

Sl. No. \_\_\_\_\_  
Date of issue \_\_\_\_\_  
Cost of tender document Rs. 525/-  
(Rupees Five hundred twenty five Only) non -  
refundable deposited vide Cash Receipt  
No. \_\_\_\_\_ dated \_\_\_\_\_ at RCD NIOS, Noida.  
Or deposited by way of Demand Draft  
No. \_\_\_\_\_ dated \_\_\_\_\_ in favour  
of the Secretary, NIOS, Noida

Last date and time for sale of tender  
document :-

**12.1.2017 up to 12.00 Hrs.**

Last date and time for submission of  
Sealed Tender:

**12.1.2017 up to 14.00 Hrs. RCD, NIOS ,**

Date, time and venue for opening of the  
Tenders:

**on 12.1.2017 at 14.30 Hrs.**

in the **Room No 1 RCD, NIOS, A-**

**31, 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, Government of India)

A 31, Institutional Area,  
Sector-62, NOIDA-201309 (U.P)

**Subject :- Tenders for handling, packing, transportation and door delivery of educational and promotional printed study material to NIOS Nodal Centres spread in Delhi and NCR.**

To,  
The Regional Director,  
Regional Centre Delhi  
National Institute of Open Schooling  
A 31, Institutional Area,  
Sector-62, NOIDA- 201309 (U.P)

### **For and behalf of NIOS invites**

1. Sealed tenders in two bid system (Technical & financial bid) from experienced, reputed & established transporters for handling, packing, transportation and door delivery of educational and promotional printed study material.
2. The terms and conditions of the tender are appended at **Annexure– I**.
3. The rates of the tender quoted on the Tender Application Form referred to above will be valid initially for one year from the date of award of contract. However, the contract can be extended for a further period of two more years and so on year to year basis with mutual consent by both the parties if the performance of the firms(s) are found satisfactory during the period contract.
4. Earnest Money in the form of Demand Draft for Rs. 50,000/- (Rupees Fifty Thousand Only) drawn in favour of the **Regional Director, RCD NIOS, Noida** is to be enclosed with the Tender Application (Technical Bid) failing which the tender will be summarily rejected.
5. Regional Centre Delhi, National Institute of Open Schooling, Noida reserves the right to accept or reject any or all tenders without assigning any reason (s)/ what so ever.

6. **Nature, Volume of Work, Efficiency criteria, Payment and penalty clause, etc. shall be as under.**

a) **General**

National Institute of Open Schooling functions through its Study Centres (AIs & AVIs) and Regional Centres spread throughout India. It is a premier institution for the dissemination and promotion of mass literacy and education to all upto Senior Secondary School stage. The annual student enrollment of National Institute of Open Schooling Regional Centre Delhi, is around one lakh learners. The study material for the learners is printed centrally at NIOS Headquarters and till now distributed among the learners directly through Postal Deptt.

b) **Nature of Work**

The tenderer is required to handle, pack in packing bags & marking, transport and to arrange door delivery of the printed study material to various Nodal Centres within the allowed delivery time i.e. 03 days after receipt of material. Delivery time will be counted after two days from the date of receipt of Dispatch Instructions (DI) from NIOS. The work will include the following operations:

- (i) The printed study materials to be dispatched to the Nodal Centres will be made available at godowns of NIOS presently located at Central Warehousing Corporation, Rana Pratap Bagh Delhi-33. Different books in different quantities as per the dispatch instructions required to be supplied by NIOS are to be retrieved from the stacks and packed by the packers/labourers to be engaged by the successful tenderer in **new plastic coated woven poly bags to be provided by the successful tenderer** (which can carry upto 60 Kgs of weight). Poly Bags should be double stitched with good quality thread, properly numbered and the addresses of the Nodal Centres and the subject wise correctly mentioned with permanent marker. Code number of subject, medium and the quantity should be mentioned on the bag.
- (ii) To Hand over one authenticated copy of the Consignment Note and Dispatch Instructions along with any other statutory documents as required from time to time, to NIOS before the material lifted from the godown.
- (iii) Transportation and delivery of the Study materials in good condition to the addressees at their door steps.
- (iv) To submit the Proof of Delivery (POD) (Consignment Note and Dispatch Instruction duly signed with date and rubber stamp affixed by the consignee) at the time of submitting claim bill for release of payment.

