



राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान
National Institute of Open Schooling
 (शिक्षा मंत्रालय, भारत सरकार के अंतर्गत एक स्वायत्त संस्था)
 (An Autonomous Institution under Ministry of Education, Govt. of India)
 A-24-25, Institutional Area, Sector-62, NOIDA-201309, U.P.

ऑफसेट मुद्रकों के पैनल निर्माण हेतु ई-निविदा सूचना

राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान (एनआईओएस), शिक्षा मंत्रालय, भारत सरकार के अंतर्गत एक स्वायत्त संस्थान, अपने पैनल में ऑफसेट प्रिंटों का पैनल बनाने के लिए दिल्ली/एनसीआर तथा देश के अन्य भागों में स्थित योग्य, सक्षम एवं प्रतिष्ठित प्रिंटिंग प्रेसों से दो-बोली प्रणाली (तकनीकी एवं वित्तीय) के अंतर्गत अलग-अलग ई-निविदा आमंत्रित करता है। चयनित प्रिंटिंग प्रेसों द्वारा अध्ययन सामग्री एवं अन्य विविध मुद्रण सामग्री का एक, दो एवं चार रंगों में मुद्रण किया जाएगा। जिसके लिए ऐसे इच्छुक ऑफसेट प्रिंटों से आवेदन आमंत्रित किए जाते हैं, जिनके पास न्यूनतम निम्नलिखित मशीनरी उपलब्ध होना आवश्यक है: (i) एक (01) चार-रंगीय मशीन/शीट फेड/सीपीसी ऑफसेट प्रिंटिंग मशीन, जिसका आकार 26" × 40"/28" × 40" से कम न हो; एक (01) दो-रंगीय अथवा अधिक रंगों वाली मशीन/शीट फेड ऑफसेट प्रिंटिंग मशीन, जिसका आकार 23" × 36"/25" × 38" से कम न हो तथा एक (01) सिंगल-कलर मशीन, जिसका आकार 23" × 36"/25" × 38" से कम न हो (ii) इन-हाउस प्रोसेसिंग सुविधा (iii) इन-हाउस प्लेट मेकिंग की सुविधा (iv) इन-हाउस बाईंडिंग की व्यवस्था (v) कम से कम 50 KVA का पावर बैकअप (vi) अपने स्वयं के गोदाम में एक समय में NIOS वॉटरमार्कयुक्त मुद्रण कागज को कम से कम 2000 रीम भंडारित करने की क्षमता हो।

पात्रता मानदंड तथा विस्तृत नियम एवं शर्तें CPP पोर्टल के <http://eprocure.gov.in/eprocure/app> पर उपलब्ध है। आवेदन एवं निविदा दस्तावेज एनआईओएस की वेबसाइट www.nioa.ac.in से भी डाउनलोड किए जा सकते हैं। इसके लिए वेबसाइट के Announcement/Tender Notice लिंक देखें।

सभी प्रकार से पूर्ण रूप ऑनलाइन बोली (तकनीकी एवं वित्तीय) CPP पोर्टल <http://eprocure.gov.in/eprocure/app> पर दिनांक 28.09.2026 तक दोपहर 12:00 बजे से पहले अपलोड की जा सकती है।

नोट: किसी भी प्रकार की ऑफलाइन बोली स्वीकार नहीं की जाएगी।

सचिव
एनआईओएस



राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान
National Institute of Open Schooling
 (शिक्षा मंत्रालय, भारत सरकार के अंतर्गत एक स्वायत्त संस्था)
 (An Autonomous Institution under Ministry of Education, Govt. of India)
 A-24-25, Institutional Area, Sector-62, NOIDA-201309, U.P.

E-Tender Notice for Empanelment of Offset Printers

The National Institute of Open Schooling (NIOS), an autonomous Institution under Ministry of Education (MoE), Govt. of India invites e-tender through two bid system (Technical and Financial) separately from well established, competent, reputed printing presses with experience of printing test books for empanelment on its panel of offset printers situated in Delhi/NCR and various other parts of the country for printing of study materials & other misc. items in single, double and four colours. Applications are invited from interested eligible Offset Printers having atleast (i) 1 (One) Machine- 4 (four) colours Sheet Fed/CPC Offset Printing machine not less than 26"×40"/28"×40" size.; 1 (One) Machine - 2 (two) colours or more colours Sheet Fed Offset Printing machine of not less than 23"×36"/25"×38" size.; 1 (One) Machine - single colour not less than 23"×36"/25"×38" size.; (ii) In-House Processing facility. (iii) In-House Plate Making, (iv) In-House Binding arrangement, (v) Power Backup at least 50 KVA, (vi) Capacity to store atleast 2000 Reams of NIOS water marked printing paper at a time in its own godown.

The eligibility criteria and detailed terms and conditions are available in Central Public Procurement (CPP) Portal <http://eprocure.gov.in/eprocure/app>. The application and Tender Document can also be downloaded from NIOS website www.nios.ac.in (see the links Announcement/Tender Notice).

The online bid (Technical and Financial) complete in all aspects should be uploaded on CPP Portal <http://eprocure.gov.in/eprocure/app> on or before 28.09.2026 by 12.00 noon.

Note: No offline bid will be accepted.

Secretary, NIOS



NATIONAL INSTITUTE OF OPEN SCHOOLING
A-24-25, SECTOR – 62 NOIDA (UP)

E-TENDER NOTICE

e-Tender Reference No: F-47/280/26-27/NIOS/Admn./Printing

Dated: 07.09.2026

The National Institute of Open Schooling (NIOS), NOIDA invites Online bids (Technical & Financial) from well established, competent, reputed printing presses with experience of printing textbooks for empanelment on its panel of offset printers. The applicant printers are expected to quote their item-wise rates for all items of printing and other related operations.

<i>Details</i>	<i>Empanelment of Offset Printers and Formulation of Schedule of Rates for Offset Printing and Allied Services - 2026</i>
<i>Application and Processing Fee</i>	<i>Rs. 2000+5000 =Rs. 7000/- (Seven Thousand only) (Online Mode)</i>
<i>Earnest Money Deposit</i>	<i>Rs.2,00,000/- (Online Mode)</i> <i>Micro and Small Enterprises (MSEs) as defined in MSE procurement Policy issued by the Department of MSME and registered Startups as registered by DPIIT are exempted from payment of EMD. Incase the Bidder falls into these categories the bidders should furnish certified copy of its valid registration details.</i>
<i>Tender Type</i>	<i>Open</i>
<i>Type of Bidding</i>	<i>Two Bid Process</i>
<i>Tender Category</i>	<i>Goods and Printing Related Services</i>
<i>Date of e-Publishing</i>	<i>07.09.2026 (4.00 PM.)</i>
<i>Date and time of Pre Bid Meeting:</i>	<i>17.09.2026 (2:30 PM.) – 11 days after e-publishing</i>
<i>Last Date and time for uploading of Bids and other documents</i>	<i>28.09.2026 (12:00 Noon.) – 21 days after e-publishing</i>
<i>Date and time of opening Technical Bids</i>	<i>29.09.2026 (3:00 PM.) – 22 days after e-publishing</i>
<i>Bid Validity</i>	<i>180 Days</i>
<i>Date and time of opening Financial Bids</i>	<i>Will be separately notified to Technically shortlisted/qualified bidders</i>
<i>Prequalification</i>	<i>(Part A) Qualification Criteria</i>

Interested Bidder may view and download the tender document containing the detailed terms & conditions from the website <http://eprocure.gov.in/eprocure/app>

Manual/offline bids will not be accepted.

Bidders should regularly visit the websites <http://eprocure.gov.in/eprocure/app> to keep themselves updated.

INSTRUCTION FOR UPLOADING OF BID ONLINE

The bidders are required to submit soft copies of their bids electronically on the Central Public Procurement (CPP) Portal i.e. <http://eprocure.gov.in/eprocure/app>, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

REGISTRATION

- (i) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal by using the “Online Bidder Enrollment” option available on the home page. **Enrolment on the CPP Portal is free of charge.**
- (ii) Micro and Small Enterprises (MSEs) as defined in MSE procurement Policy issued by the Department of MSME and registered Startups as registered by DPIIT are exempted from payment of EMD. In case the Bidder falls into these categories the bidders should furnish certified copy of its valid registration details.
- (iii) During enrolment/ registration, the bidders should provide the correct/ true information including valid email-id & mobile no. All the correspondence shall be made directly with the contractors/ bidders through email-id provided.
- (iv) As part of the enrolment process, the bidders will be required to choose a unique username and a password for their accounts.
- (v) For e-tendering possession of valid Digital Signature Certificate (Class III Certificates with signing key usage) is mandatory. To view the detailed list of License CA vendors recognized by CA India [click here](#)
- (vi) Upon enrolment on CPP Portal for e-tendering, the bidders shall register their valid Digital Signature Certificate with their profile.
- (vii) Only one valid DSC should be registered by a bidder. Bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse and should ensure safety of the same.
- (viii) Bidders can then log into the site through the secured login by entering their user ID/ password and the password of the DSC/ eToken.

SEARCHING FOR TENDER DOCUMENTS

- (i) There are various search options built in the CPP Portal to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords, etc., to search for a tender published on the CPP Portal.
- (ii) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- (iii) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS:

- (i) For preparation of bid Bidders shall search the tender from published tender list available on site and download the complete tender document and should take into account corrigendum if any published before submitting their bids.

After selecting the tender document same shall be moved to the ‘My favourite’ folder of bidders account from where bidder can view all the details of the tender document.

- (ii) Bidder shall go through the tender document carefully to understand the documents required to be submitted as part of the bid. Bidders shall note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

- (iii) Any pre-bid clarifications if required, may be obtained online through the tender site, or through the contact details given in the tender document.
- (iv) Bidders should get ready in advance the bid documents in the required format (PDF/xls/rar/dwf/jpg formats) to be submitted as indicated in the tender document/schedule. **Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.**
- (v) Bidders can update well in advance, the documents such as experience certificates, annual report, PAN, EPF & other details etc., under “My Space/ Other Important Document” option, which can be submitted as per tender requirements. This will facilitate the bid submission process faster by reducing upload time of bids.

SUBMISSION OF BIDS:

- (i) Bidder should log into the site well in advance for bid submission so that he/ she upload the bid in time i.e. on or before the bid submission date & time.
- (ii) Bidder should prepare the Tender and pay processing Fee and EMD as per the instructions specified in the tender document. EMD shall be in the form of **Demand Draft**, to be issued from Nationalized Bank, drawn in favour of the Secretary, NIOS payable at NOIDA or online payment can also be made at the Secretary’s Account no. Scanned copy of Proofs of payment to be submitted on portal with Technical Bid. The details of the of the payment should tally with the details available in the scanned copy and the data entered during bid submission time. Micro and Small Enterprises (MSEs) as defined in MSE procurement Policy issued by the Department of MSME and registered Startups as registered by DPIIT are exempted from payment of EMD. Incase the Bidder falls into these categories the bidders should furnish certified copy of its valid registration details. Otherwise the uploaded bid will be rejected. **EMD of all successful Bidders shall be withhold and it will be treated as Performance/Security Deposit. EMD of unsuccessful Bidders will be return after completing the Tender Process. (Technical/Financial Bid).**
- (iii) While submitting the bids online, the bidder shall read the terms & conditions (of CPP portal) and accepts the same in order to proceed further to submit their bid.
- (iv) Bidder shall digitally sign and upload the required bid documents one by one as indicated in the tender document.
- (v) Bidders should note that the very act of using DSC for downloading the tender document and uploading their offers is deemed to be a confirmation that they have read all Chapters and pages of the tender document without any exception and have understood the complete tender document and are clear about the requirements of the tender document.
- (vi) Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document. For the file size of less than 1 MB, the transaction uploading time will be very fast.
- (vii) **If price quotes are required in XLS format, utmost care shall be taken for uploading Schedule of quantities & Prices and any change/ modification of the price schedule shall render it unfit for bidding. Bidders shall download the Price schedule, in XLS format and save it without changing the name of the file. Bidder shall quote their rate in figures in the appropriate cells, thereafter save and upload the file in financial bid cover (Price bid) only. If the template of Price schedule file is found to be modified/corrupted in the eventuality by the bidder, the bid will be rejected and Processing fee shall be forfeited. The bidders are cautioned that uploading of financial bid elsewhere i.e. other than in cover 2 will result in rejection of the tender.**
- (viii) Bidders shall submit their bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). **The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.**
- (ix) After the bid submission (i.e. after Clicking “Freeze Bid Submission” in the portal), the bidders shall **take print out of system generated acknowledgement** number, and keep it as a record of evidence for online submission of bid, which will also act as an entry pass to participate in the bid opening.
- (x) Bidders should follow the server time being displayed on bidder’s dashboard at the top of the tender site, which shall be considered valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system.

- (xi) All the documents being submitted by the bidders would be encrypted using PKI (Public Key Infrastructure) encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology.

ASSISTANCE TO BIDDERS:

Interested eligible bidders may obtain further information in respect of the Bidding Documents from Deputy Director (Publication), National Institute of Open Schooling, A24-25, Sector-62, NOIDA, Uttar Pradesh.

Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 10.00 am to 5.00 pm in working days CPP Portal Helpdesk. Number **0120-4001 002/0120-4001 005/0120- 4493395**



NATIONAL INSTITUTE OF OPEN SCHOOLING

A24/25, Sector-62, NOIDA, Uttar Pradesh

E-Tender Notice

e-Tender Reference No: F-47/280/26-27/NIOS/Admn./Printing

Online bids (Technical & Financial) are invited *from well established, competent, printing presses with experience of printing of books for empanelment on its panel of offset printers and Formulation of Schedule of Rates for Offset Printing and Allied Services - 2026*. The online bids complete in all respects should be uploaded on or before 28/09/2026 by 12:00 Noon. Tender Application and Processing Fee total amounting to Rs.7000/- are to be paid online to Secretary Account, National Institute of Open Schooling (NIOS), NOIDA and details of online transaction should also be uploaded along with the bid.

The tender document along with other details may be downloaded from the Central Public Procurement (CPP) Portal: <http://eprocure.gov.in/eprocure/app>

Sd/-Secretary
NIOS

File No 47-280/2026-27/NIOS/Admn/Ptg.

Last date for submitting the Bid and Application form is 28/09/2026 (12.00 Noon.)

Tender and Processing Fee: **(Rs.2000+5000)**



National Institute of Open Schooling, NOIDA, 201309

Application for Empanelment of Offset Printers and Bidding Document for Formulation of Schedule of Rates for Offset Printing and Allied Services – 2026

राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान National Institute of Open Schooling

Details of online payment made to Secretary Account, NIOS towards Application and Processing fee and all required documents as per the Annexure 1 must be submitted online on CPP Portal:

<http://eprocure.gov.in/eprocure/app>.

