

TENDER FOR PRINTING AND SUPPLY OF MARKS STATEMENT-CUM-CERTIFICATES AND MIGRATION-CUM-TRANSFER CERTIFICATES FOR SECONDARY/SR. SECONDARY/ VOCATIONAL EXAMINATIONS AND FOR VARIOUS PROJECTS/SCHEMES OF NIOS

Tender No. : 10-81/2021/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, Institutional Area, Sector -62, NOIDA-201309 (U.P)



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

TENDER NOTICE

Printing and Supply of Marks Statement-cum-Certificates and Migration-cum-Transfer Certificates for Secondary/Sr. Secondary/ Vocational Examinations and for various Projects/Schemes of NIOS.

National Institute of Open Schooling (NIOS) invites bids under Two Bid System from eligible, experienced and reputed ISO certified Printers or security printers registered with RBI or Indian Banking Associations having minimum 3 years working experience of printing and supply of documents or similar nature of works in various Central & State Education Board/University, for printing and supply of **Marks Statement-cum-Certificates and Migration-cum-Transfer Certificates** (Secondary/Sr. Secondary/ Vocational and other examinations of various Projects/Schemes) of NIOS Examinations as per details given below:

1. Estimated Annual value of the works and EMD

Item no	Name of the Items/Specifications	Approx.Quantity to be Supplied in a year	EMD(in Rs.)
1.	Item no-1: Marks Statement-cum-Certificates for Secondary, Senior Secondary, Vocational and other Examination 1.1) To be printed on 120 GSM Parchment paper as per BIS 1848/2018 of natural shade made of vergin pulp with NIOS LOGO DANDY ROLL WATER MARKED. 1.2) Size of the document- 8"x10" one part in cut sheet. 1.3) Printing of Text – Four colour printing on front and single colour printing on back with auto machine numbering 1.4) Certificate having the following security features. (i) High resolution border (ii) Copy-N-check (iii) Shooksmaksher (microlining) (iv) Number aar-paar (v) Hot metal foiling of NIOS logo – 12mm square(silver colour)	08 Lakhs	Rs. 1,00,000/- (Rupees One Lakh only)
2.	Item no-2: Migration-cum-Transfer Certificates for Secondary, Senior Secondary, Vocational and other Examination 2.1) To be printed on 120 GSM Parchment paper as per BIS 1848/2018 of natural shade made of vergin pulp with NIOS LOGO DANDY ROLL WATER MARKED. 2.2) Size of the document- 8"x10" one part in cut sheet. 2.3) Printing of Text – Four colour printing on front with auto machine numbering 2.4) Certificate having the following security features. (i) High resolution border (ii) Copy-N-check (iii) Shooksmaksher (microlining) (iv) Number aar-paar	08 Lakhs	

- The Tender documents divided in two parts. The first part is called '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 Key Date & Time Sheet given in next page.

4. KEY DATE & TIME SHEET FOR SUBMISSION, CLOSING AND OPENING OF BID

Bid Documents Published Date and Time	07.08.2026	04:00PM
Bid Document Download Date and Time	07.08.2026	04.00PM
Clarification Start Date and Time	07.08.2026	04.00PM
Clarification Closing Date and Time	10.08.2026	05.00PM
Bid Submission End Date and Time	31.08.2026	02.30PM
Technical Bid Opening Date and Time	31.08.2026	03.00PM
Financial Bid Opening Date and Time	To be opened only those firm which qualify in their Technical Bid as specified in the Tender document	

5. Technical Bid (Annexure-I) and Financial Bid (Annexure-II) are to be sealed in separate envelop and sealed cover super-scribed as Technical Bid/ Financial Bid and both the covers are to be put in one big envelope sealed and super-scribed as **“Tender for Printing and Supply of Marks Statement-cum-Certificates and Migration-cum-Transfer Certificates for Secondary/Sr. Secondary/ Vocational Examinations and for various Projects/Schemes of NIOS”**. 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.
6. Earnest Money Deposit (EMD) to be submitted in the form of a Demand Draft/ FDR/Bank Guarantee in favour of “Secretary, NIOS Payable at NOIDA, U.P.,” valid for a period of 90 days from the date of proposal submission or EMD payment can also be made online at Secretary’s A/c no. 86882140000311 (IFSC code: CNRB0018688) and Proof of payment receipt to be enclosed alongwith Technical bid document. EMD of unsuccessful vendors will be returned without interest at the earliest.
7. The MSME/NSIC or those registered with the Central Purchase organization or the concerned Ministry / Department are exempted from payment of EMD.
8. Original Bank Guarantee (BG)/Demand Draft (DD)/Fixed Deposit Receipt for Earnest Money Deposit (EMD) and Samples of Papers duly signed and stamped by the firm are to be sent at the address indicated below on or before last date /time of bid submission as mentioned in key date sheet. If paid online then proof of payment receipt to be submitted along with Technical Bid. Any submission after the specified deadline will not be accepted and hence shall be automatically rejected. 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
9. Bid incomplete or beyond the stipulated period shall not be entertained under any circumstances.
10. **Subletting:** The successful tenderer shall not sublet or assign to any other party or parties, the whole or any portion of the work under the contract.
11. 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.

