

**TENDER FOR PROCUREMENT, COMPLETE MAKING, PRINTING AND
DESPATCH OF ANSWER BOOKS FOR NIOS EXAMINATIONS**

Tender No.: 4-101/2022/NIOS/EVAL/CONF



National Institute of Open Schooling (NIOS)

(An Autonomous Institution under Deptt. of School Education & Literacy, Ministry of Education, Govt of India)

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



National Institute of Open Schooling (NIOS)
(An Autonomous Institution under Deptt. of School Education & Literacy,
Ministry of Education, Govt of India, A-24/25, Sector-62, NOIDA-201309 (U.P))

TENDER NOTICE

Procurement, complete making, Printing and Despatch of Answer Books for NIOS Examinations

National Institute of Open Schooling (NIOS) invites bids from reputed Answer books Printers preferably security printers and be in a position to insert security features in Answer Books as per NIOS requirement. Having working experience of complete making, printing and dispatch of Answer Books for NIOS examinations or similar nature of works in various Education Board/University, for printing, supplying and dispatch of Answer Books alongwith OMR Sheets with bar codes as specified for NIOS examinations (Secondary/Senior Secondary/Vocational Courses) and other examinations of various Projects/Schemes) of NIOS as per details given below:

1. Estimated Annual value of the works

S.No	Name of the Item	Specifications	Quantities to be supplied	/Bid Security	Region*
01	Public Exams and On Demand Exams (Theory) i) Answer Books for Secondary course : ii) OMR Sheet of 105 GSM Paper on the front page with printing in double colour Red & Black and on the back page with printing in single colour Red . OMR sheet to be also stitched along with each answer book. iii) 32 inner Pages of 60 GSM Maplitho Paper in single colour printing in Red with NIOS logo dandy water mark on each 32 pages in the size of 20.5 cm x 28 cm.	Maplitho Paper of reputed mills conforming to BIS Specifications 1848/2018 with latest amendment, if any of 60 GSM, OMR Sheet of 105 GSM. Auto machine numbering and two barcode matching serial number on front page (OMR Sheet). Mechanical thread stitching on spine for both OMR sheet and inner pages together.	As given in the Tender Document Annexure III	Rs. 5,00,000/-	Delhi & NCR
					Rest of India
02	Public Exams and On Demand Exams (Theory) Answer books for Senior Secondary course : i) OMR Sheet of 105 GSM paper on the front page with printing in double colour Blue & Black and on the back page with printing in single colour Blue . OMR sheet to be also stitched along with answer book. ii) 32 inner Pages of 60 GSM Maplitho Paper in single colour printing in Blue with NIOS logo dandy water mark on each 32 pages in the size of 20.5 cm x 28 cm	Maplitho Paper of reputed mills conforming to BIS Specifications 1848/2018 with latest amendment, if any of 60 GSM, OMR Sheet 105 GSM. Auto machine numbering and two barcode matching serial number on front page (OMR Sheet). Mechanical thread stitching on spine for both OMR sheet and inner pages together.	As given in the Tender Document Annexure III	Rs. 5,00,000/-	Delhi & NCR
					Rest of India

S.No	Name of the Item	Specifications	Quantities to be supplied	EMD/Bid Security	Region*
03	i) Public Exams (Theory) Answer Books for Vocational Education course : ii) OMR Sheet of 105 GSM on the front page with printing in double colour Orange & Black and on the back page with printing in single colour Orange . OMR sheet to be also stitched with Answer Book. iii) 20 inner Pages of 60 GSM Maplitho Paper in single colour printing in Orange with NIOS logo dandy water mark on each 20 pages in the size of 20.5 cm x 28 cm.	Maplitho Paper of reputed mills conforming to BIS Specifications 1848/2018 with latest amendment, if any of 60 GSM, OMR Sheet of 105 GSM. Auto machine numbering and two barcode matching serial number on front page (OMR Sheet). Mechanical thread stitching on spine for both OMR sheet and inner pages together.	As given in the Tender Document Annexure III	As mentioned on pre page	Delhi & NCR
					Rest of India
04	Practical Answer Books for Secondary, Sr. Secondary and Vocational Courses: Four (04) pages on 60 GSM Maplitho Paper in single colour printing in Black with NIOS logo dandy watermark in the size of 20.5cm x 28cm.	Maplitho Paper of reputed mills conforming to BIS Specifications 1848/2018 with latest amendment, if any, and single fold on spine with machine serial numbering.	As given in the Tender Document Annexure III		Delivery at 20 Regional Centres of NIOS across India

- The Tender documents divided in two parts. The first part is called "Tender Documents cum Technical Bid" called as Technical Bid along with Check List and the second part is called 'Financial Bid'.
- The successful Bidder at the end of the Bidding Process may be awarded contract to carry out the work. Interested firms can download the Tender Document from the NIOS portal website www.nios.ac.in as well as from Central Public Procurement Portal (CPPP) at e-Publishing <https://eprocure.gov.in/epublish/app> and agency will fill the complete Tender form (Technical and Financial Bid separately) and submit the same in the Tender Box as per the schedule given below.

4. KEY DATE SHEET

Bid Documents Published Date and Time	31.07.2026	01.00 PM
Clarification Start Date and Time, if any	31.07.2026	01.00 PM
Clarification Closing Date and Time	03.08.2026	05.00 PM
Bid Submission End Date and Time	21.08.2026	02.30 PM
Technical Bid Opening Date and Time	21.08.2026	03.00 PM
Financial Bid opening Date and Time	To be opened online of only those firms which qualify in their Technical Bid.	

Bids shall be submitted **as per Key Date Sheet mentioned above.**

- Earnest Money Deposit (EMD) amount of Rs. 5,00,000/- is to be submitted in the form of a Demand Draft/FDR/Bank Guarantee or online payment in favour of the Secretary, NIOS payable at NOIDA, UP. EMD of unsuccessful vendors will be returned without interest at the earliest.