No documents in offline/physical mode will be accepted.

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Chapter I

GUIDELINES TO APPLICANTS FOR EMPANELMENT OF OFFSET PRINTERS AND INVITING BIDS TO FORMULATE SCHEDULE OF RATES

1. The National Institute of Open Schooling (NIOS), an autonomous Institution under the Ministry of Education, Govt. of India, invites applications from well established, competent, reputed printing presses with experience of printing textbooks for empanelment on its panel of offset printers.
2. The offset printers with required machines and complete infrastructure for printing of study material (books) & other miscellaneous items in single, two and four colours for its students enrolled through Open and Distance Mode of Learning. The textbooks and miscellaneous items to be printed are having different subjects and varying print runs for printing. Other details are as under:
3. NIOS publishes approx. 300 Titles having different parts in Hindi, English, Urdu and other regional mediums in a year. These books are printed in Black and White, Two and Four colours in size 23"×36"/8 (8½"×11") with varied pages 48, 96, 144, 188 to 500 or more and with print runs of 500 or multiple of 500 (i.e. 1000, 2000, 4500, 8500 to 50,000 copies). The print runs vary from subject to subject as per enrolment.
 - (i) The books upto 160 pages will be Centre stitched with duly creased cover and centrally stitched by wire at two places;
 - (ii) The books from 161 to 258 pages will be side stitched by wire at two places and cover to be pasted.
 - (iii) The Books from 260 pages onwards will be perfect bound.

Most of NIOS publications are mixed centre, side stitched and perfect bound. Presently NIOS Water Marked Maplitho Paper in sheets in the size of 23"×36" of 70 GSM is used for printing of text of these books, while 24"×37"/220 GSM Art Card is being used for printing of cover of NIOS Publications. Since, this work is a time bound programme, the printing is done through a large number of printers situated in Delhi, NCR and various other parts of the country. The printers are expected to complete the jobs of printing of books and miscellaneous jobs with good quality within the given time schedule, strictly.
4. Other than books, Annual Report, Journal, Magazine, News Bulletin, Prospectus, Wall and Table Calendars, Almanac and other miscellaneous jobs such as examination guidelines, Date Sheet, Brochures, folder, Invitation Card, are also printed in connection with various activities of the NIOS and separate quotation may be invited from the empaneled printer as and when required.
5. The NIOS invites online applications and bids from well established, competent, reputed printing presses with experience of printing textbooks for empanelment on its panel of offset printers. The applicant printers are also invited to quote their item-wise rates for all items of printing and other related operations as per the BoQ Format.
6. The application forms received from the printers will be scrutinized with reference to the qualification criteria mentioned in the Chapter II (Part A) of this document. So, before applying for empanelment, please ensure that you fulfill the prescribed minimum qualification criteria. The application of only those printers will be considered who fulfill the prescribed minimum qualification criteria.
7. A complete set of Application form and Bidding Documents may be downloaded by interested eligible Bidders from the NIOS website www.nios.ac.in or Central Public Procurement (CPP) Portal: <http://eprocure.gov.in/eprocure/app> from **07.09.2026**. Application and Processing fee total amounting to Rs.7000/- are to be paid online to Secretary, NIOS and copy carrying details of online transaction should also be uploaded along with the bid, in absence of which the application will not be considered.
8. Interested eligible bidders may obtain further information in respect of the Application Form & Bidding

Documents from Deputy Director, Publication, National Institute of Open Schooling (NIOS), A24/25, Sector-62, NOIDA, Uttar Pradesh-201309.

9. A Pre-bid meeting will be held on 17.09.2026 at 2.30 PM hours in the Conference Hall, NIOS Head Quarters, NIOS in order to provide the bidders an opportunity to seek clarifications on all aspects of the Application Form & Bidding Documents.
10. All applicants have to pay online Rs.7000/- (Rupees Seven Thousand only) non-refundable to Secretary, NIOS i.e. towards application fee and processing fee (Rs.2000+5000) failing which their applications will not be processed. Bank details for online payment are as follows:

Secretary, NIOS

Account No: 86882140000307

IFSC Code: CNRB0018688

Name of Bank:- Canara Bank

(Address Sector 62, NOIDA, Uttar Pradesh)

PIN 201309

11. The last date for uploading of the Bid is 28.09.2026 till 12.00 Noon. The Bid will be opened on 29.09.2026 at 03.00 p.m.
12. All interested eligible bidders are requested to submit their application and bids online on Central Public Procurement (CPP) Portal: <http://eprocure.gov.in/eprocure/app>, as per the criteria given in this document
Both Technical and Financial Bid should be uploaded online on the CPP Portal (<http://eprocure.gov.in/eprocure/app>).
13. No document in offline/physical mode will be accepted except EMD in the form of DD Amounting Rs.2.00 Lakh. Interested Bidders are requested to submit Demand Draft on or before last date of submission of Bids to Deputy Director (Publication) at NIOS Head Quarters.
14. Applications and Bids of printers found incomplete **in any manner will not be considered.**
15. This shall be named as Application for empanelment of offset printers and bid for formulation of schedule of rates for offset printing and allied services-2026. Applicant printers are supposed to submit the bid in two parts as per clause 06.02 Chapter II (Part B).
16. The Applications received from printers will be scrutinised by a Committee appointed by NIOS with reference to the qualification criteria. On the basis of evaluation, a tentative list of those printers will be prepared who fulfill the requirement. A team of officers will inspect the establishment of these printers and verify the details provided by the applicant in respect of machinery, equipment, space and other relevant documents. The team will also check the working conditions of machinery, equipments which was mentioned in the application. The team will also verify the originals of the documents submitted on line. Thereafter a list of printers shall be finalised who qualify in the technical bid. A list of qualified printers shall be finally examined by the Committee.
17. The financial bids of technically qualified printers shall be opened. The financial bids will be opened at the appointed time and date in the presence of the printers or their authorized representatives who may wish to attend. The printers who qualify in the technical bids shall be informed through e-mail of the date and time of opening of financial bids.
18. The Committee will prepare a comparative chart of the rates of printing and related work offered by the printers. The Committee will examine and formulate the rates for various items based on the item wise lowest rates obtained in the bidding process. **In the financial bid, if any bidder quotes unrealistic and unjustified rates, the NIOS may reject that bid and NIOS reserves the right to debar such bidders following due procedure.** The Committee will finalise the rates keeping in view that the reasonable number of printers are supposed to work for the NIOS who could take the workload of printing jobs and bring out NIOS publications within the given deadline with good quality.
19. The formulated L1 schedule of rates will be offered to the printers whose bids were found and approved by the competent Authority. The Printer's accepting the offer and rates unconditionally will convey its acceptance through a letter, which shall be in the format given at Annexure – II along with the following documents:
 - i. Security Deposit of Rs. 2,00,000 /- (Rupees Two Lacs only) shall be in the form of **Demand Draft** to be issued from Nationalized Bank, drawn in favour of the Secretary, NIOS payable at NOIDA or online payment can also be made at the Secretary's Account no. Scanned copy of Proofs of payment to be submitted on portal with Technical Bid as mentioned at Chapter-1 point no.10. Copy with details of online payment made should be enclosed.
 - ii. Two copies of the contract agreement (Chapter VI) on non-judicial stamp paper of Rs.100/- duly

signed, stamped and witnessed.

- iii. Affidavit in original given by authorized signatory on non-judicial stamp paper of Rs. 100/- (one hundred) in the format enclosed (Annexure-III) Integrity Agreement duly attested by the Notary.
- iv. Affidavit in original given by authorized signatory on non-judicial stamp paper of Rs. 100/- (one hundred) in the format enclosed (Annexure-IV) declaring the printing and binding machines owned by the printing press duly attested by the Notary.
- v. Affidavit in original given by authorized signatory on non-judicial stamp paper of Rs. 100/- (one hundred) in the format enclosed (Annexure-VI)

The security deposit will remain with the NIOS till the printer remains enlisted on the panel of printers. No interest shall be payable on security money. NIOS will not consider any conditional acceptance of its offer. On receipt of the contract agreement and Security Deposit, the authorized officer of NIOS will sign both the copies of the contract agreement. A copy of the agreement will be given to the printer. The printers who submit the security deposit and sign the contract agreement will be placed on the panel of offset printers.

20. **The Successful Bidder has to ensure and comply with non-piracy of NIOS textbooks. Any deviation of this count, directly or indirectly, shall be viewed seriously which may include confiscation of entire printed material, financial penalties, legal consequences and may also lead to blacklisting of the bidder.**

EARNEST MONEY DEPOSIT:

Earnest Money Deposit (EMD) amount of Rs. 200000/- (Rupees Two Lacs only) shall be in the form of **Demand Draft** to be issued from Nationalized Bank, drawn in favour of the Secretary, NIOS payable at NOIDA or online payment can also be made at the Secretary's Account no. Scanned copy of Proofs of payment to be submitted on portal with Technical Bid. Micro and Small Enterprises (MSEs) as defined in MSE procurement Policy issued by the Department of MSME and registered Startups as registered by DPIIT are exempted from payment of EMD. In case the Bidder falls into these categories the bidders should furnish certified copy of its valid registration details. Earnest Money Deposit (EMD) of the successful bidders shall be adjusted against the **Security Deposit**.

- i. Earnest Money Deposit (EMD) of the unsuccessful bidders(s) shall be refunded as early as possible.
- ii. No interest shall be paid on Earnest Money Deposit.
- iii. **Please note that Earnest Money Deposit (EMD) shall stand forfeited:**
 - (a) **if the successful tender Bidder fails to execute the contract and/or does not deposit the Security Deposit within the stipulated period and also refuse to sign an agreement to NIOS.**

21. Award of contract shall be within the sole discretion of Institution. The Institution is not bound to award the contract on the basis of bids received. It shall be opened to the Institution not to accept any bid and to abandon the contract without disclosing any reasons. The Institution reserves the right to reject or accept whole or any part of the tender. The interest of the Institution shall be paramount. No bidder shall have any indefeasible rights to be awarded to a contract even if his price is the lowest.

Lowest rates quoted by any of the printer in each head will become **Printing Schedule of Rates of NIOS** and will be offered to all printers recommended for empanelment and earlier qualified in their Physical Inspection. These lowest rates so received will remain valid initially for a minimum period of '3' years for printing SLM for NIOS. These rates and panel may also be extended for another '1' year or exceptional cases till the new tender finalization, mutually with the approval of the Competent Authority of NIOS. The decision of the Institution on the tender/contract shall be final and binding on the bidders/contractor. **Therefore all eligible interested printers which fulfill Minimum Eligibility Criteria are required to see it carefully and quote their reasonable, competitive and workable rates.**

22. **SECURITY DEPOSIT :** The successful printers which are recommended for empanelment in NIOS will have to submit **of Rs. 200000/- (Rupees Two Lacs only)** shall be in the form of **Demand Draft**, to be issued from Nationalized Bank, drawn in favour of the Secretary, NIOS payable at NOIDA or online payment can also be made at the Secretary's Account no. Bank details as mentioned at Chapter-1 point no.10
 - (a) The Security Deposit can be forfeited by the order of the Chairperson/Chairman, NIOS, in the event of any breach or non-observance of any of the conditions of the Contract. On the expiry of the contract, such portion of the said security as may be considered by the Chairperson/Chairman, NIOS, sufficient to cover an incorrect or excess payment made on the bills of the printer, or towards balance paper with printer, if any, shall be retained or adjusted by the Institution until the

final report on the account of the bill had been received and examined.

- (b) Any sum of the money due and payable to the Contractor(s) including Security Deposit refundable to him/them under this Contract may be appropriated by the NIOS and set off against any claim of NIOS in respect of any sum of money arising out of under any other Contract(s) made by the Printer with the NIOS and for such purpose the NIOS shall be entitled to realize such securities forming the whole or part of any such Security Deposit in any manner whatsoever as NIOS may think fit.
 - (c) The Security Deposit shall be released by the Institution only after completion of the contract period.
23. **SECURITY AGAINST PAPER SUPPLY:** The institution will issue the requisite quantity of text and cover paper for printing of job assigned to the printer. The paper will be supplied to the Printer against the Bank Guarantee or Fixed Deposit (pledged in favour of NIOS) of 50% value of paper and insurance for actual value of paper fixed by the NIOS. The insurance policy should be made in the name of Secretary, NIOS. This has to be obtained from nationalized banks. Validity of the Security against paper issued by NIOS may be kept **one year** and remain valid till discharged by NIOS and to be renewed as per NIOS requirement from time to time.
24. The Institution reserves its right to take any such action(s) as may deemed fit against the Printing Contractor in case of failure in fulfilling the contract apart from **forfeiture of earnest money/security deposits**.
25. Acceptance of offer will be communicated by the printer in writing on their letter heads and in the meanwhile, the bidders will act upon the instructions contained in the letter. **The successful bidders recommended for empanelment will also have to sign an agreement on Rs. 100/- non-judicial stamp paper with NIOS.**
26. The terms and conditions of this agreement shall be applicable on all jobs i.e. course materials/books, posters, invitation card, brochures, Wall Calendars, Almanacs job work etc. which will be assigned by the NIOS, as per its requirements from time to time.
27. **EMPANELMENT AND CONTRACT PERIOD:** The Empanelment and Contract (as also the Printing schedule of rates finalized) would be initially valid for a period/term of **Three years**. The same may be extended further by '**One**' year or in exceptional case till the finalization of new panel on mutually with the approval of the Competent Authority of NIOS.
28. A list of clients of the firm under Government Department/PSU/Undertakings along with an undertaking that the firm was not black-listed by any Government Department/PSU/Undertakings may also be furnished along with Technical Bids.
29. NIOS reserves the right to accept or reject any bid, and to decline the invitation of bidding process and reject all the bids without assigning any reason.
30. Provisions of regarding restrictions local content and purchase preference to local suppliers in terms of Make in India Policy of the Government shall be applicable.
31. The NIOS reserves the right to cancel the panel of printers at any point of time without pointing any reason.
32. The NIOS reserves the right to give work order or not to give the work order to all or any of the empanelled printer/s. The NIOS reserves the right to decide these allocation of printing work to any of the Empanelled Printers and their shall be no minimum work.

