

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

Last date & time of submission of sealed tender is 23.05.2018 at 2:00 P.M. Opening Date & Time of the Tender is 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: Sealed Tenders are invited for empanelment of agencies for Scanning of OMR Flying Slips and finalization of data. Complete making of adhesive laser label and OMR Award Sheets as well as printing of unique ID with Barcode on adhesive laser labels & Printing of pre-evaluation data on OMR Award sheet for D.El.Ed Examination of NIOS.

Sealed Tenders are invited for empanelment of agencies for Scanning of OMR Flying Slips and finalization of data. Complete making of adhesive laser label and OMR Award Sheets as well as printing of unique ID with Barcode on adhesive laser labels & Printing of pre-evaluation data on OMR Award sheet for D.El.Ed Examination of NIOS from reputed and eligible Computer Data Processing Agencies for empanelment.

1. The Tender proforma consisting of Technical and Financial bids which are to be filled and sealed in separate envelope super scribed **“Technical Bid” and “Financial Bid” for empanelment of agencies for Scanning of OMR Flying Slips and finalization of data. Complete making of adhesive laser label and OMR Award Sheets as well as printing of unique ID with Barcode on adhesive laser labels & Printing of pre-evaluation data on OMR Award sheet for D.El.Ed Examination of NIOS.**
2. The duly filled in Technical bid must be accompanied with requisite Tender Processing fee and EMD.
3. Both the bid i.e. Technical bid and Financial bid should be packed, sealed and submitted together in another envelop superscripted the **“Tender for empanelment of agencies for Scanning of OMR Flying Slips and finalization of data. Complete making of adhesive laser label and OMR Award Sheets as well as printing of unique ID with Barcode on adhesive laser labels & Printing of pre-evaluation data on OMR Award sheet for D.El.Ed Examination of NIOS”** and put in the Tender box kept at the Evaluation Department at the following address:

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 12 no. of pages
2. Annexure-I(9-10): Proforma for Technical Bid
3. Annexure-II(11) : Proforma for Financial Bid
4. Annexure-III(12) : Proforma for Tender Acceptance Letter

A. Nature of the Work

Item No. 1 : Scanning of OMR Flying Slips of size 18cm x 20.5cm and finalization of data.

Item No. 2 : Complete making of adhesive laser label stationery on A4 size sheet having 20 adhesive laser label of size 10cm x 2.9cm.

Item No. 3 : Complete making of OMR Award sheet stationery of A4 size sheet.

Item No. 4 : Printing of unique ID with Barcode on adhesive laser label and Printing of pre-evaluation data on OMR Award sheets.

B. Specification of work

Item No. 1 : Scanning of OMR Flying Slips of size 18cm x 20.5cm and finalization of data.

- (i) Agency has to deploy manpower & equipment at the Evaluation Centres of NIOS and Evaluation Department, Headquarters at NOIDA of NIOS to scan the OMR Flying Slips and to finalize the data.
- (ii) Scanning of OMR Flying Slips of size 18cm x 20.5cm.
- (iii) About forty lakh OMR Flyers to be scanned for each Examination.
- (iv) To finalize data on Centre Number, Enrollment Number, Candidate's Name and Subject Code as well as Answer Book, Sr. No. and Identification/Unique ID as bar code.

Item No. 2 : Complete making of adhesive laser label stationery on A4 size sheet having 20 adhesive laser label of size 10cm x 2.9cm.

- (i) Complete making of about 2,00,000 sheets for each Examination.
- (ii) Each sheet of A4 size.
- (iii) Each sheet containing 20 laser label of size 10cm x 2.9cm.
- (iv) Release liner will be of 72 GSM paper
- (v) Laser label on top will be of maplitho 80 GSM paper
- (vi) 10 gm coating of adhesive on laser label on a sheet

Item No. 3 : Complete making of OMR Award sheet Stationery of A4 size sheet.