6. Technical Bid (Annexure-I) and Financial Bid (Annexure-II) are to be sealed in separate envelop and sealed cover superscribed as Technical Bid/ Financial Bid and both the covers are to be put in one big envelope sealed and super-scribed as **“Tender For Procurement, complete making, Printing and Despatch of Answer Books for NIOS Examinations”**. It may be addressed to the Assistant Director(Secret), Evaluation Department, National Institute of Open Schooling, A-24/25, Sector 62, NOIDA-201309, U. P. The sealed packet containing both the Technical and Financial Bid should be put in one envelop and the same may be dropped in the Tender Box placed in Evaluation Department, 7th Floor, NIOS HQs.
7. Documentary evidence in respects of EMD, Samples of Papers as specified duly signed and stamped are to be sent to the Director (Evaluation) at the Address indicated below on or before last date/time of bid submission as mentioned in Key date sheet. EMD amount can also be deposited online into the Secretary’s Account No. 86882140000311(IFSC CODE: CNRB0018688). Scanned copies of receipt of payments made to be submitted alongwith Technical Bids. Tender Documents without EMD received in incomplete shape or beyond the stipulated period shall not be entertained under any circumstances. Firms seeking exemption for submission of EMD are required to submit their registration certificate with NSIC/MSME/Central Purchase Organization or concerned Ministry/Department. For any clarification, one may contact to the following officer:

Assistant Director (Secret)
Evaluation Department
National Institute of Open Schooling (NIOS)
A-24/25, Institutional Area, Sector -62, NOIDA-201309 (U.P)
Pin: 201309, Phone: 0120-2217065/66/67
E-mail: conf@nios.ac.in

8. The NIOS reserves the right to accept, reject or prefer any bid and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected Bidder/Agency or Bidders/Agencies of the ground for Institution’s action. The institution also reserves to itself the right to accept any Bid in part or spilt the order between two or more Bidders/Agencies by making a panel and offering L1 rates received and approved.

CONTENT

Annexure	Description	Page no.
1.	Instructions to Bidders	6
2.	Qualifying/Eligibility requirements for bidding	8
3.	General Terms & Conditions	10
4.	Submission of Bid	15
5.	Specifications & allied technical details	16
6.	Technical Bid	17
7.	Check List for Technical Bid	20
8.	Financial Bid	21
9.	Tentative quantities of Answer Books	23
10.	Tender Acceptance Letter	24

INSTRUCTIONS TO BIDDERS

1. The Bidder should be reputed Answer Books Printers preferably Security Printer having atleast 3 completed financial years' experience in the field of making of complete Answer Books of quantities not less than 25 lakh copies(out of which 12,50,000 with OMR) in each year to any State/Central Education Board and Institutions of Central/State Government in single order. Certificate from the various organizations where services rendered needs to be submitted.
2. Please go through the tender document carefully to understand the documents required to be submitted as part of the bid.
3. Bidder, in advance, should get ready with the bid documents to be submitted as indicated in the Tender Document/schedule.
4. Bidder should take in to account any corrigendum, if any, issued before submitting their bids.
5. The bidder agencies should have their own infrastructure and manufacturing unit with sufficient man power.
6. Tenderers are expected to examine carefully all instructions, conditions, specifications, schedule of the tender documents before quoting their lowest rates. Failure to comply with the terms and provisions of the tender documents will be at the tenderers risk.
7. The agencies/bidders must have sufficient storage facility and appropriate security measures for the safe custody of the Answer Books.
8. EMD of Rs. 5,00,000/- in the form of DD/BG/FDR from the scheduled Bank in the name of the Secretary, NIOS payable at NOIDA, UP should be submitted alongwith Technical bid on or before bid opening date. EMD can also be deposited online into the Secretary's Account No. 86882140000311(IFSC CODE: CNRB0018688). Proof of receipt of payment to be submitted alongwith Technical Bids. Tender which is not accompanied by EMD will be summarily rejected. If seeking exemption, please submit their registration certificate with NSIC/MSME/CPO, or concerned Ministry/Dept.
9. The successful bidders shall submit Performance Security from the Nationalized Bank in favour of "Secretary NIOS", Payable at NOIDA of an amount equivalent to 5% of contract value valid for 90 days and beyond the date of completion of all contractual obligations of supplier including warranty obligation at his own expense. This has to be submitted within 10 working days from the date of issue of Work Order of the Contract or prior to signing of the Contract whichever is earlier, failing which the work order stand cancelled and the firm will be suspended for the time period specified. Performance Security may be furnished in the form of Bank Guarantee/Insurance Surety Bond/FDR from any nationalized/scheduled commercial banks.
10. The NIOS reserves the right to accept, reject or prefer any bid and to annul the bidding process and reject all bids at any time prior to award of contract without thereby incurring any liability to the affected Bidder or Bidders of the ground for Institution action. The Institution also reserves to itself the right to accept any bid in part or split the order by making a panel and offering L1 rates received and approved between two or more bidders.
11. Please refer Annexure "A" for specifications & allied technical details of Answer Book.
12. The tenderer shall enclose **a letter of authority from concerned mill, for the NIOS Dandy Roll water marked Maplitho paper** is to be manufactured and in case the tenderer is having its own paper mill, the same shall also be stated and an undertaking to this effect be enclosed by the tenderer while quoting the rates.
13. The paper will be used and manufactured as per stipulations laid down by BIS 1848/2018 with latest amendments, if any. A test certificate along with 02 samples (each for 60 GSM & 105 GSM) of paper to be used to be sent to the Assistant Director (Secret) at given address on or before last date/time of bid submission.
14. The firm will maintain highest standard of printing and utmost confidentiality during the course of manufacturing of Answer book printing, supply and dispatch of Answer book to destination.
15. Certificate of maintaining confidentially, safe disposal of wastage & extra printing etc. if also to be furnished by the firm.
16. Any pilferage and lapse on part of the firms will result termination of rate contract and forfeiting of EMD Security Deposit and other simultaneous legal actions.