Yours faithfully

Secretary, NIOS

QUALIFICATION /ELIGIBILITY CRITERIA
FOR EMPANELMENT ON THE PANEL OF NIOS OFFSET
PRINTERS

(Please note that one firm/printing press can submit only one application form)

- 1.01 The Bid floated by NIOS is to empanel Offset Printers.
- 1.02 The cut off year for the age of printing machine 2000 and documentary proof regarding purchase of Printing machines with year of manufacture prior to 2000 of four colour printing machines should not be included in the list. Printers having machines with latest technology will be preferred.
- 1.03 Copies of the Purchase documents of all the equipment and machineries make and Year of Manufacture of the machines and equipment are to be attached. An affidavit given by authorized signatory on non-judicial stamp paper of Rs. 100/- (one hundred) in the enclosed format (Annexure IV) duly attested by the Notary should be uploaded along with the bid. The concerned bidder should possess the above printing equipment and at the time of inspection, if the facts mentioned in the affidavit are found to be incorrect, the bidder will be disqualified.
- 1.04 The applicant printer must be in existence for the last 5 (Five) years and must have 5 years experiences in book production and it should be supported with documents. **The bidders are required to be empanelled with any or all of the following organizations**
- NCERT (National Council for Educational Research and Training),**
- IGNOU (Indira Gandhi National Open University),**
- DDCE (Directorate of Distance and Continuing Education)/COL (Commonwealth of Learning) / SOL (School of Open Learning) or other Academic Government Institution.**
- 1.05 The applicant printer must be registered with local/municipal body or should have a License/Registration to run the press (of all the premises where the platemaking, printing and binding machineries etc. are installed) issued by concerned local Govt. body. In case the binding unit of the printing press is located at different premises other than the press premises the applicant printer should have the factory license/Registration of those premises.
- 1.06 Declaration before the Police Commissioner/Magistrate for running/having a press.
- 1.07 The Applicant printer should have PAN number issued by Income Tax Department in the name of the company/firm and GST Registration, and have a minimum average turnover of at least Rupees one crore in the last three years and copies are to be submitted. The applicant printer should have press registration certificate. Copy of the audited financial statements for three years **i.e. Financial Year 2022-23, 2023-24, & 2024-25** as per their Audited Financial Statements or CA Certificate and duly supported by GST Returns should be uploaded with the bid document. ***No exemption in turnover to the startup firm.***

- 1.08 The applicant printer should have ownership documents in support of all equipment, printing and binding machines.
- 1.09 The bidder shall ensure payment of Provident Fund, ESI and other social security provisions to its workers as per the existing Labour Laws / Codes and submit the registration number in this regard.
- 1.10 An affidavit on non-judicial stamp paper of Rs.100/- stating the following (Annexure V):
- Bidder financial standing: That the bidder is not under liquidation, court receivership or similar proceedings and not bankrupt;
 - No case is pending against the firm with regard to criminal case under IPC/CrPC and Copyright Law.
 - No litigation under GST Act / Income Tax Act / Companies Act and Copyright Act or any other Law which has criminal consequences is pending
 - Whether any Black listing is in force by any Government/Semi Govt./Govt. Undertaking or by any Autonomous Organization set up by the State / Union Governments.
 - All the information provided by the bidders are correct to the best of their knowledge and belief and nothing has been concealed there from.
 - If any case is registered against the bidder during the Contract period or any other entity issue debarring order, it should be immediately informed in writing to the NIOS.
 - Bid shall remain valid for a period of 180 (One hundred and Eighty) days reckoned from the opening of the Technical Bid.
- Printer will not refuse any assigned job irrespective of number of colours, pages, positives, negatives, film, size and quantity.***

- 1.11 The bidder needs to have its own printing press at the disclosed premises with all the required facilities. Subletting of the printing job is not permitted under any circumstances. The Printing Press should have its display board outside the press premises confirming legality of the printing press and its name. The printing press must have the following equipment and machinery:

Eligibility criteria is as under:

1. Plate Making:

Printers must have Full-fledged Plate making Unit with pasting table and Printing Down Frame and Computer to Plate System (CTP or CTCP) at their premises is desirable.

2. Printing Machines (Minimum Criteria):

The Applicant Printer must have 3 (three) offset printing machines in working condition of the following specifications:

- (a) 1 (One) Machine- 4 (four) colours Sheet Fed/CPC Offset Printing machine not less than size 26"×40" /28"×40".
- (b) 1 (One) Machine - 2 (two) colours or more colours Sheet Fed Offset Printing machine not less than size 23"×36"/25"×38".
- (c) 1 (One) Machine - single colour machine not less than size 23"×36" /25"×38".

3. Binding Machinery and Equipment:

- (a) 1 (one) automatic Folding machines not less than 30" size capable of performing 3 (three) folds or 2 (two) semi-automatic Folding machines not less than 30" size each capable of performing 3 (three) folds.
- (b) 2 (two) wire stitching machines out of which one machine should be capable of stitching spine of 1¼ ".
- (c) 2 (two) Perfect Binding machines, one machine one clamp and one machine 3/6 clamps.
- (d) 2 (two) cutting machines out of which one machine should be programmed cutting machine of not less than 36"size or one 3 knife trimmer and one Paper cutting machine.
- (e) Press should have one strip packing machine.

4. Storage Space: The press should have minimum 400 square feet space under the same roof for the safe and secure pest free environment / secured from rain water and storm for storing NIOS Water Marked printing Paper (for 2000 reams) at a time/printed forms and books within the press premises.

5. Power Backup at least 50 KVA

Desirable

- (i) DTP facilities also with Coral draw, Photoshop, Pagemaker and Indesign etc.
- (ii) Scanner/Image setter

Note

Printing Machinery of minimum criteria must be installed in One Unit/premises and the machinery owned by the applicant.

All these machines mentioned in serial no. 2 must be in working condition till the validity (3+1 year) of the tender.

CHAPTER II (PART B)

INSTRUCTIONS TO BIDDERS

A. INTRODUCTION

01. Scope of Bid

- 01.01 National Institute of Open Schooling, hereinafter referred to as NIOS, issues “Application for Empanelment of Printers and Bidding Documents for the Formulation of Schedule of Rates for Offset Printing and Allied Services – 2026” as specified in **Schedule of Requirements and Specifications, Chapter II (PART C)**.
- 01.02 Throughout these Documents:
- (a) The term “in writing” means communicated in written form by email.
 - (b) If the context so requires, “singular” means “plural” and vice versa; and
 - (c) “Day” means a calendar day.

B. APPLICATION AND BIDDING DOCUMENTS

02. Chapters of the Documents

- 02.01 The Bidding Documents consist of Parts 1, 2, 3 and 4, which include all the Chapters indicated below, and should be read in conjunction with any addendum issued in accordance with Clause 04.

Part 1: Bidding Procedures

- | | | |
|---|------------|---|
| 1 | Chapter I | Guidelines to Applicants for Empanelment and Inviting Bids to Formulate the Schedule of Rates for Printing- 2026. |
| 2 | Chapter II | Part A : Qualification Criteria Part
Part B : Instructions to Bidders
Part C : Schedule of Requirement and Specifications |

Part 2: Application

- Chapter III Questionnaire and Application form for Empanelment of Offset Printers

Part 3: Bid Submission

- Chapter IV Bid Submission Letter.

Part 4: Contract

- Chapter V Conditions of Contract
- Chapter VI Contract Agreement
- Annexure I to V

- 02.02 NIOS is not responsible for the completeness of the Bidding Documents and their addendum, if they were not downloaded directly from NIOS website or from the Central Public Procurement (CPP) Portal: <http://eprocure.gov.in/eprocure/app>.
- 02.03 The Bidder is expected to study all the instructions, forms, terms, and specifications in the Application Form and Bidding Document. Failure to furnish all information or documentation required with the Application Form and Bidding Documents may result in the rejection of the Bid.

03. Pre-Bidding meeting

03.01 The Bidder requiring any clarification about the Application and Bidding Documents may notify its request to the NIOS by email at the address slmprinting@nios.ac.in. All requests for clarification received by NIOS, will be clarified in the pre-Bid meeting as per schedule.

04 Amendment of Application and Bidding Documents

04.01 At any time prior to the deadline for submission of application and Bid, NIOS may amend the Application and Bidding Documents **like extension of Date/Time of submission of bid, etc.** by issuing an addendum or corrigendum.

04.02 The amendment if any will be available in the website of the NIOS and as well as CPP Portal and can be downloaded from the Central Public Procurement (CPP) Portal: <http://eprocure.gov.in/eprocure/app>. The amendment will be binding on all the Bidders.

04.03 NIOS may, at its discretion, extend the deadline for the submission of Applications and Bids to facilitate the Bidders to take into cognizance of the amendment and upload their Bids.

C. PREPARATION OF APPLICATION AND BID

05 Language of Application and Bid

05.01 The Application and Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the NIOS, shall be written in English or Hindi language, if any printed literature furnished by the Bidder may be in another language, it will be so long as it is accompanied by an certified accurate translation in English/Hindi of its pertinent passages.

06 Documents Comprising the Application and Bid

06.01 The following documents, are not required to submit with the Bid, and will be deemed to be part of the Bid.

Chapter I	Guidelines to Applicants for Empanelment and Inviting Bids to Formulate the Schedule of Rates for Printing.
Chapter II	Part A : Qualification Criteria Part B : Instructions to Bidders Part C : Schedule of Requirement and Specifications
Chapter VI	Contract Agreement

06.02 Documents to be uploaded online on <http://eprocure.gov.in/eprocure/app> Technical Bid

- i. **Scanned copy of Application for Empanelment (Chapter III)** duly filled and signed by the authorized Signatory and stamped on each page along with the supporting documents.
- ii. **Scanned copy of Bid Submission Letter (Chapter IV)** duly filled and signed by the authorized Signatory and stamped on each page.
- iii. **Scanned copy of Conditions of Contract (Chapter V)** duly signed by Authorized Signatory and Stamped on each page.
- iv. Scanned copy of PAN, GST, Press registration certificate and copy of the audited financial statements for the three years **i.e. Financial Year 2022-23, 2023-24, & 2024-25** duly signed by authorized Signatory and stamped on each page. Copy of details of online payment of Rs. 7000/- (Seven thousand only) made to Secretary, NIOS for application and processing fees and **other documents mentioned in the Checklist of Documents (Annexure –I)**
- v. Scanned Copy of the Checklist of Documents (Annexure - I) duly filled, signed and stamped.

- vi. Written confirmation authorizing the signatory of the Applicant and Bid to commit the Bidder.

06.03 Price Bid in BoQ_XXXX.xls

A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is accepted. Bidders are required to download the BoQ file and enter their financial quotes and other details (such as name of the bidder) in all the 7 sheets

BoQ1: Bid for Formulation of Schedule of Rate for Offset Printing and Allied Services 2026

No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the file name. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the Bid Id and the date & time of submission of the bid with all other relevant details. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

- 06.04 Any application (Bid) from the printer not accompanied with all documents indicated in accordance with clause 06.02 will be summarily rejected by the NIOS as non-responsive, pursuant to Clause 17.

7 Application and Bid Submission Letter

- 7.01 The Bidder shall complete and submit the Application and Bid Submission Letter by using the forms furnished in **Chapters III and IV**. These forms must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.

08 Bid Prices

- 8.01 The Bidder shall indicate the Price (Rate for) of each operation of printing and for other items as asked for in the **Form of Bid** in BoQ format;
- 8.02 Bidders have to quote for rates for all the items. Any cell left blank in BoQ file will be treated as non-responsive and such offers shall be rejected.
- 8.03 Prices indicated on the **Form of Bid** shall be entered separately taking into account Clauses 08.05 and any other charges (e.g., Insurance), and the Total Unit Price. The BoQ_XXXX.xls file shall be saved in the same name and uploaded.
- 8.04 Bid Prices will not be adjusted for any conditional or unconditional discount offered by the Bidder.
- 8.05 A Bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.

9 Bid Currencies

- 9.01 Prices shall be quoted only in Indian Rupees (INR) upto two decimal only (example valid Rs. 25.12, 30.25) in figure only.

10. Period of Validity of Application and Bid

- 10.01 Application and Bid shall remain valid for a period of 180 (One hundred and eighty) days reckoned from the opening of the Technical Bid. Any Bid valid for a shorter period than the period specified shall be rejected by the NIOS as non-responsive.
- 10.02 In exceptional circumstances, the NIOS may solicit the Bidder's consent to an extension of the period of Bid validity for a period not exceeding 60 (Sixty) days. The request and the responses thereto shall be made in writing or by e mail. Bidder may refuse the request. Bidder accepting the request for extension of Bid validity will not be required nor permitted to modify his/her Bid.

11. Format and Signing of Application and Bid

- 11.01 The Application Form Chapter III shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons authorised to bind the Bidder to the **Conditions of contract and Contract Agreement**. The letter of authorization shall be in the form of power of attorney accompanying the Application and Bid.
- 11.02 All the pages of the **Application Form (Chapter III), Bid Submission Letter (Chapter IV), Conditions of Contract (Chapter V), and Annexure 1** except for un-amended printed literature, shall be signed and stamped on each page.
- 11.03 The Bid shall not contain any interlineation, erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be counter signed by the persons or persons signing the Bid. All the documents should be numbered.

D. SUBMISSION OF APPLICATION AND BID

12. The application and bid documents may be downloaded, filled properly and submitted online through CPP Portal <http://eprocure.gov.in/eprocure/app> till the last date of submission of tender.

The bidder should submit the bid online in two parts viz. Technical Bid and Financial Bid. Technical Bid consisting of Application Form, document to be uploaded other than the BoQ sheets. copy of transaction details for online payment of Application Fee & Processing Fee to NIOS along with required documents should be uploaded online and Financial Bid in “.xls” should be uploaded online.

Please note that one firm/printing press can submit only one application form.

Technical Bid : To be opened on 29.09.2026 at 03.00 p.m.

Financial Bid : NIOS will inform to the Technically Successful Applicants the date, time and venue of opening of their financial bids through email.

- a) In preparing the financial bids, bidders are expected to take into account the requirements and conditions laid down in the Application Form. The financial bids should be uploaded online as per the specified “.xls” format i.e. BoQ_XXXX.xls Excel sheet attached as ‘.xls’ with the Application form and based on the qualification criteria and terms and conditions of the Application Form.
- b) In the Financial bid the Rate quoted should be exclusive of GST.

13. Deadline for Submission of Application and Bid

- 13.01 Online bids complete in all respects, must be uploaded on or before the last date and time specified in the tender.
- 13.02 NIOS may, at its discretion, extend this deadline for submission of Bid through corrigendum in accordance with Clause 04, in which case all rights and obligations of NIOS and Printers previously subject to the deadline will thereafter be subject to the deadline as extended.

