

NATIONAL INSTITUTE OF OPEN SCHOOLING (NIOS)

(An Autonomous Institution under Deptt. of School Education & Literacy
MHRD, Govt. of India), A-24/25, Sector-62, Noida-201301 (U.P.)

TENDER NOTICE

PRINTING OF FICTITIOUS ENROLMENT NUMBER & CENTRE NUMBER. ON PRE-PRINTED BLANK OMR AWARD SHEETS AND ADHESIVE STICKERS.

Limited tenders are invited in the prescribed tender form from the registered Computer Agencies/ Firms (except Agencies already engaged with NIOS for post exam work) for printing of Enrolment Numbers / Centre Numbers on pre-printed blank OMR Award Sheets and Adhesive stickers in continuous form for Secondary/ Senior Secondary and Vocational Theory examinations materials of about 5 lakh learners approximately. The prescribed form and related documents are being sent herewith. The last date of submission of completed tender is **26.12.2016** at **14:00**. The tender shall be opened on the same day at 14:30 hrs on the above mentioned address. The Tender documents can also be downloaded from NIOS website at www.nios.ac.in. The Complete Tender form alongwith the relevant documents duly filled in and signed by the owner of the firm or authorized representative accompanied with the Bank Draft of a Nationalized Bank amounting to Rs. 525/- towards the cost of Tender form and vat @ 5% and Rs. 2500/- through EMD in favour of Secretary, NIOS may be dropped in the NIOS Tender Box latest by **26.12.2016** at **14:00** hrs in Room No. 701, 7th Floor, NIOS and opened on the same day at 14:30 hrs in the presence of the owner of the firms or their authorized representative:-

The Tender forms duly filled in submitted without the cost of form and the amount of EMD will be summarily rejected. Any further details may be clarified from the Confidential Section of Evaluation Department, NIOS.

Director (Evaluation)

Last date & time of submission of sealed tender is, 26.12.2016 at 2.00 P.M. Opening Date & Time of the tender is 26.12.2016 at 2.30 P.M. The cost of Tender document is Rs. 525/-

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Deptt. of School Education and Literacy, MHRD, Govt. of India),
A-24/25, Sector-62, Noida-201301 (U.P.)

LIMITED TENDERS FROM THE REGISTERED COMPUTER AGENCIES FOR PRINTING OF FICTITIOUS ENROLMENT NO/CENTRE NO ON PRE-PRINTED BLANK OMR AWARD SHEET AND ADHESIVE STICKERS

NATURE OF THE WORK: printing of fictitious enrolment numbers and centre numbers on pre-printed OMR award sheet and adhesive stickers on continuation stationary meant for Secondary/Senior Secondary and Vocational Examinations.

LAST DATE & TIME FOR RECEIPT OF TENDERS :Dated 26.12.2016 (upto 2.00 P.M) in the office of the Director (Evaluation) at National Institute of Open Schooling, A-24/25, Institutional Area, Sector-62, Noida.

DATE, TIME & VENUE OF OPENING OF TENDERS:

- (i) Date – 26.12.2016
- (ii) Time – 02.30 PM
- (iii) Venue – 7th Floor, Room No.701(Committee Room), National Institute of Open Schooling, A-24/25, Institutional Area, Sector-62, Noida

VALIDITY OF TENDER:

One year covering two examination and two years covering four examinations extendable with mutual consent subject to satisfactory execution of the work on year to year basis.

ESTIMATED COST OF WORK AND EARNEST MONEY DEPOSIT (EMD):

S.No	Name of Work	Quantity (Approx)	Estimated Cost (Approx)	EMD (Rs.)
1	Printing of fictitious enrolment numbers/centre numbers on pre-printed OMR award sheet and adhesive stickers for Secondary, Sr. Secondary and Vocational examinations on continuous form of stationary which will be provided by NIOS	Appx 20 lakhs record in an exam (may increase or decrease)	One Lakh	2,500

SCOPE OF THE WORK

Printing of fictitious enrolment numbers/centre numbers on pre-printed OMR award sheet and adhesive stickers for Secondary, Sr. Secondary and Vocational examinations on continuous form of stationary which will be provided by NIOS

Eligibility Criteria

1. The Computer agency must be registered under Company Law & required to have minimum three years experiences of doing Admission & examination work.
2. The agency must have three years experience in similar type of work at least in anyone of the examination Boards/Universities/Educational Institution of repute. Certificate from the various organizations where services rendered needs to be enclosed.
3. The agency must not be blacklisted from any Govt./Semi Govt. organization in the last three years .
4. The turnover of the Agency must not below Ten Lakh in the last 2 years.

