

Sl. No. \_\_\_\_\_

Date of issue \_\_\_\_\_  
**Cost of Rs. 525/- (Rupees Five Hundred Twenty five Only) (Non Refundable)** deposited at NIOS Cash Counter, A-24/25, Sector – 62, Noida – 201309  
vide NIOS Receipt No. \_\_\_\_\_ dated \_\_\_\_\_

**OR**

Deposited through Bank Draft No. \_\_\_\_\_ dated \_\_\_\_\_ for Rs. \_\_\_\_\_ drawn on \_\_\_\_\_ (name of the Bank) in favour of the Secretary, NIOS, Payable at Noida (to be attached with the Technical bid form)

Tender Document to be put in the Tender Box kept in Purchase Section, Room No. 205, 2<sup>nd</sup> Floor, NIOS, A 24/25, Sector-62, Noida

Last date and time for sale of Tender Form :  
Till 1.00 P.M of 10/11/2017

**Last date and time for submission of Sealed Tender: – 10/11/2017 upto 2.00 P.M**

Date & time for opening of the Technical bid: 10/11/2017 at 2.30 P.M.

**Venue for opening Technical Bid(s):**

**National Institute of Open Schooling  
Purchase Section, Room No. 205,  
2<sup>nd</sup> Floor,  
A-24/25, Institutional Area,  
Sector-62, Noida-201309 (U.P.)**



## **National Institute of Open Schooling(NIOS)**

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

### **TENDER FOR EMPANELMENT OF REPUTED AND EXPERIENCED FIRMS FOR PROCUREMENT OF STATIONERY/CARTRIDGES/MISC. ITEMS.**

#### **ABOUT THE INSTITUTE**

National Institute of Open Schooling (NIOS) is an autonomous institution of the Deptt. of School Education & Literacy, Ministry of Human Resource Development (MHRD), Govt. of India. It provides education opportunities for Secondary and Senior Secondary levels and also for Vocational courses to persons who wish to study further and qualify for a better tomorrow. The mission of NIOS is to provide education to all with special concern for girls and women, rural youths, working men and women, SC and ST, persons with disability and other disadvantaged persons who for one or the other reason could not continue their education with the formal system. NIOS operates through a network of 24 Regional Centres and one Sub-Regional Centre and about four thousand Accredited Institutions (AIs) commonly known as Study Centres in India.

Secretary, National Institute of Open Schooling (NIOS) invites tenders from the reputed & experienced firms for empanelment as general stationery suppliers for procurement of General Stationery/Cartridges/Misc. items initially for one year. List of items is appended at Annexure-II.

Reputed and experienced firms having minimum three years experience in this field may apply on the prescribed forms (Technical bid and Financial Bid) in separate sealed covers complete in all respects super scribed as "Tender for empanelment of reputed and experienced firms for procurement of Stationery/ Cartridges /Misc. items" addressed to

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

and drop in the sealed tender box kept for the purpose at NIOS Reception, Ground Floor , A-24/25, Institutional Area, Sector – 62, Noida- 201309 ( U.P.)

#### 01 INSTRUCTIONS TO BIDDERS:

1. **Technical and Financial bid forms** as appended at **Annexure-I and II respectively** are to be submitted in separate sealed envelopes and are to be marked so clearly on the top of the envelope. Both these sealed envelopes containing Technical and Financial bids then should be put in a bigger envelope which should also be properly sealed and submitted to the Secretary, NIOS by dropping in the box specifically kept for this purpose at NIOS Reception, Ground Floor, A-24-25, Institutional Area, Sector-62, NOIDA-201309(U.P.) on the date and time specified above.
2. Tender form can be downloaded from NIOS website i.e. [www.nios.ac.in](http://www.nios.ac.in). Incase of downloaded tender form, an amount of **Rs. 525/- (Rupees Five hundred twenty five only)** towards the cost of tender form may either be deposited in cash at the Cash Counter of NIOS at above address and receipt thereof may be enclosed with the tender form **OR** may be deposited by way of Bank Draft of any Nationalized Bank drawn in favour of the Secretary, NIOS payable at Noida.
3. The firm shall have to submit Earnest Money Deposit(EMD) of **Rs. 1,50,000/- (Rupees One Lakh Fifty thousand only)** in the form of Crossed Demand Draft of any Nationalized Bank in favour of "The Secretary, NIOS, Noida" along with the Technical bid form. EMD of unsuccessful firms shall be refunded at the earliest after finalization of the successful firm. EMD of the successful firm shall be returned immediately after receipt of Security Deposit. No interest shall be paid on EMD in any case.
4. The successful firm shall have to submit a Bank Guarantee/FDR equivalent to 7% of approx value of total order or Rs.50,000/- whichever is higher for a period of 14 months within a fortnight from the date of issue of work order, in favour of Secretary, NIOS payable at Noida. After receipt of the Security deposit in form of Bank Guarantee/FDR, the EMD will be returned. In addition to the provision of the recovery clause, the said Security deposit shall stand forfeited/appropriately adjusted in part or in full in the event of:-