14. Late Application and Bid

- 14.01 Any Application and Bid received by NIOS after the deadline for submission of Bids will be rejected

E. OPENING OF APPLICATIONS FOR SCRUTINY AND BIDS FOR EVALUATION AND FORMULATION OF RATES

15. Opening of Form of Bids

- 15.01 NIOS will open the Applications received online in the presence of the Bidders' representatives who choose to attend at the specified time, date and place. In the event of the specified date for the opening of Bid being declared a holiday for the NIOS, the Bids will be opened at the scheduled time and location on the next working day.
- 15.02 The applications received online will be downloaded.
- 15.03 The scrutiny of Application will be made w.r.t. online payment of bidding document, processing fee, qualification criteria and other information furnished in the Application and availability of the documents mentioned in the Annexure I (Printer's Checklist for Application Form) . On the basis of the scrutiny, NIOS will prepare a list of the eligible applicants for inspection. The bids of those applicants who qualify in the eligibility criteria after inspection will be considered for opening of financial bid.
- 15.04 NIOS will appoint inspection teams to visit the printing presses and other premises of applicants to verify the contents of the application.
- 15.05 The financial bids will be opened of only those applicants who technically qualified after the physical inspection and will be eligible for empanelment.

16. Clarification of Bids

- 16.01 To assist in the examination and evaluation of Bids, NIOS may, at its discretion, ask the Bidder for any clarification about his/her Bid. The request for clarification and the response shall be through email. No change in the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetical errors discovered by the NIOS in the Evaluation of the Bids.
- 16.02 Any attempt by the Applicant to influence the NIOS's Bid Evaluation, Bid Comparison etc. may result in the rejection of his/her Bid.

17. Responsiveness of Bid

- 17.01 NIOS will evaluate each Bid to determine that the Bidder:
 - (a) has submitted all the documents mentioned in clause 06.02 and in the Checklist of Documents (Annexure I) has properly numbered, signed and stamped.
 - (b) fulfils the eligibility criteria laid down in Chapter II (Part A).
- 17.02 On the basis of evaluation as per clause 17.01, NIOS will prepare a tentative list of Applications (TLA) found substantially responsive to the Requirement and Specification as per Chapter II Part-C.
- 17.03 NIOS will appoint Team of Experts (TOE) to inspect the eligible printing press premises. The inspection process will be covered with live videography. Bidder will make all arrangements. The cost of the videography will be born by the Bidder Bidder will submit the live video coverage to the inspection team. The TOE will check that the machines are working and are in order and the printing jobs running on machines, verify serial number shown in the application matches with the actual serial number mentioned on the machines and the godown space shown in the

application matches with the actual space and such other aspects as the TOE deems fit. TOE will submit a written report for each premise visited, duly signed by all the members who visit the premises of the printer.

- 17.04 Based on the reports of TOEs, the NIOS will prepare a List of Substantially Responsive Applications (LSRA). The list will be prepared on the basis of the evidence from the documents and inspection reports that the applicant substantially meet the Requirement and specifications as per Chapter II Part C for the printing work.
- 17.05 NIOS will keep a record of details of each Application not included in LSRA, signed by all the members of the Committee and the reasons for not being included in the form of Committee Report.

18. Opening of Financial Bids

- 18.01 NIOS will inform the Applicants on the LSRA of the date, time and venue of opening of financial bids. The bids will be opened at the appointed time and date in the presence of the Applicants on the LSRA, or their authorized representatives, who may wish to attend.
- 18.02 Statement will be prepared containing details of the order of serial number on the LSRA. Name of the Bidder, the rates quoted, and such other information NIOS deem necessary.

19. NIOS's Right to accept any Bid or to reject any or all Bids

- 19.01 NIOS reserves the right to accept or reject any Bid, and to annul the invitation of Application and Bidding Process and reject all the Applications and Bids for empanelment of printers without incurring any liability to the affected Bidders. In case of annulment of the process, the Processing fee will be returned to each applicant.
- 19.02 **In the financial bid, if any bidder quotes unrealistic rates or lower than the existing rates, the NIOS will reject that bid and process de baring the bidder concerned necessary. In such cases, the Processing fee will be not be returned to the applicants.**

20. NIOS's Offer of Rates

- 20.01 NIOS will prepare a comparative chart of the rates of printing and related work received from the printers. It will then decide the rates for various items, based on the comparative chart. Accordingly NIOS will prepare its rate list. These rates will be used to get the textbooks and other material printed and through the empanelled printers on NIOS request.
- 20.02 NIOS will offer its rates by email, registered post or in person as the case may be, to each firm on its List of Printers, asking them to convey to NIOS the firm's unconditional acceptance, in entirety to the rates offered by NIOS. NIOS will not consider any conditional acceptance of its offer. The Printer will have Fifteen days' (15) time to send its acceptance to the NIOS. The format of the letter is at Annexure II. Printers who did not accept rates unconditionally their names will not be considered for empanelment.
- 20.03 The printer accepting the NIOS's rates will be required to convey its acceptance through letter in the format at Annexure II along with the following documents:
 - a. Security Deposit of Rs. 2,00,000 /- (Rupees Two Lacs only) shall be in the form of **Demand Draft**, to be issued from Nationalized bank, drawn in favour of the Secretary, NIOS payable at NOIDA or online payment can also be made at the Secretary's Account no. Scanned copy of Proofs of payment to be submitted on portal with Technical Bid.
 - b. Two copies of the Contract agreement in Chapter VI duly signed by the authorized signatory.
 - c. Affidavit in original given by authorized signatory on non-judicial stamp paper of Rs. 100/- (one hundred) in the format enclosed (Annexure-III) Integrity Agreement duly attested by the Notary.
 - d. Affidavit in original given by authorized signatory on non-judicial stamp paper of Rs. 100/- (one hundred) in the format enclosed (Annexure-IV) declaring the printing and binding machines owned by the printing press duly attested by the Notary.
 - e. Affidavit in original given by authorized signatory on non-judicial stamp paper of Rs. 100/- (one hundred) in the format enclosed (Annexure-V).
- 20.04 On receipt of the Security Money, Contract Agreement signed by the firm and original affidavits,

the authorized officer of NIOS will sign two copies of the Contract Agreement and one copy will be returned to the printer for their record, and will be sent by Registered Post or speed post or in person as the case may be.

- 20.05 The bidder shall ensure that all of its machinery, equipment, godowns, paper, printed *forme*, semi and finished textbooks etc. are fully insured against any possible theft, fire or any untoward incidents.

21 Empanelment

- 21.01 The firms who accept NIOS's offer of rates, will submit the required Security money, original affidavits and sign the Contract Agreement will be placed on NIOS's panel of Offset Printers initially for a period of Three years i.e. from the date of empanelment. The period of empanelment may be further extended up to 1 (one) year after assessment of the performance of the printer and mutual concern.

Corrupt or Fraudulent Practices

- 21.02 NIOS requires the Bidders to strictly observe the laws against fraud and corruption in force in India, namely, the Prevention of Corruption Act, 1988.
- 21.03 Canvassing in any form by the bidder will render them disqualified from participating in the bid.
- 21.04 NIOS reserves the right to cancel the bid in whole or any part thereof at any point of time before awarding the contract without assigning any reason thereof and it will be binding on the bidder(s).
- NIOS- specific Integrity Pact shall have to be complied by all bidders. Bidders shall have to upload scanned copy of signed integrity pact as per NIOS Policy along with bid.

CHAPTER II (PART C)
SCHEDULE OF REQUIREMENTS AND SPECIFICATIONS

01. Printing Requirements

The NIOS publishes approx. 300 Titles having different parts in Hindi, English, Urdu, Kannada, Pubjabi, Telugu, Bodhi and other regional mediums in a year. These books are printed in Black and White, Two and Four colours in size 23"×36"/8 (8½"×11") with varied pages 48, 96, 144, 188 to 500 or more and with print runs of 500 or multiple of 500 (i.e. 1000, 2000, 4500, 8500 to 50,000 copies). The print runs vary from subject to subject as per enrolment. The books upto 160 pages will be Centre stitched with duly creased cover and centrally stitched by wire at two places; books from 161 to 258 pages will be side stitched by wire at two places and cover to be pasted. Books from 260 pages onwards will be perfect bound. Most of NIOS publications are mixed side stitched and perfect bound. Presently NIOS Water Marked Maplitho Paper in sheets in the size of 23"×36" of 70 GSM is used for printing of text of these books, while 24"×37"/220 GSM Art Card is being used for printing of cover of NIOS Publications.

02. Specifications

Printing Ink Quality:

The ink to be used in printing of NIOS publications should bear the following qualities:

- 02.01 The ink should be of a good standard in quality having sufficient quantity of finely grind pigments.
- 02.02 The ink should be adequately viscous to fully transfer and stick-on paper but should not fully penetrate in the paper reflecting "See Through".
- 02.03 The ink should have good drying quality particularly on smooth or glazed paper to avoid "Set off".
- 02.04 The ink should not be so tacky to snatch/pick up the paper or coating on paper while printing.

03. Imposition of Pages and Printing Quality

While imposing the pages particularly the preliminary pages, the Chapter opening pages of the book and finally printing the book, the following points should have to be strictly followed:

- 03.01 The imposition of pages should be in accordance with the page area marks given on the positives. In such cases where the area marks are not given on the positives the margin allocations specified in the style sheet provided by the NIOS may strictly be followed.
- 03.02 (a) Perfect registration of colours should be maintained throughout while printing the jobs,
(b) The folio line and or numbers, given either on top or at the bottom of the pages, should be in perfect alignment with the folio lines and or numbers of the preceding pages of the book.
- 03.03 There should be controlled release of ink as per requirement of the job and suiting to the quality of paper to avoid "See Through" and uneven inking.
- 03.04 There should be uniform/even inking throughout the book without patches of over/under inking and fluff traces/spots.
- 03.05 There should be no roller marks in shape of lighter/heavier colour strips on solid or screen grounds visible when printed.
- 03.06 The printing impression throughout the book should be sharp and of full tonal values of image areas as obtaining in the positives and match with machine/progressive proofs if supplied by the NIOS as samples.
- 03.07 There should be no "Set Off" and or any scum and or any spot neither within the image area nor on the non-image area of any page of the book or on cover of the book, whether printed on single side or on both the sides.

- 03.08 In a job of special colours the shade of colour should match with the shade of colour sample provided by the NIOS and there should be no variation in any of the shades throughout the book.

04. Binding Quality

- 04.01 The folding of forms should be done in such a manner that the folio numbers on even pages (given either on top or at bottom of the page) fall exactly on the page having odd numbers on the other side.
- 04.02 Before folding the forms it should be ensured that no such form is folded which is torn or has spots, scum and or is not perfect in printing.
- 04.03 While gathering the forms it should be ensured that only one form from each pile of forms, (arranged in sequence) is lifted/gathered, so that no double or extra form of the same number is found in the book or no form is found missing in sequence.
- 04.04 After gathering the sets of forms of the book it should be pressed properly to form a firm crease and get compact to facilitate the binding.
- 04.05 The books to be centre or side stitched should have two wire staples of appropriate gauge (suiting to the bulk of the book) and length to hold all the Chapters of the book firmly.
- (a) The two staples in the centrally stitched books should be done exactly on the folds of the cover and folded forms leaving equal space at the head and tail side of the book after trimming.
 - (b) While side-stitching the books, the two staples should be put (leaving equal space at the head and tail of the book after trimming) leaving 4-6 millimeters space (depending on thickness of the book) from the spine edge before properly creased cover is drawn on.
- 04.06 Before drawing on the cover on the side stitched, all the covers should be properly creased at the two edges of the spine and also on 1st and 4th cover leaving 6-8 millimeters space (depending on size of the book) from the spine edge to facilitate proper opening of the cover of the book.
- 04.07 In Side Stitched drawing on of cover and applying of glue on spine should be done on perfect binding machine. The glue applied on the spine of the book should be of a good quality and adhere with the spine firmly to sustain frequent opening of the book and seasonal effects leaving no possibility of separation of covers or any leaf of the book.
- 04.08 While perfect binding a book, it should be ensured that the spine shaving knife and the groove making device of the machine are sharp enough to form a smooth shave of the spine separating all the leaves of the book and make appropriate groove for filling in the glue to hold firmly the spine and cover of the book.
- 04.09
- (a) The glue used in perfect binding should be fresh and of a high standard in quality, applied in adequate quantity at appropriate temperature and should set in with suitable thickness.
 - (b) The glue used should be weather resistant, firm binder of all the leaves of the book with Cover and flexible to bear the frequent and flat opening of the book.
 - (c) No leaf or the cover of the book should come out while flat opening of the book or turning over the cover. The glue should not crack in any case.
- 4.10 All the three sides of the books, to its full thickness should be trimmed smoothly at right angle.
- 4.11 Each book should be trimmed in the exact size as mentioned in the Job Order and packed as specified in Clause 05 below.

05. Packing and Forwarding

The textbooks either centre stitched or side stitched, or Perfect Bound as per specifications given in the Job Order should be packed and to be delivered at the NIOS godown at MD Unit, and or at NIOS's Head Quarters as per the instructions issued from time to time by the NIOS in packets of different denomination as detailed below:

Sr. No.	Books containing volumes	Books per Packet/Bundle
a)	Books having single volume/part	20
b)	Books having 2 volumes/parts	10
c)	Books having 3 to 4 volumes/ parts	5

06. Collection of material by the Printer

The Printer entrusted with a print job shall make arrangements to collect all material such as CRCs, original illustrations, photographs, designs (where ever required), CD and or processed films from the NIOS designated places indicated in the order at his/her own cost and expense within the stipulated period mentioned in the Job Order. However, paper (for text and cover) issued by the NIOS against a particular job assigned for execution is to be lifted by the Printer who will be paid transportation charges on the rates formulated by the NIOS.

07. Storage of paper

In case, if NIOS directly supplied the paper from Mill to printing press, NIOS will not pay any transportation charges as well as storage charges.

08. Submission of Ferro-proofs for approval

In the event the Empanelled Printer is asked to furnish ferro proofs of corrected pages of the entire book including imprint page, the Printer shall comply with the instructions given in the Job Order and obtain final approval on the proofs so submitted before taking up the bulk printing.

09. Maintenance of High Standard of Production

The Printer entrusted with the print job shall execute the work in the most business like manner maintaining optimum and high standard in all pursuant to Clauses 02, 03, 04 and 05 above without any compromise in quality at any stage of execution.

10. Adoption of Printing Scheme

The Printer shall adopt the most advantageous and economical printing scheme and operations regarding technical input without sacrificing the standard of production at any stage.

11. Security against Paper Supply

The NIOS will issue the requisite quantity of Text and Cover paper for printing of job assigned to the Printer. The paper will be issued to the Printer against the Bank Guarantee or Fixed Deposit (pledged in favour of Secretary, NIOS) of 50% value of paper and insurance for actual value of paper fixed by the NIOS. The paper supplied is required to be insured by the printer and the insurance policy should be made in the name of Secretary, NIOS.

12. Utilization of Printing Plate

The Printer should use:

- i. PS plates for Two colour and Four Colour jobs if film provided by NIOS.
- ii. CTP plates for soft copy provided by NIOS in any colour.
- iii. Deep Etch Plates for Single colour if positive film is provided by NIOS
- iv. Surface plate for Single colour if negative film is provided by NIOS.

The printers should use the above-mentioned plates and shall preserve the same till the job(s) assigned to it is fully executed, the supplies completed and accepted by the NIOS.



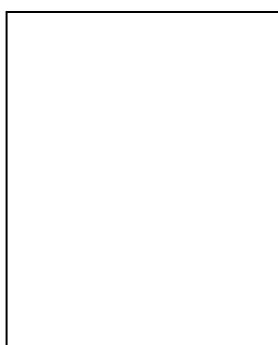
National Institute of Open Schooling (NIOS)

(An Autonomous Institution under Ministry of Education, Govt. of India)

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

(I) Questionnaire to be Answered by Offset Printers Applying for Empanelment in NIOS

(1)	Mention Number of Printing Machines Available with: (Size, Make and Model and year of manufacture).	
(2)	Mention Allied facilities and equipments available regarding processing, plate-making, binding and finishing etc.	
(3)	Mention clearly whether you have your Own DTP Typesetting unit or tie-up with an outside agency. mention the Hardwares and Softwares available.	
(4)	Mention how much reams you can store.	
(5)	Give brief description regarding your establishment and clients	
(6)	Submit 03 specimens each printed by the bidder in black and white, two colour and in four Colour to the Team of Experts (TOE) at the time of Physical Inspection.	
(7)	EMD Details (Scanned copy of Demand Draft to be issued from Nationalized Bank, drawn in favour of the Secretary /Details of RTGs/NEFT Date & Amount etc.)/ Micro and Small Enterprises (MSEs) as defined in MSE procurement Policy issued by the Department of MSME and registered Startups as registered by DPIIT are exempted from payment of EMD. Incase the Bidder falls into these categories the bidders should furnish certified copy of its valid registration details.	



Printer's Signature with Rubber Stamp and Self Attested Photograph

Signature _____
(With Date)

Name _____

(Associated with the Press as Owner/Director/Partner)

Printer's Photograph (Self Attested)

Seal _____

APPLICATION FORM FOR EMPANELMENT OF OFFSET PRINTERS IN NIOS

1. Name of the Press (Bidder) :
2. Full address with telephone, mobile, and E-mail :
 - (a) Registered Office :
 - (b) Branch Office, (if any) :
 - (c) Telephone number : Mobile No:
 - (d) Address of Press Premises :
 - (e) Email (primary) : Email:
 (Please note: All the correspondence from NIOS will be done at Primary email address only).
3. No. of Units of the Press under the bidder's entity :
4. Constitution of the Press :
 - (a) Proprietorship/Partnership/ :
Pvt. Ltd/Public Ltd./Ltd. Company,
(Attach Scanned copy of the proof)
 - (b) Name(s) of the Owner/Partners/Directors/Proprietor :
 - (c) Name and designation of the :
Person managing the Printing Press
5. Status of the firm
 - (a) The Companies act 1956
 - (b) The Indian partnership act 1932
 - (c) Others
6. Location: Residential/Commercial/Industrial/Municipal/None.

UNIT-I :	Belongs to the owner of the Press	-	YES	☐		No	☐
	On lease/rent	-	YES	☐		No	☐
	(attach the copy of document)						
	Total covered area	:	_____sq./feet.				
	Storage space	:	_____sq./feet. and _____ ream can be stored				
UNIT-II:	Belongs to the owner of the Press	-	YES	☐		No	☐
(If any)	On lease/rent	-	YES	☐		No	☐
	Total covered area	:	_____sq./feet.				
	Storage space	:	_____sq./feet. and _____ ream can be stored				

Note: Scanned copy of the Ownership/Lease/Rent deed may be provided.

7. Date of Establishment : _____
- Is the Press registered : _____
- (Attach photocopy)
- (a) With DM : _____

- (b) Under SSI : _____
- (c) With Shop and Establishment Act : _____
- (d) Declaration before the Police
Commissioner/Magistrate for
running/having a press : _____
- (e) Under any other Act : _____

(Please specify)

8. Name and address of the bankers :
Stating the name in which the
account no. stands with IFSC No for RTGs
9. Permanent Account Number. (PAN)
(attested scanned copy of latest ITRs) :
10. UID Number :
11. Is the firm insured against fire,
theft, burglary, riots etc.? :
If so, please state the amount for which
it is insured, the name of insurance
company and the policy number
12. GSTIN No. : _____ (enclose copy)
13. Total number of employees

Unit – I : Regular Casual Contractual

Unit – II : Regular Casual Contractual

Note: If more than two units : Please attach the details as per above format for serial 6 and 7

14. No. of shifts and shift-timings :
15. Godown facility available with size :
16. Total Power Connection :
(Enclose copy of sanctioned Load)
17. Alternate Power Arrangement : KVA
(during power failure)
18. Has the press obtained NOC from
- i) Municipal Corporation and Police
(Attach scanned copy) : Yes No
- ii) Pollution Control Board
(Attached scanned copy) : Yes No
- (If 'No' for any document asked reason may be given)

19. Give Names and Addresses of : (a) _____
three reputed clients of
Govt. /Semi Govt. /
Autonomous Organization : (b) _____
(Enclose copy of recent orders)
: (c) _____

20. KYC (Aadhar Card, PAN Number, GSTIN, PF, ESIC etc.) Registration Proof and any other information which you consider necessary to furnish in support of your application.

Certified that :

1. I/We have read all the terms and conditions, governing the Printing work of the NIOS, as given in **Chapter I & II** and hereby agree to abide them and also sign an agreement later.
2. The information provided by me/us in **Chapter III** regarding the detail of equipment's and manpower is correct and if the information found by the Physical Inspection team of your office to be incorrect should lead to the cancellation / rejection or removal of my/our press from your panel.

Signature:

(With Date)

Name :

Designation :

Seal :

Note: All scanned copy attached should be self-attested with seal

(II) Details of Equipments and Machines**A : Process Department**

(Whether own arrangement of the press or positives/negatives done from outside)

If owned by the Press, particulars, thereof.

Sl. No	Particulars	Name & Model	Size	Number
1.	Scanner(s)			
2.	Camera(s)			
3.	Contact Frames(s)			

B: Plate Making : Surface/Deep etch/P.S./CTP

(Whether own arrangement of the press or done from outside)

If owned by the Press, the details of machines thereof.

Sl. No.	Particulars	Name and Model	Size	Number
1.	Pasting Table (s)			
2.	Printing Down Frame (s)			

Above machines are Installed at: Address :

Phone :

Contact Person (Name) &

Designation

(III) Details of Offset Printing Machines Installed at

(A) Address Unit-I _____

Phone Nos. _____
Contact Person _____
(Name)

		Four Colour Sheet Fed Offset Printing Machine/CPC Machine					
Sl. No	Size	BrandName	Year of Manufacture	Maximum Sheet size	Minimum Sheet size	Speed per hour	Output in One Shift in Reams
1.							
2.							
3.							

		Two Colour Sheet Fed Offset Printing Machine/CPC Machine					
Sl. No	Size	BrandName	Year of Manufacture	Maximum Sheet size	Minimum Sheet size	Speed per hour	Output in One Shift in Reams
1.							
2.							
3.							

		One Colour Sheet Fed Offset Printing Machine/CPC Machine					
Sl. No	Size	Brand Name	Year of Manufacture	Maximum Sheet size	Minimum Sheet size	Speed per hour	Output in One Shift in Reams
1.							
2.							
3.							

(B) Address Unit-II (If any) _____

Phone Nos. _____

Contact Person _____

		Four Colour Sheet Fed Offset Printing Machine/CPC Machine					
Sl. No	Size	Brand Name	Year of Manufacture	Maximum Sheet size	Minimum Sheet size	Speed per hour	Output in One Shift in Reams
1.							
2.							
3.							

		Two Colour Sheet Fed Offset Printing Machine/CPC Machine					
Sl. No	Size	Brand Name	Year of Manufacture	Maximum Sheet size	Minimum Sheet size	Speed per hour	Output in One Shift in Reams
1.							
2.							
3.							

		One Colour Sheet Fed Offset Printing Machine/CPC Machine					
Sl. No	Size	Brand Name	Year of Manufacture	Maximum Sheet size	Minimum Sheet size	Speed per hour	Output in One Shift in Reams
1.							
2.							
3.							

Submit the Documentary Evidence (if any).

Number of Machine Operators	Unit-I :	+	Unit-II	=	
Number of Supervisory Staff in Printing Machines :	Unit-I :	+	Unit-II	=	

(IV) Binding and Warehousing Department (Unit-I & II)

Type of Machine	Size	Number of Machines
(a) Cutting Machines		

(I) Single side cutter		
(II) Three side cutter		
(b) Section Sewing Machines		
(c) Wire Stitching Machines		
(I) Single Stapler		
(II) Double Stapler		
(d) Folding Machines		
(e) Perforating Machines		
(f) Perfect Binding Machines (No of clamps)		
(g) Punching Machines		
(h) Shrink Packing Machine, if any.		
(i) Lamination Machines		

(V) Any other facility available like Laser Type Setting (DTP), Designing, Digital Printing and spiral binding etc.

DECLARATION

I hereby state that the information given above in the application form are true to the best of my knowledge and belief.

Signature : _____

Name : _____ Seal : _____

Designation : _____

Place : _____

Date : _____

Note: Each page of the application is to be signed by the Authorized signatory of the firm.

Date

BID SUBMISSION LETTER

To,
The Secretary,
National Institute of Open Schooling,
A24/25, Sector-62, NOIDA
Uttar Pradesh-201309

Sir/Madam,

Having examined the Bidding Documents including Addenda Nos., the receipt of which is hereby duly acknowledged we, the undersigned quote our rates in the enclosed format (Form of Bid) for the printing operations and allied services as per the details given in the Excel sheet BoQ1 and in conformity with the said Bidding documents.

We undertake, to execute all print jobs assigned by the NIOS on the basis of formulated schedule of rates offered to us and accepted by us and in accordance with the Terms and Conditions as specified in the Schedule of Requirements and Specifications (Chapter II Part C), Conditions of Contract (Chapter V) and Contract Agreement (Chapter VI).

We agree to abide by this Bid for the Bid validity period of 180 (One hundred and Eighty) days from the last date of Bid Submission. It shall remain binding upon us.

We agree that the following documents are deemed to be the part of the Bid.

Chapter I	Guidelines to Applicants for Empanelment and Inviting Bids to Formulate the Schedule of Rates for Printing and Allied Services
Chapter II	Part A: Qualification/Eligibility Criteria Part B : Instructions to Bidders Part C : Schedule of Requirement and Specifications
Chapter VI	Contract Agreement

As desired we are also submitting the following documents

Chapter III	Application Form for Empanelment
Chapter IV	Bid Submission Letter
Chapter V	Conditions of Contract
Annexure 1	Printer's Checklist for Application Form

We undertake that assignment of print jobs to us for execution under the above Agreement, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988". We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Dated thisday of.....2026.....

(Signature)

Duly authorized to sign Bid for and on behalf of

Conditions of Contract

01. Definitions

01.01 In this contract, the following terms shall be interpreted as indicated:

- (a) The “NIOS” means the National Institute of Open Schooling, NOIDA and includes its successor and assignees.
- (b) “Printer” means the natural person, private or government entity, or a combination of the above, whose Application has been accepted for empanelment on the panel of the NIOSs’ Offset Printers by the NIOS and is named as such in the Contract Agreement.
- (c) “Goods” means the printed books and or other printed materials that the Printer is required to supply to the NIOS under the Contract Agreement against the Job order(s) placed with the printer from time to time.
- (d) “Services” means all of the services that the Printer is required to render in completion of the job(s) assigned to the printer under the Contract Agreement.
- (e) "Related Services" means services ancillary to the transport of the books, or other publications and printing papers, such as loading and unloading, providing labourers and ladders for trucks etc., and any other incidental services and other obligations of transportation covered under the Contract Agreement.
- (f) “COC” means the Conditions of Contract.
- (g) “The Contract Agreement” means the Agreement entered into between the NIOS and the Printer, as recorded in the Contract Agreement signed by the parties, including all the attachments and appendices thereto and all documents listed therein.
- (h) “Job Order” means the letter containing the details of jobs, quantum of work assigned to be performed and the delivery schedule for the supply of goods to be executed under the Contract Agreement.
- (i) “Service Charges”/“Production Cost” means the price payable to the Printer as specified in the Schedule of rates, subject to such additions and adjustments thereto or deductions there from, as may be made pursuant to the Condition of Contract.
- (j) “Day” means a calendar day.
- (k) “Completion” means the execution of the Job Order placed by the NIOS in accordance with the terms and conditions set forth in the Job Order with a variation of 0.5% more or less than the quantity mentioned in the Job Order placed by the NIOS.

02 Entire Agreement

- 02.01 The Contract Agreement constitutes the entire agreement between the NIOS and the Printer and supersedes all communications, negotiations and agreements (whether written or verbal) of the parties with respect there to made prior to the date of Contract Agreement. The validity of Contract Agreement will be for Three years which can be further extended on mutual agreement up to one year on the same rates and conditions of contract.
- 02.02 No amendment or other variation of the Contract Agreement shall be valid unless it is in writing, is dated, expressly refers to the Contract Agreement, and is signed by a duly authorized representative of each party thereto.

03 Specifications and Standards

The jobs performed under this Contract Agreement shall conform to the standards mentioned in Schedule of Requirements and Specifications Chapter II (Part C). No request for any change in the specifications to suit the printer will be entertained at any stage.

04 Patent Rights

- 04.01 The Printer shall indemnify the NIOS against all third-party claims of infringement of patent, trademark or industrial design rights arising from use of the Goods or any part thereof in India.

05 Inspections and Tests

- 05.01 The NIOS has all the rights to enter into the premises of its empanelled Printers at any time and day for inspection of the press and make on the spot inquiries whether any job assigned by the NIOS is in progress or not. The Printer shall extend his/her full cooperation to facilitate the inspection and answer the queries of the inspecting official(s) to his/their fullest satisfaction.
- 05.02 The inspections and tests by the inspecting official(s) may be conducted on the premises of the Printer or at point of delivery and/or at the final destination of the goods. If conducted on the premises of the Printer, all reasonable facilities and assistance shall be furnished to the inspector(s) at no charge to the NIOS.
- 05.03 Should any inspected goods fail to conform to the specifications, the NIOS may reject them and the Printer shall either replace the rejected goods or make all alterations necessary to meet specified requirements free of cost to the NIOS, within a period of 10 (Ten) days of intimating such rejection/or as instructed by the NIOS.
- 05.04 The NIOS's right to inspect, test and where necessary, reject the goods after the goods' arrival at the final destination shall in no way be limited or waived by reason of the goods having previously been inspected, tested and passed by the NIOS or its representative(s) prior to the Goods dispatch from the place of the Printer.
- 05.05 Nothing in Clause 07 shall in any way release the Printer from any warranty or other obligations under the Contract Agreement.

06. Packing and Documents

- 06.01 The packing of goods should be as per the specifications laid down in Chapter II (Part C), Schedule of Requirements and Specifications.
- 06.02 The packing, marking and documentation within and outside the packages shall comply strictly with such special requirements as shall be provided in the Job Order and subject to clause 6.03, or any subsequent instructions given by the NIOS.
- 06.03 The books should be packed using duplex board of at least 150 GSM on the top and bottom of the bundles and information slip should be printed / pasted on both sheets of duplex board being used on top and bottom of the bundle, there after it should be tied with strips of minimum 9 mm width making cross of the bundle (strip packing width-wise and length-wise). The supply of books at MD Unit godown of NIOS will be taken between 10.00 a.m. to 4.00 p.m. on every working day or as instructed by NIOS. Shortage of books in the bundles is not acceptable.

07. Wastage Allowance

Percentage of Wastage allowance for printing will be on the basis of Print run as finalized and decided by the competent authority for different slabs of print runs. Printers are bound to follow it.

08. Delivery and Documents

- 08.01 Advance copies of the printed books as specified in the Job Order shall be supplied by the Printer, seeking approval of the advance copies by the NIOS. The bulk supplies duly incorporating the correction or improvement, if suggested by the NIOS shall be delivered to the NIOS's Stores (MD Unit) as per bifurcation of quantities given at the time of approval of the advance copies.
- 08.02 Delivery of the goods shall be made by the Printer in accordance with the delivery schedule specified by the NIOS in the Job Order placed with the Printer. It is Printer's duty to deliver the printed books and other material at MD Unit/Printing Unit of the NIOS, as listed in the Job Order.

09. Security and Insurance against Paper Issued by the NIOS

- 09.01 The paper for printing of text and cover of the assigned jobs will be issued by the NIOS and lifted by the Printer from NIOS's Godown against the Bank Guarantee/ FD (pledged in favour of Secretary, NIOS) (i.e., 50% of Paper value to be allotted each year) for a minimum period of twelve months. In case printer fails

to submit the Bank Guarantee/ FD it will be presumed that the printer is not willing to work for NIOS and the printer may be de-empanelled from the NIOS panel and security money also will be returned.

- 09.02 The Paper issued by the NIOS and received by the Printer shall be fully insured for its full value by the Printer own cost against loss or damage incidental to printing or acquisition, transportation, storage and delivery. The insurance policy should be made in the name of the Secretary, NIOS.

10. Incidental Services

- 10.01 The paper for printing of text and cover of the assigned jobs will be supplied by the NIOS from NIOS's Godown or directly from the mills. The approved transportation cost will be reimbursed to the printer (if printer lifted text/cover paper from NIOS's Godown) after submission of the Paper lifting bill alongwith other respective documents.
- 10.02 The Printer may be required to provide any or all of the following services, including additional services as per the requirements of the job assigned from time to time by the NIOS.
- (a) Loading at point of despatch (Paper and Books)
 - (b) Unloading at point of delivery (Paper and Books)
 - (c) Stacking in godown at point of delivery (Books and Paper) No additional cost will be borne by the NIOS towards these above services.

11. Warranty

- 11.01 The Printer warrants that the printed goods supplied under the Contract Agreement are new, unused and of the most recent production. The Printer further warrants that all Goods supplied under this Contract Agreement shall have no defect arising from design, material or workmanship or from any act or omission of the Printer that may develop under normal use of the supplied goods.
- 11.02 This warranty shall remain valid for 38 (thirty eight) months for every job order reckoned from the date of supply of last lot of the goods to the final destination and taken over by the consignee to the entire satisfaction of the NIOS but received back from the buyer for defects and replaced by the NIOS to the buyer.
- 11.03 The NIOS shall notify the Printer in writing of any claim arising under this warranty within the period of 35 (thirty five) months pursuant to Clause 10.02.
- 11.04 If the Printer, having been notified for the defective /balance goods, fails to remedy the defect(s) or replace the defective goods within a reasonable period mutually agreed upon, the NIOS may proceed to take such remedial actions as be necessary, at the Printer's risk and expense and without prejudice to any other rights which the NIOS may have against the Printer under the Contract Agreement **in accordance with the Law.**
- 11.05 In the event Printers' bills/invoice is found wanting and incomplete, it shall be returned to the Printer with a statement of omissions and mistakes for rectification and resubmission by the Printer.
- 11.06 For print order up to 1000 copies printing charges of 1000 copies will be applicable.
- 11.07 Perfect Binding, polythene packing will be considered on pro rata basis.

- 12. Terms of Payment and Procedure for submission of Bills:** After the work has been completed the pre-receipted bill for the work in triplicate be prepared on the basis of the accepted rates offered by the NIOS shall be submitted by the Printer to the NIOS for necessary action together with (i) Delivery vouchers for the supplies made to Material Distribution Unit (ii) Specimens copies of the work done (iii) Account showing the receipt and consumption and balance, if any, of the paper (iv) other document/delivery challan in support of positives / negatives along with the bill. The balance quantity of the paper, if any should be kept in safe custody pending the receipt of disposal instruction from the NIOS for printing other job etc.

- i. Delivery Challans in original duly signed and stamped by the NIOS's Godown in confirmation of receipt of goods.
- ii. Original Challans for the return of Positives/CRCs/CD and or Press copies etc. duly signed by the NIOS in confirmation of return of the said materials.

- iii. Original Challan duly signed by MD Unit of the NIOS if any balance paper has been returned to the NIOS's Store. No additional charges will be paid to the printer for returning the balance paper to NIOS godown.
- iv. The payment for the bills will be released through NEFT/RTGS after statutory tax deductions (TDS under IT Act 1967, TDS on GST under GST Act 2017) any other prevailing Govt. rules/guidelines/Act as applicable.

13. POST PAYMENT AUDIT OF PRINTER'S BILL: The NIOS reserves the right to carry out a post payment audit of the printer's bill including all supporting vouchers. The NIOS further reserves the right to enforce recovery of any over payment coming to light as a result of such a check, by any or all the methods prescribed above.

Rates

- 13.01 The rates charged by the Printer for the printing and related works rendered under the Contract Agreement against specific Job Order shall not vary from the rates notified by the NIOS and accepted by the Printer. Any excess claim by the Printer will be disallowed.

14. Contract Amendment

- 14.01 No variation or modification of the terms of the Contract Agreement shall be made except by written amendment signed by the parties.

15. Assignment

- 15.01 Assigned job once accepted by the printer cannot be refused. However, in certain cases if it is refused to execute after 7 days the printer is liable to pay Rs.10000 as penalty per job and will be deducted from his pending bills or security amount.

- 15.02 **During an academic session after submitting the Bank Guarantee printer request not to assign any job on the pretext that he is busy with some other assignments. In such cases a penalty of Rs.25000 will be made from the pending bills or security money and the printer will not be assigned any job in that particular academic session.**

- 15.03 **Job should be completed within delivery schedule. Short supply if any should be completed within 15 days from the date of last supply. Printer has to return press copies, CRC, positive/CDs within 15 days failing which action will be taken as per clause 19.**

- 15.04 **The Printer shall not sublet, in whole or in part, its obligations to perform under the Contract Agreement.**

16. Delays in the Printer's Performance

- 16.1 Delivery of the goods and performance of the services shall be made by the Printer in accordance with the time schedule specified by the NIOS in the Job Order issued against each Job and accepted by the Printer.

- 16.2 Any inordinate delay by the Printer in its delivery obligations shall render the Printer liable to any or all of the following:

- a. cancellation of the order totally or partially,
 - b. forfeiture of its Security Money,
 - c. liquidated Damages/Recoveries and/or
 - d. termination of the Contract Agreement.
- If at any time during performance of the job, the Printer should encounter conditions impeding timely delivery of the Goods, the Printer shall promptly notify the NIOS in writing of the facts of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Printer's notice, the NIOS shall evaluate the situation and may, at its discretion, extend the time given to the Printer, in such case the extension shall be ratified by the parties by amendment of the Job Order placed by the NIOS.

17. Liquidated Damages and Recoveries

- 17.01 *For delays in printing and supply of textbooks and other printed materials:* Both the printer and the NIOS agree that timely supply of the textbooks to the students through the chain of vendors and retailers are a time bound programme in an academic year. Time and date of delivery shall be the essence of the contract. If the Printer fails to deliver any or all of the Goods within the period(s) specified in the Job Order, the NIOS shall, without prejudice to its other remedies for seeking appropriate damages and compensated, deduct Liquidated Damages from the Printer's claim by way of penalty. Recovery from the Printer as agreed Liquidated Damages shall be calculated @ 2% per week (If the delay is less than a week damages will be calculated on pro rata basis per day) of the admissible amount of the quantity of goods supplied late. This agreed Liquidated Damages may not exceed to **10% (ten percent)** of the total admissible claim of the Printer against the particular job. This is an agreed, genuine, and pre-estimate of the damages duly agreed by the both parties. The decision on this issue by Secretary shall be final and binding upon the Printer.
- 17.02 If there is genuine delay on part of the NIOS, like non-availability of paper, films, CRCs, CDs etc., and job could not be completed within given time to the printer, then NIOS may look into the genuineness and may decide accordingly.
- 17.03 In case printer delays two or more jobs more than 5 weeks in a reprint session and fall under the total penalty of 25% or more two times in an academic session, printer should be debarred from assigning any further work for the current session and for the next session.

Defects in Execution of Print Jobs

- 17.04 The following deductions will be made from the printer's claim for the unsatisfactory work

Sr No.	Particulars	Deduction for unsatisfactory work
1	Defective Printing	
	Improper registration in text and or cover or any other Printing defect arising due to use of defective plate or defective blanket or any printing defect other than above.	2% of the total admissible amount for the entire lot.
2	Defective Binding	
	Improper cover creasing (4 Creased) or Improper Cover Pasting or Improper stitching or Cross cutting of books	2% of the total admissible amount for the entire lot.
3	Over Trimming	
(i)	If the book is short in size up to 8 mm in width and or in length.	2% (per side) of the total admissible amount of defective lot. The books found short in size up to 5 mm will be accepted only once with warning.
(ii)	If the book is short in size by more than 8 mm in width and or in length.	5% (per side) of the of the total admissible amount defective lot.
Note: In such cases where the design appearing on the text pages is to be flush cut, the book moderately short in size may be accepted, keeping in view the design.		

18. Issue of paper

The printer will lift the entire quantity of paper required for the job as per paper requisition issued by the NIOS to execute the job assigned to him/her in one go or in instalments as per his/her convenience leaving no balance of paper before the expiry of the delivery schedule or extended delivery schedule and prior to completion of the supplies of the job. No paper will be issued after the job is executed and supplies completed. Paper lifting charges will be regulated at the rates finalized by NIOS.

19. Recovery of the cost of defective/damaged positives

Twice the cost of all such positives which have been received in defective/damage condition or found missing shall be recovered from the Printers on the basis of outputting rates being paid to the Process Houses by the NIOS.

20. Late Return/Submission of Film Positives/CDs

The entire press copies, CRCs and positives/CDs of the job assigned for printing supplied by the NIOS or made by the Printer as per orders of the NIOS are to be returned/submitted within 15 days of the supply of last lot of books failing which recovery @Rs.500/- (Five hundred) per day for each title for each day of default shall be made.

21. Termination of Contract

21.01 The NIOS may without prejudice to any other remedy for breach of Contract Agreement, by written notice of default sent to the Printer, terminate the contract and the Job Orders in whole or part

- (a) If the Printer fails to deliver any or all of the Goods within the time period(s) specified in the Job Order, or within any extension thereof granted by the NIOS pursuant to Clause 16.
- (b) If the Printer fails to perform any other obligation(s) under the Contract Agreement.
- (c) If the Printer, in the judgment of the NIOS, has engaged in piracy, fraud and corruption, in competing for or in securing the job(s) or executing the Job Order(s).

In the event the NIOS terminates the Job Order under the Contract Agreement in whole or in part, pursuant to Clause 30.01, the NIOS may get the job done upon such terms and in such a manner as it deems appropriate, Goods or Services similar to those undelivered, and the Printer shall be liable to pay to NIOS for any excess cost for such similar goods or services. However, the Printer shall continue the performance of the job to the extent not terminated.

22. Force Majeure

22.01 Notwithstanding the provisions of Clauses 16, 17.01 the Printer shall not be liable for forfeiture of its Security Money, Liquidated Damages or Termination for Default, if and to the extent that, its delay in performance or other failure to perform its obligations under the Contract Agreement is the result of an event of Force Majeure.

22.02 Force Majeure may include, but is not limited to, exceptional events or circumstances of the kind listed below, so long as conditions (a) to (d) above are satisfied:

- a. War, hostilities (whether war be declared or not), invasion, act of foreign enemies,
- b. rebellion, terrorism, sabotage by persons other than the Printer's Personnel, revolution, insurrection, military or usurped power, or civil war,
- c. riot commotion, disorder, strike or lockout by persons other than the Printer's Personnel, munitions of war, explosive materials, ionizing radiation or contamination by radio-activity, except as may be attributable to the Printer's use of such munitions, explosives, radiation or radio-activity, and
- d. Natural catastrophes such as earthquake, hurricane, typhoon or volcanic activity.

22.03 If a Force Majeure situation arises, the Printer shall promptly notify the NIOS in writing or through email of such conditions and the cause thereof. Unless otherwise directed by the NIOS in writing, the Printer shall continue to perform his/her obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

23 Enhanced /additional Print Order

- 23.01 The NIOS reserves the right to enhance the print order or place additional order for any of the print jobs assigned to him/her on the following basis:
- 23.02 By revising the job order placed with the Printer.
- 23.03 By placing fresh job order for same job within 15 to 20 days to the Printer for the enhanced/additional quality no additional charges will be given/paid for plate making.

24 Reduced/Restricted Print Order

- 24.01 The NIOS reserves the right to reduce/restrict the print order in the following situations:
- (a) Inordinate delay beyond the delivery schedule or extended delivery schedule causing inconvenience to the NIOS.
 - (b) Unsatisfactory progress of the job at the printer's end noticed during monitoring or inspection by the NIOS.
 - (c) Sub-standard quality of production (printing and or binding) found during on line inspection by the NIOS.
 - (d) Reduction in requirement due to inordinate delay in supply of good by the Printer.
 - (e) In case Print order is reduced/restricted due to reasons mentioned above at item no (a) to (d) the NIOS may get the job done from other printer. Additional expenditure incurred in execution of the job will be recovered from the defaulting printer with a penalty of 5000/-.
 - (f) Reduction/Restriction in requirement imposed by the NIOS for its own reasons.

25 Termination for Insolvency

The NIOS may at any time terminate the Contract Agreement and the job orders by giving written notice to the Printer, if the Printer becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Printer, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the NIOS.

26. Termination for Convenience

- 26.01 The NIOS, by written notice sent to the Printer, may terminate the Contract Agreement and the job order, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the NIOS's convenience, the extent to which performance of the Printer under the contract is terminated, and the date upon which such termination becomes effective.
- 26.02 The Goods that are complete and ready for delivery within 07 (seven) days after the Printer's receipt of notice of termination shall be accepted by the NIOS at the Contract Agreement terms and accepted rates. For the remaining Goods, the NIOS may elect:
- (a) To have any portion of the job assigned completed and delivered at the Contract Agreement terms and accepted rates; and/or
 - (b) To cancel the remaining and pay to the Printer an agreed amount for partially completed job by the Printer.

27. Removal from the Panel of Printer

- 27.01 Refusal of job by an empanelled Printer in two subsequent printing session to accept and execute the job, orders for which have been placed by the NIOS, for the reasons not covered under Force Majeure shall be viewed as violation of the Contract Agreement and the NIOS has the right to remove the name of the Printer from the Panel of Printers after issuing a Show Cause Notice, and after considering the reply. If the printer wants to be heard in person, NIOS will provide him or her an opportunity to do so.
- 27.02 Refusal of Printer to accept and execute low print order job(s) by preference shall be deemed as violation of the Contract Agreement leading to removal of the name from the Panel of Printers of such printers after issuing a Show Cause Notice.

- 27.03 A Printer failing to supply the books within the time period(s) as specified in the Job Order or within extension thereof granted by the NIOS in a printing session for any of the three out of every five jobs assigned to him/her for execution and liquidated damages in this regard has been imposed on him/her on all such occasions, shall be removed from the Panel of Printers in accordance with procedure in Clause 31.01 above.
- 27.04 Printers failing twice in a printing session in executing the print jobs out of every five jobs assigned to him/her to the satisfaction of the NIOS but the goods have been accepted by the NIOS with warning for unsatisfactory execution and or liquidated damages have been recovered for poor/unsatisfactory production is liable to be removed from the panel of NIOS Printers.
- 27.05 Use of paper by the Printer other than provided by the NIOS in any of the jobs assigned by the NIOS is a fraudulent action and in such cases Printer shall be removed from the Panel of Printers and Security Deposit forfeited.
- 27.06 The Printer involved in any fraudulent activity proved beyond doubt shall be removed from the Panel of Printers after issuing Show Cause Notice and not finding the reply satisfactory. In such cases the Printer may also be black listed and legal action against the Printer may also be initiated. The Printer has to ensure and comply with non-piracy of NIOS textbooks. Any deviation of this count, directly or indirectly, shall be viewed seriously which may include confiscation of entire printed material, financial penalties, legal consequences and may also lead to blacklisting of the printer.
- 27.07 If the Printer shifts somewhere else, its machinery and equipment after empanelment, without prior intimation to the NIOS, the Printer shall be liable for removal from the Panel of Printers and the Security Deposit forfeited.
- 27.08 If the printer disposes of the machine(s) thus falling short to fulfil the minimum criteria of empanelment shall be removed from the Panel of NIOS Printers after considering Printer's reply to the Show Cause Notice.

28. Security Money

- 28.01 Within 10 (Ten) days after the NIOS's issue of the notification for proposed empanelment of the printer on the NIOS's panel, the printer shall furnish Security Money to the NIOS for an amount of Rs. 200000/- (Rupees Two Lacs only) along with acceptance of Schedule of Rates for printing. The security money will remain with the NIOS till the Printer exists on the panel of printers of NIOS.
- 28.02 The proceeds of the Security Money shall be payable to the Secretary, NIOS as compensation for any loss resulting from the printers failure to complete obligations under the Contract Agreement it not adjusted/recovered from pending claims of the printer. No interest will be payable by the NIOS to the Printer on the Security Money deposited by the Printer.
- 28.03 The Security Money deposited by the Printer at the time of empanelment may be refunded on written request of the printer if they do not want to remain on the Panel of NIOS Offset Printer due to their own reasons, only after the expiry of the warranty period pursuant to Clause 10 and settlement of all dues from the printer.
- 28.04 Any unauthorised use of NIOS water marked paper (containing NIOS logo as insignia) issued by the NIOS, if established, shall render the printers liable for forfeiture of security deposit, and removal of the name from panel of printers.

29. Resolution of Disputes

- 29.01 The NIOS and the Printer shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with any job assignment by the NIOS to the Printer under the Contract Agreement.
- 29.02 If, after thirty (30) days from the commencement of such informal negotiations, the NIOS and the Printer have not been able to resolve amicably a contract dispute, either party may require that the dispute be referred for resolution through the formal mechanism specified in clause 32.03.
- 29.03 The dispute resolution mechanism to be applied pursuant to Clause 24.02 shall be as follows:
A dispute or difference arising between the NIOS and the Printer relating to any matter arising out of or

connected with the job assigned to the Printer for execution under Contract Agreement shall be referred to the sole arbitration by an Arbitrator appointed by the Director, NIOS. The award of the Arbitrator shall be final and binding on the parties to the Contract Agreement subject to the proviso that the Arbitrator shall give reasoned award. The place of Arbitration shall be Delhi and the jurisdiction of the Courts will be Delhi only. The Indian Arbitration and Conciliation Act, 1996, the rules thereunder and any statutory modifications or re-enactments thereof, shall apply to the arbitration proceedings.

All disputes arising under the Agreement except those covered under Clauses 16 to 20 of this Agreement may be referred for arbitrations.

30 Governing Language:

30.01 The Contract Agreement shall be written in English or Hindi.

31. Notices

Any notice given by one party to the other pursuant to this Contract shall be sent in writing or through registered email and shall be confirmed in writing by the receiving party sending the notice at the addresses as specified for the purpose in the notification of award/contract. The notice will be effective when delivered. In case the other party refuses to accept the notice, the notice shall be deemed to have become effective one week after the date of dispatch through registered post.

32. Taxes and Duties

The Printer shall be entirely responsible for all taxes, duties, License fees, etc., incurred until delivery of the contracted Goods to the NIOS. However, GST in respect of the transaction between the NIOS and the Printer shall be payable extra.

INSOLVENCY AND BREACH OF CONTRACT:

The NIOS may at any time by notice in writing summarily terminate the Contract without compensation to the Printer in any of the following events that is to say :

- (a) If the Printer being an individual or if a firm, any partner thereof, shall at any time be adjudged insolvent or shall have a Receiver appointed on the business or any order for administration of his estate made against him or shall take any proceeding for composition under Insolvency Act for the time being in force or make any conveyance or assignment of his effects or enter into any arrangement or with this conditions or suspend payment or if the firm be dissolved under the Partnership Act, or
- (b) If the Printer being a company is wound up voluntarily or by the order of a court or a Receiver, Liquidator or Special officer or Administration appointed by the debenture holders or circumstances shall have arisen which entitled the court or debenture holders appoint a Receiver, Liquidator or Manager, Special Officer or Administrator, or
- (c) If the Printer commits any breach of the Contract not herein specifically provided for: Provided always that such determination shall not prejudice any right of action or remedy which shall have accrued or shall accrue hereafter to the purchaser and provided also that the Printer shall be liable to pay the NIOS for any extra expenditure he is thereby put to and the Printer shall under no circumstances be entitled to any gain or re-purchase.

Printer's copy

CHAPTER VI
(On non-judicial stamp paper of Rs. 100/-)

CONTRACT AGREEMENT

THIS AGREEMENT made on the..... day of....., 2026 between National Institute of Open Schooling (hereinafter called "the NIOS") of the one part and (Name of Printer)

M/s.....

(address).....

..... (hereinafter called "the Printer") of the other part.

WHEREAS the NIOS has empanelled the Printer for Plate making, Printing, Binding, Packing and Forwarding of the printed material based on his/her application and whereas the printer has accepted the Schedule of Rates offered by the NIOS to the Printers.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS

1. In this Agreement words and expressions shall have the same meaning as are respectively assigned to them in the Conditions of Contract referred to.
2. The contract Agreement consists of the following documents which is the part of Application Form for empanelment of Printer supplied by the NIOS.

Chapter	Particulars
Chapter-I	Guidelines to Applicants
Chapter- II (Part-C)	Schedule of Requirements and specifications
	Schedule of Rates for Printing and Allied services
Chapter- V	Conditions of Contract

3. In consideration of the payments to be made by the NIOS to the Printer as hereinafter mentioned, the Printer hereby covenants with the NIOS to provide the Services and to remedy defects therein in conformity in all respects with the provisions of the Conditions of Contract.
4. The NIOS hereby agree to pay the Printer in consideration of the provision of the Services and the remedying of defects therein, the Schedule of rates as finalized by the NIOS and accepted by the Printer or such other sum as may become payable under the provisions of the Schedule of Rates applicable at the time and in the manner prescribed by the Conditions of Contract.
5. The NIOS reserves the right to cancel the panel of Printers at any point of time without pointing any reason.
6. The NIOS reserves the right to give work order or not to give the work order to all or any of the empaneled Printer/s.
7. The Contract Agreement will be valid for three years.
8. GST where applicable will be reimbursed if claimed.

Authorized Signatory of the Firm

Secretary,
NIOS

Witness

NIOS's copy

(On non-judicial stamp paper of Rs. 100/-)

CONTRACT AGREEMENT

THIS AGREEMENT made on the..... day of....., 2026 between National Institute of Open Schooling (hereinafter called "the NIOS") of the one part and (Name of Printer)

M/s.....

(address).....

.....

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4. The NIOS hereby agree to pay the Printer in consideration of the provision of the Services and the remedying of defects therein, the Schedule of rates as finalized by the NIOS and accepted by the Printer or such other sum as may become payable under the provisions of the Schedule of Rates applicable at the time and in the manner prescribed by the Conditions of Contract.
5. The NIOS reserves the right to cancel the panel of Printers at any point of time without pointing any reason.
6. The NIOS reserves the right to give work order or not to give to work order to all or any of the empanelled Printer/s.
7. The Contract Agreement will be valid for Three years.
8. GST where applicable will be reimbursed if claimed.

Authorized Signatory of the Firm

Secretary, NIOS

Witness

PRINTERS' CHECKLIST FOR APPLICATION FORM

Before submitting the Application Form (duly filled in) through CPP portal. Please ensure that you have attached the following documents (self-attested photocopy) and the said formalities completed.

S. No	Details of the Documents to be submitted on line (Please ensure that all the documents are numbered before scanning)	Yes/No	Page No.
1.	- Scanned Copy of the valid License/Registration to run the press (of all the premises where printing and binding machineries etc. are installed) issued by concerned local Govt. body, ESI registration and EPF registration Documents. - Scanned copy of Press Declaration before the Police Commissioner/Magistrate for running /having a press.		
2.	Copy of transaction details for online payment: (a) Rs. 7000/- towards application and processing fee (b) Rs. 2,00,000/- towards EMD in favour of Secretary, NIOS. Micro and Small Enterprises (MSEs) as defined in MSE procurement Policy issued by the Department of MSME and registered Startups as registered by DPIIT are exempted from payment of EMD. In case the Bidder falls into these categories the bidders should furnish certified copy of its valid registration details.		
3.	Scanned copy of the Documentary evidence of existence for 5 years of the printing press. The bidders are required to be empanelled with any or all of the following organizations NCERT (National Council for Educational Research and Training), IGNOU (Indira Gandhi National Open University), DDCE (Directorate of Distance and Continuing Education)/COL (Commonwealth of Learning) / SOL (School of Open Learning) or other Academic Government Institution.		
4.	Scanned copy of the Copies of Print Job Orders (Book printing) issued by print buyers to establish minimum 5 (five) years in book production.		
5.	Scanned Copy of the Registered Partnership Deed, if the firm is a Partnership concern or Copy of the Memorandum of Association, if the firm is a Private Limited Company or Copy of the document(s) establishing Proprietorship, if the firm belongs to an individual. In case of others scanned copy of Constitution certificate.		
6.	Scanned Copy of the Pan Card of the firm (in case of proprietorship firm PAN card of proprietor will work), GST Registration and Press registration certificate		
7.	- Scanned Copies of the Purchase documents invoices/bills of the Printing machineries confirming make and Year of Manufacture of the machines and equipments. - Scanned Copy of the affidavit given by authorized signatory on non-judicial stamp paper of Rs. 100/- (one hundred) in the format enclosed (Annexure-IV) duly attested by the Notary.		

8.	Scanned Copy of the document(s) establishing the status of all the premises (owned/rented or on lease as the case may be) where the machines are installed. a. Copy of the latest House Tax payment receipt if the premises is/are owned by the printer. b. Copy of the Lease Deed/Rent Agreement if the premises is hired.		
9.	Scanned copy of Affidavit in given by authorized signatory on non-judicial stamp paper of Rs. 100/- (one hundred) in the format enclosed (Annexure-VI).		

10.	Application for empanelment Chapter III duly filled, Bid Submission Letter Chapter IV (Part A), Conditions of Contract Chapter V, and Printer's Check list for Application Form (Annexure I) duly signed and stamped.		
11.	The letter of authorization to sign the documents in cases where application and other documents are not signed by the Proprietor/Partners/Director.		
12.	Audited Financial Statements of for three years i.e. Financial Year 2022-23, 2023-24, & 2024-25 . Documents supporting a minimum average annual turnover of at least one crore in the last three years as per their Audited Financial Statements or CA Certified and duly supported by GST Returns.		
13.	Scanned Copy of the affidavit given by authorized signatory on non-judicial stamp paper of Rs. 100/- (one hundred) of Integrity Pact in the format enclosed (Annexure-III) duly attested by the Notary.		

Signature of the Authorized Signatory of
the firm with stamp

Letter Confirming Acceptance of Rates Offered by NIOS

To
Secretary,
National Institute of Open
Schooling (NIOS)
A24/25, Sector-62,
NOIDA-201309

Ref.: NIOS's letter no. Dated.