Terms & Conditions

The agency shall be deemed to be agreeable to the terms and conditions herein contained. Responding to these terms and conditions shall be binding on the successful Agency. Agency complying partly are liable to be rejected. National Institute of Open Schooling (NIOS), Noida, will process the tender as per the standard procedures followed by NIOS. NIOS reserves the right to reject any or all or part of tender without assigning any reason thereof and shall also not be bound to accept the lowest tender. NIOS will not 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 format only.
2. While submitting the tender, the agency must submit Tender Document and the Financial Bid on the prescribed format.
3. The sealed envelope of “Technical Bid” and “Financial Bid” should be kept separately in envelopes super scribing “Technical Bid” or “Financial Bid” as the case may be for printing of fictitious enrolment number/centre number on pre-printed OMR award Sheet and adhesive stickers. The Technical Bid must be accompanied with EMD and other relevant documents duly signed by the Tenderer with rubber stamp.
4. **All the pages of the tender documents are required to be signed by the Head of the agency or by the authorized signatory along with seal of the firm and date.**
5. Sealed tender should be submitted either personally or send through registered post addressed to the Director (Eval), National Institute of Open Schooling, A-24/25, Institutional Area, Sector-62, Noida (U.P.)-201309, superscribed in bold letters **Sealed tender** to be opened by the addresses on the date & time of the opening of the tender which should reach NIOS by the scheduled date and time. The Tender received after the due date and time will summarily be rejected.
6. NIOS shall not responsible for accidental opening of the covers that are not properly superscribed and sealed before the time notified for opening of the tenders.
7. The Tender will be opened in the presence of representative who wish to be present at NIOS, NOIDA with authorization letters from the respective agency

8. No revision of the rates will be allowed once the tender are opened. These rates will be valid for one year and may be extended for another two years with mutual consent and satisfactory execution of the said work at same rates, terms and conditions on year to year basis . The charges of printing the enrolment number on OMR award sheet and adhesive stickers per candidate/per record rates will be all inclusive and no other payment shall be admissible. Extension of the said contract is at the sole discretion of the NIOS.
9. NIOS will provide the sample of Blank OMR award list and adhesive sticker thereafter the agency will be responsible for the printing work.
- 10 The agency will have to complete the work strictly as per the guidelines and schedule given by NIOS.
11. All the stationery of the printing work shall be provided by NIOS. The agency shall be required to undertake full responsibility, safe custody and maintain confidentiality in the whole process of the work.
12. The Earnest Money Deposit (EMD) is to be kept along with the tender in shape of Demand Draft drawn on any Nationalized Bank in favour of Secretary, National Institute of Open Schooling, payable at Noida, U.P. failing which the tender shall be rejected out rightly.
13. The successful agency has to submit bank guarantee/demand-draft in favour of Secretary, NIOS, Noida amounting to 10% of the total value of work toward security deposit. The Security is liable to be forfeited in case the agency fails to execute the order in time, quality of the work or violate any other stipulations as laid down by the NIOS. Suitable penalty may be imposed and the agency may be black listed.
14. The EMD amount will be returned to the unsuccessful agency without any interest after completion of selection process and receipt of security deposit from the successful bidder.
15. The rate should be quoted for printing of enrolment numbers on pre printed OMR award Sheet and adhesive stickers as per the specifications which should include all charges(all inclusive).
16. The agency must have three years experience in admission and examination work at least in anyone of the examination Boards/Universities/Educational Institution of repute.
17. The agency must not have been black listed earlier by any of the Universities or Examination boards or any other Govt. or Public Sector Organization.
18. To protect the highly confidential nature of this job, out sourcing the job in full or part is not allowed. The agency should have complete in-house facilities for the entire processes process of work.
19. Payments will be made only after satisfactory & successful completion of the printing work and upon submission of bills subject to TDS as applicable. No advance money will be paid to carry out the work.
20. NIOS, having HQ at NOIDA, reserves the right to change the order quantity or specifications without assigning any reason(s) whatsoever.

