



राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान
NATIONAL INSTITUTE OF OPEN SCHOOLING

आईएसओ 9001 : 2008 प्रमाणित/ISO 9001 : 2008 Certified

(स्कूल शिक्षा और साक्षरता विभाग, मा.सं.वि.मं., भारत सरकार के अंतर्गत एक स्वायत्त संस्था)

(An Autonomous Institution Under Deptt. of School Education and Literacy, M.H.R.D., Govt. of India)

Dated: 13.11.2017

Tender Document for Complete Making and Supplying of Wall Calendar for the year 2018

Tender document can be downloaded either from NIOS website i.e. www.nios.ac.in or from CPP Portal i.e. www.eprocure.gov.in upto 6th December, 2017 (1.00 p.m.)

Last date and time for submission of Sealed Tender: 6th December, 2017 upto 2.30 p.m.

Date & time for Opening : 6th December, 2017 at 3.00 p.m.

Subject : Complete Making and Supplying of Wall Calendars for the year 2018.

Dear Sir,

NIOS intends to make 10,000 copies of **Wall Calendar** for the year 2018. The quantities may increase by 50% or remain the same. For executing this job, sealed quotations are invited from experienced firms having quality infrastructures and are capable of executing such type of quality and time bound jobs.

Wall Calendars are used as a Publicity tools and are very effective for disseminating informations about the Institution, its courses and programmes etc. As part of effective advocacy of the Institution, Wall Calendars are also sent to all EB/GB/FC Members, heads of all educational sister concerns, top officials of MHRD and State Open Schools across India. In addition of this, Wall Calendars are also send to good/renowned AIs of NIOS having good enrollment and track record and among NIOS staff etc.

Specifications:

Size	:	17"×22" (Cut size)
Pages	:	6 Sheets (12 pages)
Quantity	:	10,000 copies
Printing	:	In 4 Colours
Binding	:	Wiro at top
Paper to be used	:	170 GSM Magnomatt Art Card
Packing	:	25 calendars are to be flat packed in thick Kraft paper.

Other Terms and Conditions:

You are requested to please quote your lowest rates in your printed **LETTER HEADS**, if you are interested to undertake the production of the job and supply the printed copies of Calendars within the specified time schedule as per our specifications. Rate should be quoted per calendar, should also include complete making (inclusive of all) i.e. processing, plate making, printing, fabrication, wiro binding at the top, paper cost + GST as applicable and FOR at NIOS HQ Noida, Sector-62 and Rana Pratap Bagh, Delhi.

The firm will have to maintain highest standard of printing and binding in terms of quality.

Your rates in a sealed envelope, superscribing "**Rates for making and supplying of Wall Calendar-2018**" and addressed to the Secretary, NIOS alongwith paper sample of 170 GSM Magnomatt Art Card duly stamped & signed by the tenderer should reach NIOS H.Q. The tender may be dropped in the tender box kept at Printing Section, 1st Floor NIOS HQ, A-24/25, Sector-62, NOIDA, U.P. latest by **06/12/2017 by 2.30 P.M.**

Please note, enclosing of desired paper sample is mandatory, tenders without EMD, paper sample (without signature and stamp) will be outrightly rejected.

The following points may also be noted for strict compliance.

1. The intending bidders should have minimum '3' years experience of executing similar type of work having value of more than Rs. 4.00 lakhs in each year for any Government/Public sector enterprises. Printed Samples has to be furnished by the firm alongwith photocopy of work order placed to the firm alongwith this Tender.
2. This work should be completed within 15 days time from the date of issue of confirmed work order.
3. The Wall Calendar 2018 should be strictly as per the specifications given. Deviation from the approved specifications, terms and conditions, delivery schedule etc., will not be allowed under any circumstances. No advance payment will be made and no payment will be made in respect of supplies not conforming to the conditions prescribed.
4. The rate should be inclusive of all operations i.e. complete making, fabrication, paper cost, printing, + GST as applicable, FOR at two places i.e. at NIOS HQ, Sector-62, NOIDA, UP and NIOS godown at Rana Pratap Bagh, Delhi.

There should be no overwriting/cutting in rates and the rates should be written in words and figures.

5. The tender should accompany a **Demand Draft for Rs. 21,500/-** towards Earnest Money Deposit drawn in favour of the Secretary, NIOS and Payable at NOIDA, U.P. EMD of unsuccessful firms will be returned without any interest at an earliest. However, EMD of successful firm will be retained and converted into Performance Security Deposit which will be 5-10% of the total value of the job valid for the period of 3 (three) months. After successful execution of the complete job the same will be released only after receipt of written request from the firms without any interest.
6. Please also note that Complete Making and Supply of Wall Calendar 2018 to NIOS is a time bound activity and needs to be completed within '15' days time from the date of issue of confirmed order.
7. NIOS at any point of time may get the paper used for Calendar chemically tested from any lab to know any of the parameters for NIOS specifications.
8. At any point of time NIOS may visit/inspect the premise of the tenderer to check the capability of the firm to execute such prestigious quality publications.
9. In case paper, printing, binding, overall finishing etc. of Wall Calendar 2018 is not found of good quality and upto the mark strictly as per specifications prescribed in given time schedule, suitable penalty maximum upto 10% will be imposed and/or the whole lot will be rejected and all deposits will be forfeited.

NIOS reserves the right to accept or reject any or all bids without assigning any reason whatsoever.

10. A high class workmanship is essential and time schedule should be strictly adhered to.
11. Printer backing out after quoting the rates will be liable for all liquidated damages and suspension from any future reference including forfeiting of deposits etc.
12. Printer backing out after quoting the lowest rates (L1) will be liable for all liquidated damages and suspension from any future reference including forfeiting of deposits etc.
13. **If your firm meet all above terms and conditions, and if you are interested and are capable to execute this order, then your lowest rates on your printed Letter Head per Wall Calendar (inclusive of all) + GST as applicable** addressed to the Secretary, NIOS should reach **latest by 06/12/2017 upto 2.30 p.m. at A-24/25, Sector-62, NOIDA, U.P. as prescribed.** All this should be **in a sealed envelope alongwith EMD of Rs. 21,500/**, paper samples and all other relevant documents related with experience etc. Tenders received after the specified date and time will not be accepted.

Yours faithfully,

(D.N. Upreti)
Publication Officer