- i) The supplies in part or in full not effected in accordance with the delivery schedule.
- ii) On rejection of goods on account of Sub-standard product not in conformity with the specifications and satisfaction of NIOS.
- iii) On any act of breach of trust.
- iv) In case the successful firm fails to complete the order in part or in whole, as the case may be, the order shall be cancelled and will be given to the next successful firm and the penalty as deemed fit by the Competent Authority shall be imposed on the firm who fails to execute the work.
- v) NIOS reserves the right to terminate the contract at any time without prior notice and to forfeit whole/part of the Security Deposit, if the firm fails to complete the work satisfactorily.
- vi) 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 performance security in any case.
- vii) **For Cartridges** : The bidder should be an authorised representative / distributor / dealer of the OEM,. An authorization letter to be enclosed in original from the OEM in the name of such Authorized representative/dealer/distributor. The responsibility and liabilities of such bidder should be mentioned separately.

## 02 ELIGIBILITY CRITERIA:

The Firm must fulfill following eligibility criteria:

1. Firm must be **registered with VAT/ Sales Tax Department** (copy of valid VAT/ Sales Tax and CST Certificate to be enclosed).
2. Firm should have minimum **three years of experience** in the field of supply of General Stationery/Cartridges/Misc. items to Government/Semi Government/Autonomous/Public Sector Organisations. (Copies of Supply Orders must be enclosed).
3. Firm should have minimum annual turnover of Rs. 50 Lakh during last three years (To be certified by the Chartered Accountant/copy of Annual Audited Accounts for the last three years to be enclosed).
4. Firm should attach Customer's satisfaction certificate from any three Government/Semi Government/Autonomous/Public Sector Organisations for last three years for which firm has done the work of supply of General Stationery items / Cartridges.
5. Firm should have valid PAN (copy to be enclosed).
6. **Firm should attach authorisation certificate of HP for cartridges bidding.**

#### 4. TERMS AND CONDITIONS OF THE CONTRACT:

##### Opening of Tender

- i) The owner of the firm shall be at liberty to be present or authorize a representative to be present on its behalf in the opening of the tender at the time and date as specified in the tender document.
- II) National Institute of Open Schooling shall not be responsible for non receipt of tender due to any reason whatsoever. The Technical bid will be opened on the date and time specified above at Purchase Section, Room No. 205, 2<sup>nd</sup> floor, A-24/25, Sector-62, Noida, U.P. in the presence of the owner of the firm or its authorized representative who may wish to be present.
- III) The tender is liable to be rejected, if complete information is not given therein or if the particulars and date , if any, asked for in the schedule to the tender are not filled in.
- IV) Unless otherwise specified in the schedule to the tender, tender must be dropped in the box meant for the purpose placed at NIOS Reception, Ground Floor, A 24/25, Sector-62, Noida on the date and time specified above.
- V) NIOS reserves the right to accept fully or partially or reject any/all tenders without assigning any reasons(s) whatsoever. Tender not on the prescribed proforma i.e. Annexure-1 & Annexure-II, without requisite EMD and received after the closing date and time of tenders will be summarily rejected.
- VI) Canvassing in any form will be viewed seriously and if any firm is found to be resorting to such practice, the tender of such firm will be rejected.
- VII) The financial bid of only those firms, who qualify the technical bid will be opened at subsequent date after intimation to the firm(s) qualified in technical bid.
- VIII) Conditional tender will not be considered and will be summarily rejected.
- IX) Every page of the Tender Document should be signed and stamped.
- X) The firm should have sufficient number of staff & infrastructure to complete the assigned work in a time bound manner.
- XI) The rates quoted by firms shall be valid and binding on firm for acceptance by NIOS for one year from the date of offer letter.
- XII) Reputed and experienced firms who have qualified in Technical Bid will only be considered for Financial Bid. Quoted lowest rates with reference to the specifications of stationery/ Cartridges/Misc. items will be preferred for awarding contract for the supply of stationery items/Cartridges.
- XIII) Materials will be supplied by the firm on the basis of F.O.R. at NIOS Headquarters Sector-62, Noida, Distt. Gautam Budha Nagar, (UP) and Rana Partap Bagh, New Delhi.