21. The National Institute of Open Schooling (NIOS), NOIDA, 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, NOIDA ,(U.P) will be final and binding in this regard.
22. The entire work intended to be tendered is of confidential in nature. Hence absolute accuracy and confidentiality required to be maintained.
23. Rates should be both in the figures and words.
24. In the event of rates being accepted, the tender will be converted into a contract. The rates will be valid for one year and is extendable for another two years on the same terms and condition and rate subject to satisfactory execution of the work or mutual consent of both the parties on year to year basis. .
25. If the selected agency fails to complete the job and NIOS has to get it done through any other agency at higher rates, the difference in the rates accrued shall be deducted from the agency bill/securities besides forfeiting the security deposit of the agency, imposing penalty and taking such other action as may be deemed fit by the NIOS.
26. If the agency refuses to execute the job after accepting the offer at any point of time during the contract period, the security deposited will be forfeited in full or in part which is at the sole discretion of the NIOS. Further any action as deemed fit will also be taken.
27. In the event of any dispute arising between the NIOS and the selected agency, the same shall be subject to the jurisdiction of courts in Delhi..

Penalty Clause

As this work is a very sensitive/confidential in nature, complete confidentiality may be ensured in execution of the whole work. Secondly, in case the agency is unable to complete the assigned printing work within the stipulated time and the quality of printing is not maintained, a penalty up to 10 % of total cost and or as decided by the NIOS Competent Authority may be imposed on the agency. The work order may also be cancelled and the agency may be black listed.

Arbitration Clause

1. In the event of any doubt arising in the interpretation of provisions, practices and rules, the decision of the Chairman, NIOS will be final and binding to all.
2. Any disputes arising out of the application of these provisions, practices and rules or matters arising out of them will be subject to the jurisdiction of Court in Delhi.

DECLARATION

1. I/ We have read the above terms and conditions carefully and these are acceptable to me/us. Our rates are also given in the enclosed prescribed Proforma of NIOS.

2. I / We hereby also declare that our firm/company/concern is registered for the above work. We are in the business of above work, which can be verified from our office record. We have all technical infrastructure and technical staff etc. for smooth and effective execution of above work. We have not been black listed by any Government (Central and State) Board/ NIOS/ Public undertakings/ Banks/ R.B.I. etc.

Name of the agency _____

Address _____

Signature of Tenderer

With Seal & Date

Prescribed Tender Form for Financial Bid

(To be completed, sealed in a separate envelope)

Dated:

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

Sir,

After having went through the details in the tender document and the terms and conditions as enlisted in the tender document for printing of enrolment numbers and centre numbers on pre-printed OMR Award Sheets and Adhesive Stickers of continuous form of stationary, we quote our lowest rates for the same as given below in prescribed proforma.

S.No	Brief detail of work	Rate per enrolment number with one subject/record separately on OMR award sheet and adhesive sticker. (inclusive of all)
1.	Printing of fictitious enrolment number / centre number on pre-printed OMR Award Sheet and Adhesive Stickers in continuous stationary form to be supplied by NIOS.	Rupees _____ per subject/record Rupees _____ _____ Per subject / record (in words)

Signature
(With full name' designation and stamp)

Date:
Place:

(Prescribed Tender Form for Technical Bid)

(To be completed, sealed and dropped in the NIOS tender Box)

Dated:

S No.	Documents	Remarks Please put (√) mark
1.	Name of Agency	
2.	Address and Other contact details	
3.	Copy of Agency Registration Certificate	
4.	Copy of Experience Certificate (minimum three years experience) in similar type of work inducing at least one exam board/Universities /education institution of repute	
5.	Copy of Balance Sheet of last 3 years (duly attested)	
6.	Copy of Income Tax Return Certificate of last two years	
7.	Copy of PAN	
8	Copy of Service Tax Registration number	
9.	Duly completed declaration on the prescribed format as in the tender document	
10.	EMD Amount _____ BD No. _____ Date _____ Copy of Tender Form, Amount _____ Name of Bank _____	
11	Annual Turn order for the last 3 Financial Years (2013-14, 2014-15 and 2015-16).	

Signature
(with full name' /designation with stamp)

Date:
Place: