

National Institute of Open Schooling (NIOS)

(An Autonomous Institution under Ministry of Human Resource Development (MHRD),
Deptt. of School Education & Literacy, Govt of India)
A-24/25, Sector – 62, Noida – 201309 (U.P)

TENDER NOTICE

Tender for Empanelment of fast courier/cargo service providers for door delivery of letters and printed materials at International Destinations including packing in corrugated box, handling, loading and unloading of materials.

The National Institute of Open Schooling (NIOS) is an autonomous institution under Ministry of Human Resources Development, Govt of India imparting education at pre-degree level through ODL mode. It is largest open schooling in the World. NIOS has on its rolls approximate 2.81million learners from all over the country and abroad. NIOS conducts public examinations twice a year across the country and abroad in the months of April- May and October-November. NIOS operates through a network of 22 Regional Centers and 3 Sub Centers all over India.

The Secretary, National Institute of Open Schooling (NIOS) invites sealed tenders under two bid systems from eligible/experienced/established/reputed fast courier/cargo carriers for their empanelment for transportation and door delivery of letters and printed material including packing, handling, loading and unloading of materials at Accredited Institutions, Examination Centers and learners of NIOS courses at various International destinations. **The approximate annual work value will be Rs.40Lakhs.**

Interested agencies can download the Tender document from the NIOS website, www.nios.ac.in and from CPPP e-Procurement site free of cost.

Eligible firms having minimum **three years of experience** in this field may apply on the prescribed forms under two bid system (Technical Bid and Financial Bid) in separate sealed cover(s) complete in all respects superscribed as Technical bid & Financial bid and further both the envelopes are put in a bigger envelope duly marked as "**Tender for fast courier/cargo service providers for door delivery of letters and printed materials at International Destinations including packing in corrugated box, handling, loading and unloading of materials**" addressed to

The Secretary
National Institute of Open Schooling (NIOS)
A-24/25, Institutional Area,
Sector – 62, Noida – 201309 (U.P.)

Earnest Money deposit (EMD) of Rs. 80000/- (Rupees Eighty Thousand only) in the shape of Demand Draft from any Nationalized Bank favouring "Secretary, NIOS" Payable at NOIDA, UP must accompanied Technical Bid. The Tender without EMD shall be outrightly rejected.

The sealed tenders along with EMD of Rs.80000/- (Rupees Eighty Thousand only) shall be dropped in the sealed tender box kept for the purpose at NIOS HQ, Maintenance Section 2nd Floor, Room No:204,A-24/25, Institutional Area, Sector – 62, Noida - 201309 (U.P.)

Tender document(s) received incomplete or beyond the stipulated date and time shall not be entertained under any circumstances. The NIOS reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.

(IMPORTANT DATES AND TIME)

Published Date	10/12/2018 at 4.00pm
Bid Document Download / Sale Start Date	10/12/2018 at 5.00pm
Clarification Start date & Time	11/12/2018 at 10.00am
Clarification Closing date & Time	31/12/2018 at 4.00pm
Bid Submission Start Date & Time	02/01/2019 at 10.00am
Bid Submission End Date & Time	02/01/2019 at 2.30pm
Bid Opening Date & Time	02/01/2019 at 3.00pm
Duration of Contract	The period of contract shall be initially for the period of one year which will be extendable for a further period of two years on year to year basis subject to satisfactory performance for the services provided by the Agency/Firm.
Tentative date & time for opening of Financial Bid of eligible Tenderers	Date will be intimated through email / speed post or telephone message.
Validity of Bid from the date of opening of Technical Bid	90 days

Secretary, NIOS

GENERAL INSTRUCTIONS AND GUIDELINES FOR THE BIDDER

2.1 ELIGIBILITY CONDITIONS

- a) Minimum three year's experience in providing courier service i.e. door delivery of materials such as letters/printed material of Educational Boards/Universities, etc. The company should have handled the work of Govt. institutions including at least three assignments from Government of India/State Government/Public Sector Undertaking/Autonomous body.
- b) The Bidder should have Branch Offices at different parts of the abroad. The bidder is required to provide a list of all the Branch Offices along with addresses, telephone number & e- mail where its offices or contact offices are located.
- c) The Agency should be well equipped to pick up any number of documents to be presented/ handed over in one consignment.
- d) The agency must have carried out similar work during the last three years and at least three similar completed works costing not less than Rs. 8 lakhs each or Two similar completed works costing not less than 10 lakhs each or One similar completed works costing not less than 16 lakhs. A copy of the award letters and satisfactory performance certificates from the Govt. institutions shall be required to be furnished. **Similar work shall mean the** Work of fast courier/cargo service for door delivery of letters and printed materials at International Destinations including packing, handling, loading and unloading of materials.
- e) The bidder should have an average minimum annual turnover of Rs. 12.00 lakhs (Rupees Twelve Lakhs only) during the last three years from the similar work.
- f) Tenders received without requisite documents, including demand draft of EMD, shall not be entertained.
- g) Bidders declared by Government of India to be ineligible to participate for unsatisfactory past performance, corrupt, fraudulent or any other unlawful or unethical business practices, blacklisted/terminated by any Government Organizations shall not be eligible.
- h) The firm should have system online software tracking for end to end movement of the dispatched documents/parcel right from booking to execution of delivery
- i) If any firm is providing Packing, Handling, loading & unloading or the services other than Courier/Cargo Service to NIOS, then such firm shall not be eligible for this tender.

2.2 GUIDELINE FOR SUBMISSION OF TENDER /BIDS

a. Authorized Signatory: Each and every page of the tender document should be signed by Authorized person / signatory and shall be enclosed with the Technical Bid form and the work experience certificate. The bid can be forwarded by owner or owner's authorized representative.

b. The Sealed bids are to be submitted in two separate envelopes as under:-

- j) **TECHNICAL BID:** Sealed Technical Bid, along with a Demand Draft of Rs.80,000/- (Rupees Eighty Thousand only) towards EMD, drawn in favour of Secretary, NIOS payable at Noida and other required supporting documents mentioned in Annexure – I, placed in sealed envelope superscribed "**TECHNICAL BID -Tender for Empanelment of Courier Service Agency**". Tender Document received without EMD and supporting documents shall not be entertained.
- ii) **FINANCIAL BID:** Sealed Financial Bid for International Courier Service, Annexure II be placed in a separate envelop superscribed "**FINANCIAL BID - Tender for Empanelment of Courier Service Agency**".

The separate sealed envelopes containing Technical Bid and Financial Bid be put together in a bigger envelope and should be super scribed in block letters shown as "**Tender for empanelment of fast courier/cargo service providers for door delivery of**

letters/printed materials at International Destinations” on date specified above and addressed to the Secretary, National Institute of Open Schooling, A-24/25, Institutional Area, Sector – 62, NOIDA, U.P - 201309 should be sealed properly and put in the Sealed box meant for the subject tender available at the Maintenance Section, 2nd Floor, Room No. 204, NIOS, A-24/25, Sector-62, Noida-201309 (U.P.).

- c. Tenders received after the stipulated date and time shall not be entertained under any circumstances whatsoever. The NIOS shall not be responsible for any postal delays & conditional tenders shall not be entertained.
- d. The bidder(s) shall quote rates their inclusive of all statutory levies, taxes, *fees, cesses, duties*, rate charges, surcharges, VAT, octroi, transport, freight, costs and other such components etc. but GST will be paid extra as applicable by NIOS. Rates should be quoted both in figures as well as in words. In case the rates quoted in words & figures are at variance, the rates written in words will be taken as final. The criteria for award of the work would be based on the lowest (L1) price quoted for each weight slabs of article and for each International destinations with respect to the maximum allowed time for delivery of the consignment at the International destinations as per tender clause 3.1(i) under scope of work.
- e. The NIOS reserves the right to reject or accept any or all bid(s) without assigning any reasons whatsoever.
- f. Bidder or their authorized representatives, (not more than one person) may be present at the time of opening of the tender, if they so desire. No separate communication will be sent in this regard. In the event of due date being a close day or declared holiday, the due date for opening of the bids will be the following working day at the appointed date, time and venue.
- g. The Price Bids shall be opened on such later date, as may be notified by NIOS. The price bids of only those bidders shall be opened who qualify in the Technical bids.

2.3 Validity of the bids

Bids shall remain valid for 90 days after the date of opening of Technical Bids prescribed by the NIOS. A bid valid for a shorter period may be rejected as non-responsive. However, the prices finalized after opening the tenders shall not increase throughout the period of the contract i.e. total 3years.

In exceptional circumstances, the NIOS may request the Bidder(s) for an extension of the period of validity. The request and the responses thereto shall be made in writing (or by fax). The validity of EMD shall also be suitably extended.

2.3 Amendment of Tender

- a) At any time prior to the last date for receipt of Bids, the NIOS, may, for any reason, whether at its own initiative or in response to a clarification requested by the Bidders, modify the Tender by issuing an addendum/corrigendum. Any such amendment issued along with the original Tender document will constitute Revised Tender.
- b) The addendum/corrigendum will be uploaded on the NIOS website and CPP Portal. The Bidders are requested to visit the website as well as CPP Portal frequently to check for any amendments.
- c) The NIOS may at any time during the Tendering process but before opening the technical bid request the Bidders to submit revised Technical / Commercial Bids and/or Supplementary Commercial Bids, in case of change in Scope of Work, without thereby incurring any liability to the affected Bidder or Bidders.

3. SPECIFICATION OF REQUIREMENTS

1.1 SCOPE OF WORK

- a) Selected Agencies shall be required to be sent the materials after proper packing of the printed materials in **corrugated box** with the full name & address of the recipient and sender from the offices of NIOS Headquarters, A-24/25, Sector-62, Noida, A-31, Sector-62, Noida and NIOS Material Distribution Unit, G.T. Karnal Road, Rana Pratap Bagh, Delhi-110033. Major Quantity of materials shall be required to be lifted from the Material Distribution Unit, Rana Pratap Bagh, Delhi-110033. The packaging shall be done in **corrugated box** and should be of the size suitable to carry weight upto 25 kgs.
- b) Printed materials shall be required to be sent to NIOS Accredited Centres, NIOS learners & Examination Centers at International destinations. However, the volume may increase or decrease as per actual requirement at the sole discretion of the NIOS.
- c) The Examination material shall be packed in front of Secret Section of Evaluation Deptt., NIOS Head Quarters at A-24/25, Sector-62, NOIDA.
- d) The agency shall collect documents/materials on all working days and even on holidays as when needed.
- e) The authorized representative of Courier agency will be required to acknowledge receipt of the parcels/letters collected.
- f) The Courier agency will return the undelivered parcels/letters within two weeks.
- g) The Courier agency will arrange to deliver parcels/letters within 6-7 days for international deliveries.
- h) The courier agency will ensure that all the parcels/letters are delivered to the recipient to whom it is meant for and in no case is delivered to anybody other than the recipient.
- i) The Courier agency will furnish proof of delivery of parcels/letters every week after obtaining signature of the recipient on POD with his/her name and telephone number. The Representatives of Courier Service will write the name and telephone number of the recipients themselves.
- j) The work shall be carried out from Noida / NCR / Delhi to International destinations like Nepal, Dubai, Abhu Dhabi, Behrain, Qatar and other Middle East countries and Gulf countries as per requirement of the Institute.

4. GENERAL CONDITIONS OF TENDER

4.1 Period of Contract

The period of contract shall be initially for a period of one year and extendable on year to year basis on the basis of satisfactory performance of the firm for a further period of two more years on the same rates and terms and conditions at the sole discretion of NIOS subject to mutual consent of both the parties.

4.2 TERMINATION OF THE CONTRACT

- a) NIOS may terminate the contract without assigning any cause by giving one month notice in writing. Further, any pending or unresolved service, function, task, performance, unpaid fees and any other remedies shall continue by both the parties during the period of termination notice and the same must be satisfied before this agreement is terminated.
- b) The Agency shall have no claim to any payment or compensation whatsoever on account of any profit or advantage, which would have derived from the execution of the work in full, but which he did not derive in consequences the full amount of the work not having been

- carried out, neither the firm shall have any claim on compensation / damage for the loss suffered by him by reason of termination of agreement by the NIOS.
- c) The Institute without prejudice to any other remedy, reserves the right to terminate the Tender / Contract in whole or in part and also to blacklist the Agency for a suitable period without giving any notice in case he fails to honour his bid or contract without sufficient grounds or found guilty for breach of condition /s of the tender or contract, negligence, carelessness, inefficiency, fraud, mischief and misappropriation or any other type of misconduct by agency or by its staff or agent. NIOS's decision in such a situation shall be final and shall be accepted by the service provider without any objection or resistance. In such case of termination, the NIOS will have the right to put in place any other agency for carrying out the remaining work. Any extra expenditure shall be recovered from the agency.
 - d) If the successful bidder withdraws or the services provided by the successful bidder are not found satisfactory, NIOS reserves the right to terminate the contract without giving any notice and initiate appropriate necessary action in the matter for making alternate arrangements.

4.3 EARNEST MONEY DEPOSIT (EMD)

- a) The Earnest Money Deposit (EMD) of Rs. **80000/- (Rupees: Eighty Thousand only)** in the form of Demand Draft issued from any Nationalized Bank drawn in favour of "SECRETARY, NIOS" payable at Noida only is to be submitted along with the technical bid.
- b) Tenders received without the prescribed Earnest Money Deposit (EMD) of Rs. 80000/- shall not be entertained
- c) The EMDs of the unsuccessful bidders will be refunded without any interest or bank charges after finalization of tender and award of work. The EMD of the Successful bidder will be refunded after submission of the Security Deposit/ Bank Guarantee by the party.

4.4 IMPOUND OF EMD

EMD of the successful bidder shall be liable to be forfeited if the agency does not fulfill any of the following conditions:-

- a) If the Bidder withdraws their offer during the period of tender validity.
- b) If after submission of quotation the Bidder fails to honour the contract or refuses to comply with any or all terms and conditions of the tender.
- c) An agreement is not signed in the prescribed form within ten days of the receipt of the Letter of Award of the Contract.
- d) The Agency does not commence Courier services within seven days of the stipulated date for commencement of Courier services.

4.5 SECURITY DEPOSIT

The successful tenderer will have to deposit performance security of Rs. 4,00,000/- (Rupees Four lakhs only) lump sum towards average annual work value of the contract either by way of Demand Draft or Bank Guarantee issued from any Nationalized Bank in favour of "the Secretary, National Institute of Open Schooling, Noida" as interest free security deposit for ensuring good performance and for security purposes within a fortnight after acceptance of the contract, which shall be released after two months of successful completion of the contract. In case of any violation of contract during the contractual period, the security deposit will be liable to be forfeited. No interest shall be paid on security deposit in any case. The bank guarantee should be valid up to two months beyond the expiry of contract period.

4.6 PAYMENT TERMS

- a) The Courier service will raise bills on completion of each calendar month. The proof of Delivery (PODs) will be preserved and maintained by courier agency and should be submitted along with the monthly bill payment. The payment will be made within a month after scrutinizing and verifying the bills and PODs.
- b) In case of untimely or non-delivery of parcels/letters etc. or damage to the parcels/letter, NIOS reserves the right to impose suitable penalty and deduct the amount from the monthly billing of the Courier Service.

4.7 LIQUIDATED DAMAGES

- a) The timely and accurate delivery of the letters/articles/packets/ documents etc with utmost promptness is the essence of this tender. Extensions of the time limit of the delivery of the packets/articles/ documents beyond the agreed delivery schedule will not be given except in exceptional circumstances. In case of delay in delivery beyond the agreed delivery schedule, penalty at the rate of Rs.500/- per consignment or delivery charges whichever is less shall be levied. Quantum of liquidated damages assessed and levied by the NIOS shall be final and shall not be challengeable by the Agency.
- b) The Agency shall exercise due care and caution while transporting the consignments to avoid any damage or loss at any stage. The Agency shall be responsible for the safety of the consignment in their custody. NIOS shall be at liberty to recover all the damages from any payable amount from the Agency's monthly bills, if the Agency fails in taking care of the consignment in its custody.
- c) All the material shall be deemed to be in the possession of the Agency and in his care and custody, at his risk and responsibility from the moment they have been handed over to and accepted in writing by the Agency or his representative at the pickup point and till such time they are delivered to the addressees under proper acknowledgement. The Agency shall be responsible for any mishap, accident en-route, the consequences thereof including legal compensations, if any, and payable during the execution of the contract. The NIOS shall not be in any way responsible for any accident or damages incurred or claims arising there from during the period of the contract.
- d) Subject to clause for Force Majeure if the bidder fails to provide the service as agreed, the NIOS at its discretion may without prejudice to any other right or remedy available to the NIOS in the tender and the Contract, forfeit the entire performance bank guarantee submitted by the agency, apart from blacklisting of the agency for further participation in any of the tenders of the NIOS.

4.8 INDEMNITY

The Courier agency hereby covenants and agrees to indemnify and shall at all times keep indemnified the NIOS against any loss or damage that the NIOS may sustain as a result of the failure or neglect of the Bidders to faithfully carry out its obligations under this agreement or negligence, carelessness, inefficiency, fraud, mischief and misappropriation or any other type of misconduct of the Agency or its employees, agents, representatives and further to pay for all loses, damages, costs, charges and expenses which the NIOS may reasonably incur or suffer, and to indemnify and keep indemnified the NIOS in all respects.

