



राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान
NATIONAL INSTITUTE OF OPEN SCHOOLING

(स्कूल शिक्षा और साक्षरता विभाग, शिक्षा मंत्रालय, भारत सरकार के अंतर्गत एक स्वायत्त संस्था)
(An Autonomous Institution Under Deptt. of School Education and Literacy, Ministry of Education, Govt. of India)

F-48/178/NIOS/2025/Admn./MDU
Date:-22/12/2025

Sub:- LIMITED TENDER FOR PACKING, HANDLING, LOADING AND UNLOADING OF
EDUCATIONAL AND PROMOTIONAL PRINTED STUDY MATERIALS TO NIOS
LEARNERS/STUDY CENTRES (ON PARCEL/BAGS BASIS).

Sir/Madam,

National Institute of Open Schooling(NIOS) is an Autonomous Institution under Ministry of Education, Govt. of India. NIOS invites Limited Tender for Packing, Handling, Loading and Unloading of Educational and Promotional Printed Study Material to NIOS learners/ Study Centres (on Parcel/Bags basis) at Material Distribution Unit, CWC Godown, Mohan Nagar, NIOS, G.T. Road, Ghaziabad-201007.

The Tender document alongwith a sample of Poly coated bag is enclosed. The sealed Tender super scribed as “**Limited Tender for Packing, Handling, Loading and Unloading of Educational and Promotional Printed Study Material to NIOS learners/ Study Centres (on Parcel/Bags basis)**” containing Technical Bid (Annexure-A) and Financial Bid (Annexure-B). The sealed tender should submit in the tender box kept for the purpose in the room number 204, 2nd floor, NIOS HQ, A-24/25, Sector-62, NOIDA on or before **29/12/2025** at 02.00 P.M.. The Technical Bid and Financial Bid will be packed and sealed separately & both the packets will put in another envelope and sealed and addressed to the Secretary, NIOS, A-24/25, Sector-62, NOIDA. The duly constituted Committee in the presence of representative of firms, if available will open the tender on the same day at 3.00 P.M.

Yours faithfully,

Gurdev Singh
22/12/2025

(Gurdev Singh)
Dy. Director(MDU)



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Introduction:

ABOUT THE INSTITUTE

The National Institute of Open Schooling (NIOS) is an Autonomous organization of the Ministry of Education, Govt. of India. It provides education opportunities up to 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, Ex-Serviceman and other disadvantaged persons who because of one or other reason they could not continue their education with the formal system. NIOS operates through a network of Twenty(20) Regional Centres and 3 NIOS Cells and about 10000 Accredited Institutions (AIs) and Accredited Vocational Institutions (AVIs) commonly known as Study Centres in India, Nepal and Middle East. The 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 study materials for the learners is being printed by NIOS Headquarters and distributes amongst the learners through Postal service.

General Instructions:

1. The National Institute of Open Schooling (NIOS) for and on behalf of Secretary, NIOS, invites Sealed tenders in two bid system (Technical & Financial bid) from experienced, reputed & established firms, for Packing, Handling, Loading and Unloading of educational and promotional printed study materials to learners of NIOS & its Study Centres (On Parcel/Bags basis).
2. The terms and conditions of the tender are appended at Annexure-‘A’.
3. **The rates of the tender quoted on the Tender Application Form referred to above will be valid for six months from the date of award of contract.**
4. Earnest Money of Rs.1,00,000/- (Rupees One lakh only) deposited through RTGS/NEFT is to be enclosed along with the Technical Bid failing which the tender will be summarily rejected. **Bidders registered with NSIC/MSME are exempted from EMD. Those who are claiming exemption shall attach a copy of NSIC/MSME Certificate.**
5. Interested bidders may inspect the NIOS office at Material Distribution Unit., C/o Central Warehouse Corporation, G.T. Road, Mohan Nagar, Sahibabad, Ghaziabad-201007 and can have on the spot assessment of actual work/Packing, Handling, Loading and Unloading of Printed materials etc with prior information to the Dy. Director (MDU), NIOS on e-mail www.mppdd@nios.ac.in, at office on any working day between 2.00 P.M to 4.00 P.M.

6. Scattering and damage will not be allowed of the study material during Packing, Handling, Loading and Unloading during the time. The stock of books is to be maintained after Packing, Handling, Loading and Unloading and extra books to be tied with plastic/jute rope.
7. Secretary, National Institute of Open Schooling, NOIDA reserves the right to acceptor reject any or all tenders without assigning any reason (s) whatsoever.
8. Nature, Volume of Work, Eligibility criteria, Payment and penalty clause, etc. shall be as under.