- (i) Complete making of about 2,00,000 OMR award sheet for each examination.
- (ii) Each sheet of A4 size i.e. 21cm x 29.5cm
- (iii) 105 GSM maplitho paper
- (iv) 02 colour printing on front side with barcode and single colour on other side

Item No. 4 : Printing of unique ID with Barcode on adhesive laser label and Printing of pre-evaluation data on OMR Award sheets.

4.1 Printing of Unique ID with Bar code in duplicate on adhesive laser label.

- (i) About 2,00,000 sheets adhesive laser label sheet for each examination.
- (ii) Each sheet of A4 size
- (iii) Each sheet containing 20 laser label of size 10cm x 2.9cm
- (iv) Printing of maximum 20 unique ID with bar code in duplicate on each sheet.

4.2 Printing of Pre-examination data and unique ID in duplicate on OMR Award Sheet.

- (i) About 2,00,000 sheets OMR award sheets for each examination.
- (ii) Each OMR award sheet of A4 size i.e. 21cm x 29.5cm
- (iii) Printing of maximum 20 unique ID on OMR Award sheet in duplicate

C. Volume and timing of the work

Item No. 1: Scanning of OMR flying slips and finalization of data at the Regional Centres/Evaluation Centres of NIOS and Evaluation Department, Headquarter at NOIDA of NIOS to scan the OMR Flying Slips and to finalize the data :

S. No.	Tentative Timing of the work	Approx. number of OMR flying slips/number of records
1.	May-June, 2018	40 Lakhs
2.	September-October, 2018	38 Lakhs
3.	February- March-2019	48 Lakhs
4.	April-May-2019	44 Lakhs

Place of Regional Centre /Evaluation Centre of NIOS with approximate volume of OMR Flyer

S. No.	Place of Regional Centre/ Evaluation Centre	Approx. Volume of OMR Flyer Slips			
		May-June'18	Sept.-Oct'18	Feb-Mar'19	Apr-May'19
1.	Allahabad	523000	500000	710000	697000
2.	Bengaluru	10000	9000	14000	14000
3.	Bhopal	491000	450000	650000	655000
4.	Bhubaneswar	167000	150000	240000	222000
5.	Chandigarh	49000	40000	70000	66000
6.	Chennai	77000	70000	100000	103000
7.	Dehradun	111100	100000	140000	148000
8.	Delhi	2000	2000	2500	3000
9.	Dharamshala	27000	25000	35000	36000
10.	Gandhinagar	45000	40000	60000	59000
11.	Guwahati	636000	600000	700000	848000
12.	Hyderabad	46000	40000	60000	62000
13.	Jaipur	107000	100000	130000	143000
14.	Kochi	2000	2000	2800	3000
15.	Kolkata	534000	500000	534000	712000
16.	Patna	841000	800000	900000	112000
17.	Pune	24000	20000	30000	4000
18.	Raipur	177000	170000	220000	237000
19.	Ranchi	209000	200000	240000	279000
20.	Visakhapatnam	16000	16000	20000	22000
	Total	4094100	3834000	4858300	4425000

Item No. 2: Complete making of adhesive laser label stationery on A4 size sheet having 20 adhesive laser label of size 10cm x 2.9cm.

2.1 Complete making of about 2,00,000 number of adhesive laser label sheet stationery of A4 size having 20 laser label of size 10cm x 2.9cm on each sheet for each examination.

Item No. 3 : Complete making of OMR Award sheet of A4 size sheet stationery.

3.1 Complete making of about 2,00,000 number of OMR Award sheet stationery for each examination.

Item No. 4 : Printing of unique ID with Barcode on adhesive laser label and Printing of pre-evaluation data on OMR Award sheets.

4.1 Printing of pre-evaluation data on about 2,00,000 number of OMR Award sheets which contains maximum 20 records/unique ID in duplicate on each award sheets for each examination.

4.2 Printing of Unique ID with Barcode on adhesive laser label in duplicate on about 2,00,000 number of adhesive Laser label sheet of A4 size containing maximum 20 laser labels for each examination.

D. Estimated annual value of the work & EMD

Item No	Work Details	Approx. Qty. in an year	Estimated Cost (Rs.)	EMD (Rs.)
1.	Scanning of OMR Flying Slips of size 18cm x 20.5cm and finalization of data	128 lakh	1,28,00,000/- (One Crore Twenty Eight Lakh only)	Rs.3,20,000/- (Three lakh Twenty Thousand only)
2.	Complete making of adhesive laser label stationery on A4 size sheet having 20 adhesive laser label of size 10cm x 2.9cm.	6.40 lakh		
3.	Complete making of OMR Award sheet stationery of A4 size sheet.	6.40 lakh		
4.	Printing of unique ID with Barcode on adhesive laser label and Printing of pre-evaluation data on OMR Award sheets.	128 lakh data / record for each item		

A. Eligibility conditions & Important Points:

- Bidder should have at least three years experience in the field of post examination result processing work including image scanning/OCR/ICR/OMR for sensitive & time bound projects like examination.
- Minimum number of Sheets scanned should be 40 lakhs in a year during the last three years i.e. 2015, 2016 and 2017.
- The agency should have adequate number of hybrid image scanners or OMR scanners of its own with scanning speed of 40-50 pages per minute each. The agency has to install scanners at each Evaluation Centre to scan 50000-60000 sheets per day during working hours at each Regional Centre of the NIOS.
- The Annual Turnover should be minimum Rs.4,00,00,000/- (Rupees Four Crore only) during the three financial years i.e. 2014-15, 2015-16 and 2016-17.
- The firm should have ISO:27001 certified. A valid ISO Certificate to be enclosed along with technical bid.
- Tender processing fee of Rs.1,000/- (Rupees One Thousand only) shall be in the form of Demand draft drawn in favour of the Secretary, NIOS, NOIDA and to be enclosed alongwith the Technical Bid.
- Earnest Money Deposit of Rs.3,20,000/- (Rupees Three Lakh Twenty Thousand only) shall be in the form of Demand draft drawn in favour of the Secretary, NIOS, NOIDA and to be enclosed alongwith the Technical Bid.
- The work is to be carried out at premises of Regional Centres of the NIOS or at the Evaluation Centres of NIOS and Evaluation Department, Headquarter at NOIDA of NIOS to scan the OMR Flying Slips and to finalize the data.
- Only the agencies which are registered with GSTN need to apply.
- The agencies having adequate infrastructure in terms of hardware of its own, experienced and qualified manpower, development of software and experience of processing in the relevant field with proven track record & repeat work order for large volume of data only will be considered for allotment of work. The agency should have minimum 20 regular employees on roll with good software development knowledge.

11. The Tender Forms received without tender processing fee, earnest money or incomplete in any respect will not be accepted.
12. Scanning is to be carried out through image scanning using ICR/OCR or OMR technology and finalize data.
13. The date and time for opening of financial bids shall be informed later to those who will be found to be technically qualified.
14. The formats of various input and output reports can be understood in detail on any working days in the Evaluation Department, NIOS, A-24/25, Institutional Area, Sector-62, NOIDA.
15. The Institution reserves the right to reject any or all the tenders without assigning any reasons thereof.

B. SELECTION PROCEDURE

- (1) The L-1 rate quoted by the eligible agency will be considered for the approved rate of the particular item.
- (2) The NIOS will consider two eligible agencies quoted lowest rate for item no. (1) on preference for the empanelment for all the items on L-1 rate.
- (3) In case, the agency quoted L-1 rate for item no. (1) refuses to undertake the work for the rest of items on L-1 rates, the EMD of the agency would stand forfeited and the entire work would be offered by NIOS to any of the eligible agency at L-1 rates.

C. DETAILS OF THE WORKS TO BE DONE:

Item No. 1 : Scanning of OMR Flying Slip of size 18 cm x 20.5 cm and finalization of data:

(i) Input Document:

- 1) OMR Flying Slips of size 18 cm x 20.5 cm having Centre Number, Roll Number, Subject Code, Candidate's Name, Identification Number as Bar Code & Answer Book serial number as Bar Code.
- 2) Pre-examination Data.

(ii) Output Reports

1. Agency has to deploy manpower & equipment at the Evaluation Centres of NIOS and Evaluation Department, Headquarters at NOIDA of NIOS.
2. To scan the OMR flying slips through image scanner (ICR/OCR) or OMR scanner with scanned number printed on each Flying Slip and to create raw score data file. To punch / verify/ check and merge the OMR flying slips which have been rejected in scanning.
3. To carry correction of Centre Number, Roll Number, Subject Code, Candidate's Name and Identification Number which have been scanned wrongly, if any.
4. To print edit list - Invalid/duplicate Roll No., Candidate's Name, Identification Number, Center No and Subject Code. To check and update the list, update the data file with corrections till all errors are removed.
5. To provide a copy of updated database on CD as per requirement of the Institution.
6. The entire work has to be completed within a period of 20 days time.

Item No. 2 : Complete making of adhesive laser label stationery on A4 size sheet having 20 adhesive laser label of size 10cm x 2.9cm.

- (i) Complete making of about 2,00,000 number of sheets for each Examination.
- (ii) Each sheet of A4 size i.e. 21cm x 29.5cm
- (iii) Each sheet containing 20 laser label of size 10 cm x 2.9cm
- (iv) Release liner will be of 72 GSM paper
- (v) Laser label on top will be of maplitho 80 GSM paper
- (vi) 10 gm coating of adhesive on laser label on a sheet

Item No. 3 : Complete making of OMR Award sheet of A4 size sheet stationery.

- (i) Complete making of about 2,00,000 number of sheets for each Examination.
- (ii) Each sheet of A4 size i.e. 21cm x 29.5cm
- (iii) 105 GSM maplitho paper to be used.
- (iv) Front side will be of two colours with one barcode and other side will be of single colour.

Item No. 4 : Printing of unique ID with Barcode on adhesive laser label and Printing of pre-evaluation data on OMR Award sheets.

4.1 Printing of unique ID with Barcode on Adhesive laser labels.

Input:

Database containing Subject Code, and Identification Number.

Output :

1. Printing of Barcode on Adhesive Laser labels with: Identification Number, Subject Code, as numeric on Left hand Side of label and Barcode, Identification Number & Subject Code on Right Hand Side of label with page number on each sheet. Each sheet of 8.5 inches x 14 inches size will have 30 adhesive laser labels. Order of Printing shall be specified by the Institution.
2. Slitting of 8.5inches x 14inches size sheets into 30 labels. Each label shall be of size 99mm x 22.6mm.
3. Testing of each sheet printed for grammage of Paper, Strength, Adhesive power and printing
4. To check each sheet for quality control i.e. to ensure adhesiveness, printing matter, size etc.
5. To verify printed Barcode for its accuracy.
6. The entire work has to be completed within a period of 10 days time.

4.2 Printing of Pre-Evaluation data & Unique ID on OMR Award Sheets.

Input:

Database containing Subject Code, and Identification Number.

Output :

1. Printing of Unique Id and other pre-examination data on OMR award Sheet having maximum 30 records on each sheet.
2. The entire work has to be completed within a period of 10 days time.

Notes:

1. The agency should ensure that the sheets are printed strictly in the order specified by the Institution.
2. The agency should ensure that unique bar codes are printed and shall ensure that there are no duplicate barcodes or missing barcodes.
3. The agency should ensure that the printed sheets are arranged and packed in boxes as per requirement of the NIOS.
4. The agency should ensure that missing/blank sheets or duplicate sheets are not packed in the boxes.
5. The agency should ensure that the quality of labels, printing of barcode and adhesive used is as per industry standard.

D. TERMS AND CONDITIONS:

1. Earnest Money Deposit of the successful bidder will be returned after submission of the performance bank guarantee (security deposit).

2. The successful bidders shall submit performance security deposit in the form of an unconditional and irrevocable performance bank guarantee or in the shape of Demand draft of scheduled commercial bank drawn in favour of "Secretary, NIOS, NOIDA" of an amount equivalent to 10% of contract value valid for a period of 60 days beyond the date of completion of all contractual obligations of supplier including warranty obligations from any scheduled commercial bank located in India at his own expense within 15 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 stands cancelled and EMD shall be forfeited.
3. The technical details may please be submitted in Annexure-I and Financial Bid in Annexure II.
4. The allotment of work will be for 2018 examination only in the first instance which may be extended up to 2020 examination as per decision of the Institution and subject to performance to be reviewed after each examination.
5. The agency shall have to execute an agreement on non-judicial stamp paper of Rs.100/- if considered for allotment of the work.
6. The volume of work may increase or decrease according to the requirement of the NIOS.
7. The time schedule i.e. period during which the work has to be done may be required to be adjusted as per requirements of the NIOS and has to be observed strictly as per directions of the NIOS from time to time, as the work of processing of results is highly time bound. In case of any delay in supplying the desired report, on the part of the agency, it shall be liable to pay charges @ Rs.10,000/- per day to the NIOS.
8. Any variation in the particulars of the candidates in database and in the documents shall be treated as errors and shall be the responsibility of the agency. In case of error in data ie. variation between document and database, the Agency shall be liable to pay charges @ Rs 2000 per error.
9. In case the agency is not able to execute the job on time or to the entire satisfaction of the NIOS, the Chairman, NIOS may allot the work to any other agency at any time. The difference between the rates agreed to between the Institution and the third party, which would undertake such work shall be liable to be payable by the defaulting agency alongwith the penalty, if any, imposed by the Chairman of the Institution. The Bank Guarantee submitted by the firm shall be liable to be forfeited in whole or part as per decision of the Chairman of the Institution, which shall be final & the agency may be black-listed.
10. The agency shall be required to undertake full responsibility of the safe custody and to maintain secrecy of documents supplied by the Institution. Each document and data given by the Institution 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 the Institution. In case of lapse, the agency will be fully responsible for the consequences.
11. The Institution reserves the right to reject any or all the tender without assigning any reason.
12. The agency who is bidding for the first time and has not done the job of the NIOS previously will be required to complete System Test Run free of cost as per requirement and satisfaction of the NIOS within the stipulated time frame with test data supplied by the NIOS. The NIOS will not pay any charges for the same, either for system designing, software development or processing, whatsoever.
13. Bid must be unconditional.
14. In no case any job or work under this contract and arising here to shall be subcontracted and / or assigned by the agency in the manner to any other agency / firm / person etc.
15. The agency shall have to execute an agreement on non-judicial stamp paper of Rs.100/- if considered for allotment of the work.
16. If the rate quoted by any of the bidders appears to be unreasonable/abnormally low in comparison to prevalent market rate at the relevant point of time, the tender may be rejected.
17. Bids shall be valid for a period of 90 days.

18. The NIOS may depute a team to the agency for physical verification of infrastructure and other requirement before finalization of the technical bid.
19. The payment will be made after satisfactory completion of work only.
20. The agency will have to install scanners and computer system including printers at the Evaluation Centres of NIOS and Evaluation Department, Headquarters at NOIDA of NIOS. Data recognition, checking and updation can be carried out at its own computer center and in no case shall be subcontracted.
21. The agency will arrange for collection of input documents/ data from the Institution's office and return the same alongwith the output reports at the Institution's office.
22. The data stored will be the property of the Institution and the agency will have to supply a copy of the updated data file on CD as and when required by the Institution. Data will not be erased without written permission of the Institution.
23. The agency should have adequate number of hybrid image scanners or OMR of its own with scanning speed of 40-50 pages per minute each. The agency has to install scanners at each Evaluation Centre of the Institution to scan 50,000 to 60,000 sheets per day. The agency will have to supply the data on CD to the Institution at the end of each day.
24. Errors and Deductions: Any variation in document and the data base supplied, in Roll No, Centre No, Identification Number, serial number of the answer book and Subject Code in OMR Flying Slips shall be treated as an error and shall be the responsibility of the agency. For an error, the company shall be liable to pay charges at the rate of Rs.2000/- per error.
25. In case of any dispute, the decision of the Chairman of the Institution will be final and binding on the agency.
26. Any dispute arising out of the application of these provisions, practices and rules or matters arising out of them will be decided by the independent arbitrator to be appointed by the Chairman, NIOS.
27. **Force Majeure:**

Any delay due to Force Majeure will not be attributable to the tenderer. Force Majeure events shall mean one or more of the following acts or events: Acts of God or events beyond the reasonable control of the tenderer which could not reasonably have been expected to occur, such as exceptionally adverse weather conditions, lightning, earthquake, cyclone, flood, volcanic eruption or fire or landslide; Radioactive contamination or ionizing radiation; Strikes or boycotts (other than those involving the tenderer or its employees/representatives or attributable to any act or omission of any of them) interrupting supplies and services of the Project for a period exceeding a continuous period of 7 (seven) days; An act of war (whether declared or undeclared), invasion, armed conflict or act of foreign enemy, blockade, embargo, riot, insurrection, terrorist or military action, civil commotion or politically motivated sabotage which prevents the tenderer to Supply the services to NIOS for a continuous period of 7 (seven) consecutive days. In such event, NIOS shall extend the scheduled period of delivery appropriately.

NATIONAL INSTITUTE OF OPEN SCHOOLING

(Technical Bid for empanelment of agencies for Scanning of OMR Flying Slips and finalization of data. Complete making of adhesive laser label and OMR Award Sheets as well as printing of unique ID with Barcode on adhesive laser labels & Printing of pre-evaluation data on OMR Award sheet for D.El.Ed Examination of NIOS.)

ANNEXURE-I

NOTE:

- 1) To be sealed separately along with bank draft of earnest money & tender processing fee.
- 2) Tenderer must read the complete tender document, instructions/terms & conditions carefully before filling up the particulars of the agency.

ABOUT THE AGENCY

A	Year of establishment	
B	Type of agency / organization (Proprietary/Private/Public/Govt.)	
C	Copy of Registration, if applicable	
D	Total Turnover During : 2014-15 2015-16 2016-17 (Attach photocopies of Audited Balance Sheet)	
E	Income Tax No. (PAN No.) GST No. (Attach photocopies of both) (Attach photocopies of Income Tax Returns for the last financial year)	
F	Details of premises : Owned / Rented (Area in sqm)	
G	ISO 27001 Certification No.(Attach Photocopy)	
	Details of Issuing Authority	
	Validity of Certificate	From To
H	List of minimum 20 employees on roll (List to be enclosed).	
I	Activities of the Organization:	
J	Since when engaged in EDP	
	Traditional method	
	Image Processing ICR/OCR	
	OMR Processing	
K	EMD Detail	
L	Tender Processing Fee Detail	

M) Past experience in handling Examination data processing, OCR/ICR and OMR jobs with the name of the organization(s), nature of jobs, volume of work in terms of application for each job, duration for completion of job and since when: **(Use separate sheet for details)**

Year	Name of Organization and contact person along with Tel. No.	Nature of work and Technology used	No. of Answer Sheets handled	Duration for completion of job	Value of the job (copy of work order to be enclosed)
2014-15					
2015-16					
2016-17					

