

National Institute of Open Schooling

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

(An Autonomous Institution of the Ministry of Education,
Department of School Education & Literacy, Government of India)

TENDER FOR HANDLING, PACKING, TRANSPORTATION AND DOOR DELIVERY OF EDUCATIONAL AND PROMOTIONAL PRINTED STUDY MATERIALS TO NIOS NODAL CENTRES/STUDY CENTRES /STUDY CENTRES SPREAD IN DELHI AND NCR (BAHADURGARH, JHAJJAR, GURGAON, FARIDABAD, PALWAL, NOIDA, GREATER NOIDA, GAUTAM BUDDHA NAGAR AND GHAZIABAD).

Introduction:

1. 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 up to Senior Secondary School stage. The annual student enrollment of National Institute of Open Schooling Regional Centre Delhi is more than one lakh learners. The study materials for the learners spread in Delhi and NCR are got printed by NIOS Headquarters and distributed amongst the learners through the Nodal Centres/Study Centres (Bahadurgarh, Jhajjar, Gurgaon, Faridabad, Palwal, Noida, Greater Noida, Gautam Buddha Nagar and Ghaziabad).

2. IMPORTANT DATES AND TIME

Published Date	25/06/ 2021 at 11.30am
Bid Document Download / Sale Start Date	25/06/ 2021 at 11.30am
Clarification Start date & Time	28/06/ 2021 at 10.00am
Clarification Closing date & Time	07/07/ 2021 at 4.30pm
Bid Submission Start Date & Time	08/07/ 2021 at 10.00am
Bid Submission End Date & Time	08/07/ 2021 at 2.30pm
Bid Opening Date & Time	08/07/ 2021 at 3.00pm
Duration of Contract	The period of contract shall be initially for the period of one year which will be extendable on year to year basis subject to satisfactory performance for the services provided by the Agency/Firm.
Tentative date & time for opening of Financial Bid of eligible tenderers	Date will be intimated through email / telephone message.
Validity of Bid from the date of opening of Technical Bid	90 days

General Instructions:

3. For and behalf of Secretary, NIOS, Sealed tenders are invited 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 materials to NIOS Nodal Centres/Study Centres/Study Centres spread in Delhi and NCR (Bahadurgarh, Jhajjar, Gurgaon, Faridabad, Palwal, Noida, Greater Noida, Gautam Buddha Nagar and Ghaziabad).
4. The terms and conditions of the tender are appended at Annexure– X.

5. 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 on year to year basis subject to mutual consent by both the parties and the performance of the firms(s) is/are found satisfactory during the period of contract.
6. Earnest Money in the form of Demand Draft for Rs. 1,00,000/- (Rupees One lakh Only) drawn in favour of the Secretary, NIOS, Noida is to be enclosed along with the tender application (Technical Bid) failing which the tender will be summarily rejected.
7. The National Institute of Open Schooling reserves the right to accept or reject any or all tenders without assigning any reason (s) whatsoever.
8. Nature, Volume of Work, Efficiency criteria, Payment and penalty clause, etc. shall be as under.

9. Nature of Work

The tenderer is required to handle, pack in packing bags & marking, transport and to arrange door delivery of the printed study materials to various Nodal Centres/Study Centres within the allowed delivery time i.e. 03 days after receipt of materials. 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/Study Centres will be made available at godowns of NIOS presently located at Central Warehousing Corporation, Rana Pratap Bagh Delhi-110033. 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/Study 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 materials lifted from the godown.
- (iii) Transportation and delivery of the Study materials in good condition to the addressees at their doorsteps.
- (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.

10. Volume of Work

- (i) At present NIOS has around 370 Nodal Centres/Study Centres in Delhi and NCR (Bahadurgarh, Jhajjar, Gurgaon, Faridabad, Palwal, Noida, Greater Noida, Gautam Buddha Nagar and Ghaziabad). 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 Centres/Study Centres.
- (ii) NIOS will provide study materials 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 600MTs.

11. Eligibility Criteria

The tenderers must fulfill following eligibility criteria.

- (i) Firm should be registered under Company Act.
- (ii) The tenderer should 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 turnover of about Rs. 3 Crores (Rupees Three Crore only) per year OR total Ten Crore during last three years i.e. 2018-19, 2019-20 & 2020-21.
- iv) Income Tax returns for the last three years 2018-19, 2019-20 & 2020-21 OR Audited Statements for the last three years i.e. 2018-19, 2019-20 & 2020-21.
- v) Copy of GST Registration.
- vi) Copy of PAN No

12. 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/Study Centres, phone numbers & email address. In the absence of above details, consignment will be treated as delayed/ not delivered. If the successful tenderer is not able to provide 100% PODs 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.