c) **Volume of Work**

- (i) At present NIOS has 8 Nodal Centres in Delhi and NCR. The number of Nodal Centers may vary from time to time. Quantum of work per consignment may largely be in excess of 50 Kg and will depend on number of learners enrolled under a Nodal Centre.

- (ii) NIOS will provide study material of each subject in bundles of 5-10 sets which will be retrieved and packed by the successful tenderer in bags of having capacity upto 60 Kg each. The new plastic coated woven poly bags will be arranged and provided by the successful tenderer for which no extra charges will be paid to the successful tenderer.
- (iii) Volume of work will be approx 500 MTs.

#### d) Eligibility Criteria

The tenderers must fulfill following efficiency criteria.

- (i) Firm should be registered under Company Act.
- (ii) The tenderer should be IBA approved and have **minimum five years' experience** in handling, packing and transportation which should include preferably handling and transportation of books of Educational Boards/Universities, etc. It must have handled national level institutions including at least one assignment from Government of India /State Government/ Public Sector Undertaking/ Autonomous body. (The tenderers may be required to give demonstration for handling and packing.)
- (iii) The tenderer should have a minimum Annual turn over of about Rs. 1 Crore (Rupees One crore only) per year **OR** total Three Crore during last three years i.e. 2013-14, 2014-15 & 2015-16.
- iv) Income Tax returns of 2013-14, 2014-15 & 2015-16.**OR** Audited Statements for the last three years i.e. 2013-14, 2014-15 & 2015-16.
- v) Copy of Service Tax Registration.
- vii) Copy of PAN No./TAN No.

#### e) Payment

- (i) The payment will be made on submission of bill in duplicate, complete in all respect with copy (ies) of date wise statement of dispatches and proof of delivery received from various consignees with clear date of receipt, signature & name of recipient with clear seal of Nodal Centres, phone numbers & email address. In absence of above details, consignment will be treated as delayed/ not delivered. If the successful tenderer is not able to provide 100% POD in time, a proportionate percentage of the bill amount will be kept pending till the clearance is received from consignees.
- (ii) No advance will be paid for executing the work.

#### f) Penalty Clause

Since time is essence of all educational activity and time schedule for dispatches & the approved time for delivery should be strictly adhered to by the successful tenderer. If delivery of the books are not made in stipulated days, penalty will be applied as below:

- (i) A penalty of Rs. 500/- per consignment will be charged for delay upto 5 days, Rs. 200/- per day for delay from 6 to 15 days and Rs. 500/- per day for delay from 16 days onwards. The delayed delivery will be charged excluding the date of delivery.
  - (ii) In case of any abnormal irregularity noticed in handling, packing and delay in delivery of the material, the penalty levied by an independent Committee constituted by the Secretary, NIOS will be final and binding.
- 7. In case of any dispute arising out of the relations 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
- 8. Any dispute arising out of the relation between the parties, will be subject to the jurisdiction of Delhi/Noida, U.P Courts only.
- 9. A Committee duly constituted and authorized by NIOS may inspect the site of the agency/firm to assess and verify the manpower, infrastructure available with them.
- 10. NIOS reserves the right to accept or reject any or all tenders without assigning any reason whatsoever.

## Terms & Conditions

Between National Institute of Open Schooling Regional Centre Delhi, and the tenderer for handling, packing, transportation and door delivery of educational and promotional printed study material to be dispatched to Nodal Centres of Regional Centre Delhi spread in Delhi and NCR.