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INSTRUCTIONS TO BIDDERS

1. The printers should be eligible, experienced and reputed ISO certified or Security Printers registered with RBI or IBA meeting our Tender requirement and should have minimum 3 completed financial years' experience of printing and supplying bulk quantities of similar kind of jobs like marksheets and certificates etc. of Central/State Education Board/University. NIOS may inspect claimed infrastructures at the premises of the Printers.
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. The tender conditional in nature and inconsistent with terms and conditions of the contract shall be considered as invalid.
5. Bidder should take into account any corrigendum, if any, published before submitting their bids.
6. The firm should have its own blank computer stationery printing unit of desired specifications/sizes with at least two multicoloured web printing machines and other related equipment for executing the assigned jobs including sufficient manpower.
7. Tenderers are expected to examine carefully all instructions, conditions, specifications, schedule of the tender documents before quoting rates. Failure to comply with the terms and provisions of the tender documents will be at the tenderers risk.
8. The agency/bidders must have sufficient storage facility and appropriate security measures for the safe custody of the Blank Stationery. No subletting of job is allowed.
9. In case of those Bidder who fail to qualify the eligibility criteria and whose technical bids do not qualify, their Earnest Money Deposit (EMD) will be refunded without interest at the earliest. Earnest Money Deposit of the successful bidder will be returned after submission of the Performance Bank Guarantee/Security. If payment is being made online, then proof of EMD payment receipt is to be submitted with Technical Bid as specified in the Tender document.
10. The successful bidders shall submit Performance Bank Guarantee/Security Deposit in the form of DD/FDR/Bank Guarantee from any of the scheduled commercial bank in favour of **"Secretary, NIOS, NOIDA"** of an amount **equivalent to 5% of contract value** valid for beyond the date of completion of all contractual obligation of supplier including warranty obligation at his own expense 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 EMD shall be forfeited.
11. 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.
12. **Minimum Ten (10) sheets of 120 GSM of sample of Parchment Paper of A-4 size which are to be used for printing to be sent at the given address and as mentioned in the specifications of the paper with rubber stamp & signed of the agency on each sheet.**