17. The supplier shall furnish an undertaking after the supply that any shortage or defect or any deviation in quality/quantity from the approved paper sample/design detected by NIOS will be completed or replaced immediately as may be the case by the firm. .
18. The firm will have to supply Answer Books in cartons duly arranged serially and packed with complete details written on outside of each carton.
19. Agency should have capacity to procure the bulk quantities of answer book in advance, once received the bulk quantities of job order from the Institute.
20. Further, the agency should have the binding to print the answer books in advance immediately after receiving the bulk job/print order from the institution.
21. In accordance with Entry no. 66 of Notification no. 12/2017 –Central Tax (Rate), NIOS takes exemption from payment of GST. Therefore, Bidder shall not charge any GST amount on the bills raised to NIOS. Further, the Bidder shall ensure that no liability of GST arises on NIOS under the Reverse Charge Mechanism. Each bill submitted by the Bidder shall carry a declaration stating: **“This bill is exempted from GST under Entry no. 66 of Notification no. 12/2017-Central Tax(rate). No GST is payable by NIOS under forward charge or reverse charge”**. Any deviation from this clause shall render the bill liable for rejection, and the Bidder shall bear any financial consequences arising from non-compliance.
- 22. The Bidder must not have been blacklisted earlier by any of the Universities or Examination boards or agencies or any other organization and the Bidder has to furnish a self-declaration in this regard.**
23. Note: Conduct of Examinations at all over India at multiple destinations i.e. approx. 1500 Examination Centres of NIOS is most important and time bound activity. Vendors will have to print and deliver complete Answer books allotted as per work /Job order for printing on NIOS dandy water mark paper as specified in Tender document strictly in given schedule in work /Job order. Failing which heavy penalty including legal action be taken.

QUALIFYING / ELIGIBILITY REQUIREMENTS FOR BIDDING

(To be supported by documentary evidences)

1. **Experience:** The Bidder must have atleast 3 completed financial years' experience(i.e. year 2022-2023, 2023-24 and 2024-25) in the field of manufacturing the Answer Books of quantities not less than 25 lakh copies (out of which 12,50,000 with OMR) in each year to State/Central Education Board and institution of Central/State Government in Single order. Certificate from the various organizations where services rendered needs to be submitted.
2. **Turnover:** The Bidder/Agency must have an average annual turnover of not less than Rs.5 crores over the last three completed financial years (i.e. year 2022-2023, 2023-24 and 2024-25) and should furnish copy of Audited Balance-Sheet, Trading, Profit & Loss Account duly certified by a Chartered Accountant alongwith Turnover certificate issued by a Chartered Accountant confirming the average annual turnover.
3. EMD of Rs. 5,00,000/-shall be in the form of Bank Guarantee/Demand Draft/Fixed Deposit Receipt, to be issued from scheduled bank, drawn in favour of the Secretary, NIOS payable at NOIDA or online payment can also be made at the Secretary's Account no. 86882140000311 (IFSC CODE: CNRB0018688). Scanned copy of Proofs of payment to be submitted on portal with Technical Bid. EMD amount shall be forfeited in case bidder quoting L1 rate back out.
4. The Bidders must be a reputed Answer Books printer, preferably a Security Printer having capability of providing desired features in the Answer Books.
5. The Agency must have experience as well as infrastructures for complete making, Printing and Despatch of Answer Books with OMR sheets of equivalent quantity as enumerated above.
6. The agency shall provide sample of paper, which should meet the following specifications:

Nature of Item	Specifications
Paper to be used for Theory Answer Books for Secondary, Senior Secondary, On Demand Examinations and Vocational Examinations, Answer Books for Practical exams.	i) 60 GSM Maplitho paper conforming to BIS specifications 1848/2018 with size 20.5cm x 28cm, ii) Brightness-Min 85%, iii) Opacity-Min 90%, iv) Wax Pick-10 A Clear v) Smoothness(Bendtsen)Max-200 Ash not more than-10-12% vi) Breaking length MD-3000 CD-2000
OMR Sheet to be used on Answer Books for Secondary, Sr. Secondary, On Demand Examinations and Vocational Examinations.	105 GSM Maplitho paper conforming to BIS specifications 1848/2018 with size 20.5cm X 28cm

7. The bidder must have sufficient storage facility and appropriate security measures for safe custody of the Answer Books of the Institution.

8. The delivery & dispatch of Theory Answer Books of Secondary, Sr. Secondary shall be made directly to the approximately 1500 Examination Centres of NIOS spread across India as per the Examination Centre-wise requirement. The bidder should supply the full order of Answer books strictly as per Time schedule mentioned in the work order positively. The delivery & dispatch of Theory and Practical Answer Books of Secondary, Sr. Secondary, On Demand Examination and Vocational Examination shall be made directly to the 20 Regional Centres of NIOS all over India.
9. The Firms/Bidders registered with NSIC/ MSME/ Central Purchase Organization or concerned Ministry/Department shall be required to submit exemption certificate for EMD. However, the Performance Security shall be obtained from every successful bidder irrespective of their registration status etc. and Performance Security should remain valid for a period of 90 days and beyond the date of completion of all contractual obligations of the Firm including warranty obligations.
10. The Bidder must be duly registered under the Goods & Services Act, 2017 and shall furnish a valid GST registration Certificate (CSTIN) along with the bid document.
11. **The answer book packet should be minimum of 50 answer books and in multiple of 50 subject to maximum of 250 Answer books in a poly pack with strapping and then packed in a corrugated carton.**
12. The Tender Forms received without Earnest Money Deposit (EMD) or incomplete in any respect will not be accepted.
13. **SELECTION PROCEDURE**

The institution will make a panel of maximum two (02) or more Bidders/Agencies on the basis of lowest (L-1) quoted rate. The *Bidders* are required to give their consent/acceptance to the lowest (L-1) quoted rates. The entire work as mentioned will be allotted to 02 or more different eligible empanelled Agencies/Bidders on L-1 rates. If any agency refuses to undertake the work at L1 rates the firm will be suspended for the time specified in the bid or as deemed fit by the institution and the entire work would be offered by NIOS to any of the eligible agency on L1 rates.

National Institute of Open Schooling (NIOS)

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Ministry of Education, Govt of India, A-24/25, Sector-62, NOIDA-201309(U.P))

Procurement, complete making, Printing and Dispatch of Answer Books for NIOS Examinations

GENERAL TERMS AND CONDITIONS

Bidders responding to this enquiry shall be deemed to be agreeable to the General & Specific Terms and Conditions herein contained. These terms and conditions shall be binding on the successful Bidder. Bidders complying partly are liable to be rejected. National Institute of Open Schooling (NIOS), NOIDA, will process the tender strictly as per the GFR, 2017. NIOS reserves the right to accept or reject any or all or part of tender without assigning any reason thereof and shall also not be bound to accept the tender quoted lowest rates. NIOS will not under any obligation to give any clarification to the agencies whose bids are rejected/ not selected.