### 1. Infrastructure

**The firm (successful tenderer) will have to provide :**

- (i) Packing material in new plastic coated woven poly bags (sample available at the office which can be inspected by the tenderers) and all other materials like good quality thread, permanent marker and sewing machine, etc. required for packing and dispatching.
- (ii) Required man power (labourers and supervisors) to accurately retrieve the study material from the NIOS godown(s) from the respective stacks of books.

**National Institute of Open Schooling will provide**

- (a) A complete list of consignees (list of Nodal Centres of NIOS, Regional Centre Delhi).
- (b) Dispatch Instructions to successful firm after completion of necessary formalities and award of work.

### 2. Operational Working

The firm will be responsible :-

- (a) To take out and pack the study material as per Dispatch Instructions given by National Institute of Open Schooling, by ensuring accurate retrieval of subject wise & medium wise requisite quantity of study material from the respective godowns of NIOS.
- (b) To ensure that while taking out the material, no study material remains scattered at the floor and the shape of the stacks is maintained properly after retrieval of the material on each occasion.
- (c) To ensure complete transparency in the packing, transporting and delivery of material.
- (d) To maintain Nodal center wise computerized records of dispatch of study material and supply it to NIOS on day to day basis.
- (e) To provide website and E.mail address with contact numbers on the Goods Receipts to enable the NIOS Nodal Centres to track their consignments.

- (f) To engage experienced hands for handling and packing of materials. The firm should be able to dispatch to minimum 02 to 05 Nodal Centres per day depending upon the requirement of NIOS.
- (g) To lift the packed study material out of the godown within 2 days after getting the Dispatch Instructions from NIOS, irrespective of any number of packet(s)/bag(s) and to deliver the consignments to the consignees.
- (h) In case of non-delivery of material/damaged material/wrong dispatch, the transporter will be liable to pay the cost of the material as decided by the NIOS.
- (i) To obtain the acknowledgment from the consignees for the actual number of books/bags, with signature, name, clear seal of Nodal Centre, date, phone number and email address.
- (j) To make at least one additional attempt for delivery in case delivery could not be made in the first attempt for any reason. Non-delivery of dispatches, if any, to be returned or re-directed as per the written instruction of the NIOS.
- (k) The firm should be well equipped to provide all kinds of information readily to the NIOS on day to day basis, to the Regional Centres and to the different consignees at any time on demand.

### **3. For Bulk Supply to Nodal Centres of NIOS, RCD**

- i) To take out the study material strictly on the basis of Despatch Instructions(DI) provided by the M.D. Unit;
- ii) To load the study materials in bundles (in big bags) in the vehicle strictly as per Despatch Instructions(DIs);
- iii) To unload and stock the study materials to the Nodal Centres of Regional Centres Delhi properly;
- iv) To safeguard the study material from rains with tarpaulin while in transit.

### **4. Other Terms & Conditions:**

- a. The rates quoted should clearly include the scope of the work as per terms and conditions of NIOS. Cutting, overwriting, if any, should be attested by the person signing the tender.
- b. The tender will be valid for at least 90 days from the date of opening of the tender.
- c. Reputed and experienced tenderers who will qualify in Technical Bid (Annexure – II) will only be considered for opening of Financial Bid (Annexure – III).

Tenderers who have quoted overall lowest rates with reference to the total volume of work (actual enrollment) and the freight charges to be involved will be the major criteria for awarding contract for the work

5. **Tender Application must be accompanied by the following.**

- a) Tender Document with **Annexure – I** should be signed and stamped on each page in token of acceptance of the terms and conditions laid down by NIOS.
- b) Technical Bid of the Tender document appearing at **Annexure – II** duly filled in, signed and stamped along with following documents.
  - (i) Cost of tender document of Rs.525/- (non refundable) to be remitted by either by Cash Receipt or Demand Draft in favour of the Secretary, NIOS, payable at Noida.
  - (ii) Earnest Money Deposit (EMD) for Rs. 50,000/- (Rupees Fifty thousand only) by way of Demand Draft in favour of the Regional Director, National Institute of Open Schooling payable at Noida.
  - (iii) Copy of Firm registered under Company Act should be enclosed.
  - (iv) Copy of Income Tax returns OR Audited Statements for three years i.e. 2013-14, 2014-15 & 2015-16.should be enclosed.
  - (v) Copy of PAN No. /TAN No should be enclosed.
  - (vi) A copy of other documents as listed in Annexure-II should also be enclosed.
- (c) Financial Bid on the Tender Document appearing at **Annexure – III** in a separate sealed cover.