- XIV) All offers with items i.e. free gifts, discount guarantee, warranty etc. should be supplied/forwarded to NIOS under proper challan/receipt.
- XV) Defective material/other than required specification (mentioned at Annexure.II) if any, will have to be replaced by the supplier at their own risk and cost immediately.
- XVI) The firms should have experience of supplying these materials to national level institutions including at least one assignment from Government of India/state government/Public Sector undertaking/autonomous body/reputed private institution.
- XVII) Tender document contains Technical Bid and Financial Bid. Firms have to submit both Technical and Financial Bids separately in duly sealed envelopes. No column in the Technical and Financial Bid should be left blank. Forms of Technical Bid and Financial Bid are enclosed at Annexure-I and Annexure-II respectively.
- XVIII) The ordered quantity of stationery items/Cartridges should be supplied within 20(twenty) days from the date of placing the order from time to time.

**Payment:**

- i) A Committee of NIOS Officials will inspect the quality/quantity of supplied items and payment will be released after receipt of satisfactory inspection report.
- ii) No advance payment will be given for executing the work.
- iii) Counter conditions by the Firms in matters concerning payment of bills shall not be acceptable.

**Penalty:**

- i) If the supply is not completed within the stipulated period, the supplier will be liable to pay compensation equal to one percent of such amount of the total value of contract as NIOS may decide, for per day that the quantity remains incomplete, provided that the entire amount of compensation shall not exceed 10% of the total amount of the work order. However, in exceptional cases the Secretary, NIOS can accord extension of time when the delay in delivery is due to reasons beyond the control of the supplier.
- ii) In case of any abnormal irregularity noticed or delay in delivery of material, the penalty levied by an independent Committee constituted by the Secretary, NIOS will be final and binding on the firm.
- iii) In case of goods supplied is found to be substandard/inferior quality, appropriate penalty will be imposed by NIOS authorities which includes replacement of goods by the supplier at his risk & cost.

**Arbitration:**

In case of any dispute arising out of the relations between the parties, the matter will be referred to the sole Arbitrator appointed by the Secretary, NIOS, whose decision will be final and binding on the parties. The provisions of the Arbitration and Conciliation Act 1996 shall apply. The venue of the Arbitration shall be Delhi only.

### Jurisdiction of Courts:

Any dispute arising out of the relations between the parties will be subject to the jurisdiction of Delhi/Noida Courts only.

### Subletting and assignment:

The firm shall not be allowed to sublet the work, transfer or assign the contract or any part thereof, interest therein or benefit or advantage thereof in any manner whatsoever except with the previous consent in writing of the Secretary, NIOS.

### **05. PRICE SCHEDULE:**

- i) The prices once accepted by the NIOS shall remain valid and firm for one year and may be extended on mutual consent for further period of one more year. The NIOS shall not entertain any increase in the rates during the period of one year. However, in the event there is a reduction in Government Taxes/duties during the period of execution of the order, corresponding benefit of reduction shall be passed on to the NIOS on all supplies effected with effect from the date notifying the said reduction in the Government Taxes duty. In case of any increase, the taxes during the period of execution of the orders the payment of such increase may be made to supplier on all supplies effected from the date of notification and on production of relevant and authenticated documents. However, the supplier shall not be entitled to such increase in taxes during the extended period of execution.
- i) Rates must be submitted only on prescribed format as per Annexure II and rates should be quoted only as per specifications as required and complete in all respects. **Other specification/make/brand will not be accepted.**
- ii) The firm must quote the lowest rates in the prescribed proforma of Financial Bid appended at **ANNEXURE-II.**

## UNDERTAKING

### ACCEPTANCE OF THE FIRM

- 1) I/We, the undersigned, certify that I/We have gone through the Terms & Conditions mentioned in the tender document and undertake to comply with them. The rates quoted by me/us shall be valid and binding on me/us for acceptance by NIOS for one year from the date of offer issued by NIOS. We, the undersigned hereby undertake to abide by the instructions of NIOS for compliance of the contract during the period of tender.
- 2) My/Our EMD/Security deposit will be forfeited by NIOS, if any delay occurs on my/our part in execution of the contract or non-performance of the contract or non-compliance of contract. The decision of NIOS will be final and binding on me/us with regard to the amount of EMD/Security deposit to be forfeited.
- 3) I/We hereby undertake to comply with the terms of the contract during the validity of the tender as per directions given by NIOS from time to time.
- 4) All the clauses of tender document and terms and conditions enumerated in this form have been read by me/us and are acceptable to me/us.