1. EMD of Rs. 5,00,000/- in the form of DD/BG/FDR from the Nationalized bank in the name of the Secretary, NIOS payable at NOIDA, UP to be submitted along with Technical Bid. Paper sample should reach to the Assistant Director (Secret) at given address on or before last date/time of submission. EMD can also be deposited online into the Secretary's Account no. 86882140000311 (IFSC CODE: CNRB0018688). Proof of receipt of online payment to be enclosed along with Technical Bids.
2. The NIOS reserves the right to allot the work to the Firms at the lowest rate received & approved.
3. The competent authority of NIOS, reserves the right to extend the timelines for dispatch of Answer Books and decision taken by the competent authority, shall be binding on the Firm.
4. No revision of the price bid will be allowed once the price bids are opened.
5. The rates/contract shall be valid for **TWO years** covering all Examinations from date of Agreement or Award of work whichever is later. It can be further extended for another one year on satisfactory performance of the Bidder/Agency on the same rate and terms & conditions and with the mutual consent of both the parties. The NIOS shall not entertain any increase in the rates during the period of rate contract.
6. The institution will make a panel of Bidders/Agencies on the basis of lowest (L-1) quoted rate. The *Bidders* are required to give their consent/acceptance to the lowest (L-1) quoted rates. The Institution shall empanel 02 or more Agencies/Bidders on L-1 rate received and approved.
7. Decision of the Institution regarding selection / rejection for empanelment will be final and binding and no further correspondence will be entertained. The empanelled Bidders will only be informed accordingly by post/email.
8. It is the discretion of the Institution for inviting tender from other printers or to further shortlist for empanelment for place orders. Empanelment by itself will not confer any right to receive orders, as placing of orders is subject to the requirement of the Institution and at the sole discretion of the Institution.

9. Successful Tenderer will have to sign an agreement with the NIOS immediately after acceptance of lowest (L-1) of rates. The Agreement has to be done on a non-judicial stamp paper of Rs. 100/- with the NIOS stating that the firm/agency will abide by all the general & specific terms and conditions laid down in the tender document in totality in letter and spirit. Failure, delay or evasion on the part of tenderer to execute the agreement within the stipulated period will lead to disqualification from the empanelled list.
10. The quantum of works to be assigned among Printers will be the sole discretion of the Institution from time to time.
11. **No claim for price increase will be entertained after submission & in respect of finalized of bids and signing the contract except statutory obligations.**
12. NIOS will provide the blue print of answer book and there after Bidder will be responsible for the preparation of the art work, proof reading of all the items approved by the NIOS and will have to obtain the necessary approval from the NIOS in respect of finalization of the design and blue print of Answer Book before execution of the work.
13. No additional payment will be made for typesetting, proof reading & preparation of samples/art works etc. Preparation of samples / art works/design shall be made as per the instruction given by the NIOS.
14. EMD is to be deposited as specified. EMD amount will be returned to the unsuccessful bidders without any interest.
15. The successful bidder has to submit Performance Security in the form of DD/Bank Guarantee/Insurance Surety Bond/FDR from any nationalized/scheduled commercial banks amounting to 5% of the total value of estimated work to be allotted for one term examination pledged in favour of Secretary, NIOS valid for **two years from the date of award**. The Security is liable to be forfeited in case the supplier fails to execute the order in time, maintain the quality of the work or violate any other stipulations as laid down by the NIOS, suitable penalty may be imposed and the firms may be blacklisted including other legal actions against the firm.
16. **In case the Bidder quoting L-1 rates or bidder accept our L1 rates and back out to execute the work, the concerned firm will be suspended for the time period specified OR as NIOS may deem fit.**
17. Bidders must have all the printing related facility at their premises. Any work or part of the work must not be outsourced / sublet by the printer.
18. The Bidders must submit a letter from the authorized manufacturer stating that the material/sample paper submitted are as per Tender Document/Specifications along with latest chemical Lab test Report from Govt. as per BIS Specification 1848/2018 with latest amendment, if any.
19. The rate should be quoted (inclusive of all charges) for complete operations from procurement of papers and complete making, printing up to delivery of Secondary and Sr. Secondary answer books at the approximately 1500 examination centres at multiple destinations spread across the country in India strictly as per time schedule given in work order & as per the specifications given in the tender document which should include all charges and the delivery & dispatch of Theory and Practical Answer Books of Secondary, Sr. Secondary, On Demand Examination and Vocational Examination directly at the 20 Regional Centres of NIOS all over India.