13. Penalty Clause

Time schedule for dispatches and the approved time for delivery should be strictly adhered to by the successful tenderer. If delivery of the books are not made within stipulated days, penalty will be imposed applied as under:

- (i) A penalty of Rs. 500/- per consignment will be charged for delay upto 5 days, Rs. 700/- per day for delay from 6 to 10 days and Rs. 1000/- per day for delay beyond 10 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 study materials, the penalty levied by an independent Committee constituted by the Regional Director, NIOS Regional Centre Delhi on behalf of Secretary, NIOS will be final and binding.

14. Arbitration Clause

- (i) In case of any dispute arising out of the relations between the parties, the matter will be referred to the sole Arbitrator appointed by the Secretary, NIOS whose decision will be final and binding on the parties.
- (ii) Any dispute arising out of the relation between the parties, will be subject to the jurisdiction of Delhi Courts only.

15. A Committee duly constituted and authorized by the Regional Director, NIOS Regional Centre Delhi may inspect the site of the agency/firm to assess and verify the manpower, infrastructure available with them.

Secretary

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 materials to be dispatched to Nodal Centres/Study Centres under the jurisdiction of Regional Centre Delhi spread in Delhi and NCR (BAHADURGARH, JHAJJAR, GURGAON, FARIDABAD, PALWAL, NOIDA, GREATER NOIDA, GAUTAM BUDDHA NAGAR AND GHAZIABAD)..

1. Infrastructure

The firm (successful tenderer) will have to provide :

- (i) Packing materials in new plastic coated woven poly bags (sample and all other materials like good quality thread, permanent marker and sewing machine, etc. required for packing and dispatching can be seen by the tenderers at NIOS godown i.e. Material Production Distribution, C/o Central Warehouse Corporation, G.T. Karnal Road, Near Nanak Piao Gurdwara, New Delhi.
- (ii) Required man power (labourers and supervisors) to accurately retrieve the study materials 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/Study Centres under the jurisdiction 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 materials as per Dispatch Instructions given by National Institute of Open Schooling, by ensuring accurate retrieval of subject wise & medium wise requisite quantity of study materials from the respective godowns of NIOS.
- (b) To ensure that while taking out the materials, no study materials remains scattered at the floor and the shape of the stacks is maintained properly after retrieval of the materials on each occasion.
- (c) To ensure complete transparency in the packing, transporting and delivery of study materials.
- (d) To maintain Nodal Centres/Study Centres wise computerized records of dispatch of study materials 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/Study Centres to track their consignments.
- (f) To engage experienced hands for handling and packing of study materials. The firm should be able to dispatch study materials to minimum 02 to 05 Nodal Centres/Study Centres per day depending upon the requirement of NIOS.
- (g) To lift the packed study materials 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 materials/damaged materials/wrong dispatch, the transporter will be liable to pay the cost of the materials 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 instructions 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/Study Centres of NIOS, Regional Centre Delhi

- i) To take out the study materials strictly on the basis of Despatch Instructions(DI) provided by the MPD 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 at the Nodal Centres/Study Centres of NIOS RegionalCentres Delhi properly;
- iv) To safeguard the study materials 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 – I) will only be considered for opening of Financial Bid (Annexure – II).

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) Technical Bid of the Tender document appearing at Annexure – I should be duly filled in, signed and stamped along with following documents.
 - (i) Earnest Money Deposit (EMD) for Rs. 1,00,000/- (Rupees One lakh only) by way of Demand Draft in favour of the Regional Director, National Institute of Open Schooling payable atNoida.
 - (ii) Copy of Firm registered under Company Act should be enclosed.
 - (iii) Copy of Income Tax returns OR Audited Statements for three years i.e. 2018-19, 2019-20 & 2020-21 should be enclosed.
 - (iv) Copy of PAN No. /TAN No should be enclosed.
 - (v) A copy of other documents as listed at Annexure-II should also be enclosed.
- (b) Financial Bid of the Tender Document appearing at Annexure – II shall be required to be submitted in a separate sealed cover.
- (c) An Undertaking at Annexure –III should be signed and stamped by the tenderer in token of acceptance of the terms and conditions laid down by NIOS.

6. Performance Security deposit.

The successful tenderer will be required to submit a bank guarantee of Rs. 3.00 lakh only (Rs. Three lakh only) of any Nationalized bank in favour of the Secretary, 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. 1,00,000/- (Rupees One lakh 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 – I) and Financial Bid (Annexure- II) 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 MATERIALS TO NODAL CENTRES/STUDY CENTRES OF NIOS” 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 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.
10. The complete tender document shall be available at NIOS Website at www.nios.ac.in as well as CPP portal i.e. eprocure@co.in for the purpose of downloading. 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.

