

National Institute of Open Schooling(NIOS)

(An Autonomous Organisation of the Ministry of Human Resource Development,
Department of School Education & Literacy, Govt of India)

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

F-3-397/2015/NIOS/EVAL/CONF
28th August, 2017

Speed Post

To,

Subject:- Short term limited tender notice for Manufacturing and Supply of Self Adhesive Stickers under two bid system (Technical bid and financial bid) regarding.

Sir/Madam,

National Institution of Open Schooling (NIOS) is an autonomous institution under Department of School Education & Literacy, Ministry of Human Resource Development, Govt of India having its Headquarters at A-24-25, Sector-62, NOIDA (UP). NIOS intends to purchase Self Adhesive Stickers on the Sheet in the size of 10"x12" of good quality paper having holes on both sides of paper in continuation form. Each sheet must contain 34 stickers having 17 stickers on each side from the Centre of 10"x12" sheet making a total of 34 stickers properly gummed along with full release paper. The quantity required is 2,00,000 sheets of size 10"x12"(each sheet containing 34 stickers in continuation form). For this purpose, NIOS invites sealed tenders under two bid system from the experienced and reliable firms in the prescribed proforma i.e. **Annexure- I of technical bid and Annexure-II of financial bid.**

Interested firms may submit tenders on the enclosed prescribed proforma Annexure-1 of technical bid and Annexure –II of financial bid duly completed in all respects and sealed in separate envelopes and put together in a bigger envelope accompanied with requisite Earnest Money Deposit(EMD) of Rs. 10,000/- (Rupees Ten Thousand only). The tenderers are advised to see the sample of the sticker available in the office at Room No. 706 , 7th floor, Evaluation Department before quoting their rates.

The prescribed tender document can be downloaded from NIOS website www.nios.ac.in. The sealed tender super scribed as "**Limited Tender for Supply of Self Adhesive Stickers**" should be dropped in Tender Box kept at Evaluation Department, 7th Floor, 24-25, Institutional Area , Sector-62, NOIDA-201309 (UP) **latest by 11.09.2017 upto to 2:00 PM.** The tenders will be opened on the same day at 2:30 PM in Room No. 701, (Committee Room, 7 Floor, Evaluation Department, in the presence of representatives of the firms who wish to be present. Please read the instructions to the bidders, terms and conditions carefully before quoting the rates.

Yours sincerely,

Sd/

(K.K. Giri)
Assistant Director (Eval)

Encl: As above.

Sl. No. _____

Date of issue _____

Cost of Rs. 525/- (Rupees Five Hundred Only) **(Non Refundable)** deposited at NIOS Cash Counter, A-24/25, Sector – 62, Noida – 201309

vide NIOS Receipt No. _____ dated _____

OR

Deposited through Bank Draft No. _____ dated _____ for Rs. _____ drawn on _____ (name of the Bank) in favour of the Secretary, NIOS, Payable at Noida (to be attached with the Technical bid form)

Tender Document to be put in the Tender Box kept at Confidential Section, 7th Floor, Evaluation Department, A-24/25, Institutional Area, Sector-62, Noida-201309 (U.P.)

Last date and time for sale of Tender Form : Till **14.00 hours of 11.09.2017**

Last date and time for submission of Sealed Tender: **11.09.2017 upto 14.00 Hrs.**

Date & time for opening of the Technical bid: **11.09.2017 at 14.30 Hrs.**

Venue for opening of Technical Bid(s):

**National Institute of Open Schooling
Committee Room, 7th Floor,
Evaluation Department
A-24/25, Institutional Area,
Sector-62 Noida-201309 (U.P.)**

National Institute of Open Schooling(NIOS)

(An Autonomous Institution of the Ministry of Human Resource Development,
Department of School Education & Literacy, Govt of India)

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

SHORT TERM LIMITED TENDER NOTICE FOR MANUFACTURING AND SUPPLY OF SELF ADHESIVE STICKERS

ABOUT THE INSTITUTE

The National Institute of Open Schooling (NIOS) is an autonomous organization of the Ministry of Human Resource Development, Govt. of India. It provides education opportunities for Secondary and Senior Secondary levels and also for Vocational courses 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 and ST, differently abled persons and other disadvantaged persons who because of one or other reason could not continue their education with the formal system. NIOS operates through a network of Twenty Two (22) Regional Centres and Two (2) Sub-Regional Centres and about Six thousand Accredited Institutions(AIs) and Accredited Vocational Institutions(AVIs) commonly known as Study Centres in India, Nepal and Middle East Countries.

INSTRUCTION TO BIDDERS

1. The Tender should be submitted on the enclosed prescribed Proformae of 'Technical' and 'Financial' bids completed in all respect and sealed in separate envelopes, superscribed as "**Limited Tender for Manufacturing and Supply of Self Adhesive Stickers**" and put together in a big envelope accompanied with requisite Earnest Money Deposit(EMD) of Rs. 10,000/- (Rupees ten thousand only) in the shape of Bank Draft in favour of Secretary, NIOS payable at NOIDA and should be put in the sealed Tender Box meant for the purpose kept at 7th Floor, Evaluation Department, NIOS, A24-25, Institutional Area, Sector-62, Noida (UP) on or before the date & time mentioned above.
2. Sealed Tenders 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-201309 (UP)
3. Firms must quote their rates both in figure and words in the prescribed Financial Bid Proforma as appended at Annexure-II.
4. The Tender shall be valid for a period for 90 days from the last date of opening of financial bid of the tenders.
5. Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees Ten Thousand only) must be in the shape of Bank Draft in favour of Secretary, NIOS payable at NOIDA and submit alongwith "Technical bid failing which the tender shall be summarily rejected.
6. The successful tenderer shall have to deposit a bank guarantee equivalent to 7% of the total tender value towards security deposit in favour of the Secretary, NIOS for faithful performance of the contract
7. While opening the tenders, the envelopes containing '**Technical bid**' shall be opened first on the date and time specified above and evaluation of the tender will be done by a Committee duly constituted by the Secretary, NIOS.
8. The financial bid of only those firms who qualify in the Technical bid will be opened at a later stage with due information to the concerned tenderers over phone.
9. In case the tenderers fail to supply the ordered materials according to the terms and conditions of the tender as well as work order, the amount of EMD /Security deposit will be forfeited.
10. No Tender without Earnest Money Deposit (EMD) will be entertained and will be treated as cancelled unless the firm submits a valid exemption certificate.

11. Canvassing in any form will be viewed seriously and if any tenderer is found to be resorting to such practice, the tender of such firm will be rejected.
12. Conditional tenders will not be considered and will summarily be rejected.
13. In case any clarification is required, the tenderer may seek the same from NIOS before submitting the tender. Request for any clarification after the last date and time of submission of tenders would not be entertained.
14. If the supply is not completed within the stipulated time period, the Supplier will be liable to pay compensation equal to one percent of such amount of the total value of contract as NIOS may decide, for per day that the quantity remains incomplete, provided that the entire amount of compensation shall not exceed 10% of the total amount of the work order. However, in exceptional cases, the Secretary, NIOS can accord extension of time when the delay in delivery of the materials is due to reason beyond the control of the Supplier.
15. Tenders not submitted on the prescribed proformae or without requisite details, samples of Adhesive Stickers, EMD or received after the closing date and time, will summarily be rejected.
16. In case of any dispute arising out of the relation between the parties, the matter will be referred to the Arbitrator appointed by the Secretary, NIOS whose decision will be final and binding on the parties.
17. Secretary, National Institute of Open Schooling (NIOS) has the power either to accept or to reject the tender wholly or partially without assigning any reason and the decision of the Secretary, NIOS will be final and binding in the regard.
18. Quantities of Stickers as specified in the financial bid appended at Annexure-II are tentative and may increase or decrease as per actual requirement at the time of placing the order.
19. Tenderers are advised to read the instructions to bidders and terms and conditions carefully and must sign on each page of the tender document as a token of acceptance of the terms and conditions and must enclose with the technical bid.

TERMS AND CONDITIONS

1. The ordered quantity of Self Adhesive Stickers shall have to be supplied within 14 (Fourteen) days from the date of placing the order to the firm.
2. Materials will be supplied by the firm on the basis of F.O.R. at NIOS Headquarters, A-24-25, Sector-62, Noida-201309 (UP) or any other place in Delhi/NCR as per the requirement of NIOS.
3. Defective materials other than required specifications, if any, shall have to be replaced by the Supplier at their own risk and cost immediately.

4. Earnest Money Deposit(EMD) of unsuccessful tenderers will be refunded only after finalization of tender/issue of work order to the firm.
5. No interest on the Earnest Money Deposit/Security Deposit will be paid.
6. A Committee of NIOS Officials will inspect the quality/quantity of supplied items and payment will be released only after receipt of satisfactory inspection and trial run on the material supplied by the firm.
7. No advance payment will be given for executing the work.
8. In case of any abnormal irregularity noticed or delay in delivery of material, the penalty levied by an independent Committee constituted by the Secretary, NIOS will be final and binding.
9. In case of any dispute arising out of the relation between the parties, the jurisdiction of the Courts will be at Delhi only.

TECHNICAL BID MUST BE ACCOMPANIED WITH THE FOLLOWING:

- (i) Specimen of items particularly samples of Self Adhesive Stickers proposed to be supplied to NIOS.
 - (ii) The Authority letter of the person signing the tender document.
 - (iii) Necessary attested copies of documentary evidences as asked for in the Technical bid proforma
 - (iv) EMD in the shape of Demand Draft as specified above.
 - (v) In token of having read and accepted the instructions to bidders as well as terms and conditions, the tenderers must sign on each page of the tender document & put seal of their firm and enclose the same with the technical bid.
10. The complete limited tender document is also available on NIOS website at www.nios.ac.in for the purpose of downloading.
 11. The owner of the firm shall be at liberty to be present or to authorize a representative to be present on its behalf in the opening of the tenders at the time and date specified above. However, the name and address of the representative who would be attending at the time of opening the tender may be indicated in the tender.
 12. 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 tender are not filled in properly.
 13. Unless otherwise specified, the tender must reach this office on the date and time specified above. Tenders shall only be accepted by hand to be delivered in the tender box kept at the place specified above. No tender shall be accepted after the date and time specified above.