20. The successful Bidder at the time of supply of answer books must submit a latest chemical lab test/ quality report from the manufacturer of the paper used for priority of order of Answer Books.
21. **The Bidder must not have been blacklisted earlier by any of the Universities or Examination boards or agencies or any other organization and the Bidder has to furnish a self-declaration in this regard.**
22. Upto 80% payment of the Bill amount will be released after successful completion of work and remaining 20 % will be processed after receiving the Chemical Test Report from any of the Central Government Lab Agency by the firm and payment after due verification.
23. To protect the highly confidential nature of this job, outsourcing for printing and packing of materials (the job in full or part) is not allowed. The printer should have complete in-house facilities for the entire processes in printing and packing of the Answer Books to the entire destinations.
24. The entire work intended to be tendered is of high confidential in nature. Hence absolute accuracy and confidentiality is required to be maintained at all stages.
25. The successful bidder/agency must maintain high standard of confidentiality and only deal with the official/ officer authorized by the Director (Evaluation), NIOS. The Bidder must have all the arrangements for the procurement of paper and to provide necessary features for printing, ruling, numbering, binding, packing, perforating and dispatch of answer books to multiple destinations at the examination centres across the country in India etc. to the satisfaction of the NIOS.
26. The Officers of the NIOS however, may visit the premises to satisfy the technical requirement of the Bidder to inspect the facilities on site before finalization of the bid and also during the period of the execution of the job to monitor the quality of the work, to ensure confidentiality and to ascertain that these items are prepared as per specifications laid down in the terms and conditions. If any lapse is found, the authorities of the NIOS shall take such action, as deemed fit, which shall be final and binding.
27. All the answer books shall have serial numbers on its front OMR page & bar codes in duplicate matching with the serial number and as per the specifications given by the NIOS.
28. Rates shall always be both in the figures and words. No cutting & overwriting allowed.
29. No alteration should be made in any of the general and specific terms and conditions of the tender by scoring out. No alteration will be allowed. No variation in the conditions shall be admissible. Any conditional offer with the words such as 'subject to', 'prior sale' will be ignored. Ambiguity must be avoided in filling the tender and the language used in filling the tender forms and must be clear and precise. Tenders not complying with these conditions may be rejected.
30. The quantities may vary depending upon the requirements of the NIOS from time to time. The Bidder shall, however, not print more than the quantities ordered for. If excess quantities over and above the given order is printed accidentally, those will be immediately informed and supplied to the NIOS (without any cost) and with the undertaking that no such answer books are kept with the supplier.
31. In case of any default/defect found, the Chairman NIOS will be sole authority to take action as deemed fit, which shall be final and binding on the Bidder.

32. In case the NIOS feels that the firm has intentionally delayed the job, special penalty as deemed fit by the NIOS shall be imposed. In addition to the special penalty, the Bidder may also be black-listed & legal action against firm may be initiated. However, in case the period of execution of work is requested to be extended by the firm; the reason for delay in execution of the work must be conveyed to NIOS in writing at the earliest and looking into the gravity of the situation, the penalty may be reduced and the NIOS has the discretion to solely decide on this.
33. In case the Bidder (i.e. the Printer) is not able to execute the job in time or to the entire satisfaction of the NIOS, NIOS may cancel the work order and allot the work to any other printer, or NIOS panel at any time. Penalty as deemed fit by the NIOS may also be imposed and also recover any cost involved in excess of the approved rate of the contractor in the event of payment to the other printers not in the panel of NIOS.
34. If the Bidder refuses to execute the job after accepting the condition of the tender at any point of time during the contract period, the performance security deposit will be forfeited in full or in part which is at the sole discretion of the NIOS and the firm will be suspended for the time period as specified. Further any action as deemed fit will also be taken.
35. On completion of the job, the firm shall constitute three members committee and submit a certificate stating that plates used for printing have been destroyed.
36. The Institutions (NIOS) shall have the right to get the stock of Answer Books checked and verified by its Officer at any time without notice at the premises of the manufacturer.
37. Requirement as specified is tentative only which may increase/ decrease as per the actual requirement.
38. **In order to ensure the quality of the paper used in printing of Answer books, NIOS may at any stage send the sample to any Government/Government recognized Laboratory for chemical testing in case of any doubt is arisen. In case the paper used is found inferior in quality, the entire lot of that particular supply shall be rejected at the cost of the firm and shall be replaced by the bidder at no extra cost.**
39. **The Bidders must not have been blacklisted earlier by any of the Universities or Examination boards or agencies or any other organization and the bidders has to furnish a self-declaration in this regard.**
40. In case of any default/defect found, the Chairman, NIOS will be the sole authority to take actions as deemed fit, which shall be final and binding on the Bidder.
41. **Copy Right & Confidentiality:** Copy right of NIOS logo, design and security features shall remain with the NIOS. Bidder shall maintain absolute confidentiality.
42. **Penalty:**
- 42.1 The Answer Books shall be manufactured as per specifications given by the NIOS in the Tender Form. The Firm shall ensure that the serial number to be printed on each Answer Books is clearly legible and that no duplicate serial number/missing number is in the packet. A certificate shall be submitted by the manufacturer with each Bill that the Answer Books have been counted physically and there is no error in putting serial number and counting. If errors are noticed in numbering and counting in the Answer Books. 1% penalty shall be imposed on Bills of particular category of Answer Books of the Region. The Firm shall also have to replace the cover page at their own risk and cost.

- 42.2 Firm shall be required to give an undertaking that no Answer Books/Supplementary Answer Books whatsoever has been printed more than the specified number and hasnot been left with them after completion and final supply of the Answer Books is madeavailable to the Board. Firm shall also certify that no Answer Books has gone out of thepress by unscrupulous methods. In case any contravention discrepancy is noticed by the NIOS during the course of Examination or subsequently the manufacturer concerned shall be liable to be black-listed besides 1% penalty shall be imposed on total contract value and deductions shall be made from the Bills of concerned Region.
- 42.3 In case the supply is not made within the stipulated period, the penalty may be imposed to printer/Bidder/Agency for delay as per the following.
- (i). Penalty of 4 % of total value of work for delay of one week (Upto 7 days)
 - (ii). Penalty of 8% of total value of work for delay of two week (upto 14 days)
 - (iii). Penalty of 10% of total value of work for delay for above 14 days
- However, if the supply is made beyond 30 days from due date, EMD/Performance Security Deposit shall also be forfeited in addition to the penalty.
- 42.4 A penalty of 10% of total value of work may be imposed by the Competent Authority of the Institution, if the supply is not in consonance with the specifications/grammage prescribed by the BIS/NIOS against the items.
- 42.5 In case of any loss of Answer Books from the Godown of the Firm or while in transit the manufacturer concerned will be liable to be blacklisted besides legal action and 1% penalty shall be imposed on entire Bill and deductions shall be made from the Bill of particular category of Answer Books of the Region.
- 42.6 The Firm shall be responsible to make all arrangements to ensure complete security and secrecy with regard to the manufacture, safe custody and timely supply of the Answer Books to the NIOS.
43. This contract shall be governed by the Law of India. In the event of any dispute arising between the NIOS and the selected Bidder, the same shall be subject to the jurisdiction of courts in NOIDA, Gautam Budh Nagar, U.P.

All the terms and conditions stated under clause no 1 to 43 are accepted to me/us.

(Signature of authorized person of Bidders/Security Printer with Seal/Stamp)

Name _____

Address _____

Phone No. _____

Mobile No. _____

Email-ID _____

Date _____

SUBMISSION OF BID

The Bid should be submitted in two parts (Technical and Financial) as described below-

“Part 1: Technical Bid” which will consist of Proofs for meeting on tender eligibility criteria receipts of payment of EMD & check-list.

The Technical Bid to be submitted as per the Technical bid form (Annexure I).

“Part 2: Financial Bid” which will consist of the details of financial matters.

1st Envelop -Technical Bid

- i. EMD payment
- ii. Tender Acceptance Letter.
- iii. Copy of all the relevant documents for Pre-Qualification bid as mentioned in qualifying/eligibility requirements for bidding and check list.
- iv. Not Blacklisted Self declaration letter

2nd Envelop- Financial Bid

1. Financial bid for price bid (As per the Financial Bid Form) (Annexure – II)

Sealed envelopes containing Technical Bid (Annexure-I) and Financial Bid (Annexure-II) are to be sealed in separate envelop and sealed cover superscribed as Technical Bid/ Financial Bid and both the covers are to be put in one big envelope sealed and super-scribed as **“Tender For Procurement, complete making, Printing and Despatch of Answer Books for NIOS Examinations”** and be addressed to the Assistant Director(Secret), Evaluation Department, National Institute of Open Schooling, A-24/25, Sector 62, NOIDA-201309, U. P. The sealed packet containing both the Technical and Financial Bid should be put in one envelop and the same may be dropped in the Tender Box placed in Evaluation Department, 7th Floor, NIOS HQs.

NIOS reserves the right to reject any proposal which is not substantially responsive. Any bids received after the time stipulated will not be accepted by NIOS.

NIOS will evaluate the Technical Bid as per the eligibility criteria mentioned in the Tender document and those who qualify in the Technical Bid, Financial Bid of those qualified technically will only be opened.

SPECIFICATIONS AND ALLIED TECHNICAL DETAILS
Specifications and instructions for Printing of Answer Book by Printers.

Sl.No	Name of the Item	Specifications
01	Public Exams and On Demand Exams (Theory) Answer Books for Secondary course: i) OMR Sheet of 105 GSM on the front page with printing in double colour Red & Black and single colour Red on the back side. OMR to be also stitched along with Answer Books. ii) 32 inner Pages of 60 GSM Maplitho Paper in single colour printing in Red with NIOS logo dandy water mark on each 32 pages in the size of 20.5cm x 28cm	Maplitho Paper of reputed mills conforming to BIS Specifications 1848/2018 with latest amendment, if any of 60 GSM, OMR Sheet of 105 GSM. Auto machine numbering and two bar code matching serial number on front page (OMR Sheet). Mechanical thread stitching on spine for both OMR sheet and inner pages.
02	Public Exams and On Demand Exams (Theory) Answer Books for Senior Secondary course: i) OMR Sheet of 105 GSM on the front page with printing in double colour and Blue & Black and single colour Blue on the back side. OMR to be also stitched along with Answer Books. ii) 32 inner Pages of 60 GSM Maplitho Paper in single colour printing in Blue with NIOS logo dandy water mark on each 32 pages in the size of 20.5cm x 28cm	Maplitho Paper of reputed mills conforming to BIS Specifications 1848/2018 with latest amendment, if any of 60 GSM, OMR Sheet of 105 GSM. Auto machine numbering and two bar code matching serial number on front page (OMR Sheet). Mechanical thread stitching on spine for both OMR sheet and inner pages.
03	Public Exams (Theory) Answer Books for Vocational Education course: i) OMR Sheet of 105 GSM on the front page with printing in double colour Orange & Black and single colour Orange on the back side. OMR to be also stitched along with Answer Books. ii) 20 inner Pages of 60 GSM Maplitho Paper in single colour printing in Orange with NIOS logo dandy watermark on each 20 pages in the size of 20.5cm x 28cm	Maplitho Paper of reputed mills conforming to BIS Specifications 1848/2018 with latest amendment, if any of 60 GSM, OMR Sheet of 105 GSM. Auto machine numbering and two bar code matching serial number on front page (OMR Sheet). Mechanical thread stitching on spine for both OMR sheet and inner pages.
04	Practical Answer Books for Secondary, Sr. Secondary and Vocational Courses: Four (04) pages on 60 GSM Maplitho Paper in single colour printing in Black with NIOS logo dandy water mark in the size of 20.5cm x 28cm.	Maplitho Paper of reputed mills conforming to BIS Specifications 1848/2018 with latest amendment, if any, and single fold on spine with machine.

TECHNICAL BID**Tender form for Procurement, complete making, Printing and Dispatch of Answer Books for NIOS Examinations****(Note:- Bidder must read all terms & conditions before filling up the particulars)**

After having gone through the details as enlisted in the tender documents along with terms and conditions of the tender for the procurement, complete making, printing and dispatching of Answer Books for NIOS Examinations, I/we accept all the general and specific terms and conditions as well as all the information contained in the tender document and quote our lowest rates on the financial bid proforma. I/We hereby submit duly completed Technical Bid for Procurement, complete making, Printing and Dispatch of answer books at the examination centre across the country.

General Information

Sl. No.	Particular	Details
1.	Name of the Answer Books Printer:	
2.	Details of registration: (Please mention the registration number and upload the copy of certificate)	
3	Name of Director/ Proprietor a) Designation b) Telephone no. c) Mobile no. d) Email ID	
4.	Address of the Printer : (i) Head Office: (ii) Branch (if any): (iii) Printing Press Location: (iv) Area and number of Floors (in sq. m)	
5.	Contact details of Printer : (i) Telephone Number(s) (ii) Mobile No.: (iii) Fax No. (iv) E-mail ID:	
6.	Year of Establishment & Registration No. (Please attach certificate thereof)	
7.	Bank Details for payment : (a) Account Number: (c) IFSC Number : (d) Name of the Bank : (a) Address of the Bank :	
8	Is your firm registered under: (a) The Indian Companies Act. (b) The Indian Partnership Act. If yes, attach proof of certificate thereof	