Secretary

National Institute of Open Schooling

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

(An Autonomous Institution of the Ministry of Education,
Department of School Education & Literacy, Government of India)

TECHNICAL BID FOR HANDLING, PACKING, TRANSPORTATION AND DOOR DELIVERY OF EDUCATIONAL & PROMOTIONAL PRINTED MATERIALS TO NODAL CENTRES/STUDY CENTRES SPREAD IN DELHI AND NCR (BAHADURGARH, JHAJJAR, GURGAON, FARIDABAD, PALWAL, NOIDA, GREATER NOIDA AND GHAZIABAD).

SI.NO.	Particulars	Information to be furnished by the tenderer
01.	Name & Address of the Firm/Company Mobile No. EmailAddress Phone No.	
02.	Whether the firm is registered under Company Act.? (copy of Registration of Firm may be enclosed)	
03.	Annual turnover of the firm per year <u>OR</u> during last three years i.e. 2018-19, 2019-20& 2020-21. (The tenderer should have a minimum Annual turnover of about Rs. 3 Crore (Rupees Three Crore only) per year <u>OR</u> total Ten Crore during last three years i.e. 2018-19, 2019-20& 2020-21)	
04.	Whether the firm having 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.) (List with names, designation & Telephone number of the reference authority to be enclosed)	

05.	Income Tax returns/Audited Statements of three years i.e. . 2018-19, 2019-20& 2020-21 (copies may be enclosed)	
06.	Copy of GST Registration. (copy may be enclosed)	
07.	Copy of PAN No. (copy may be enclosed)	
08.	No. of Branch Offices in India (List to be enclosed)	
09.	No. of Associating Companies for transportation & door delivery (List with names, designation & Telephone number of the concerned authority may be enclosed)	
10.	No. of Goods Vehicle Regd. with the firm having National permit. (list may be enclosed)	
11.	No. of employees working in the Firm. (Permanent and temporary) (list of employees may be enclosed)	
12.	Earnest Money Deposit(EMD) of Rs. 1,00,000/- (Rupees One lakh only) to be remitted by way of Demand Draft no. _____ dated _____ in favour of Regional Director, NIOS Regional Centre Delhi payable at Noida.	Draft No. Date Amount Bank Name

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 an Undertaking duly signed and stamped as token of acceptance of the same (Annexure – III).

Dated : _____

Signature of Tenderer with Seal

National Institute of Open Schooling
A-24/25, Institutional Area, Sector-62, NOIDA-201309 (U.P)

(An Autonomous Institution of the Ministry of Education,
 Department of School Education & Literacy, Government of India)

FINANCIAL BID FOR HANDLING, PACKING, TRANSPORTATION AND DOOR DELIVERY OF EDUCATIONAL & PROMOTIONAL PRINTED MATERIALS TO NODAL CENTRES/STUDY CENTRES SPREAD IN DELHI AND NCR (BAHADURGARH, JHAJJAR, GURGAON, FARIDABAD, PALWAL, NOIDA, GREATER NOIDA AND GHAZIABAD).

1. Name of the Firm/Company : _____

2. Permanent Address : _____

3. Telephone No. _____, Fax No. _____ Email ID _____

Sl. No.	Printed materials to be packed & transported from	Destination at which printed materials are to be dispatched	Rate per Kg including cost of Poly bags, handling, packing, loading/unloading and transportation charges (All inclusive excluding GST**). (Rs.)	Total Time allowed for delivery shall be 3 days from the date of receipt of dispatch instructions.
01.	NIOS godown, C/o CWC Warehouse, R.P. Bagh, G.T. Karnal Road, NewDelhi-110033	Delhi & New Delhi		
02.	NIOS godown, C/o CWC Warehouse, R.P. Bagh, G.T. Karnal Road, New Delhi-110033	NCR (BAHADURGARH, JHAJJAR, GURGAON, FARIDABAD, PALWAL, NOIDA, GREATER NOIDA, GAUTAM BUDDHA NAGAR AND GHAZIABAD).		

Signature of Tenderer with Seal

Note: (i) Cutting/over writing must be avoided.
 (i) **GST shall be paid extra.

National Institute of Open Schooling
A-24/25, Institutional Area, Sector-62, NOIDA-201309 (U.P)

(An Autonomous Institution of the Ministry of Education,
Department of School Education & Literacy, Government of India)

THIS UNDERTAKING SHOULD BE SIGNED AND STAMPED BY THE TENDERER AS TOKEN OF
ACCEPTANCE OF THE TERMS AND CONDITIONS LAID DOWN BY NIOS.

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