13. The tenderer shall submit a **letter of authority from concerned mill**, for the NIOS Dandy Roll water marked Parchment 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.
14. The firm should have at least two multicoloured (04 colour) web printing machines.
15. Arrangements for manufacturing of 120 GSM Parchment paper of natural shade made vergin pulp with NIOS Dandy Roll Water Marked and properties of the paper manufactured must conform BIS specifications.
16. **The firm should have technical expertise and adequate infrastructures to print approx. 20 lakhs/annum copies of blank stationery of required sizes /specifications within 30 days of time in two lots at '2' different intervals for our 02 examinations conducted in March-May and September-November NIOS Public Examination every year. These quantities are tentative and may increase or decrease.**
17. The firm will maintain highest standard of printing and utmost confidentiality during the course of manufacturing of paper, complete printing and despatch of this stationery to destination as specified.
18. Any pilferage and lapse on part of the firms will result termination of rate contract and forfeiting of Security Deposit and other simultaneous legal actions.
19. 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.
20. The firm will have to provide the additional security features while printing on Parchment paper i.e. High resolution border, Copy-N-Check, Shookshmakshar (microlining) and number aar-paar and hot metal foiling etc. Sample can be seen, if needed at Evaluation Department 7th Floor, NIOS Headquarters, A-24/25, Sector-62, NOIDA Office.
21. The firm will make and provide all Art works, Designs and Proofs of the documents to be printed as and when required by NIOS Authorities on PRIORITY. No additional payment will be made for typesetting, proof reading and preparation samples/Art work etc. The copy right of the design will be rest with NIOS only.
22. The firm will have to supply stationery in cartons duly arranged serially and packed with complete details written on outside of each carton.
23. Certificate of maintaining confidentially, safe disposal of wastage & extra printing etc. if also to be furnished by the firm.
24. The tender is liable to be rejected if complete information is not given therein or if the particulars and date (if any) asked for in the Schedule to the Tender are not fully filled in. Specific attention must be paid to dates and also the general conditions of the contract as given in the Annexure I & II.
25. The paper will be used and manufactured as per stipulations laid down by BIS 1848/2018 or latest, if any. A test certificate along with 10 samples (For 120 GSM) of paper to be used, and EMD for Rs. 1,00,000/- in form of DD/BG/FDR in the name of the Secretary, NIOS, payable at NOIDA, U.P. (if being paid offline mode) to be sent to Assistant Director(Secret), Evaluation Department, 7th Floor, National Institute of Open Schooling (NIOS), A-24/25, Institutional Area, Sector -62, NOIDA-201309 (U.P) on or before bid closing date & time as specified.
26. The Printer should have its own mill or proper arrangements/tie up for making NIOS 120 GSM Parchment Paper logo dandy water-marked and properties of paper required to be manufactured must conform to BIS specifications carrying an appropriate design/insignia as a distinct mark of identification in watermark. The design of the matter to be water-marked shall be provided by NIOS. The firm shall take the responsibility that no pilferage of NIOS water-marked paper takes place. **However, the rates quoted should include the preparation of Dandy Roll as no extra**

charges will be paid in this regard.

27. The firm should have its own blank computer stationery printing unit of desired specifications /sizes with atleast two multi coloured web printing machines and other related equipments for executing the assigned jobs, which are subject to physical inspection by NIOS authorities at any stage. In addition of all these, firm should have proper arrangement for incorporating different security features as desired by the NIOS.
28. **Any tender which is not accompanied by Earnest Money Deposit (EMD) will be summarily rejected. Payment of Earnest money by cheque or in any other form except DD/BG/FDR will not be acceptable. If payment is being made online as prescribed, then proof online payment to be submitted alongwith Technical Bid.**
29. 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.

QUALIFYING/ELIGIBILITY REQUIREMENTS FOR BIDDING

(To be supported by documentary evidences)

1. **Experience:** The Bidder must have at-least 03 completed financial years experience(i.e. FY 2022-2023, FY 2023-24 and FY 2024-25) experience in the field of printing of blank stationery for result document of quantity approx. 20 Lakhs copies in each year to various State Boards of Education/University and Central Board. Certificate from the various organizations where services rendered needs to be submitted. The Bidders must be eligible, experienced and reputed ISO certified Printers or registered with RBI or IBA as security printer meeting our Tender document.
2. **Turnover:** The Bidder/Agency must have an average annual turnover of not less than **Rs.3 crores** over the last three completed financial years (i.e. FY 2022-2023, FY 2023-24 and FY 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. Earnest Money Deposit of **Rs. 1,00,000 (Rupees One Lakh only)** shall be in the form of Bank Guarantee/ Demand draft /Fixed Deposit Receipt drawn from any scheduled bank in favour of the Secretary, NIOS, payable at NOIDA, U.P., or proof of receipt of online payment to be submitted alongwith Technical Bid, if payment made online.
4. The Agency must have experience as well as infrastructure of Printing and Supply of blank stationery for result documents.
5. The agency shall provide samples of paper, which should meet the following specifications:

Nature of Item	Specification
Paper to be used for the printing of Result Documents i.e. Marks Statement-cum-Certificate, Migration-cum-Transfer certificate of NIOS Examinations (Secondary/Sr. Secondary/ Vocational and other Exams of Various Projects/Schemes))	a) 120 GSM Parchment Paper made of natural shade made vergin pulp with NIOS logo dandy roll water marked conforming to BIS specifications 1848/2018, with latest amendments, if any. b) Size of the document - 8"x10" one part in cut sheet. c) Printing of Text – Four colour printing on front and single colour printing on back with auto machine numbering d) Marks Statement –cum- Certificate and Migration-cum Transfer Certificate having the following security features. (i) High resolution border (ii) Copy-N-check (iii) Shooksmaksher (microlining) (iv) Number aar-paar (vi) Hot metal foiling of NIOS logo – 12mm square (only on Marks Statement-cum-Certificate)

6. The bidder must have sufficient storage facility and appropriate security measures for safe custody of Institution's Blank Stationery.
7. The Firms/Bidders registered with NSIC/MSME or concerned Ministry or Department shall be exempted from depositing 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 competition of all contractual obligations of the Firm including warranty obligations. EMD should be refunded to the successful bidder on receipt of Performance Security without interest at earliest.
8. The Tender Forms received without Earnest Money Deposit as desired by the institution or incomplete in any respect will not be accepted.
9. The Bidder must be duly registered under the Goods & Services Act, 2017 and shall furnish a valid GST Registration Certificate(GSTIN) along with the bid document.

National Institute of Open Schooling (NIOS)

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

Printing and Supply of NIOS Marks Statement-cum-Certificates and Migration-cum-Transfer Certificates

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 tenders 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. The Tender must be submitted in the prescribed Tender Format only.
2. The bid in 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 as per the schedule given in Key Date Sheet.
3. No revision of the price bid will be allowed once the price bids are opened.
4. The Printer (ISO certified) or registered with RBI or IBA should have its own mill or proper arrangements/tie up for making NIOS 120 GSM Parchment paper logo dandy water-marked and properties of paper required to be manufactured must conform to BIS specifications carrying an appropriate design/insignia as a distinct mark of identification in watermark. The design of the matter to be water-marked shall be provided by NIOS. The firm shall take the responsibility that no pilferage of NIOS water-marked paper takes place. However, the rates quoted should include the preparation of Dandy Roll as no extra charges will be paid in this regard.
5. The firm should have its own blank computer stationery printing unit of desired specification/sizes with atleast two multi coloured web printing machines and other related equipment for executing the assigned jobs, which are subject to physical inspection by NIOS authorities at any stage. In addition of all these, firm should have proper arrangement for incorporating different security features as desired by the NIOS.
6. **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 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.**
7. The Earnest Money Deposit (EMD) of **Rs. 1,00,000/- (Rupees One Lakh only)** in the form of Bank Guarantee /Demand Draft/Fixed Deposit Receipt drawn on any Nationalized Bank in favour of Secretary, National Institute of Open Schooling, payable at NOIDA, U.P. failing which the tender shall be rejected out rightly. If paid online, then proof of payment receipt to be submitted alongwith Technical Bid.
8. The Competent Authority of NIOS, reserves the right to extend the timelines for delivery of blank stationery decision taken by the competent authority, shall be binding on the Firm.
9. The tender documents may be obtained from the CPP Portal or NIOS website **free of cost**. The tender furnished in any other manner will be treated as invalid.
10. No revision of the price bid will be allowed once the price bids are opened. Rates shall always be both in the figures and words.

11. The successful Bidders will make an agreement on a non-judicial stamp paper of Rs. 100/- with the NIOS stating that the firm/agency certified with ISO or registered with RBI or IBA will abide by all the general & specific terms and conditions laid down in the tender document in totality in letter and spirit.
12. No claim for price increase will be entertained after submission & in respect of finalized of bids and signing the contract except statutory obligations.
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. The successful bidder has to submit Performance Security Deposit in the form of FDR, DD or Bank Guarantee of Nationalized Bank/Commercial Bank amounting to 5% of the total value of estimated work order pledged in favour of "Secretary, NIOS" valid for **03 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.
15. The EMD amount will be returned to the unsuccessful bidders without any interest at an earliest. The EMD amount shall be forfeited in case the Bidder quoting L-1 rate back out to execute the work.
16. 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.
17. The Bidders must submit a letter from the authorized manufacturer stating that the material/sample paper submitted are as per BIS standard 1848/2018 with latest amendment, if any, alongwith latest **chemical Lab test Report by Central Govt. Laboratory.**
18. The rate should be quoted for complete operations from procurement of papers, providing of all Art works, Designs, proofs of the jobs to be printed, Dandy Roller making charges, cost of manufacturing of 120 GSM Parchment paper with NIOS Logo dandy roll water marked, printing charges, cost of hot metal foiling only on Marks Statement-cum Certificates only and printing upto delivery for at Delhi /NCR as per the specifications given in the Tender document which should include all charges.
19. **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 on letter head in this regard.**
20. **No advance payment shall be considered to undertake the work.** However, 80% payment of the Bill amount will be released after completion of work and remaining 20% will be released after receiving the Chemical Test Report from the Central Government Lab Agency by the firm subject to verification by the concerned Audit Section.
21. The successful Bidder at the time of supply of Blank Stationery must submit a latest chemical lab test/ quality report from the manufacturer of the paper. The NIOS may at any point of time get paper sample tested from any Central Govt. Lab.
22. 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 blank stationery to the destinations as specified.
23. 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.