2. PROFESSIONAL SUPPORT AVAILABLE:

- a) Manpower:- Number of persons available at different levels on regular roll and their experience in relevant field i.e. in examination processing of Board/ Universities.
- b) In house arrangement for preparation of input data
 - 1) Number of data preparation machines online as well as offline
 - 2) Number of data feeding operators
 - 3) Shifts being worked upon
 - 4) Number of Checking Staff
 - 5) Capacity in terms of records per day
- c) In house hardware for processing (Owned by the firm):-
 - 1) Computer system and its configuration
 - 2) Number of terminals
 - 3) Number of CD Writers / portable hard drive
 - 4) Line printers/ Line Matrix Printers/Laser printers:

Line Printers/ Laser Printer-Make/ specifications	No. Available	Manufacturing year	Speed of each Printer

5) ADF hybrid Image Scanners:

ADF hybrid image scanners-make and specifications	No. Available	Dpi	Manufacturing year	Speed of each scanner	Whether scanner has provision for printing of number during scanning

6) OMR Scanners:

OMR scanners-make and specifications	No. Available	Manufacturing year	Speed of each scanner	Whether scanner has provision for printing of number during scanning

- d) 1) Software being used for conversion of data (Please attach complete details)
- 2) No. of licensed software sets available

3. Details of Back-Up facilities Available: In the event of any emergency / break down in :

- i) Input preparation machines
- ii) Computer system
- iii) Power
- iv) Software Personnel
- v) Printers
- vi) ADF hybrid Image scanners
- vii) OMR scanners

4. Have you ever been debarred by any Board/ University/Organization/ Govt. Department/Public sector undertaking for examination related processing: If yes, please mention the reasons.

Certified that all the terms and conditions of this TENDER are accepted by us.

Authorized Signatory
(With full name, Designation and stamp)

Contact Person:
Off: Telephone No.:
Mobile No.:

NATIONAL INSTITUTE OF OPEN SCHOOLING

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ANNEXURE - II

NOTE: 1. TO BE SEALED SEPARATELY

2. Processing has to be done at the Evaluation Centre(s)/Regional Centre(s) of NIOS as mentioned at para no. 3 of the tender document.

(Rates should be quoted - Inclusive of all including transportation Cost of Man power and Hardware)

Item no. (1)

Item No.	Details of Work	Rates in rupees (all inclusive excluding GST)
1.	Scanning of OMR Flying Slips of size 18cm x 20.5cm and finalization of data.	Rs. Per one OMR flying slip having one record. (Rupees)
2.	Complete making of adhesive laser label stationery on A4 size sheet having 20 adhesive laser label of size 10cm x 2.9cm.	Rs. Per one adhesive laser label sheet (Rupees)
3.	Complete making of OMR Award sheet Stationery of A4 size sheet.	Rs. Per one OMR award sheet (Rupees)
4.	Printing of unique ID with Barcode on adhesive laser label and Printing of pre-evaluation data on OMR Award sheets.	Rs. Per one record. (Rupees) (One unique ID with one subject is treats as one record)

Certified that all the terms and conditions of this TENDER are accepted by us.

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

Contact Person : -----

Telephone No. (Off) : -----

Mobile : -----

TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head & submitted alongwith the Technical Bid)

Date:

To,
Director (Evaluation),
National Institute of Open Schooling,
A-24/25, Institutional Area,
Sector-24, NOIDA

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No:

Name of Tender / Work: - : **Tenders for empanelment of agencies for Scanning of OMR Flying Slips and finalization of data. Complete making of adhesive laser label and OMR Award Sheets as well as printing of unique ID with Barcode on adhesive laser labels & Printing of pre-evaluation data on OMR Award sheet for D.El.Ed Examination of NIOS.**

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: <https://eprocure.gov.in/eprocure/app> or www.nios.ac.in as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No 01 to 10 (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality /entirety.
5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. department/Public sector undertaking/ Board/ University/Organization.
6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)