Nature of Work

The bidder is required to Packing, Handling, Loading and Unloading the bags include the following operations:

- (i) The printed study materials to be dispatched to the learners / Study Centres will be made available at godowns of NIOS presently located at Central Warehousing Corporation, GT Road, Mohan Nagar, Sahibabad 201007. Different books in different quantities as per the dispatch instructions required to be supplied by NIOS. The Study materials are to be retrieved from the stacks and packed by the packers/labourers to be engaged by the successful bidder in new 120 microns Poly coated laminated plastic bags of high strength quality to be provided by the successful bidder having capacity up to 3 KG, 5Kg, 10Kg, 15Kg, 20 Kg and 25Kg each. Poly coated laminated plastic bags should be double stitched with good quality thread; **address of MPDD unit** should be mentioned on the bag.
- (ii) The bidder will provide/arrange on its own cost all other material like plastic jute/rope, Cello tape, rubber bands, good quality thread, permanent marker and sewing machines with proper extension board, plug, etc. required for Packing, Handling, Loading and Unloading.
- (iii) The firm shall not assign or sublet the work or any part of it to any other person or party. The tender is not transferable.

Volume of Work

- (i) The NIOS will provide study material, which will be packed by the successful bidder in 120 microns Poly coated laminated plastic bags of high strength quality (having capacity up to 3Kg, 5Kg, 10Kg, 15Kg, 20Kg and 25 Kg each). Poly coated laminated plastic bags will be arranged and provided by the successful bidder for which no extra charges will be paid to the successful bidder.
- (ii) About 2 to 3 lakh packets containing books/other printed material etc. are to be prepared. **Volume of the work may increase or decrease depending on the enrolment of learners at the sole discretion of the NIOS.**

Eligibility Criteria

The bidders must fulfill following efficiency criteria.

- (a) Firm should be registered under Company Act/ Partnership Act/ LLP/any other Act prescribed by Central or State Government.
- (b) The bidder should have minimum five years' experience in Packing, Handling, Loading and Unloading which should include preferably Packing, Handling, Loading and Unloading of books of Educational Boards/Universities, etc..
- (c) The bidder should have a minimum Annual turnover of about Rs. 50,00,000/- (Rupees Fifty lakh only) per year OR total One Crore fifty lakh during last three years i.e. 2022-23, 2023-24 and 2024-25.
- (d) Income Tax returns for the last three years 2022-23, 2023-24 and 2024-25 OR Audited Statements for the last three years i.e. 2022-23, 2023-24 and 2024-25.
- (e) Copy of GST Registration.
- (f) Copy of PAN No./TAN No.
- (g) Detail of major clients
- (h) Detail of Earnest Money deposited

- (i) No. of Manpower

Payment

- i) No advance will be paid for executing the work.
- ii) Payment will be released on successful completion of work and production of bill(s) on monthly basis.

Penalty Clause

The penalty will be imposed/applied as under:-

- (i) Time schedule for Packing, Handling, Loading and Unloading of SLMs should be strictly adhered to by the Bidder. In case of any abnormal irregularity noticed in Packing, Handling, Loading and Unloading and handling of the study materials (like using bags less than 100 Micron etc.), the penalty will be imposed @5% of the value of work done during the month.

Judicial Mechanism:

Any dispute, controversy, or claim arising out of or in connection with this Tender including any question regarding its existence, validity, or termination, shall be resolved through the following mechanism:

- (a) **Mediation:** The Parties shall first attempt to resolve the dispute through mediation, to be conducted by a neutral third-party mediator mutually agreed upon by the Parties. All term and condition will be follow under the existing Mediation Act (up to date).
- (b) **Arbitration:** If the dispute cannot be resolved through mediation, it shall be referred to arbitration in accordance with the Arbitration and Conciliation Act, 1996 (up to date). The arbitration shall be conducted by arbitrator appointed under the prescribed rule of Arbitration Act, and the decision of the arbitrator shall be final and binding on both Parties. Language of Arbitration will be English. Arbitration place will be Delhi/New Delhi.
- (c) **Governing Law and Jurisdiction:** This Agreement shall be governed by and construed in accordance with the laws of India. The courts shall have exclusive jurisdiction over any disputes arising out of or in connection with this Tender as per the law of the land only.

CANCELLATION:

- a) NIOS reserves the right to cancel the contract/purchase order or any part thereof through a written notice to the vendor if:
 - i. The vendor fails to comply with the terms of this purchase order/contract.
 - ii. The vendor becomes bankrupt or goes into liquidation.
 - iii. The vendor fails to deliver the goods on time and/or replace the rejected goods promptly.
 - iv. The vendor makes a general assignment for the benefit of creditors.
 - v. A receiver is appointed for any of the property owned by the vendor.
- b) Upon receipt of the said cancellation notice, the vendor shall discontinue all work on the purchase order matters connected with it. NIOS in that event will be entitled to procure the requirement in the open market and recover excess payment over the vendor's agreed price if any, from the vendor and also reserving to itself the right to forfeit the security deposit if any, made by the vendor against the contract.

Force Majeure Clause

Neither party shall be liable for any failure or delay in performing their obligations under this contract if such failure or delay is caused by events beyond their reasonable control, including but not limited to:

- Natural disasters (e.g., earthquakes, floods, storms)
- Wars, riots, or civil unrest
- Epidemics or pandemics
- Government actions or restrictions
- Unforeseen changes in laws or regulations

The party affected by such event shall:

- Notify the other party promptly
- Take reasonable steps to resume performance
- Provide evidence of the force majeure event

This clause shall not excuse the affected party's obligations to pay monies due.

Secretary, National Institute of Open Schooling

TERMS & CONDITIONS

Between National Institute of Open Schooling, and the bidder for Packing, Handling, Loading and Unloading of educational and promotional printed study materials to be dispatched to Learners/Study Centres spread throughout India and Abroad (on parcel/bag basis).

1. Infrastructure.

The firm(successful bidder) will have to provide:

- (i) Packing in 120 microns Poly coated laminated plastic bags of high strength quality and having capacity up to 3Kg, 5Kg, 10Kg, 15Kg ,20Kg and 25 Kg each . (sample and all other materials like good quality thread, cello tape, permanent marker and sewing machine, etc. required for Packing, Handling, Loading and Unloading and dispatching, can be seen by the bidders at NIOS godown i.e. **NIOS Material Distribution Unit, C/O Central Warehouse Corporation, G. T. Road, Mohan Nagar, Sahibabad Ghaziabad.**
- (ii) Required manpower (labourers’ and supervisors) for 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 learners with address/Study Centres) & Stickers.
- (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 takeout 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 study 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 and accuracy in the Packing, Handling, Loading and Unloading, handling of study materials. The firm should have the capacity to pack minimum **5000 -7000 parcels** per day depending upon the requirement of the NIOS.
- (d) To engage experienced hands for Packing, Handling, Loading and unloading of study materials..
- (e) The contractor must ensure that sufficient stock of printed Laminated Polybags, cello tape, threads, Sewing Machine etc. are available at the times.
- (f) If any mishappening occurs to the laborers engaged during Packing, Handling, Loading and Unloading, handling of material at Material Distribution Unit, G.T. Road, Mohan Nagar, Sahibabad, Ghaziabad-201014,U.P. NIOS shall not be responsible at all. NIOS is neither responsible nor liable to pay any compensation for injury/death caused to the contractor’s staff in the event of any accident on NIOS duty. Contractor will make his own arrangements to meet such eventualities as per existing Govt. rules/regulations.
- (g) None of the Contractor’s employees will be entitled to claim any sort of employment in the NIOS. Contractor is required to attach undertaking to this effect in his quotation.

- (h) The Contractor shall comply with all the laws, rules and regulations applicable to him in respect of his staff and equipment and any breach thereof shall render the contract liable to be cancelled. The Contractor will have to ensure that all the obligations under the various applicable Acts, rules and regulations viz. Contract labour, such as Minimum Wages Act, Payment of Wages Act, PF and ESI Act, payment of Bonus Act and other applicable laws, Acts, regulations etc., as amended from time to time, for all his employee who shall be deployed by the vendor for rendering services to the NIOS are to be fulfilled and complied with by him.
- (i) The Contractor must ensure that sufficient stock of Polybags, Threads, Cello Tape, Sewing machine are available at all times.

1. Performance Security deposit.

The successful bidder will be required to submit a Bank Guarantee/DD/Fixed Deposit of Rs.2,00,000/- (Rupees Two 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, contract is extended for a further period, the validity period of the Bank Guarantee/DD/Fixed Deposit 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/DD/Fixed Deposit against performance security deposit by the successful bidder as specified above.

- 2. The Bidder should go through the tender document carefully to understand the documents required to be submitted as part of the bid. All documents should be signed by the Bidder.
- 3. Canvassing in any form will be viewed seriously and if any bidder is found to be resorting to such practice, the tender of such firm will be rejected.