24. The successful bidder/agency must maintain high standard of confidentiality and only deal with the official/officer authorized by the Director (Evaluation), NIOS.
25. 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.
26. 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 after the tender is received by this office. 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.
27. 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 with the undertaking of safe disposal of wastage & and no such extra printing etc are kept with the supplier.
28. 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.
29. 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 certified with ISO or /registered with RBI or IBA either on NIOS panel or otherwise 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.
30. If the Bidder refuses to execute the job after accepting the terms & condition of the tender at any point of time during the contract period, the security deposited will be forfeited in full. Further any other action as deemed fit will also be taken.
31. NIOS shall have the right to get the stock of blank stationery checked and verified by its Officer at any Time without notice at the premises of the manufacturer.
32. Requirement as specified is tentative only which may increase/ decrease as per the actual requirement.
33. The delivery of stationery is required within 30 days from the date of order or as per the delivery schedule specified by the NIOS from time to time. Schedule once given should strictly be adhered to, failing which the rate contract is liable to be terminated and penalty maximum up to 10% value of the supply order or as deemed fit by the NIOS will be imposed and liquidated damage of any occurred due to not executing the job supplying the printing material as per the delivery scheduled shall be recovered out of the Security or Security Deposits will be forfeited.

34. It will be the responsibility of the successful tenderer to deliver the stationery items at the NIOS HQs at NOIDA, U.P./Delhi NCR or at any other address given to the Printer. Since printing and supplying of stationery is a time bound activity, the firm shall have to maintain given time schedule strictly along with high print quality, failing which the contract is liable to be terminated and penalty maximum up to 10% value of the supply order or as deemed fit to be imposed including other actions against the firm.
35. **Ten (10) Sheets** samples of 120 GSM Parchment paper should be sent as specified duly stamped and signed indicating the grammage, name of the manufacturer, name of the tenderer, address etc. with latest Lab Test Report. Samples are required for judging the quality of paper etc.
36. In order to ensure the quality of the paper used in printing of blank stationery, **NIOS may at any stage send the sample to any Government/Government recognized Laboratory for chemical testing in case of any doubt is arises.** In case the printing of any documents, if found defective or numbering on the document is found defective, the whole lot(s) will be rejected and the party will be required to re-print or re-manufacture the whole lot(s) in the given time period as desired by the NIOS at their/Printers own cost.
37. In the event of specifications /grammage required by NIOS not found in consonance with the specifications /grammage prescribed by the BIS/NIOS against the items, necessary proportionate deduction of cost shall be made and the decision of the Chairman, NIOS for penalty maximum up to 10% value of the supply order to be imposed/deduction made etc. shall be final and binding on the firm.
38. 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.
39. 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.
40. 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 blank stationery to the Board/Institution.
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 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 14% 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 Guarantee Deposit shall also be forfeited in addition to the penalty.
- 42.2 In case of any loss of blank stationery 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.
- 42.3 In case the successful Agency/Firm fails to complete the order in part or in whole, as the case may be, the order shall be cancelled and for completion of the remaining portion of the job, the order will be given to next successful Agency/Firm and any excess expenditure involved shall be recovered from the Agency/Firm who fails to complete the job. Besides, the penalty maximum up to 10% value of the supply order or as deemed fit by the Competent Authority shall be imposed on the Agency/Firm who fails to execute the work order.

43 This contract shall be governed by 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/ Printer with Seal/Stamp)

Full Name_____

Designation_____

Tel. No _____

Mobile_____

Email ID _____

Dated:

SUBMISSION OF BID

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

“Part 1: Technical Bid” (Annexure-I), which will consist of Proofs for meeting eligibility criteria, proof of receipt of payment of EMD, if paid online & check list.

“Part 2: Financial Bid” (Annexure-II), which will consist of the details of financial matters.

Part 1- 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

Part 2- 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 Printing and Supply of Marks Statement-cum-Certificates and Migration-cum-Transfer Certificates for Secondary/Sr. Secondary/ Vocational Examinations and for various Projects/Schemes of NIOS”** and be addressed to the Assistant Director(Secret), Evaluation Department, 7th Floor, 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 as specified.