Place:

Date:

Authorized Signatory

(With full name, designation)  
Signature of Firm with Seal

Secretary

# National Institute of Open Schooling(NIOS)

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

ANNEXURE-1

## TECHNICAL BID PROFORMA FOR SUPPLY OF GENERAL STATIONERY/ CARTRIDGES/ MISCELLANEOUS ITEMS.

S.No.	Particulars	Details
1.	Name & Address of the Firm	
2.	Year of Establishment of the Firm (Proof to be attached)	
3.	Type of Firm (Proprietary/Private/Public/Govt. etc.)	
4.	Whether the Firm is registered with VAT/ Sales Tax Department (copy of valid VAT/ Sales Tax and CST Certificate must be enclosed).	
5.	Whether the Firm is having minimum three years experience in the field of supply of General Stationery/ Cartridges/Misc. items to Government/Semi Government/Autonomous/ Public Sector Organisations. (copies of Supply Orders must be enclosed)	
6.	Whether the Firm is having minimum annual turnover of Rs. 50 Lakh during last three years (To be certified by the Chartered Accountant/copy of Annual Audited Accounts for the last three years must enclosed).	
7.	Whether the Firm is having Customer's Satisfaction Certificate from any three Government/Semi Government/Autonomous/ Public Sector Organisations for last three years for which firm has done the work of supply of General Stationery items. (copies must be enclosed)	
8.	Valid PAN of the Firm (copy must be enclosed).	



<u>Other relevant information</u>		
9.	Copy of the Income Tax Returns for the last three years to be enclosed.	
10.	List of any three Institutions Government/Semi Government/Autonomous/Public Sector agencies where the firm has supplied stationery items/ Cartridges (with complete address, telephone nos, name of contact person and designation, etc.)	
11.	Whether firm has been black listed by any Government/Semi Government/Autonomous/Public Sector Organisation.	Yes/No: _____
12.	Authorisation Certificate of HP should be enclosed for bidding of Cartridges	
13.	Details of Demand Draft towards cost of tender document, if downloaded from NIOS website. (DD to be enclosed)	<u>DD No.:</u> <u>Date:</u> <u>Amount:</u> <u>Name of Bank</u>
14.	Details of Earnest Money Deposit (EMD): (DD to be enclosed)	<u>DD No.:</u> <u>Date:</u> <u>Amount:</u> <u>Name of Bank</u>

I/We hereby accept the terms and conditions as enumerated in the attached tender document of NIOS and shall abide by the same.

Place:

Date:

Authorized Signatory  
(With full name, designation)  
Signature of Firm with Seal

# National Institute of Open Schooling(NIOS)

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

ANNEXURE-II

## FINANCIAL BID PROFORMA FOR SUPPLY OF GENERAL STATIONERY/ CARTRIDGES /MISCELLANEOUS ITEMS.

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

Sir,

After having gone through the terms and conditions as enlisted in tender document and the technical Bid of the Tender document for supply of GENERAL STATIONERY/ CARTRIDGES/MISC ITEMS, I/we accept all the terms and conditions of NIOS and quote our lowest rates for the same.

### **PART -A**

S.No	PARTICULARS WITH BRAND	RATE PER UNIT/PKT INCLUSIVE ALL BUT WITHOUT GST.	% OF GST AGAINST EACH ITEM APPLICABLE
1.	CARBON BOX (KORES) 100 PIECES (PEN WALA) (503 no.)		
2.	CELLO TAPE (BIG) (FOX 1") 25MTS		
3.	CELLO TAPE (SMALL) (FOX ½") 25MTS		
4.	TRAY (BIG)		
5.	TEA SET (FULL SET)		
6.	DINNER SET (CORELLA MAKE)		
7.	CUTTER (KEBICA) EXECUTIVE		
8.	CUP & PLATE		
9.	GLASS (FANCY)		
10.	TEA SPOON (SMALL)		
11	DUSTBIN WITHOUT COVER (CELLO)		
12	ERASER PENCIL (NATRAJ)		
13	ELECTRIC KETTLE 1.8 LTR.(BAJAJ)		
14	GLU STICK (KORES) 8 GM (YELLOW & RED BODY COLOUR)		
15	GUM BOTTLE BIG (CAMLIN) 700 ML		
16	GUM BOTTLE SMALL (CAMLIN) 150 ML		
17	GLASS TUMBLER (YERA) 250ML		
18	GLASS COVER/COASTER DECORA		
19	JUG PLASTIC (CELLO) AS PER SAMPLE		
20	NOTE SHEET FULL SCAPE 100 GSM (NEELGAGAN) WITH PRINTED		