4.9 FORCE MAJEURE

If any time, during the continuance of this contract, the performance in whole or in part by either party under obligation as per this contract is prevented or delayed by reasons of any war or hostility, act of the public enemy, civil commotion, sabotage, fire, flood, explosion, epidemic, quarantine restrictions, strike, lockout or acts of God (herein after referred to "eventuality"), provided notice of happening of any such eventuality is given by either party to the other within 21 days of the date of occurrence thereof, neither party shall be reason of such an "eventuality" be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such non- performance or delay in performance and deliveries under the contract. The contract shall be resumed as soon as practicable after such "eventuality" has come to an end or cease to exist. In case of any dispute, the decision of Secretary of the NIOS shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such eventuality for a period exceeding 60 days, either party may at its option, terminate the contract. Provided also that if the contract is terminated under this clause the NIOS shall be at liberty to take over from the Agency at a price to be fixed by the NIOS, which shall be final, all unused, undamaged and acceptable materials, bought out components and other stores in the course of operation which may be in the possession of the agency at the time of such termination, or such portion thereof as the NIOS may deem, fit except such material, as the agency may, with the concurrence of the NIOS elect to retain.

4.10 ARBITRATION

- a) In the event of any dispute difference, claims and demands arising between NIOS and the agency in any matter arising in relation or connection or pursuant or touching to the meaning, operation, effect or interpretation of this tender / agreement directly or indirectly, the matter shall be referred to the Secretary of the NIOS who may himself act as sole arbitrator or may name as sole arbitrator an officer of NIOS notwithstanding the fact that such officer has been directly or indirectly associated with this contract. The decision / award of the Arbitrator shall be final and binding on the parties. Cost of Arbitration will be shared equally by the parties.
- b) The place of the arbitration shall be at National Institute of Open Schooling, A-24/25, Sector-62, NOIDA, U.P.
- c) The Arbitration proceeding shall be governed by the Arbitration and Conciliation Act of 1996 as amended from time to time.
- d) The proceedings of arbitration shall be in English language.

4.11 JURISDICTION

In respect of any dispute arising between NIOS and the agency in any matter covered / touched this tender / contract or arising directly or indirectly there from or connected or concerned with the said contract, the courts at Delhi shall only have the jurisdiction.

5. CHECK LIST

CHECK LIST OF DOCUMENTS REQUIRED FOR TECHNICAL SCRUTINY

The list of documents required to be enclosed with technical bid for getting eligible to be considered for technical scrutiny:-

- 1) Demand draft of Earnest Money Deposit Rs 80, 000/- (Rupees: Eighty Thousand Only) issued from any Nationalized Bank and drawn in favour of Secretary, NIOS payable at Noida
- 2) List of offices/ branches, covering all offices of the courier agency, with complete address and telephone number.

- 3) Details of successfully executed similar work during last three year along with their proof self attested copies of the work order (s) and contract in hand as mentioned in ELIGIBILITY CONDITIONS.
- 4) List of Current Clients executing similar works/Assignments. (Attach self attested Documentary proof).
- 5) A Certified Copy (s) of Registration Certificate, GST, etc.
- 6) Duly filled in and signed **Declaration & Acceptance of Terms and Conditions**, as per Performa enclosed in annexure- III
- 7) Complete copy of tender document duly signed on each page.
- 8) The Complete details setup and establishment of the agency (copy of Certificate of Incorporation / Partnership Deed self attested)
- 9) Copy of last 3 Year's audited financial statement including profit and loss account and balance sheet. (Showing annual turnover of the firm self attested)
- 10) Income tax return for last 3 years along with copy of PAN card

National Institute of Open Schooling (NIOS)
A-24/25, Institutional Area, Sector – 62, Noida – 201309 (U.P)

TENDER FORM (TECHNICAL BID) FOR INTERNATIONAL COURIER SERVICES

S.No.	Items	Information /inputs to be filled by the Bidder (if required separate sheets may be enclosed) with self attested copies of supporting document against each.
1.	Name and address of the agency, telephone number, mobile number, email address	
2.	Type of organization (Whether proprietorship, partnership, private limited, limited company)	
3.	Name and address of the directors/ proprietor /partners	
4.	Year of formation of the company/ Experience as a courier agency.	
5.	List of places with addresses of the offices. Branch Offices, telephone no., e-mail Id, Fax in the cities in abroad and contact details.	
6.	No. of Associating Companies for transportation & door delivery (List with names, designation & Telephone number to be enclosed)	
7.	No. of employees working in the firm	
8.	The details of work done in Govt/ Semi Govt Institutions/PSUs/Autonomous Bodies during last three years. Three similar completed works costing not less than Rs. 8 lakhs each or Two similar completed works costing not less than 10 lakhs each or One similar completed works costing not less than 16 lakhs. A copy of the award letters and satisfactory performance certificates shall be required to be furnished.	
9.	24 hour helpline numbers & details of dedicated customer support	
10.	Online Software for tracking end to end Delivery of documents.(Web tracking facility for tracing Consignments) Bar coded AWB facilities	
11.	Whether the firm possesses a valid license for providing the courier services from the concerned Govt. Authority, if so enclose a self attested copy of the same.	

12.	Income tax return for the last three financial years 2105-16 2016-17 2017-18 PAN no: (Attachment documentary proof)	
13	Total average minimum annual turnover of the Agency During each year in the last three financial years(Rs.12.00 Lakhs) 2105-16 2016-17 2017-18	
14.	GST Number (Attachment documentary proof)	
15.	Declaration & acceptance of Terms & conditions of the Tender (Annexure-III) along with duly signed copy of the tender document of NIOS.	
16.	Whether the firm has valid registration with EPFO/ESIC, If so, self attested copies of the same be enclosed.	
17.	EMD Details	Amount DD No: Bank Name Place

Undertaking:

I hereby certify that all the information furnished above is true to the best of my knowledge. We have no objection to NIOS verifying any or all the information furnished in this document with the concerned authorities, if necessary.

I also certify that, I have understood all the terms and conditions indicated in the tender document and hereby accept to fully abide by the same.

Signature of the authorized signatory of the agency

Official seal/ stamp

Date:

Place:

National Institute of Open Schooling (NIOS)
A-24/25, Institutional Area, Sector – 62, Noida – 201309 (U.P)

TENDER FORM (FINANCIAL BID) FOR INTERNATIONAL COURIER SERVICES

Rates offered for fast courier/cargo carriers including packing of printed materials in corrugated boxes, transportation and door delivery of letters and printed materials of International destinations by Air inclusive of all tax/govt. levy, if any, exclusive GST for the activities as specified in the tender document as per the terms and conditions of the tender.

S.no:	International Destinations	Per Letter / Article Up to 50 gm(Rs.)	Per Letter / Article Up to 51-100gm (Rs.)	Per Letter / Article Up to 101-150gm (Rs.)	Per Letter / Article Up to 151-200 gm. (Rs.)	Per Letter / Article Up to 201-250 gm. (Rs.)	Every additional 250 gms. and part thereof Up to 5Kg.(Rs.)	More than 5kg (Per Kg.) (Rs.)	Maximum Delivery Time (No. of days)
1.	Nepal								6-7 days
2.	Abu Dhabi								6-7 days
3.	Dubai								6-7 days
4.	Sharjah								6-7 days
5.	Behrain								6-7 days
6.	Qatar								6-7 days
7.	Kuwait								6-7 days
8.	Other Gulf countries except UAE								6-7 days

We undertake to arrange delivery of the consignment maximum within 6-7 days.

Signature of the authorized signatory of the agency/Official seal/ stamp

Place:

Date:

Declaration & Acceptance of Terms and Conditions

To,

**The Secretary
National Institute of Open Schooling (NIOS)
A-24/25, Institutional Area,
Sector – 62, Noida – 201309 (U.P)**

Sub : TENDER FOR APPOINTMENT OF COURIER SERVICE AGENCY

Sir,

This is with reference to your tender no: _____ due on _____. We are interested and willing to participate in the tender process for empanelment of courier service agency in NIOS. We have read and understood the details as given in the tender document regarding the Scope of Work and Terms and Conditions for the selection and the same are acceptable to us. We have been given all the required information by NIOS. We have submitted the required supporting documents as per the format. We certify that we are eligible as per the Terms and Conditions of the tender. The duly signed copy of the tender document is attached herewith.

(Signature of the Bidder)

Name Designation

Official seal/ stamp

Date:

Business Address:

Encl: As above