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.

TECHNICAL BID

Tender for printing and supply of Marks Statement-cum-Certificates and Migration-cum-Transfer Certificates for Secondary/Sr. Secondary/ Vocational Examinations and for various Projects/Schemes of NIOS.

(Note: Bidder must carefully read our terms & conditions before filling up the particular in the form)

After having gone through the details as enlisted in the tender documents along with terms and conditions of the tender form for complete making, printing and supply of Marks Statement-cum-Certificates and Migration-cum-Transfer Certificates for Secondary/Sr. Secondary/ Vocational Examinations of various Projects/Schemes of NIOS. 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 Printing and supply of blank stationery at Delhi/NCR or any other location as desired by NIOS.

General Information

Sl. No.	Particular	Details
1.	Name of the Printer:	
2.	Details of ISO certified printer or RBI or IBA registration/certification: (Please enclose the copy of certificate as applicable)	
3	Address of the Printer : a) Head Office: b) Branch (if any): c) Printing Press Location: d) Area and number of Floors (in sq. m) e) Own/rented (copy enclosed)	
4.	Contact details of Printer : a) Telephone Number(s) b) Mobile No.: c) Fax No. d) E-mail ID:	
5.	Name of Director/ Proprietor a) Designation b) Telephone no. c) Mobile no. d) Email ID	
6.	Year of Establishment & Registration No. (Please attach certificate thereof)	
7.	Bank Details of Firm for payment : (a) Account Number : (b) IFSC Number :	

	(c) Name of the Bank : (d) 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.	Details of multi coloured web printing machines and other related equipments(give details)	
11.	Please indicate arrangement/tie up or own mill for making NIOS 120 GSM Parchment Paper water marked paper. Strictly as per BIS specifications.	
12.	Please enclose 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 Ten (10) sample sheets of 120 GSM parchment papers supplied as per instructions	
14.	Please mention additional security features of the firms (if any).	
15.	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.	
16.	Regn. No. / TAN No./GST No. (copy enclosed)	
17.	Permanent Account No. (PAN) (copy enclosed)	
18.	Whether the Tender Documents duly signed, Stamped and enclosed.	
19.	Details of awards/ certificate of merit etc. received from any board/organization (please enclose copy of certificate)	
20.	Whether, the undertaking that the Printer has not been blacklisted by any Govt./Public undertaking Institution/Organization /IBA/RBI enclose. (YES/NO)	
21.	Detail of EMD of Rs. 1,00,000/- (Rupees One Lac only) (DD no, Date and Bank) . (In case of online, proof of payment of EMD, Transaction no. date and Bank)	

23. Experience of the ISO or RBI or IBA certified /registered Printers: Please enclose certificate & mention the details of printing and delivery of blank stationery for result documents done during last 03 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 Three (03) Crore over the last three years.**
(Enclose 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. A copy of Income Tax Return submitted during the last 03 financial years may be furnished.
Whether eligibility criteria as given in the Tender Documents is fulfilled by the Printer. **(YES/NO)**
26. Whether Ten (10) no. of samples of 120 GSM parchment paper strictly as per BIS specification 1848/2018 with latest amendment (if any) with Lab report to be used for printing and delivery of blank stationery for result documents are enclosed. **(YES/NO)**
27. Whether duly signed general terms and conditions of the tender document is enclosed. **(YES/NO)**

(Authorized Signatory with full name, designation and stamp)