6. **Performance Security deposit.**

The successful tenderer will be required to submit a bank guarantee of Rs. 1.00 lakh only ( Rs. One lakh only) in any Nationalized bank in favour of the Regional Director, National Institute of Open Schooling, Noida for a period of one year and six months from the date of award of contract towards satisfactory execution of work. In case of contract is extended for a further period, the validity period of the Bank Guarantee against the performance security shall have to be extended by the firm accordingly. In the event of breach of contract, NIOS would be at liberty to invoke the bank guarantee without any notice to make good of any possible loss. In case of acceptance of tender, the refund of EMD of Rs. 50,000/- ( Rs Fifty Thousand only) will be made by NIOS only on submitting the bank guarantee against performance security deposit by the successful tenderer as specified above.

7. Sealed envelopes containing Technical Bid (Annexure – II) and Financial Bid (Annexure III) in separate sealed cover superscribed as Technical Bid/Financial Bid and both the covers enclosed together in a sealed envelop and should be subscribed in block letters as shown below :-

**“TENDER FOR, HANDLING, PACKING, TRANSPORTATION AND DOOR DELIVERY OF EDUCATIONAL AND PROMOTIONAL PRINTED STUDY MATERIAL”** and addressed to Regional Director, Regional Centre Delhi, National Institute of Open Schooling, A-31, Institutional Area, Sector-62, Noida-201309 U.P. should be put in the Sealed tender box available at the **Room No. 6 of NIOS, Regional Centre Delhi** for the purpose.

8. National Institute of Open Schooling Regional Centre Delhi, shall not be responsible for any wrong address/delivery. The Technical bid will be opened on date, time and venue specified above in the presence of the tenderers or their authorized representative who may wish to be present.
9. 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 (attached) without requisite details/EMD and received after the closing date/time of tenders will be summarily rejected.
11. The complete tender document is also available on NIOS's Website at [www.rcdelhi.org](http://www.rcdelhi.org) or [www.nios.ac.in](http://www.nios.ac.in) for the purpose of downloading. Those tenderer who download the tender document from NIOS's Website shall have to deposit a payment of Rs. 525/- (non-refundable) separately in the form of Demand Draft in favour of Secretary, National Institute of Open Schooling payable at Noida along with their complete tender document. The tender document made on such form shall be considered valid for participating in tendering process. Such downloaded tender document received without requisite fee shall be summarily rejected.
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.

## UNDERTAKING

1. I, the undersigned, certify that I have gone through the Terms & Conditions mentioned in the tender document and undertake to comply with them. The rates quoted by me shall be valid and binding on me for acceptance by NIOS within 90 days from the date of opening of tenders specified in the tender document.
2. I, the undersigned, hereby undertake to abide the instructions of NIOS, Regional Centre Delhi for compliance of the contract during the period of contract.
3. I understand that the Earnest Money/Security deposit, deposited with NIOS by me shall be forfeited if any delay occurs on my 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 with regard to the amount of Security Deposit to be forfeited.
4. I hereby undertake to comply with the terms of the contract during the validity of the tender as per directions given by National Institute of Open Schooling, Regional Centre Delhi from time to time.