21	PLASTIC FOLDER (NEELGAGAN) (WITH DULY PRINTED ADDRESS OF NIOS)AS PER SAMPLE		
22	PEN BALL (REYNOLD) 045		
23	PEN HIGHLIGHTER(LUXAR) NO.886		
24	PEN PERMANENT MARKER (LUXAR) NO.960		
25	PEN OPH MARKER (LUXAR)		
26	PEN (PILOT) HI TEC V5		
27	PENCIL CELL RED (EVEREADY)		
28	PENCIL SHORTHAND (NATRAJ)		
29	PENCIL ORDINARY (NATRAJ)		
30	PHOTOCOPIER PAPER A4 MX 75 (MODI MAKE)		
31	CORRECTION PEN (WHITE)		
32	PHOTOCOPIER PAPER A5 (MODI MAKE)		
33	PHOTOCOPIER PAPER A3 (MODI MAKE)		
34	PLASTIC ROPE 1 KG. BUNDLE		
35	PUNCH PLIER DOUBLE (KANGAROO) DP-280		
36	PUNCH PLIER SINGLE (KANGAROO) 4.5MM		
37	REFILL (REYNOLD) 045		
38	SCISSOR (KEBICA) SIZE 21.5 CM.		
39	SHARPNER (NATRAJ) NO.621		
40	SLIP PAD (NEELGAGAN) NO. 33		
41	SCALE (KEBICA) WHITE 12 INCH		
42	SOAP (LUX) 100 GM		
43	STAMP PAD (KORES) BLUE		
44	STAPLER BIG (KANGAROO) 555		
45	STAPLER PIN BIG (MAX 24/06)		
46	STAPLER PIN SMALL( MAX 10)		
47	STAPLER SMALL( KANGAROO) HD10D		
48	VIM CLEANING POWDER 1 KG.		
49	WHITE BOARD MARKER (LUXAR 966)		
50	WHITE FLUID (KORES)		
51	TOWEL WHITE (BIG) BOMBAY DYEING MAKE		
52	TOWEL (MEDIUM) BOMBAY DYEING MAKE		
53	TOWEL (SMALL) BOMBAY DYEING MAKE		
54	PLATES (FULL SIZE) CORELLA MAKE		
55	PLATES (QUARTER SIZE) MILTON MAKE		
56	MAYUR JUG (10 LTRS)		
57	PEN ADD GEL ACHIEVER		
58	PEN CELLO GRIPPER		
59	PEN STAND (BIG)		
60	PEN STAND (MEDIUM)		
61	PEN STAND (SMALL)		
62	BINDER CLIP (BIG)		
63	BINDER CLIP (MEDIUM)		

64	BINDER CLIP (SMALL)		
65	LOCK (BIG) HARRISON MAKE		
66	LOCK (MEDIUM) HARRISON MAKE		
67	LOCK (SMALL) HARRISON MAKE		
68	SPIRAL NOTE BOOK (100 PAGES)		
69	CALCULATOR (BIG)		
70	WALL CLOCK		
71	SPONGE WATER		
72	MARKING CLOTH		
73	CLOTH FOLDER		
74	SLIP PAD WITH SPIRAL BINDING		

**PART -B**

S.NO	PARTICULARS WITH BRAND	RATE PER UNIT/PKT INCLUSIVE ALL BUT WITHOUT GST	% OF GST AGAINST EACH ITEM APPLICABLE
1.	ATTENDANCE REGISTER 96 PAGES		
2.	ALL PIN BOX 100 GM		
3.	ALL PIN CONTAINER		
4.	DAK PAD		
5.	DUSTER TABLE WHITE 22"X22"		
6.	FILE BOARD (DULY PRINTED)		
7.	FILE COVER (DULY PRINTED)		
8.	PACKING TAPE 65 MTRS (BROWN/THICK)		
10	PACKING TAPE 65 MTRS (TRANSPARENT)		
11	PEN ADD GEL (REYNOLDS RACER-II)		
12	POKER STEEL		
13	POST IT PAD(3 COLOURS)0401		
14	PAPER WEIGHT (PLASTIC)		
15	REGISTER 240 PAGES (FULL SIZE) NEELGAGAN		
16	REGISTER 384 PAGES (FULL SIZE) NEELGAGAN		
17	REGISTER DESPATCH/DIARY 768PAGES NEELGAGAN		
18	RUBBER BAND 250 GM (NYLON) NO.5		
19	SOAP CASE		
20	SLIP PAD 40 PAGES		
21	TAGS WHITE SUPER FINE QUALITYOF 50 PCS BUNCH		
22	TAGS (LONG SIZE GREEN COLOUR)		
23	YELLOW POST IT PAD (BIG)		
24	U CLIPS/GEM CLIPS 28.33 MM (PLASTIC COATED)		
25	PEON BOOK		
26	COMPUTER LABEL 4"X2" ( A-4 SIZE SHEET CONTAINING 12LABELS)		
25	COMPUTER LABEL 4"X2" ( A-4 SIZE SHEET CONTAINING 6 LABELS)		
26	DRAWING SHEET 22"X 28"		
27	STICK PLASTIC FOLDER		
28	INDEX FILE BOX		
29	COMPUTER MOUSE		
30	SHORTHAND NOTE BOOK		

**PART –C (ONLY AUTHORISED DEALERS OF HP)**

SR. NO.	PARTICULARS	RATE PER UNIT/PKT INCLUSIVE ALL BUT WITHOUT GST	% OF GST AGAINST EACH ITEM
1.	TONNER CARTRIDGE HP-Q2612A		
2.	TONNER CARTRIDGE HP-530A		
3	TONNER CARTRIDGE HP-531A		
4	TONNER CARTRIDGE HP-532A		
5	TONNER CARTRIDGE HP-533A		
6	TONNER CARTRIDGE HP 853		
7	TONNER CARTRIDGE HP 857		
8	TONNER CARTRIDGE HP -CB540A		
9	TONNER CARTRIDGE HP- CB541A		
10	TONNER CARTRIDGE HP -CB542A		
11	TONNER CARTRIDGE HP -CB543A		
12	TONNER CARTRIDGE HP-7115A		
13	TONNER CARTRIDGE HP-400A		
14	TONNER CARTRIDGE HP-401A		
15	TONNER CARTRIDGE HP-402A		
16	TONNER CARTRIDGE HP-403A		
17	TONNER CARTRIDGE HP-Q3964A		
18	TONNER CARTRIDGE HP-920 (4 COLOUR)		
19	TONNER CARTRIDGE HP-O6511A		
20	TONNER CARTRIDGE HP-320A		
21	TONNER CARTRIDGE HP-321A		
22	TONNER CARTRIDGE HP-322A		
23	TONNER CARTRIDGE HP-323A		
24	TONNER CARTRIDGE HP-88A		
25	TONNER CARTRIDGE HP-O6000A		
26	TONNER CARTRIDGE HP-O6001A		
27	TONNER CARTRIDGE HP-O6002A		
28	TONNER CARTRIDGE HP-O6003A		
29	TONNER CARTRIDGE HP 7553 A		
30	TONNER CARTRIDGE HP Q5949A		
31	TONNER CARTRIDGE HP Q364A		
32	HP CARTRIDGE 802 BLACK		
33	HP CARTRIDGE 802 COLOUR		
34	TONNER CARTRIDGES HP-255A		
35	BROTHER TONNER 2025 FOR FAX MACHINE 2820		
36	FAX TONNER CARTRIDGE TN 2025		
37	FAX RIBBON CANON-TR-177 50 MTR (PER PCS)		
38	RIBBON FOR LIPI PRINTER 6215 (E-40) TALLY		
39	RIBBON/CARTRIDGE NO. LO DSI-5235 FOR DOT MATRIX PRINTER		

40	DRUM CARTRIDGE FOR XEROX PHOTOCOPIER WC 5020		
41	CARTRIDGE FOR XEROX PHOTOCOPIER WC 5020		
42	TONNER CARTRIDGE FOR XEROX PHASER 3010 PRINTER		
43	RIBBON FOR WIPRO LINE MATRIX PRINTER P7000		
44	CARTRIDGE HP CE410A (BLACK) FOR PRO 400 COLOUR PRINTER M451DN		
45	CARTRIDGE HP CE411A (CYAN) FOR PRO 400 COLOUR PRINTER M451DN		
46	CARTRIDGE HP CE412A (MAGENTA) FOR PRO 400 COLOUR PRINTER M451DN		
47	CARTRIDGE HP CE413A (YELLOW) FOR PRO 400 COLOUR PRINTER M451DN		
48	BROTHER TONNER 2280 FOR FAX MACHINE		
49.	TONNER CARTRIDGE MP2501SP BLACK FOR RICOH XEROX MACHINE		
50.	HP PRINTER CARTRIDGE 80A		
51.	HP PRINTER CARTRIDGE 87A		
52.	FAX CARTRIDGE BROTHER (TN-2280)		
53.	PRODOT DMP RIBBON CARTRIDGE (LQ-DSI-5235)		
54.	HP PRINTER CARTRIDGE (78-A)		
55.	TONNER CARTRIDGE CE310A		
56.	TONNER CARTRIDGE CE311A		
57.	TONNER CARTRIDGE CE312A		
58.	TONNER CARTRIDGE CE313A		
59.	TONNER 2002N FOR CANON PHOTOCOPIER		

## PART -D

S.NO.	PARTICULARS	RATE PER 1000 (PER THOUSAND) INCLUSIVE ALL BUT WITHOUT GST	% OF GST AGAINST EACH ITEM
1.	ENVELOPE BROWN WITH ZALI LINED WITH PRINTED ADDRESS 10"X12" (100 GSM OF STAR PAPER) (AS PER SAMPLE)		
2.	ENVELOPE BROWN WITH ZALI LINED WITH PRINTED ADDRESS 16"X12"X2.5" (120 GSM OF STAR PAPER) (AS PER SAMPLE)		
3.	ENVL. WHITE WINDOW WITH PRINTED ADDRESS 9"X4" (80 GSM OF BALLARPUR PAPER) (AS PER SAMPLE)		
4.	ENVL. WHITE WITHOUT WINDOW WITH PRINTED ADDRESS 9"X4" (80 GSM OF BALLARPUR PAPER) (AS PER SAMPLE)		
5.	ENVELOPE BROWN WINDOW 8.5"X10.5" WITH PRINTED ADDRESS (80 GSM OF STAR PAPER) (AS PER SAMPLE)		
6.	ENVELOPE BROWN WITH ZALI LINED WITH PRINTED ADDRESS 12"X16" (100 GSM OF STAR PAPER) (AS PER SAMPLE)		
7.	ENVELOPE WHITE 10"X4.5" WITHOUT WINDOWS (100 GSM) DULY PRINTED		
8.	ENVELOPE WHITE 10"X4.5" WINDOWS (100 GSM) DULY PRINTED		
9.	ENVELOPE WHITE 11"X5" WITHOUT WINDOWS (100 GSM) DULY PRINTED		
10.	ENVELOPE WHITE 11"X5" WINDOWS (100 GSM) DULY PRINTED		
11.	PLASTIC PACKING BAGS IN SIZE 15"X24" DULY PRINTED		
12.	PLASTIC PACKING BAGS IN SIZE 22"X26" DULY PRINTED		
13.	PLASTIC PACKING BAGS IN SIZE 22"X36" DULY PRINTED		
14.	PLASTIC PACKING BAGS IN SIZE 16"X12" DULY PRINTED		



PART -E

SR.NO	PARTICULARS	RATE PER UNIT/PKT/DOZEN / GROSS INCLUSIVE ALL BUT WITHOUT GST	% OF GST AGAINST EACH ITEM
1.	COMPUTER PRINTING STATIONERY 10X12X1 CENTURY 80 GSM,		
2.	COMPUTER PRINTING STATIONERY 10X12X2 CENTURY 60 GSM,		
3.	COMPUTER PRINTING STATIONERY 10X12X3 CENTURY 60 GSM,		
4.	COMPUTER PRINTING STATIONERY 15X12X1 CENTURY 80 GSM,		
5.	COMPUTER PRINTING STATIONERY 15X12X2 CENTURY 60 GSM,		

PART -F

SR.NO	PARTICULARS	RATE PER UNIT/PKT/DOZEN / GROSS INCLUSIVE ALL BUT WITHOUT GST	% OF GST AGAINST EACH ITEM
1.	COMPACT DISC(CDR-700MB ( SONY MAKE ) SINGLE PACK		
2.	COMPUTER FOLDER BIG (12"X15") (NEELGAGAN)		
3.	COMPUTER FOLDER SMALL (10"X12") (NEELGAGAN)		
4.	DVD+R, 4.7GB/(SONY) SINGLE PACK		
5.	DVD+R, 8.5GB/(SONY) SINGLE PACK		
6.	DVD+R, 8.5GB/(SONY) PACK OF 25DVD		
7.	PEN DRIVE 4GB (SONY)		
8.	PEN DRIVE 8GB (SONY)		
9.	PEN DRIVE 16GB (SONY)		
10.	PEN DRIVE 32GB (SONY)		
11.	COMPUTER KEYBOARD		
12.	COMPUTER MOUSE		
13.	HARD DISK 1 TB (CEGATE MAKE)		
14.	D-Link HUB for 5 users		
15.	D-Link HUB for 8 users		
16.	1 TB HDD for Novell Server (HP ML 350)		

Note:- Kindly quote your rate as per specifications/NIOS approved samples, which can be seen on any working day from 10.00A.M to 4.00PM in Purchase Section. No scrap/recycled paper should be used in paper stationery items.