Full Name _____

Designation _____

Tel./Mobile No _____

Email ID _____

Check List for Technical Bid

SL. No.	Name of the Document (copy of duly certified by the Printer)	Remarks(enclosed /Not enclosed)
1.	Registration certificate with ISO or RBI or IBA as Printer or Security Printer	
2.	Company registration certificate of Security Press or Security Printer	
3.	Turnover minimum Rupees three Crore per annum in each of the previous three years 2022-23, 2023-24, 2024-25 (Trading, Profit and Loss a/c and Balance Sheet of last three years duly audited by CA)	
4.	Copies of the Income Tax Returns for the last three financial years along with PAN.	
5.	Photo copies of work orders /Experience certificate minimum of three (3) completed financial years	
6.	Three (03) work orders successfully executed from Govt. Institute, Boards/University	
7.	Demand Draft/BG/FDR for EMD /Proof of online payment receipt of Rs. 1,00,000/- (Rupees One Lakh only)	
8.	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.	
9.	Ten (10) no. of samples of 120 GSM Parchment paper strictly as per BIS specifications 1848/2018 with latest amendment, if any.	
10.	Chemical Lab Test/quality report of the sample paper from the manufacturer of paper to be used for printing and delivery of blank stationery for result documents.	
11.	Regn. No./TAN No.	
12.	Permanent A/c. No. (PAN)	
13.	Copy of insurance against fire & theft etc.	
14.	Self-declaration and undertaking that the Printer has not been blacklisted/debarred by any Govt./Public undertaking Institution/Organization	
15.	Certificate of registration with NSIC/Ministry/Department concerned in case of exemption of EMD amount.	
16.	Duly signed general terms and conditions of the tender document.	
17.	GST Registration	

(Authorized Signatory with full name,
designation and stamp)

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

FINANCIAL BID

Tender form for printing and supply of Marks Statement-cum-Certificates and Migration-cum-Transfer Certificates for Secondary/Sr. Secondary/ Vocational Examinations and for various Projects/Schemes of NIOS.

- (i) Rates should be quoted inclusive of all charges i.e. complete printing, FOR cost of 120 GSM Parchment paper with NIOS dandy water marked, which is to be got arranged by the firm including the cost of Dandy roll/Dandy cover for making NIOS water marked paper and properties must conform BIS specifications as specified.
- (ii) Rates should also be quoted inclusive of manufacturing cost of hot metal foiling of NIOS logo on Marks Statement cum Certificates only.

After having gone through the details contained in the tender document and the terms and conditions as enlisted in the tender document for printing and supply of **Marks Statement-cum-Certificates, Migration-cum-Transfer Certificates for Secondary/Sr. Secondary/ Vocational Examinations and for various Projects/Schemes of NIOS** at New Delhi /NOIDA/NCR or any other location as desired by NIOS. I/we quote our lowest rates for the same as given below in prescribed proforma.

Item No.	Name of the Items	Specifications & Quantities	Rates* per copy to be quoted inclusive of all charges and delivery F.O.R. NOIDA/Delhi NCR (including cost of watermarked paper, dandy making charges and all other work involved in printing)
1.	Mark statement –cum- Certificates	As stated in the tender document at page no. 2.	Rs. _____ (_____) per certificate (inclusive of all Taxes & charges).
2.	Migration-cum-Transfer Certificates	As stated in the tender document at page no. 2	Rs. _____ (_____) per certificate (inclusive of all Taxes & charges).

- * **Note:** (i) As per Notification No. 12/2017-Central Tax(rate) dated 28th June 2017, GST exempted to Institution NIOS for services related to Examinations.
(ii) Conditional bid will summarily be rejected.

(Authorized Signatory with full name, designation and stamp)

Name _____
Designation _____
Tel. No _____
Mobile: _____
Email ID _____

TENDER ACCEPTANCE LETTER

(To be given on Company/Firm Letter Head)

Date: _ / 08/2026

To
The Director (Evaluation)
National Institute of Open Schooling
A-24-25, Institutional Area, NH-24
Sector-62, NOIDA -201309

Subject: Acceptance of Terms & Conditions of Tender for complete making, printing and delivery of pre-printed/blank stationery for result documents (Marks Statement-cum-Certificate, Migration-cum-Transfer Certificates) for Secondary/Sr. Secondary/ Vocational Examinations and for various Projects/Schemes of NIOS.

Sir,

- a. I/We have downloaded/obtained the tender document(s) for the above mentioned Tender/Work from the website(s) namely, www.nios.ac.in, <https://eprocure.gov.in/epublish/app> as per your Tender enquiry, given in the above mentioned website(s).
- b. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page Number **1 to 20** (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.
- c. The corrigendum(s) issued from time to time by your department /Institution too has also been taken into consideration, while submitting this acceptance letter.
- d. I/We hereby unconditionally accept the tender conditions of above mentioned Tender Document(s)/ corrigendum(s) in its totality/entirety.
- e. 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/ institution 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 earnest money deposit absolutely.
- f. We hereby also declare that our firm/company/concern is certified with ISO or RBI or IBA. 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.
- g. 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/RBI/IBA etc.

Yours faithfully

(Authorized Signatory with full name, designation and stamp)

Full Name _____
Designation _____
Tel./Mobile No _____
Email ID _____