Sirs,

1. I/We hereby confirm our unconditional acceptance of the schedule of rates offered by NIOS in the letter cited above. In token of our acceptance we return herewith a copy of the schedule of rates duly signed and stamped.
2. I/we have online transferred Rs. 2,00,000/- (Rupees Two Lacs Only) as Security Money to Secretary Account, NIOS. Copy of transaction details for online payment is enclosed.
3. I/We accept that this Security Money (Rs. 2,00,000/-) shall remain with the NIOS till the name of our firm exists on the panel of NIOS Offset Printer and no interest on the Security Money shall be claimed by me/us or my/our successor or nominee at any point of time.
4. I/We have signed the Contract Agreement after fully understanding and accepting the terms and conditions of Contract. Both the copies of the Contract Agreement are enclosed for counter signature on behalf of the NIOS.

Signature of the Authorised Signatory of
the firm with stamp

Enclosures:

1. Two copies of Contract Agreement.
2. Copy of transaction details for online payment of Rs.
3. Affidavit in original given by authorized signatory on non-judicial stamp paper of Rs.100/- (one hundred) in the format enclosed (Annexure-III) Integrity Agreement duly attested by the Notary.
4. Affidavit in original given by authorized signatory on non-judicial stamp paper of Rs.100/- (one hundred) in the format enclosed (Annexure-IV) declaring the printing and binding machines owned by the printing press duly attested by the Notary.
5. Affidavit in original given by authorized signatory on non-judicial stamp paper of Rs.100/- (one hundred) in the format enclosed (Annexure-VI)

INTEGRITY PACT

To,

The Secretary NIOS,
NOIDA-201309

Sub: Submission of bid for Formulation of Schedule of Rates for Offset Printing and Allied Services and Empanelment of Offset Printers for printing of NIOS books.

Dear Sir,

I/We acknowledge that NIOS is committed to follow the principles there of as enumerated in the Integrity Agreement enclosed with the tender/bid document.

I / We agree that the e-Tender Notice is an invitation to offer made on the condition that I/We will sign the enclosed integrity Agreement, which is an integral part of tender documents, failing which I/We will stand disqualified from the tendering process. I/We acknowledge that THE MAKING OF THE BID SHALL BE REGARDED AS AN UNCONDITIONAL AND ABSOLUTE ACCEPTANCE of this condition of the e-Tender Notice..

I/We confirm acceptance and compliance with the Integrity Agreement in letter and spirit and further agree that execution of the said Integrity Agreement shall be separate and distinct from the main contract, which will come into existence when tender/bid is finally accepted by NIOS. I/We acknowledge and accept the duration of the Integrity Agreement, which shall be in the line with Article 1 of the enclosed Integrity Agreement.

I/We acknowledge that in the event of my/our failure to sign and accept the Integrity Agreement, while submitting the tender/bid, NIOS, New Delhi shall have unqualified, absolute and unfettered right to disqualify the bidders/bidder and reject the tender/bid in accordance with terms and conditions of the tender/bid.

Yours faithfully,

(Duly authorized signatory of the Bidder)

INTEGRITY AGREEMENT

(To be signed by the bidder and same signatory competent / authorized to Sign the relevant contract on behalf of NIOS)

This Integrity Agreement is made at.....on thisday of..... 2026

BETWEEN

Secretary NIOS , New Delhi(Here in after referred as the NIOS, which expression shall unless repugnant to the meaning or context thereof include its successors and permitted assigns)

AND

(Name and Address of the Individual/firm/Company) through
(here in after referred to as the (Details of duly authorized signatory) "Bidder/Contractor" and which expression shall unless repugnant to the meaning or context here of include its successors and permitted assigns)

Preamble

WHERE AS the Bidder has floated the Tender No.....) (hereinafter referred to as "**Tender/Bid**") and intends to award, under laid down organizational procedure, contract for Empanelment of Offset Printers for the printing of NIOS Self Learning Material (SLM) and its constituent units.

AND WHEREAS the Bidder values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relation with its Bidder(s) and Contractor(s).

AND WHEREAS to meet the purpose aforesaid both the parties have agreed to enter into this Integrity Agreement (hereinafter referred to as "**Integrity Pact**" or "**Pact**"), the terms and conditions of which shall also be read as integral part and parcel of the Tender/Bid documents and Contract between the parties.

NOW, THEREFORE, in consideration of mutual covenants contained in this Pact, the parties hereby agree as follows and this Pact witnesses as under:

Article 1: Commitment of the Bidder

1) The NIOS commits itself to take all measures necessary to prevent corruption and to observe the following principles:

- (a) No employee of the Bidder, personally or through any of his/her family members, will in connection with the Tender, or the execution of the Contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
- (b) The Bidder will, during the Tender process, treat all Bidder(s) with equity and reason. The Bidder will, in particular, before and during the Tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the Tender process or the Contract execution.
- (c) The Bidder shall Endeavour to exclude from the Tender process any person, whose conduct in the past has been of biased nature.

2) If the Bidder obtains information on the conduct of any of its employees which is a criminal offence under the Bharatiya Nyay Sanhita (BNS)/Prevention of Corruption Act, 1988 (PC Act) or is in violation of the principles herein mentioned or if there be a substantive suspicion in this regard, the Bidder will inform the Chief Vigilance Officer and in addition can also initiate disciplinary actions as permits internal laid down policies and procedures.

Article 2: Commitment of the Bidder(s)/Contractor(s)

- 1) It is required that each Bidder/Contractor (including their respective officers, employees and agents) adhere to the highest ethical standards, and report to the Government / Department all suspected acts of fraud or corruption or Coercion or Collusion of which it has knowledge or becomes aware, during the tendering process and throughout the negotiation or award of a contract.
- 2) The Bidder(s)/Contractor(s) commits himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the Tender process and during the Contract execution:
 - a) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the NIOS employees involved in the Tender process or execution of the Contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the Tender process or during the execution of the Contract.
 - b) The Bidder(s)/Contractor(s) will not enter with other Bidder(s) into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to cartelize in the bidding process.
 - c) The Bidder(s)/Contractor(s) will not commit any offence under the relevant BNS Act. Further the Bidder(s)/Contractor(s) will not use improperly, (for the purpose of competition or personal gain), or pass on to others, any information or documents provided by the NIOS as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
 - d) The Bidder(s)/Contractor(s) will, when presenting his bid, disclose (with each tender as per proforma enclosed) any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the Contract.
- 3) The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or be necessary to such offences.
- 4) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm indulge in fraudulent practice means a willful misrepresentation or omission of facts or submission of fake/forged documents in order to induce public official to act in reliance thereof, with the purpose of obtaining unjust advantage by or causing damage to justified interest of others and/or to influence the procurement process to the detriment of the Government interests.
- 5) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm use Coercive Practices (means the act of obtaining something, compelling an action or influencing a decision through intimidation, threat or the use of force directly or indirectly, where potential or actual injury may befall upon a person, his/ her reputation or property to influence their participation in the tendering process).

Article 3: Consequences of Breach

- 1) Without prejudice to any rights that may be available to the Principal/Owner under law or the Contract or its established policies and laid down procedures, the Principal/Owner shall have the following rights in case of breach of this Integrity Pact by the Bidder(s)/Contractor(s) and the Bidder/ Contractor accepts and undertakes to respect and uphold the Principal/Owner's absolute right:
- 2) If the Bidder(s)/Contractor(s), either before award or during execution of Contract has committed a transgression through a violation of Article 2 above or in any other form, such as to put his reliability or credibility in question, the Principal/Owner after giving 14 day notice to the contractor

shall have powers to disqualify the Bidder(s)/Contractor(s) from the Tender process or terminate/determine the Contract, if already executed or exclude the Bidder/Contractor from future contract award processes. Imposition and duration of the exclusion will be determined by the severity of transgression and determined by the Principal/Owner. Such exclusion may be forever or for a limited period as decided by the Principal/Owner.

3) **Forfeiture of Performance Guarantee/Security Deposit:**

If the Principal/Owner has disqualified the Bidder(s) from the Tender process prior to the award of the Contract or terminated/determined the Contract or has accrued the right to terminate/determine the Contract according to Article 3(1), the Principal/Owner apart from exercising any legal rights that may have accrued to the Principal/Owner, may in its considered opinion forfeit the entire amount of Performance Guarantee and Security Deposit of the Bidder/Contractor.

4) **Criminal Liability:** If the Principal/Owner obtains knowledge of conduct of a Bidder or Contractor, or of an employee or a representative or an associate of a Bidder or Contractor which constitutes corruption within the meaning of Indian Penal code (BNS)/Bharatiya Nyay Sanhita/Prevention of Corruption Act, 1988 (PC Act) or if the Principal/Owner has substantive suspicion in this regard, the Principal/Owner will inform the same to law enforcing agencies for further investigation.

Article 4: Previous Transgression

- 1) The Bidder declares that no previous transgressions occurred in the last 5 years with any other Company in any country confirming to the anticorruption approach or with Central Government or State Government or any other Central/State Public Sector Enterprises in India that could justify his exclusion from the Tender process.
- 2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the Tender process or action can be taken for banning of business dealings/holiday listing of the Bidder/Contractor as deemed fit by the Principal/Owner.
- 3) If the Bidder/Contractor can prove that he has resorted / recouped the damage caused by him and has installed a suitable corruption prevention system, the Principal/Owner may, at its own discretion, revoke the exclusion prematurely.

Article 5: Equal Treatment of all Bidders/Contractors/Subcontractors

- 1) The Bidder(s)/Contractor(s) undertake(s) to demand from all subcontractors a commitment in conformity with this Integrity Pact. The Bidder/Contractor shall be responsible for any violation(s) of the principles laid down in this agreement/Pact by any of its Subcontractors/ sub-vendors.
- 2) The Principal/Owner will enter into Pacts on identical terms as this one with all Bidders and Contractors.
- 3) The Principal/Owner will disqualify Bidders from the tendering process who do not submit, the duly signed Pact between the Principal/Owner and the bidder, along with the Tendering or violate its provisions at any stage of the Tender process, from the Tender process.

Article 6- Duration of the Pact

- 1) This Pact begins when both the parties have legally signed it. It expires for the Contractor / Vendor 04 Months after the completion of work under the contract or till the continuation of defect liability period, whichever is more and for all other bidders, till the Contract has been awarded.
- 2) If any claim is made/lodged during the time, the same shall be binding and continue to be valid despite the lapse of this Pacts as specified above, unless it is discharged/determined by the Competent Authority of NIOS.

Article 7- Other Provisions

- 1) This Pact is subject to Indian Law, place of performance and jurisdiction is the NIOS New Delhi of the Principal/Owner, who has floated the Tender.
- 2) Changes and supplements need to be made in writing. Side agreements have not been made.
- 3) If the Contractor is a partnership or a consortium, this Pact must be signed by all the partners or by one or more partner holding power of attorney signed by all partners and consortium members. In case of a Company, the Pact must be signed by a representative duly authorized by board resolution.
- 4) Should one or several provisions of this Pact turn out to be invalid; the remainder of this Pact remains valid. In this case, the parties will strive to come to an agreement to the original intentions.
- 5) It is agreed term and condition that any dispute or difference arising between the parties with regard to the terms of this Integrity Agreement / Pact, any action taken by the Owner/Principal in accordance with this Integrity Agreement/ Pact or interpretation thereof shall not be subject to arbitration.

Article 8- LEGAL AND PRIOR RIGHTS

All rights and remedies of the parties hereto shall be in addition to all the other legal rights and remedies belonging to such parties under the Contract and/or law and the same shall be deemed to be cumulative and not alternative to such legal rights and remedies aforesaid. For the sake of brevity, both the Parties agree that this Integrity Pact will have precedence over the Tender/Contract documents with regard any of the provisions covered under this Integrity Pact.

IN WITNESS WHERE OF the parties have signed and executed this Integrity Pact at the place and date first above mentioned in the presence of following witnesses:

.....
(For and on behalf of Principal/Owner)

.....
(For and on behalf of Bidder/Contractor)

WITNESSES:

- 1 (Signature, name and address)
- 2 (Signature, name and address)

AFFIDAVIT

I/We.....S/o..... aged.....
 Proprietor/Partners/Managing Director.....of
 M/s..... and
 having my registered/corporate office at.....do hereby solemnly affirm and
 declare as under:

1. That all the machinery and equipment as listed below have been purchased by me/us,
 and are possessed by me/us in the name of M/s.....

PRINTING MACHINES

		Sheet Fed Offset Printing Machine/CPC Machine					
Sl. No	Size and colour of the Machine	Brand Name	Year of Manufacture	Maximum Sheet size	Minimum Sheet size	Speed per hour	Output in One Shift in Reams
1.							
2.							
3.							

Unit-I

Unit-II

That the aforesaid printing machines are installed at (addresses)

Unit-I

Unit-II

BINDING MACHINES

1. No. of Folding machines Size(s) Folds
2. No. of Cutting Machines Size(s)
3. No. of Perfect Binding Machine No. of Clamps
 No. of Clamps
 No. of Clamps
4. No. of Stitching Machines Single Staple Double

That the aforesaid binding machines are installed at (address)

.....

Cont.....

2. That the contents of the accompanying application form and documents as submitted by me may be treated as part and parcel of this affidavit and it is stated that the said contents are true to the best of my knowledge, information and belief.

DEPONENT

VERIFICATION

Verified on this.....day of.....2026 at...that
I/We.....S/o.....
...Prop./Partners/Managing Director of M/s.....
(address)that all the information
stated above is true and correct to the best of my knowledge and belief and nothing material
has been concealed therefrom..

Deponent

AFFIDAVIT

I/We.....S/o..... aged.....
 Proprietor/Partners/Managing Directorof
 M/s..... and having
 my registered/corporate office at..... do hereby solemnly affirm and declare as
 under:

- Bidder financial standing: That the bidder is not under liquidation, court receivership or similar proceedings and not bankrupt;
- No case is pending against the firm with regard to criminal case under BNS/CrPC and Copyright Law.
- No litigation under GST Act / Income Tax Act / Companies Act and Copyright Act or any other Law which has criminal consequences is pending
- The bidder has never been blacklisted by any Government/Semi Govt./Govt. Undertaking or by any Autonomous Organization set up by the State / Union Governments.
- All the information provided by the bidders are correct to the best of their knowledge and belief and nothing has been concealed therefrom.
- If any case is registered against the bidder during the Contract period, it should be immediately informed in writing to the NIOS.
- Bid shall remain valid for a period of 180 (One hundred and Eighty) days reckoned from the opening of Technical of Bid.
- Printer will not refuse any assigned job irrespective of number of colours, pages, size and quantity.

DEPONENT

VERIFICATION

Verified on this.....day of.....2026 at.....that
 I/We.....S/o.....
 Prop./Partners/Managing Director of M/s.....
 (address)that all the information
 stated above is true and correct to the best of my knowledge and belief and nothing material
 has been concealed therefrom..

Deponent