UNDERTAKING

I/We hereby undertake that I/We have gone through the listed items and their specifications, seen the samples and will supply accordingly. I/we understand that deviation in terms of quality from the given specifications/samples will attract heavy penalty and blacklisting our firm.

Place:

Date:

Authorized Signatory  
(With full name, designation)  
Signature of Firm with Seal

**FORMAT FOR BANK GUARANTEE FOR SECURITY DEPOSIT**  
(Stamp Paper)

-----  
(Banker's name and address)

**(Round Stamp of Banker)**

The Secretary,  
National Institute of Open Schooling,  
A-24/25, Institutional Area,  
Sector-62, NOIDA

Bank Guarantee No. : -----

Amount of Guarantee : Rs. -----

Guarantee valid up to:-----

LAST DATE FOR LODGEMENT OF CLAIM:-----

This deed of guarantee executed by -----(herein referred to as THE BANK) in favour of The Secretary , National Institute of Open Schooling (herein referred to as NIOS/Beneficiary) for an amount not exceeding Rs. ....(Rupees.....) as the request of M/s .....(hereinafter referred to as the Supplier). This guarantee is issued subject to the condition that the liability of the bank under the guarantee is limited to a maximum of Rs.....(Rupees.....)and the guarantee shall remain in force up to ..... and cannot be invoked or served otherwise than by a written demand or claim under this guarantee served on the bank on or before ..... In consideration to The Secretary ,NIOS having agreed to purchase of ..... from M/s ..... (hereinafter called the said supplier) under the terms and conditions of an agreement made between both the parties( hereinafter called the said agreement) for the due fulfillment of the contract as per the terms and agreement on production of bank guarantee for Rs.....(Rupees.....only)

1. We ..... do hereby undertake to pay NIOS and amount not exceeding Rs..... (Rupees.....) against any loss or damage caused to or suffered by NIOS by reason of any breach of the terms and conditions contained in the said agreement.
2. We ..... do hereby undertake to pay amount due and payable under this guarantee without any demur, namely on a demand from the NIOS stating that the amount demanded is due by way of loss or damage caused to or would be caused to or suffered by NIOS by reason of the supplier's failure to perform the said agreement by such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under the guarantee. However our liability under this guarantee shall be restricted to an amount not exceeding Rs.....(Rupees.....only
3. We undertake to pay to be Beneficiary any money so demanded notwithstanding any dispute or disputes raised by the supplier in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal.
4. The payment so made by us under this bond shall be a valid discharge of our liability for payment thereunder the supplier shall have no claim against us for making such payment.
5. We..... (Banker) further agrees that the guarantee herein contained shall remain in full force and effect during the period that would be taken for performance for all the dues of the beneficiary under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till (date) that the terms and conditions

of the said agreement have been fully and properly executed out by the said supplier and accordingly discharged this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before..... (date), we shall be discharged form all liability under this guarantee thereafter.

6. We..... (Banker) further agree with the Beneficiary that the Beneficiary shall have the fullest liberty without our consent and without effecting in any manner our obligation hereunder to vary any of the terms and conditions of the said agreement of the said agreement or to extend time of performance by said supplier from time to time or to postpone for any time or from time to time any of the powers exercisable by the beneficiary against the said supplier and to forbear or enforce any of the terms and conditions relating to the said agreement and as shall not be relieved from our liability by reason of any such variation, or extension being granted to the said supplier or for any forbearance, act or omission on the part of the beneficiary or any indulgence by the beneficiary to the said supplier or by any such matter or this whosoever which under the law relating to sureties would, but for provision, have the effect of so relieving us.
7. This guarantee will not be discharged due to the change, in the constitution of the Bank or the suppliers.
8. We..... (Banker) lastly undertake not to revoke this guarantee during its currency except with the previous consent of the beneficiary in writing.

a)The liability of the surety under this bank guarantee shall not exceed Rs..... (in figures) (Rupees..... (in words).

b) This bank guarantee shall be valid up to ..... (date)

The surety is liable to pay the guaranteed amount of any part thereof under this Bank Guarantee only and only if the Purchaser serves upon the surety, written claim or demand on or before..... (date).

Date:-

Place:-

For..... (Signature of Bank Manager with full address & Seal)