14. NIOS reserves the right to accept fully or partially or reject any/all tenders without assigning any reason(s) whatsoever. Tender not on the prescribed proforma, without requisite details, EMD specimen of self Adhesive stickers and received after the closing date and time of tenders will be summarily rejected.
15. The firm shall not be allowed subletting the work or transfer or assign the contract or any part thereof.
16. The rates once accepted by the NIOS shall remain valid initially for one year and may extend on mutual consent for the further period of two years and so on. NIOS shall not entertain any request of the firm to increase in the rates during the period of contract. However, in the event, if there is a reduction in Government Taxes/duties during the period the execution of the order, corresponding benefits of reduction shall be passed on to the NIOS on all supplies effected with effect from the date notifying the said reduction in the Government Taxes duty. In case of any increase, the taxes during the period of execution of the order, the payment of such increase will be made to the Supplier on all supplies effected from the date of notification and on production of relevant and authenticated document. However, the Supplier shall not be entitled to such increase in taxes during the extended period of execution.
17. I/We, the undersigned, certify that I/We have gone through the Terms and Conditions mentioned in the tender document and undertake to comply with them. The rates quoted by me/us shall be valid and binding on me/us for acceptance by NIOS for one year from the date of offer issued by NIOS. We, the undersigned hereby undertake to abide by the instructions of NIOS for compliance of the contract during the period of contract.
18. My/our EMD/Security deposit will be forfeited by NIOS, if any delay occurs on my/our part in execution of the contract or non-performance of the contract or non-compliance of contract. The decision of the Secretary, NIOS will be final and binding on me/us with regard to the amount of EMD/Security deposit to be forfeited,
19. I/We hereby undertake to comply with the terms of the contract during the validity of the tender as per directions given by NIOS from time to time.

Secretary

National Institute of Open Schooling
(Evaluation Department)

TECHNICAL BID PROFORMA FOR MANUFACTURING AND SUPPLY OF SELF ADHESIVE STICKERS

| Sl. No. | Particulars | Information to be furnished by the Firm. |
|---------|---|--|
| 1 | Name and Address of the Firm | |
| 2 | Year of Establishment (Proof to the attached) | |
| 3 | Type of Firm (Proprietary/Private / Public/Govt.,etc. | |
| 4 | PAN No. (Copy must be enclosed) | |
| 5 | GST Registration No. (Copy must be enclosed) | |
| 6 | Copy of the Income Tax Returns for the last three years i.e. 2014-15, 2015-16 and 2016-17. (Copies must be enclosed) | |
| 7 | List of Institutions of any three Government/ Semi Government/Autonomous/Public Sector Undertakings (with complete address, Telephone Nos. Name of contact person and Designation, etc.) where the firm has supplied the Self Adhesive Stickers | |
| 8 | Has the firm been Black Listed by any Govt./Semi Govt. Department during the Last Three Years. | Yes/No |

| | | |
|----|--|--|
| 9 | Details of Earnest Money Deposit(EMD) (Please Attach DD of EMD worth Rs. 10,000/- along with the Technical Bid of the tender) | Demand Draft No. Date Name of Bank Amount of DD |
| 10 | Whether the Tenderer has read the instructions to bidders and terms and conditions carefully and signed on each page of the tender document as a token of acceptance of the terms and conditions and enclosed the same with the technical bid? | Yes /No |

I/We hereby accept the terms and conditions of the tender document and shall abide by the same

Signature
 Name of owner of the firm
 Full Address Address
 Seal of the firm
 Phone No. (O)
 (Mob)

Place:
Date:

National Institute of Open Schooling
(Evaluation Department)

FINANCIAL BID PROFORMA FOR MANUFACTURING AND SUPPLY OF SELF ADHESIVE STICKERS

To,
The Director (Evaluation)
National Institute of Open Schooling
Institutional Area, A24/25
Sector-62, NOIDA (UP)

Sir,

Please refer to your tender enquiry dated _____, I/we hereby quote our lowest and most competitive rates for your consideration as under:-

| Specifications | Approx Quantity | Rate FOR must be quoted in figures as well as in words for Self Adhesive Stickers per sheet (All Inclusive) |
|--|--|---|
| Self Adhesive Sticker on Sheet in the size of 10"x12" of good quality paper having holes on both sides of paper in continuation form. Each sheet containing 34 stickers having 17 stickers on each side from the centre of 10"x12" sheet making a total of 34 stickers properly gummed alongwith full release paper. | 2,00,000 sheets of size 10"x12"(each sheet containing 34 stickers in continuation form | |

I have gone through the instructions and terms & conditions of the tender document and ready to abide by the same.

Dated:.....

Signature
Name of owner of the firm
Full Address Address
Seal of the firm
Phone No. (O)
(Mob)

rg