Place :

Date :

Signature of tenderer with seal

**NATIONAL INSTITUTE OF OPEN SCHOOLING  
A-31, SECTOR-62, NOIDA**

**TECHNICAL BID FOR HANDLING, PACKING, TRANSPORTATION AND DOOR  
DELIVERY OF EDUCATIONAL & PROMOTIONAL PRINTED MATERIAL.**

<b>Sl.NO.</b>	<b>Particulars</b>	<b>Information to be furnished by the tenderer</b>
<b>01.</b>	Name & Address of the Firm/Company Mobile No. Email Address Phone No.	
<b>02.</b>	Whether the firm is registered under Company Act? (copy of Registration of Firm may be enclosed)	
<b>03.</b>	Annual turnover of the Firm Per Year <u>OR</u> during last three years i.e. 2013-14, 2014-15 & 2015-16.	
<b>04.</b>	Whether the firm is IBA approved and have <b>minimum five years' experience</b> in handling, packing and transportation which should include preferably handling and transportation of books of Educational Boards/Universities, etc.  It must have handled national level institutions including at least one assignment from Government of India /State Government/ Public Sector Undertaking/ Autonomous body. (The tenderers may be required to give demonstration for handling and packing.)  (List with names, designation & Telephone number of the reference authority to be enclosed)	
<b>05.</b>	Income Tax returns/Audited Statements of three years i.e.2013-14, 2014-15 & 2015-16. (copies may be enclosed)	
<b>06.</b>	Copy of Service Tax Registration. (copy may be enclosed)	
<b>07.</b>	Copy of PAN No./TAN No. (copy may be enclosed)	
<b>08.</b>	No. of Branch Offices in India (List to be enclosed)	

<b>9.</b>	No. of Associating Companies for transportation & door delivery (List with names, designation & Telephone number of the concerned authority may be enclosed)	
<b>10.</b>	No. of Goods Vehicle Regd. with the Firm having National permit. ( list may be enclosed )	
<b>11.</b>	No. of employees working in the Firm. (Permanent and temporary) (list of employees may be enclosed)	
<b>12.</b>	Cost of tender document of Rs..525/- (non-refundable) to be remitted either by Cash receipt no. _____ dated _____ <b>OR</b> by way of Demand Draft No. _____ dated _____ in favour of the Secretary, NIOS payable at Noida.	<b>Draft No.</b> <b>Date</b> <b>Amount</b> <b>Bank Name</b>
<b>13.</b>	Earnest Money Deposit(EMD) of Rs. 50,000/- (Rupees Fifty thousand only) to be remitted by way of Demand Draft no. _____ dated _____ in favour of Regional Director, NIOS Regional Centre Delhi payable at Noida .	<b>Draft No.</b> <b>Date</b> <b>Amount</b> <b>Bank Name</b>

I/We have read all the terms and conditions of the tender and hereby confirm that all terms & conditions of the tender are acceptable to me/us and enclose duly signed copy of the tender document (Annexure-I) as token of acceptance same.

Dated : \_\_\_\_\_

Signature of Tenderer with Seal

**NATIONAL INSTITUTE OF OPEN SCHOOLING  
A-31, SECTOR-62, NOIDA**

**FINANCIAL BID FOR HANDLING, PACKING, TRANSPORTATION AND DOOR DELIVERY OF  
EDUCATIONAL AND PROMOTIONAL PRINTED MATERIAL.**

1. Name of the Firm/Company : \_\_\_\_\_

2. Permanent Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Telephone No. \_\_\_\_\_, Fax No. \_\_\_\_\_ Email ID \_\_\_\_\_

Sl. No.	Printed material to be packed & transported from	Destination at which printed material are to be despatched	Rate per Kg including cost of Poly bags, handling, packing, loading/unloading and Transportation charges. (Rs.)	Total Time allowed for delivery shall be 5 days from the date of receipt of dispatch instructions.
01.	NIOS, CWC Warehouse, R.P. Bagh, Delhi	Delhi & New Delhi		
		NCR (Noida, Gautam Budh Nagar, Ghaziabad, Faridabad, Gurgaon, Bahadurgarh and Jhajjar)		
02.		Govt.levy/Tax, if any (excluding Service Tax)		

**Signature of Tenderer with Seal**

- Note: (i) Cutting/over writing must be avoided.  
(i) Service Tax shall be paid extra.

