

Venue: Conference Hall
Room No. 707, A-24/25, Sector-62
Noida, U.P. 201301

Last date & time of submission of sealed tender is 11th
Feb., 2020 at 2:00 P.M.
Opening Date & Time of the Tender is 11th Feb., 2020
at 2: 30 P.M.

NATIONAL INSTITUTE OF OPEN SCHOOLING (NIOS)

(An Autonomous Institution Under the Deptt. of School Education and Literacy) MHRD, Govt. of India
A-24/25, Sector-62, NOIDA-201301

TENDER DOCUMENT

Subject: Empanelment of Computer Data Processing Agencies situated in Delhi and NCR (Gurgaon, Faridabad, Ghaziabad, NOIDA and Greater Noida) for the Post Examination (Result) Processing and Collation Work

Sealed Tenders are invited from reputed and eligible Computer Data Processing Agencies on the enclosed prescribed Tender proforma consisting of Technical and Financial bids which are to be filled and sealed in separate envelope super scribed **“Technical Bid” for Post Examination (Result) Processing / Collation Work and “Financial Bid” for Post Examination (Result) Processing / Collation Work** and put together in a big envelope accompanied with requisite EMD of Rs. 40,000/- (Rupees Forty Thousand only) for C-1 Post Examination (Result) Processing for Secondary Course, Rs.50,000/- (Rupees Fifty Thousand only) for C-2 Post Examination (Result) Processing for Senior Secondary Course, Rs.5,000/- (Rupees Five Thousand only) for Vocational & D.El.Ed. etc. Examination - main agency for C-1.1 Job and Rs.25,000/- (Rupees Twenty Five Thousand only) for C-3 Post Examination (Result) Collation work—collation agency (to be submitted along with Technical bid) superscripted the **“Tender for Post Examination (Result) Processing / Collation Work”** must be put in the Tender box kept at the main entrance on the above address from the experienced firms working in the field of Result Processing. Tender received by Post or in any other means shall not be entertained.

Sealed Tenders duly completed in all respects should be addressed to:

“The Director (Evaluation)
National Institute of Open Schooling (NIOS)
A-24/25, Sector-62
NOIDA, U.P. -201301”

Tender documents consists of the following.

1. Tender Document consisting of 10 no. of pages
2. Annexure-I(1-3): Proforma for Technical Bid
3. Annexure-II/1 : Proforma for Financial Bid for Post Examination Result Processing work for Secondary Course.
4. Annexure-II/2 : Proforma for Financial Bid for Post Examination Result Processing work for Senior Secondary Course.
5. Annexure-II/3 : Proforma for Financial Bid for Post Examination Result Processing work for Vocational and D.El.Ed. Course etc.
6. Annexure-II/4 : Proforma for Financial Bid for Post Examination Collation work for Secondary, Senior Secondary, Vocational & D.El.Ed. etc Examination.

National Institute of Open Schooling (NIOS)

BRIEF DETAILS ABOUT THE WORK

Nature of work, volume of work, period, duration of contract and the scope of work are mentioned below for computerization of Post Examination Result Processing and Collation Work of Academic and Vocational Courses Public Examination of NIOS to be held in the month of April-May and October – November as well as On Demand Examination at every 15 days in the month of January, February, March, June, July, August, September and December.

A. Nature of work

- (1) Result Processing work for Secondary courses (Main agency)- **C-1**
- (2) Result Processing work for Senior Secondary courses (Main agency)-**C-2**
- (3) Result Collation work for Secondary and Senior Secondary courses (Collation agency)-**C-3**
- (4) Result Processing work for Vocational and D.El.Ed. Examination-**C-1.1**

B. Volume of Work

Approx. number of candidates likely to appear:

- (1) Four Lakhs number of candidates in two examinations per year in Secondary Course Examination.
- (2) Five Lakhs number of candidates in two examinations per year in Senior Secondary Course Examination.
- (3) Forty Thousand number of candidates in two examinations per year in Vocational and D.El.Ed. Examination.
- (4) On Demand Post Examination Result Processing Work to be conducted on every alternative 15 days (One Batch) except in the month of March, April, October & November (total 16 batches in a year).
 - i) Secondary – 1,000 number of candidates in each batch
 - ii) Senior Secondary – 2,000 number of candidates in each batch

C. Estimated annual value of the work & EMD

S. No	Work Details	Amount (Rs.)	EMD (Rs.)
1.	Post Examination Result processing work for both Public and On Demand Examination for Secondary Courses. (C-1)	16,00,000/-	40,000/-
2.	Post Examination Result processing work for both Public and On Demand Examination for Senior Secondary Courses. (C-2)	20,00,000/-	50,000/-
3.	Post examination collation work for Secondary, Senior Secondary, On Demand Examination and Vocational & D.El.Ed. Courses (C-3)	10,00,000/-	25,000
4.	Post examination result processing work for Vocational and D.El.Ed. Examination (C-1.1)	2,00,000/-	5,000/-

D. Period during which the work is to be done (Post-examination):

- (1) Result Processing and Collation work (Academic, Vocational & D.El.Ed. Public Examination)
For April Examination – from 01st May to 10th June
For October Examination – from 01st November, to 10th December
- (2) Result later and withheld cases for Main Agency only (Academic, Vocational & D.El.Ed. Public Examination)
For April Examination - during 20th June to end of the July
For October Examination - during 20th December to end of January
- (3) Result Processing and Collation Work (On Demand Examination)
Round the Year
- (4) Printing of Marks-Statements, Migration Certificates and Provisional Certificates for Main Agency
For April Examination-within seven (7) days from the date of declaration of result
For October Examination- within seven (7) days from the date of declaration of result
- (5) Printing of Pass Certificates for successful candidates for Main Agency
For April Examination- during the Month of August
For October Examination-during the month of February in the next year

E. Duration of contract

For a period of one (01) year which will cover two Public Examinations starting from April 2020 to October-2020 Examinations and extendable for two (02) years on year to year basis which will cover four (04) examinations from April-2021 to October-2022, on the same terms and conditions and based on performance of the agency. However, the performance of each examination will be assessed by the Evaluation Department for awarding the work of next examination.

F. Facility and inputs to be provided by NIOS

- (1) Pre Examination Data
- (2) Original copy of OMR or ICR Award Sheets
- (3) Procedure of Result Processing work
- (4) Old master of result
- (5) TOC details
- (6) Admission data with Photograph
- (7) Moderation details
- (8) Details of result to be kept in R.L. and R.W.
- (9) Stationery for printing of Mark-Sheets and other Certificates
- (10) TMA details

G. Scope of the work for the agency:

(i) Post Examination (Result) Processing – Main Agency (C-1, C-1.1 & C-2)

Processing of Result of Secondary and Senior Secondary for Academic Courses

Following activities and printing of reports are involved in the result processing of National Institute of Open Schooling Public Examinations conducted twice every year for Secondary and Senior Secondary Academic Courses:-

1. The Agency has to develop a programme to process the result on the format of NIOS and to use/modify the programme used by NIOS as per requirements of the work from time to time by NIOS.
2. Punching/Scanning and verification of Theory OMR Award Lists which are computerized as well as hand written.
3. Punching/Scanning and verification of Practical OMR Award Lists which are computerized as well as hand written.
4. Scanning and verification of OMR Award Lists/Manual Award.
5. Printing of missing serial numbers of Award Lists
6. Validation of Records/Awards (duplicate check, more than maximum, invalid subjects/awards etc.).
7. Printing of missing lists (three levels).
8. Check-list of hand written Award (data on CD)
9. Printing of edit lists (three levels) including master missing, duplicate/missing/invalid awards, extra subjects and invalid subject combination etc. (data on CD).
10. The reports will have to be supplied after removing the carbon papers.
11. Updation of edit lists.
12. Printing of pre-moderation statistics, based on subject results.
13. Collation of Awards data.
14. Printing of collation discrepancies and updating the same.
15. List of extreme cases.
16. Preparation of test data (STR).
17. Result Processing on test data (STR).
18. Final result processing on actual data under the criteria/conditions to be provided by NIOS.
19. Declaration of Result Later (RL)/Result Withheld (RW) cases, on the basis of Awards/decision provided by NIOS.
20. Modifying software for result processing, whenever necessitated by change in the scheme of Examination of National Institute of Open Schooling.
21. Merging of old master with current result to make current master.
22. Updating of old master.
23. Maintenance of image file of ICR/OMR Awards.
24. The data stored will be the property of NIOS and the Agency will have to supply a copy of the updated data file on CD as and when required by NIOS. Data will not be erased without written permission of NIOS.
25. The Agency should have Laser Printers with printing capacity of at least 30-40 pages per minute. The Agency should also have Line Printer(s)/Line Matrix Printer (s)/ Scanner (ICR/OMR).

26. The Agency will be required to supply as many number of check lists and updates as may be required till all mistakes are removed to the entire satisfaction of NIOS on the basis of records provided for the work.
27. The data checking will be the sole responsibility of the Agency.
28. The check list will have to be supplied to NIOS immediately after data scanning and punching, manual checking, updation are required and before supplying the check list/output file, the Agency will have to ensure 100% accuracy of the input data. Only discrepancies will have to be referred to NIOS.
29. The errors other than document's errors shall be the responsibility of the Agency and shall be treated as mistake.
30. The Agency will have to supply reports of UFM/RW cases in hard copy and soft copy in the prescribed format.
31. The reports will have to be prepared as per instructions of NIOS in the formats given/approved by NIOS after getting clearance in writing from NIOS and will have to ensure 100 percent accuracy.
32. The Agency will have to supply upto three (03) copies of each report wherever number of copies required is not mentioned.
33. The Agency has to provide CD's of image files of ICR Awards/OMR Awards & final result data file to NIOS.
- 34. The Agency has to print Marks Sheet with scanned photograph (B/W) and barcode/QR Code for all the candidates, Migration/Transfer Certificates and Provisional Certificates for the successful candidates immediately after the declaration of the result.**
- 35. Printing of Pass Certificates with scanned photographs (B/W) and barcode of successful candidates within two months after the declaration of the result.**

Final Report

Printing of Gazette:-

- (a) Roll Number wise (One copy)
- (b) Region-wise (One copy)
- (c) Printing of Mark-Sheets with scanned photograph (B/W) and barcode/QR code of all candidates appeared, with Laser Print.
- (d) Printing of Provisional Certificates & Migration Certificates for successful candidates.
- (e) Printing of Result Later /Result Withheld cases (separately)
- (f) Printing of list of Roll numbers of pass candidates.
- (g) Statistical reports as desired.
- (h) Processing & declaration of correction/re-checking results revised result of re-evaluation.
- (i) Declaration of Result Later (RL)/Result Withheld (RW) cases, on the basis of Awards/decision provided by NIOS.
- (j) Modifying software for result processing, whenever, necessitated by change in the scheme of Examination of National Institute of Open Schooling.

(ii) Post Examination (Result) collation – Collating Agency (C-3)

Following activities and printing of reports are involved in the collation processing of National Institute of Open Schooling Secondary/Senior Secondary Examination conducted twice every year.

1. Punching, checking and verification of Theory OMR Award List/Hand Written Awards.
2. Punching, checking and verification of Practical OMR Award List/Hand Written Awards.
3. Printing of missing serial number of Award List.
4. Validation of Awards (duplicate check, more than maximum etc.)
5. Printing of missing lists (three levels).
6. Printing of computerized Checklist of Hand Written Award.
7. Providing the final computerized data of Award on CD for collation.
8. Collations of Awards with the computerized data to be provided by NIOS.
9. Intimation of discrepancy cases on soft copy and hard copy (three part).

NOTE (For job C-1, C-1.1, C-2 and C-3 wherever applicable)

1. Computer stationary of the printing works is to be provided by the firm itself.
2. The scanning and printing of photograph on Marks-Sheet and Final Certificate should be in Black & White.
3. The stationery for printing of Marks-Sheet, Provisional Certificate, Migration Certificate and Pass Certificate will be provided by NIOS.
4. The Awards to be punched/scanned by the Agencies will be provided by NIOS.
5. The rates quoted are all inclusive and no extra charges like stationery, transportation and conveyance will be entertained for any purpose in the final claim.
6. The rate quoted with Tax/levy should be clearly mentioned on the Financial Bid. The percentage of such taxes should also be mentioned.
7. The rate quoted for nature of work at C-1 & C-2 point no. 1 to 3 will be treated as one unit.

H. Selection Procedure

1. Technical Bid of the tender will be opened in the presence of Authorized Representative of the Agency and would be evaluated as per the eligible criteria given in the Tender Document. Financial Bid of only technically qualified Agencies will be opened.
2. The Computer Agency already in the approved panel of NIOS for carrying-out any Pre or Post Examination activities will not be eligible to participate in the tender process.
3. The tender from the Computer Agency situated in Delhi and NCR (Gurgaon, Faridabad, Ghaziabad, NOIDA and Greater Noida) only are eligible and considered if otherwise found eligible.
4. There shall be an empanelment of two separate Agencies for each nature of work i.e (C-1) for result processing of Secondary courses, (C-2) for Senior Secondary courses and Collation Work (C-3) on L-1 rate. The second Agency for each nature of work shall be selected on preference basis for that particular work from the tender quoted L-2 rate and onwards on acceptance of L-1 rate.
5. In case a particular Agency is found to have quoted lowest rate in more than one nature of work i.e. C-1, C-2 & C-3, then the Agency will be offered to work for one nature of work as per its choice and the Agency quoted the second lowest rate will be given an opportunity to work at the lowest rate in the other nature of work. If the Agency quoted the second lowest (L-2) refuse to accept the work on L-1 rate, then the third lowest Agency will be given similar opportunity and so on so forth. However,

maximum 02 numbers of agencies under each category of work i.e. C-1, C-2 and C-3 will be empanelled.

6. The Agencies may apply separately for all the three nature of work (C-1, C-2 & C-3) but will be considered only for one activity. However, the work of C-1.1 can be allotted alongwith any activity out of C-1, C-2 & C-3 work.
7. One Agency will be allotted maximum one nature of work out of result processing for Secondary courses(C-1), Senior Secondary courses(C-2) and Collation Work for both Secondary and Senior Secondary courses(C-3). However, the work of C-1.1 can be allotted alongwith any activity out of C-1, C-2 & C-3 work.
8. The Agency selected for the Post Examination Result Processing Work for Academic Courses shall be allotted the Result Processing Work of On Demand Examination on the L-1 rate.
9. The official of NIOS may visit the site of the Agency applied for the tender to counter verify the physical facilities available with Agency in order to satisfy the requirements of NIOS.
10. In case of a new Agency is selected for C-1 or C-2 job, the said Agency shall have to prepare System Test Run (STR) within 15 days of time from the data given to the Agency before allotment of the work. In case the Agency failed to prepare the STR as per the requirement of NIOS, the second Agency in the panel shall be allotted the work.

TERMS AND CONDITIONS

1. The rates may be quoted separately as per enclosed format Annexure-II/1 to II/4 for the nature of work indicated in Annexure-I.
2. The rates quoted by the agencies shall remain open for acceptance for a period of 90 days from the date of opening.
3. The time schedule may be required to be adjusted as per requirements of NIOS and is to be observed strictly as per directions of NIOS from time to time, as the work of processing of results is time bound in nature. Any delay in supplying the desired report, on the part of the Agency is liable for a penalty @ Rs. 2,000/- per day or upto 10% of the total value of the work whichever is higher to NIOS and the work order may be cancelled.
4. In case the Agency is not able to execute the job on time or to the entire satisfaction of NIOS, NIOS may allot the work to any other Agency at any time. The difference between the rates agreed to between NIOS and the third party, which would undertake such work shall be liable to be paid by the defaulting firm along with the penalty, if any, as imposed by NIOS.
5. The allotment of work will be for a period of one (01) year which will cover two Public Examinations starting from April 2020 to October-2020 Examinations and extendable for two (02) years on year to year basis which will cover four (04) examinations from April-2021 to October-2022, on the same terms and conditions and based on performance of the agency. However, the performance of each examination will be assessed by the Evaluation Department for awarding the work of next examination. In case of the performance of the Agency is not satisfactory, the work of the next examination will be awarded to the next Agency in the panel.
6. The successful Agency to which the work is to be allotted will be required to deposit 10 percent of the total value of the work for one year as Security in the form of a Bank Guarantee or Demand Draft valid upto 60 days after the validity of the contract of the desired work. This amount shall be liable to be

forfeited in whole or part in case of non performance or breach of any clause by the Agency. In addition to the penalty, if any, other penalty decided by the competent authority of NIOS will also be imposed on the Agency by NIOS. NIOS decision shall be final & binding on the Agency.

7. The Tender submitted must be accompanied alongwith, EMD amounting to Rs.40,000/-(Rupees Forty Thousand only) for the activities for result processing for Secondary, Rs. 50,000/- (Fifty Thousand only) for Senior Secondary Examination, Rs.5,000/- (Rupees Five Thousand only) for Vocational & D.El.Ed. Examination (Main Agency for C-1, C-2 & C-1.1 job) and Rs.25,000/-(Rupees Twenty Five Thousand only) for collation work (Collation Agency for C-3 job) through a Demand Draft separately prepared against each item in the favour of the SECRETARY,NIOS, payable at NOIDA which is refundable after the finalization of the selection process.
8. The successful Agency shall have to enter into an agreement after acceptance of the work as per Terms and Condition stated in the Tender Document on Non-Judicial stamp paper of Rs. 100/-, if considered, for allotment of the work.
9. The Agency shall be required to undertake full responsibility of the safe custody and to maintain secrecy of documents/report supplied by the NIOS at all stages. Each document and data given by NIOS will have to be kept strictly confidential and no part of it shall be divulged to any person at any point of time without written authorization from NIOS. In case of lapse, the Agency will be fully responsible for the consequences and damages caused to NIOS due to divulgences.
10. The agency will arrange for collection of input documents/data from the NIOS office and return the same along with the output reports at the NIOS office without any extra charges.
11. In the event of any doubt arising on the interpretation of provisions, practices and rules, the decision of the Chairman, NIOS will be final and binding to all.
12. Any dispute arising out of the application of these provisions, practices and rules or matters arising out of them will be subject to the jurisdiction of Court of Gautam Budh Nagar, Noida.
13. NIOS reserves the right to reject any or all the quotation or to accept rates of any of the agency whether they are lowest or not, without assigning any reason.

PENALTY CLAUSE

1. Any delay in supplying the desired report, on the part of the Agency will be liable for a penalty @ Rs. 2,000/- per day to NIOS for delay, the work order may be cancelled and Agency will have to bear the extra cost incurred by NIOS on execution of allotted work from any other sources.
2. In case the Agency is not able to execute the job on time or to the entire Satisfaction of NIOS, the Chairman, NIOS may allot the work to any other Agency at any point of time without assigning any reason. The difference between the rates agreed to between NIOS and the Third Party, which would undertake such work shall be liable to pay by the defaulting firm along with the penalty, if any, imposed by NIOS.
3. For any error in the Result Processing or poor quality in printing of Mark-Sheet and other certificate, a suitable penalty may be imposed by NIOS which may go upto 10% of the total value of the work.
4. Any mistake in the Processing/Collation Work or in the result work will be the sole responsibility of the Agency and the Agency will have to bear the cost of any liability arising out from the mistake/negligence in execution this work. In case of serious mistake/repeated mistake or negligence, NIOS reserves the right to cancel the contract and forfeit the security deposit at any point of time. The Agency may also be

black listed and debarred for considering such work in future for a period of five (5) years from the date of blacklisting.

(A) Eligibility Criteria for result processing of Secondary or Senior Secondary courses (C-1 & C-2)

1. The Agency already in the valid approved panel of NIOS for carrying-out any Pre or Post Examination activities will not be eligible to participate in the tender process.
2. The tender from the Computer Agency situated within Delhi and NCR shall be accepted.
3. Minimum requirement of technical infrastructure.

Minimum Requirement

- | | |
|--|---------|
| a) Computers (Pentium Series) | 30 Nos. |
| b) Scanners (heavy duty) | 05 Nos. |
| c) Laser Printer (30-40 copy per minute) | 07 Nos. |
| d) Line Printer (heavy duty) | 02 Nos. |
4. Minimum Staff Requirement
 - a) Permanent (Including technical staff) - 20 (list be enclosed)
 - b) Contractual (Including technical staff) - 20 (list be enclosed)
 5. Requirement of minimum office space - 5000 Sq. feet.
 6. The firms should have Minimum 5 years experience with proven track record of Post Examination result processing of Education Boards/Universities.
 7. The firm should attach Performance Certificate regarding successful execution of similar job from at least three Boards/Council/Universities obtained during last five (5) years.
 8. Experience of technical expertise and adequate infrastructure to handle scanning work, and processing of ICR Award/OMR award List.
 9. The firm's turnover should be Minimum Rs.3.00 Cr per annum in each year during the last three financial years.
 10. The statement of PF showing staff strength should be submitted along with the tender.
 11. Copy of Agency Registration Certificate and By-laws/MOU should be submitted along with the tender.
 12. The Agency should be registered with Department/Directorate of GST (copy to be attached).
 13. The Agency should be ISO certified in examination process.
 14. The Agency should not be blacklisted/debarred by any Board/University/Govt. Department in the last five years. In this regard, an undertaking needs to be furnished by the Agency along with Technical Bid.
 15. Copy of the Income Tax returns for last three years should be submitted along with the tender.
 16. Copy of the Statement of Accounts (Balance sheet of 2016-17, 2017-18 & 2018-19) duly audited of last three years should be submitted along with the tender.
 17. The firm may submit the list in support of permanent and contractual staff.
 18. The Technical and financial bid should be filled on the prescribed Technical Bid & Financial Bid Proforma only.
 19. The work will be carried out at its own premises of Agency and in no way sublet it to others.
 20. The Agencies who are bidding for the first time and have not done the job of NIOS previously will be required to complete SYSTEM TEST RUN free of cost as per requirement and satisfaction of

NIOS within stipulated time frame with test data supplied by NIOS. In case the Agency failed to do so, the next Agency in the panel shall be allotted the job.

21. The Tender Form received without EMD or incomplete in any respect will not be accepted.

(B) Eligibility Criteria for collation work of Secondary & Senior Secondary courses (C-3)

1. The Agency already in the valid approved panel of NIOS for carrying-out any Pre or Post Examination activities will not be eligible to participate in the tender process.
2. The tender from the Computer Agency situated within Delhi and NCR shall be accepted.
3. Minimum requirement of technical infrastructure.

Minimum Requirement

- | | |
|---|--------|
| a) Computers (Pentium Series) | 10 Nos |
| b) Scanners(heavy duty) | 02 Nos |
| c) Laser Printer(30-40 copy per minute) | 03 Nos |
| d) Line Printer(heavy duty) | 01 Nos |
4. Minimum Staff Requirement
 - a) Permanent (Including technical staff) - 05 (List with PF return to be enclosed)
 - b) Contractual (Including technical staff) - 10 (list be enclosed)
 5. Requirement of minimum office space - 3000 Sq. feet.
 6. The firms should have minimum five (5) years experience of handling various Boards/University as well as post examination work.
 7. The firm should attach Performance certificate regarding successful execution of similar job from at least three Boards/Universities obtained during last 3 years.
 8. Experience of technical expertise and adequate infrastructure to handle scanning work, and processing of ICR/OMR Award List.
 9. The firm's turnover should be 30 lakhs per annum during the last three years.
 10. Copy of Agency Registration Certificate and By-laws/Memorandum of Association should be submitted along with the tender.
 11. The Agency should not be blacklisted/debarred by any Board/University/Govt. Department at the time of bid submission.
 12. The work will be carried out at its own premises of Agency and in no way sublet it to others.
 13. Copy of Agency Service Tax Registration Certificate should be submitted.
 14. Copy of the Income Tax returns for last three (3) years should be submitted along with the tender.
 15. Copy of the Statement of Accounts (Balance sheet of 2016-17, 2017-18 & 2018-19) duly audited of last three (3) years should be submitted along with the tender.
 16. The firm may submit the proof in support of the permanent & contractual staff.
 17. The Technical and Financial Bid should be filled on the prescribed Technical & Financial Bid Proforma only.
 18. The Tender Form received without EMD or incomplete in any respect will not be accepted.
 19. Each page of the tender document should be signed by the tenderer in token to accept all terms & conditions mentioned in the tender documents.

Technical Bid Proforma for Main Agency Post Examination (Result) Processing for Secondary (C-1)/Senior Secondary (C-2)/Collation Agency (C-3) / Vocational & D.El.Ed. (C-1.1)

(To be completed, sealed and deposited in NIOS Tender Box along with the Technical Tender Form sealed separately. Last date of submission on 11th Feb., 2020 at 2:00 PM)

Date:

The Director (Evaluation),
NIOS, A-24/25, Sector-62,
Noida, U.P – 201309

Sir,

After having gone through the details as enlisted in Annexure-I and Terms and Conditions as enlisted in Annexure-II of the Tender Document for result processing work for April 2020 Examination onwards, we accept all the Terms and Conditions and quote our lowest rates on the Financial Bid. The EMD of Rs. 40,000/- (Rupees Forty Thousand only) for C-1 Post Examination (Result) Processing for Secondary Course, Rs.50,000/- (Rupees Fifty Thousand only) for C-2 Post Examination (Result) Processing for Senior Secondary Course, Rs.5,000/- (Rupees Five Thousand only) for Vocational & D.El.Ed. etc. Examination - main agency for C-1.1 Job and Rs.25,000/- (Rupees Twenty Five Thousand only) for C-3 Post Examination (Result) Collation work—collation agency vide DD No. _____ dt. _____ drawn on _____ in favour of Secretary, National Institute of Open Schooling, payable at Noida.

S.No	Items for Technical Bid	Details/Qty.
1.	Name & Address of the Firm	
2.	Year of Establishment	
3.	Agency Registration details	
4.	Type of Firm (Proprietary/ Private/Public/Govt.)	
5.	Total Turnover (year wise) details of last three years (Attach copy of audited Balance sheet of year 2016-17, 2017-18 & 2018-19)	

6.	Copy of Experience Certificate of Post Examination result processing work for the last five years (05) from three Boards / Council / University with the name of the organization(s), nature of job, volume of work and duration thereof to be enclosed. Note: Attach performance Certificate from the organization to whom you have rendered services. Please indicate telephone number and name of contact person for whom you have handled Examination Processing.	
7.	Details of computers and peripherals (please specify brand, year of purchase and commissioning)	
i	Computer (Pentium Series)	
ii	Scanners	
iii	Laser Printers	
iv	Line Printers	
8.	Whether applying to (please strike out which is not quoted) : (I) Post-Examination activities (Main Agency) for C-1 (II) Post-Examination activities (Main Agency) for C-2 (III) Post-Examination activities (Collating Agency) for C-3 (IV) Post-Examination activities (Main Agency) for C-1.1	
9	Enclose copy of the Income Tax Returns	
10.	Enclose copy of Agency Registration Certificate	
11.	Enclose copy of Agency GST Certificate & MOA	
12.	Enclose List of permanent staff (including technical). Enclosed PF statement showing staff strength.	
13.	Enclose List of contractual Staff	
14.	Area of Office Space/ Rent Agreement/Ownership with proof	
15.	Details of Earnest Money Deposit (DD No., date, Amount and name of the Bank (Please attach EMD Draft with this annexure)	
16.	Enclose Copy of Valid ISO certificates	
17.	TIN NO./TAN NO./PAN NO. OF THE FIRM	
18.	Whether the Agency is already in the valid panel of NIOS for conduct of any Pre or Post Examination activities (If yes, please give the details)	

Date:

Authorized Signatory
(With full name, designation and stamp)

Check List

S. No	Copy of the Document (Duly certified by the agency)	Remarks (Enclosed/Not Enclosed)
1.	Agency Registration Certificate	
2.	GST Registration Certificate	
3.	Audited account (balance sheet) of last three (03) years i.e. 2016-17, 2017-18 & 2018-19	
4.	Performance Certificate for successful execution of work for at least three (03) Boards / Council / University	
5.	Income Tax Return Certificate of last three (03) years i.e. 2016-17, 2017-18 & 2018-19	
6.	Proof of office premises	
7.	Copy of valid ISO certificate	
8.	Requisite EMD	
9.	List of permanent (with P.F. statement) and contractual staff	
10.	Support of Experience in conducting Minimum five (05) years of Post Examination Result Processing Work in Educational Board/Council /University Examination.	
11.	Undertaking that the Agency has not been blacklisted by any Govt./Public undertaking Institution/Organization	

Date:

Authorized Signatory
(With full name, designation and stamp)

PRESCRIBED TENDER FORM FOR FINANCIAL BID

(To be sealed separately)

(To be completed, sealed and deposited in NIOS tender Box along with the Technical Tender Form sealed separately. Last date of submission on 11th Feb., 2020 at 2:00 PM)

Date:

The Director (Evaluation),
NIOS, A-24/25, Sector-62
Noida, U.P – 201309

Sir,

After having gone through the details in the tender document and the Terms and Conditions as enlisted in the Tender Document for result Processing/Collation Work for April 2020 Public and On Demand Examinations onwards to be organized by the Institute, we accept all the Terms and Conditions of the tender and quote our lowest rates for the same as given below in prescribed proforma.

For Post Examination (Result) Processing – Main Agency Processing of Result of Secondary Public Examination & On Demand Examination (C-1)		
S.No.	Item	Rate
1.	C-1 Post Examination Result Processing work including printing of Marks Sheet of all the candidates, printing of Migration and Provisional Certificates for passing candidates (about 50% of the total learners) for Secondary Course for Public Examination (All activities as mentioned in the Tender Document)	Rs. _____ (Rupees _____) per candidate all inclusive
2.	C-1 Post Examination Result Processing work including printing of Marks Sheet of all the candidates, printing of Migration and Provisional Certificates for passing candidates (about 50% of the total learners) for Secondary Course for On Demand Examination (All activities as mentioned in the Tender Document)	Rs. _____ (Rupees _____) per candidate all inclusive

Extra Printing

Dot Matrix/Line Printer Printout Per candidate (in Rs.) all inclusive	A-4 / A-5 Size Laser Printout (Mark-Sheet/Pass Certificate) per Candidate (in Rs.) all inclusive

Place:

Date:

Authorized Signatory

(With full name' designation and stamp)

PRESCRIBED TENDER FORM FOR FINANCIAL BID

(To be sealed separately)

(To be completed, sealed and deposited in NIOS tender Box along with the Technical Tender Form sealed separately. Last date of submission on 11th Feb, 2020 at 2:00 PM)

Date:

The Director (Evaluation),
NIOS, A-24/25, Sector-62
Noida, U.P – 201309

Sir,

After having gone through the details in the tender document and the Terms and Conditions as enlisted in the Tender Document for result Processing/Collation Work for April 2020 Public and On Demand Examinations onwards to be organized by the Institute, we accept all the Terms and Conditions of the tender and quote our lowest rates for the same as given below in prescribed proforma.

For Post Examination (Result) Processing – Main Agency for Processing of Result of Senior Secondary Public Examination & On Demand Examination		
Sl. No.	Item	Rate
1.	C-2 Post Examination Result Processing work including printing of Marks Sheet of all the candidates, printing of Migration and Provisional Certificates for Senior Secondary Course for Public Examination (All activities as mentioned in the Tender Document)	Rs. _____ (Rupees _____) per candidate all inclusive
2.	C-2 Post Examination Result Processing work including printing of Marks Sheet of all the candidates, printing of Migration and Provisional Certificates for Senior Secondary Course for On Demand Examination (All activities as mentioned in the Tender Document)	Rs. _____ (Rupees _____) per candidate all inclusive

Extra Printing

Dot Matrix/Line Printer Printout Per candidate (in Rs.) all inclusive	A-4 / A-5 Size Laser Printout (Mark-Sheet/Pass Certificate) per Candidate (in Rs.) all inclusive

Place:

Date:

Authorized Signatory**(With full name' designation and stamp)**

PRESCRIBED TENDER FORM FOR FINANCIAL BID

(To be sealed separately)

(To be completed, sealed and deposited in NIOS tender Box along with the Technical Tender Form sealed separately. Last date of submission on 11th Feb., 2020 at 2:00 PM)

Date:

The Director (Evaluation),
 NIOS, A-24/25, Sector-62
 Noida, U.P – 201309

Sir,

After having gone through the details in the tender document and the Terms and Conditions as enlisted in the Tender Document for Result Processing/Collation Work for April 2020 Vocational and D.El.Ed. Examinations onwards to be organized by the Institute, we accept all the Terms and Conditions of the tender and quote our lowest rates for the same as given below in prescribed proforma.

For Post Examination (Result) Processing – Main Agency for Processing of Result of Vocational & D.El.Ed. Course Examination		
Sl. No.	Item	Rate
1.	C-1.1 Post Examination Result Processing work including printing of Marks Sheet of all the candidates for Vocational & D.El.Ed. Course Examination (All activities as mentioned in the Tender Document)	Rs. _____ (Rupees _____) _____) per candidate all inclusive

Extra Printing

Dot Matrix/Line Printer Printout Per candidate (in Rs.) all inclusive	A-4 / A-5 Size Laser Printout (Mark-Sheet/Pass Certificate) per Candidate (in Rs.) all inclusive

Place:

Date:

Authorized Signatory**(With full name' designation and stamp)**

PRESCRIBED TENDER FORM FOR FINANCIAL BID

(To be sealed separately)

(To be completed, sealed and deposited in NIOS tender Box along with the Technical Tender Form sealed separately. Last date of submission on 11th Feb., 2020 at 2:00 PM)

Date:

The Director (Evaluation),
NIOS, A-24/25, Sector-62
Noida, U.P – 201309

Sir,

After having gone through the details in the tender document and the Terms and Conditions as enlisted in the Tender Document for Collation Work for Post Examination (Result) collation for Secondary, Senior Secondary, Vocational, D.El.Ed. Courses for Public Examination and On Demand Examination April 2020 onwards to be organized by the Institute, we accept all the Terms and Conditions of the tender and quote our lowest rates for the same as given below in prescribed proforma.

Post Examination (Result) collation for Secondary, Senior Secondary, Vocational, D.El.Ed. Courses for Public Examination and On Demand Examination – Collating Agency		
S.No.	Item	Rate
1.	C-3 Rate per candidate (All activities as mentioned in the Tender Document)	Rs. _____) (Rupees _____) Per candidate all inclusive

Extra Printing

Dot Matrix/Line Printer Printout Per candidate (in Rs.) all inclusive	A-4 / A-5 Size Laser Printout (Mark-Sheet/Pass Certificate) per Candidate (in Rs.) all inclusive

Place:

Date:

Authorized Signatory**(With full name' designation and stamp)**