dandy Water Mark (NIOS logo) as per IS: 6622 (Indian Standard for Parchment Paper).

11. At the time of manufacturing of Parchment paper the firm will be required to put visible and invisible fluorescent fibres to be seen with ultra violet light.
12. In addition to multicoloured printing the firm will be required to print other security features with Ultra Violet (UV) ink on Parchment paper also.
13. **The firm should have technical expertise and adequate infrastructure to print approx. 13 lakhs copies of each blank stationery (marksheet & certificate) of required size/specifications. These quantities may increase or decrease.**
14. The firm will maintain highest standard of printing and utmost confidentiality during the course of manufacturing of paper, complete printing and despatch of this stationery to destination.
15. **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.**
16. The Tenderers will have to give the proof of RBI/IBA registration.
17. The supplier shall furnish an undertaking after the supply that any shortage or defect or any deviation in quality/quantity from the approved paper sample/design detected by NIOS will be completed or replaced immediately as may be the case by the firm.
18. The firm will have to provide the following additional security features while printing on Parchment paper.
High resolution border, Copy-N-Check, Shookshmakshar (microlining) and UV ink printing number aar-paar and Hot Metal toiling etc.
19. The firm will make and provide all Art works, Designs and Proofs of the documents to be printed as and when required by NIOS authorities.
20. The firm will have to supply stationery in cartons duly arranged serially and packed with complete details written on outside of each carton.
21. Certificate of maintaining confidentially, safe disposal of wastage & extra printing etc. if also to be furnished.
22. The successful tender required to submit a certificate stating that IS-6622 specification to be followed for making the parchment paper and the same should be submitted along with the tender acceptance letter.
23. NIOS will be at liberty of sending random printed samples to any Govt. lab for Chemical Test at any stage even after receiving supplies.

ACCEPTANCE OF THE TENDERERS

The terms and conditions enumerated in this form have been read by me/us and are acceptable to me/us.

Dated :

Signature of Witness
(Name in Block letters) _____
Address _____

Signature with stamp of Tenderer
Address _____

Part - A

TECHNICAL BID

(Technical Details to be furnished by the Tenderer alongwith Technical Bid)

Note: Please use separate sheet wherever required.

1. Name & Address of the firm :
(with contact no.) :
2. Category of firm whether sole :
Proprietorship/partnership/Company
3. Year of incorporation of firms/Company :
or Registration of firms/Company
(copy of Registration to be enclosed)
4. Details of multi coloured web
printing machines
and other related equipments
(give details) :
5. Details of similar type of works
done during last three years :
(Attach copies from Boards/Universities
total quantities printed alongwith,
work-order and name of references with
their Names & Telephone No. etc.)
6. (i) Please indicate arrangement/
tie up or own mill for making of
150 GSM Parchment (NIOS logo)
Dandy Water Marked paper strictly
as per IS:6622: (Indian Standard for Parchment paper).
- (ii) Please attach a letter of authority from :
concerned mill, if the (NIOS logo) Dandy
Water Marked paper is to be manufactured
from any other mill also certifying that the
Dandy Water Marked paper will be made
only as per the requirement placed to the mill
by the tenderer as per instructions in
Annexure 'II', Point-(5).
7. Attach three (3) sample sheets of 150 GSM Parchment :
Paper as per instructions in Annexure II point 6.

8. Additional security features to be added by firms. Please specify in reference to point no. 11, 12, 14 & 19 of Annexure II.
9. Registration details of RBI/IBA with proof to be enclosed :
10. Details of EMD : Name of Bank
D.D. No. & Date :
Amount :
11. Annual turnover of firms (should not be less than ten crores)
(Attach last three years IT Returns/ Copy of Annual Accounts duly audited by a Chartered Accountant for the financial years 2015-16, 2016-17 and 2017-18).
12. GST No.
13. Photocopies of Income Tax Return of Last :
Three years i.e. 2015-16, 2016-17 & 2017-18
14. Photocopies of Annexure I,II,III & IV having each page duly signed and stamped

Signature with stamp of the Tenderer

(Sole Proprietor/Partner/Director/Authorized Signatory)

ACCEPTANCE OF THE TENDERERS

The terms and conditions enumerated in this form have been read by me/us and are acceptable to me/us.

Dated :

Signature with
Stamp of the Tenderer

Contact No.

Landline No.

Mobile No.....

Annexure IV

Last date of Submission of Tender Document 28th Feb., 2019 upto 2.30 p.m. at NIOS (HQ)

Part - B **FINANCIAL BID**

- (i) Interested Printers registered with RBI/IBA are advised, please see all the printed samples with Deputy Director – I (Evaluation) at Evaluation Department, NIOS HQ, NOIDA before quoting their rates.
- (ii) Rates should be quoted inclusive of all (excluding GST) i.e. cost of 150 GSM Parchment paper with (NIOS logo) Dandy Water Marked, which is to be got arranged by the firm including the cost of Dandy roll/Dandy cover for making NIOS water marked paper and properties must conform IS:6622 (Indian Standard for Parchment paper).
- (iii) Rates should also be quoted inclusive of manufacturing cost of hot metal foiling of NIOS logo on Pass Certificates.

The Director (Evaluation)
National Institute of Open Schooling
A-24/25, Institutional Area,
Sector-62, Noida (U.P.)

Sir,

After having gone through your requirements for procurement of documents i.e. pre printed/ blank Marksheets and Passing Certificates etc. on 150 GSM Parchment paper with (NIOS logo) dandy Water Marked, I/we hereby accept all terms and conditions of your tender document and quote our lowest rates for the same in the prescribed proforma given below:

S. No.	Name of the Items	Specifications & Quantities	Rates per copy to be quoted inclusive of all (excluding GST) and delivery FOR New Delhi/NCR (including cost of material and all other work involved in printing)
1	Marksheet On 150 GSM Parchment paper with NIOS Logo dandy water marked as per IS: 6622 Specification	As stated in this tender document at (5.1), page no. (3)	
2	Pass Certificate On 150 GSM Parchment paper with NIOS Logo dandy water marked as per IS: 6622 Specification	As stated in this tender document at (5.2), page no. (3)	

Signature with stamp of the Tenderer

ACCEPTANCE OF THE TENDERERS

The terms and conditions enumerated in this form have been read by me/us and are acceptable to me/us.

Dated :

Signature with
Stamp of the Tenderer

Note:

1. No cuttings/overwriting/erasing is allowed.
2. Conditional bid will summarily be rejected.