9.	If your firm is a sole proprietorship or partnership firm or any other Categories (give details)	
10.	Whether the company is insured against fire, theft and burglary. If so, please state the amount for which it is insured, the name of the insurance firm and policy no. and period. (enclose copy)	
11.	Please indicate arrangements/tie up or own mill for making NIOS 60 & 105 GSM Maplitho Paper dandy roll water marked paper. Strictly as per BIS Specifications 1848/2018.	
12.	Please attach a letter of authority from concerned Mill, if the NIOS water marked paper is to be manufactured from any other mill also certifying that the water marked paper will be made only as per the requirement placed to the mill by the Tenderer as per instructions in Annexure 'II'.	
13.	Whether Two (02) samples (for each 60GSM & 105 GSM) sent as per instructions.	
14.	Regn. No. / TAN No./GST No.	
15.	Permanent Account Number.	
16.	Whether the Tender Documents duly signed, Stamped and enclosed. (YES/NO)	
17.	Details of awards/ certificate of merit etc. received from any board/organization (please enclose copy of certificate)	
18.	Whether, the undertaking that the Answer Books Printer/Security Printer has not been blacklisted by any Govt./Public undertaking Institution/ Organization (Please attach copy) (YES/NO)	
19.	Detail of Demand Draft/BD/FDR for EMD of Rs. 5,00,000/- DD No..... Date..... Drawn on.....) (YES/NO)	
20.	Scanned copies of payment receipt for EMD/Bid Security of Rs. 5,00,000/- enclosed if paid online. (YES/NO)	
21.	Whether 02 no. of sample papers each of 60 GSM & 105 GSM maplitho paper strictly as per BIS specifications 1848/2018 with latest amendment (if any) with Lab report to be used for printing and supply of answer books are dispatched at given address. (YES/NO)	
22.	Essential pre-requisite(PHYSICL/CAPITAL)	
a)	Type & Total number of machines available for such work. (List enclosed) (YES/NO)	
b)	Whether the Firm/Agency has the capacity of the machines to manufacture and deliver all the allotted work within time frame F.O.R at Delhi, NCR and Rest of India at different examination Centres. (YES/NO)	

c)	Whether the Firm/Agency has the Facility of machine automatic serial numbering of each Answer Book with Bar Code as specified. (YES/NO)	
d)	Capacity of storage of Answer Books in Firm's Godown. (Mention area/Floor in sq. m)	No. of Floors: _____ Total Area: _____

23. **Experience** of the Answer Book Printer: Please upload minimum '03' years' Experience Certificates of supplying of answer books and three work orders of printing of Answer Books during last THREE years successfully.

Year	Name of Govt. Board/University/NIOS/Educational organization etc.	Quantities	Nature of Work	Details of work executed (with proof)
2022-23				
2023-24				
2024-25				

24. Average annual turnover of not less than Rupees 5 Crores over the last three completed financial years. (upload copy of audited accounts with trading, profit and loss account and balance sheet) :

Financial Year	Annual Turnover (in Rs.)
2022-23	
2023-24	
2024-25	

25. Whether the copy of Income Tax Return submitted by the Firm/Agency during the last 03 financial years furnished. (YES/NO)
26. Whether eligibility criteria as given in the Tender Documents is fulfilled by the Printer. (YES/NO)
27. Whether duly signed & stamped general terms and conditions of the tender document is enclosed. (YES/NO)

(Name & Signature of Bidder with Seal & Date)

Name: _____

Mobile no: _____

E-mail ID : _____

Check List for Technical Bid

Sl. No	Name of the Document (copy of duly certified by the Printer)	Remarks (enclosed / Not enclosed)
1.	Certificate of registration	
2.	Company registration certificate	
3.	Copy of insurance against fire & theft etc.	
4.	Authority letter from concerned mill if NIOS dandy water marked paper is to be manufactured from any other mill.	
5.	Average Annual Turnover of not less than Rupees 5 Crores per over the last three years (Trading, Profit and Loss a/c and Balance Sheet of last three years audited by CA)	
6.	Experience certificates minimum of three (3) completed financial years	
7.	Three (03) work orders executed successfully as per Tender document.	
8.	Income Tax Returns for the last three financial years alongwith PAN.	
9.	DD/BG/FDR for EMD/Bid Security of Rs. 5,00,000/-.	
10.	If EMD is paid online, then enclose of scanned copy of payment receipt.	
11.	02 nos. of sample of papers of each of 60 GSM & 105 GSM maplitho paper strictly as per BIS specifications 1848/2018 with latest amendment, if any (for text Paper & OMR of Answer Books) to be sent at given address	
12.	Chemical Lab Test/quality report of the sample paper from the manufacturer of paper to be used for printing and supply of Answer books	
13.	Registration Certificate of TAN /GST	
14.	Copy of Permanent A/c. No. (PAN)	
15.	Self-declaration and undertaking that the Printer has not been blacklisted/debarred by any Govt./Public undertaking Institution/Organization	

(Name & Signature of Bidder with Seal & Date)

Name: _____
 Mobile no: _____
 E-mail ID : _____

FINANCIAL BID**Tender form for Procurement, complete making, Printing and Dispatch of Answer Books for NIOS Examinations**

After having gone through the details contained in the tender document and the terms and conditions as enlisted in the tender document for complete making, printing and dispatch of Answer Books at the examination centres of NIOS across the country, I/we_____quote our lowest rates for the same as given below in prescribed proforma inclusive of all.

Note: Interested firms are requested to quote their competitive and reasonable rates for all items 1-5 below in table compulsorily.