Note:- Bidders are requested to submit their financial bids in the format as provided in the tender documents as no other format is acceptable.

Secretary
National Institute of Open Schooling



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TECHNICAL BID

LIMITED TENDER FOR PACKING, HANDLING, LOADING AND UNLOADING OF EDUCATIONAL AND PROMOTIONAL PRINTED STUDY MATERIALS TO NIOS LEARNERS/STUDY CENTRES (ON PARCEL/BAGS BASIS).

Sl.NO.	Particulars	Information to be furnished by the bidder
01.	Name & Address of the Firm/Company Mobile No. Email Address Phone No.	
02	Name & Address of the Proprietors/Directors/Partners Mobile No. e-mail address	
03.	Whether the firm is registered under any Act under Central or State Government (copy of Registration of Firm may be enclosed) Year of Incorporation& Registration No. Proprietorship_____	
	Partnership_____	
	Company	
04.	Minimum Annual Turnover of Rs. 50 lakh (Rs. Fifty lakh only) of each financial year for the last three financial years(2022-23, 2023-24and 2024-25) OR total One Crore fifty lakh during last three years i.e. 2022-23, 2023-24and 2024-25 to be duly certified by the Chartered Accountant to this effect.	
05	List of major clients (preferably Govt./Autonomous Bodies)	
06.	Certificate of last 5 years experience in Packing, Handling, Loading and Unloading of books of Educational Boards/Universities etc.	
07	Income Tax returns/Audited Statements of three years i.e. 2022-23, 2023-24 and 2024-25.(copies enclosed)	
08	Copy of GST Registration	

09	Copy of PAN No./TAN No. (copy enclosed)	
10.	Number of Manpower	
11.	EMD to be submitted in online mode only (NEFT/RTGS) as per the following details:- Accounts No. –86882140000311 IFSC Code---CNRB0018688 Name of Bank—Canara Bank Address--- Sector-62, NOIDA, 201309 Receipt /Remittance details of Earnest Money Deposit of Rs. 1,00,000/- or NSIC/MSME certificate for exemption.	

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: _____
Place: _____

Signature of Bidder _____
Name of the bidder _____
Seal of the bidder _____



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ANNEXURE-II

FINANCIAL BID

1. Name of the Firm/Company : _____
2. Name of the Proprietors/Directors/Partners : _____
3. Permanent Address : _____
4. TelephoneNo. _____ Email ID _____

Sl. No.	Particulars	Rate per Packed Parcel/ Bag including cost of printed 120 Micron Poly coated laminated plastic Bags for Packing, Handling, Loading and Unloading charges					
01.	Printed materials to be packed at Material Distribution Unit, NIOS C/o CWC, G.T.Road, MohanNagar, Sahibabad	Parcel/ Bag having weight Upto3 Kg (in Rs.)	Parcel/Bag having weight Exceeding 3 Kg to 5 Kg (in Rs.)	Parcel /Bag having weight Exceeding 5Kgto 10 Kg (in Rs.)	Parcel /Bag having weight Exceeding 10 Kg to 15 Kg (in Rs.)	Parcel /Bag having weight Exceeding 15 Kg to 20 Kg (in Rs.)	Parcel /Bag having weight Exceeding20 Kg to 25 Kg (in Rs.)
	Rate	Rs. Per Parcel /bag	Rs. Per Parcel /bag	Rs. Per Parcel /bag	Rs. Per Parcel /bag	Rs. Per Parcel /bag	Rs. Per Parcel /bag
02	Number of approx.. bags to be packed. (Parcels/Bags may increase or decrease depending on the enrolment of learners of NIOS)	4000	45,000	1,38,000	40,000	4,000	2,000
03	Total (01x02)	Rs. (A)	Rs. (B)	Rs. (C)	Rs. (D)	Rs. (E)	Rs. (F)
04	Grand Total(in words) (A+B+C+D+E+F)						
05	GST						
06	Grand Total + GST						

Note: (i) Cutting/overwriting must be avoided.

Date:-

Place:-

Name & Signature of bidder with seal



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**THIS UNDERTAKING SHOULD BE SIGNED AND STAMPED BY THE BIDDER AS TOKEN OF
ACCEPTANCE OF THE TERMS AND CONDITIONS LAIDDOWN BY NIOS.**

UNDERTAKING

1. 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 180 days from the date of opening of tenders specified in the tender document.
2. The undersigned, hereby undertake to abide the instructions of NIOS 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 contractor non performance of the contract or noncompliance 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, Material Distribution Unit, NIOS from time to time.

Name & Signature of bidder with seal

Place: _____

Date: _____