Item No.	Brief detail of work	Rate (Inclusive of all charges) per one thousand (1000) Answer Book including all costs i.e. OMR Sheet & maplitho paper for inner pages with auto, machine numbering, NIOS logo water marked paper using dandy, printing (for all activities), stitching cost etc. as per tender document. Note: Your Rates should be inclusive of all including delivery charges of Secondary and Sr. Secondary Answer Books Parcels/packets to the multiple destinations approx. 1500 NIOS Exam Centres and On Demand Examination, Vocational Examination and Practical Answer books at 20 NIOS Regional Centre, spread across the country in India.	
1.	For Public Exams (Theory) Answer Books for Secondary course i) OMR Sheet of 105 GSM on the front page with printing in double colour Red & Black and Red on the back page with printing in single colour Red . ii) 32 inner Pages of 60 GSM Maplitho Paper in single colour printing in Red with NIOS logo dandy water mark on each 32 pages in the size of 20.5cm x 28cm	For Delhi & NCR	Rs._____per 1000 answer books Rupees _____ (in words)
		Rest of India	Rs._____per 1000 answer books Rupees _____ (in words)
2	For On Demand Examination (Theory) Answer Books for Secondary Specifications : Same as above at Sl. No.1	Delivery at 20 Regional Centres of NIOS across India	Rs._____per 1000 answer books Rupees _____ (in words)
3.	For Public Exams (Theory) Answer Books for Sr. Secondary course i) OMR Sheet of 105 GSM on the front page with printing in double colour Blue & Black and on the back page single colour Blue . ii) 32 inner Pages of 60 GSM Maplitho Paper in single colour printing in Blue with NIOS logo dandy water mark on each 32 pages in the size of 20.5cm x 28cm	For Delhi & NCR	Rs._____per 1000 answer books Rupees _____ (in words)
		Rest of India	Rs._____per 1000 answer books Rupees _____ (in words)

4	For On Demand Examination (Theory) Answer books for Senior Secondary Specifications : Same as above at Sl. No.3	Delivery at 20 Regional Centres of NIOS across India	Rs._____per 1000 answer books Rupees _____ (in words)
5.	For Public Examinations Answer Books for Vocational (Theory) i) OMR Sheet of 105 GSM on the front page with printing in double colour Orange & Black and on the back page single colour Orange . ii) 20 inner Pages of 60 GSM Maplitho Paper in single colour printing in Orange with NIOS logo dandy watermark on each 20 pages in the size of 20.5cm x 28cm	Delivery at 20 Regional Centres of NIOS across India	Rs._____per 1000 answer books Rupees _____ (in words)
6	Answer Books for Practical Examinations of Secondary, Sr. Secondary, On Demand Examinations and Vocational Examination Four (04) pages of 60 GSM Maplitho Paper in single colour printing in Black with NIOS logo dandy water mark in the size of 20.5cm x 28cm with single fold at the spine.	Delivery at 20 Regional Centres of NIOS across India	Rs._____per 1000 answer books Rupees _____ (in words)
5.	The answer book should be packed in packets of minimum 50 answer books each and in multiple of 50 subject to maximum of 250 Answer books in a poly pack with strapping and then in packed in a corrugated carton.		

Note: i) The quoted rates should be *inclusive of all charges* i.e. including transportation/postage charges, material (paper and packing material etc.), preparation of dandy roll for making NIOS logo water mark & water mark paper should be set like that it appear on all inner pages of Answer Books of Theory and Practical Examinations and delivery of Secondary and Sr. Secondary answer books parcels/packets at multiple destinations across the country in India to the approx.. 1500 examination centers and On Demand Examination, Vocational Examination and Practical Answer books at 20 NIOS Regional Centres including handling, loading, unloading and other miscellaneous expenditures.

ii) As per Notification No. 12/2017-Central Tax (rate) dated 28th June 2017, GST exempted to NIOS for services related to Examinations.

iii) Conditional bid will summarily be rejected.

(Authorized Signatory with full name, designation and stamp)

Full name _____
 Designation _____
 Tel. No _____
 Mobile: _____
 Email ID _____

Date:

Place:

Annexure-III

National Institute of Open Schooling (NIOS)

(An Autonomous Institution under Deptt. of School Education & Literacy, Ministry of Education, Govt of India), A-24/25, Sector -62, NOIDA-201309 (U.P)

TENTATIVE QUANTITIES OF ANSWER BOOKS REQUIRED TO BE PROCURED PER ANNUM FOR NIOS EXAMINATIONS

S. No	Name of Answer Books	Quantities
1.	Secondary Course(10 th Class) (Theory) (Public Examination)	14 lakh
2.	Sr. Secondary Course (12 th Class) (Theory) (Public Examination)	15 lakh
3.	Vocational Education Course (Theory) (Public Examination)	1.0 lakh
4.	Practical Answer Books of Secondary, Senior Secondary of Public Examinations, On Demand Examination and Vocational Examinations	20 lakh
5.	Secondary Course(10 th Class) (Theory) On Demand Examination	1.0 lakh
6.	Sr. Secondary Course (12 th Class) (Theory) On Demand Examination	2.0 lakh

Note: The Quantities may increase or decrease

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date: __/__/2026

To,
Director (Evaluation)
National Institute of Open Schooling
A-24-25, Institutional Area, Sector-62,
NOIDA-201309, Distt. Gautam Budh Nagar
U.P.

Subject: Acceptance of Terms & Conditions of Tender for Procurement, complete making, Printing and Dispatch of Answer Books for NIOS Examinations.

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned Tender/Work from the web site(s) namely, www.nios.ac.in, <https://eprocure.gov.in/epublish/app> as per your enquiry, given in the above mentioned website(s).
2. I / We hereby certify that I / We have read the entire terms and conditions of the tender documents from Page No 1 to 27 (including all documents like annexure(s), schedule(s). etc., which form part of the contract agreement and I/we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department organization too has also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender Document(s) / corrigendum(s) in its totality / entirety.
5. I/We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said EMD, Performance Security Deposit absolutely.
6. I/We aware that in case of violation of general terms & conditions of the said tender, the firm will be suspended from being eligible for bidding / award of all future contract(s) of National Institute of Open Schooling (NIOS) for a period of one year from the date of committing such breach.
7. We hereby also declare that our firm/company/concern is a reputed answer book printer and is capable of incorporating security features and other desired features in the answer books as per the requirements of the NIOS Tender document. We are in the business of above work, which can be verified from our office records. We have all technical infrastructure and technical staff etc. for smooth and effective execution of your above work.
8. I/We hereby also declare that our firm has not been black listed/debarred by any Government Central and State) Board/NIOS/Public undertakings/Banks/ R.B.I/IBA etc.

Yours faithfully,

(Authorized Signatory with full name, designation and stamp)

Full name _____
Designation _____
Tel. No _____
Mobile: _____
Email ID _____