



राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान
NATIONAL INSTITUTE OF OPEN SCHOOLING

आईएसओ 9001 : 2008 प्रमाणित/ISO 9001 : 2008 Certified

(स्कूल शिक्षा और साक्षरता विभाग, मा.सं.वि.मं., भारत सरकार के अंतर्गत एक स्वायत्त संस्था)

(An Autonomous Institution Under Deptt. of School Education and Literacy, M.H.R.D., Govt. of India)

BY SPEED POST

Date: 04.11.2019

Note: This Tender is meant for the Printers technically qualified and Empanelled with NIOS

Subject : Complete Making and Supplying of ALMANAC for the year 2020.

Dear Sir,

NIOS intends to make 5,000 copies of **Almanac** for the year 2020. These Almanacs are used as a Publicity tools for dissemination of informations about the Institution, its various courses and programmes. As part of effective publicity of the institution, Almanacs are send to all concerned including Heads of all sister concerns, Ministry and other important stake holders in related educational fields. For executing the above job, sealed quotations are invited from experienced, technically qualified and Empanelled firms of NIOS which are capable of executing such type of quality job with complete perfection in a time bound manner with the following specifications:

Total Pages	:	Approx. 240 ± 2%
Quantities	:	5,000 copies (These quantities may increase or decrease or remain the same)
Size	:	B5 or 20"x30"/8
Cover	:	Hard Bound cover case made of 32 OZ Straw Board with Blue colour leather rexine pasted on it. Then name etc. printing and embosing with golden or silver colour on it and gilding (i.e. silver tooling on the edges of pages)
Paper to be used for Text	:	70 gsm Super Sun Shine printing paper, Ballarpur
Text Printing	:	Double Colours
Packing	:	Packing of each Almanac in a Box made of pulp board of appropriate thickness printed in single colour, then packing of 20 Almanacs in each carton of good quality board.
Delivery & Time	:	FOR at NIOS HQ, Sector-62, NOIDA and Rana Pratap Bagh Store, Delhi within '15' days time from placing the order, failing which forfeiting of security deposits, heavy penalty maximum upto 10% and even rejection of complete job.

You are requested to quote your lowest rates per copy (Almanac) for complete making inclusive of all i.e. processing, plate making, printing, section sewn binding, paper cost, making of hard bound cover case of straw board of 32 OZ, cost of blue colour leather raxine, pasting and embosing with golden or silver colour on it and gilding (i.e silver tooling on the edges of pages) and pasting on each board + GST as applicable.

The firm will have to maintain highest standard of printing, overall finishing and binding in terms of quality etc.
NIOS will not supply any paper.

The firm will use 120 gsm Maplitho of 'A' grade Mill, as end leaves to withhold the cover and pages firmly. Your rates on your printed Letter Head in a sealed envelope superscribing “*Rates for making and supplying of Almanac-2020*” and addressed to the Secretary, NIOS alongwith samples of 70 GSM super sunshine Printing Paper, and 120 gsm Maplitho (all signed and stamped) **should be kept in tender box at main gate near reception NIOS HQ A-24/25, Sector-62, NOIDA, U.P. latest by 26.11.2019 by 2.30 P.M. (Please note enclosing of paper sample is mandatory).**

The following points may also be noted for strict compliance.

1. The intending bidders should have minimum ‘3’ years experience of executing similar type of work having value of more than Rs. 4 lakhs in each year for any Government/Public sector enterprises. Printed Samples has to be furnished by the firm alongwith photocopy of work order placed to the firm with this Tender.
2. This work should be completed within 15 days time from the date of issue of confirmed work order.
3. The Almanac 2020 should be strictly as per the specifications given. Deviation from the approved specifications, terms and conditions, delivery schedule etc., will not be allowed under any circumstances. No advance payment will be made and no payment will be made in respect of supplies not conforming to the conditions prescribed in this tender.
4. The rate should be inclusive of all operations i.e. complete making, binding, paper cost, printing, + GST as applicable, FOR at two places i.e. at NIOS HQ, Sector-62, NOIDA, UP and NIOS godown at Rana Pratap Bagh, Delhi.
There should be no overwriting/cutting in rates and the rates should be written in words and figures.
5. A thread should also to be provided in the case of Almanac-2020.
6. **Interested firms are advised to see the printed sample personally before quoting their lowest rates kept with Printing Section, 1st Floor, NIOS HQ, A-24-25, Sector-62, NOIDA on any working day from 11.00 A.M. to 4.00 P.M.**
7. The tender should accompany a **Demand Draft for Rs. 30,000/-** towards Earnest Money Deposit drawn in favour of the Secretary, NIOS and Payable at NOIDA, U.P. EMD of unsuccessful firms will be returned without any interest at an earliest. However, EMD of successful firm will be retained and converted into Performance Security Deposit which will be 5-10% of the total value of the job valid for the period of 3 (three) months. After successful execution of the complete job the same will be released only after receipt of written request from the firms without any interest.
8. Please also note that Complete Making and Supply of Almanac 2020 to NIOS is a time bound activity and needs to be completed within ‘15’ days time from the date of issue of confirmed order.
9. NIOS at any point of time may get the paper used for Almanac chemically tested from any lab to know any of the parameters for NIOS specifications.
10. At any point of time NIOS may visit/inspect the premise of the tenderer to check the capability of the firm to execute such prestigious quality publications.
11. In case paper, printing, binding, overall finishing etc. of Almanac 2020 is not found of good quality and upto the mark strictly as per specifications prescribed, in given time schedule, suitable penalty maximum upto 10% will be imposed and/or the whole lot will be rejected and all deposits will be forfeited.
NIOS reserves the right to accept or reject any or all bids without assigning any reason whatsoever.
12. A high class workmanship is essential and time schedule should be strictly adhered to.
13. Firm backing out after quoting the lowest rates (L1) will be liable for all liquidated damages and suspension from any future reference including forfeiting of deposits etc.
14. **Please note, if your firm meet all above terms and conditions, and if you are interested and are capable to execute this order, then your lowest rates per Almanac (inclusive of all) + GST as applicable** addressed to the Secretary, NIOS should reach as prescribed above. **Your tender should be on your printed LETTER HEAD in a sealed envelope alongwith EMD of Rs. 30,000/-, paper and blue colour leather rexine samples and all other relevant documents related with experience etc. latest by 26.11.2019 upto 2.30 p.m. positively.** Quotations received after the specified date and time will not be accepted.

Yours faithfully,

(D.N. Upreti)
Publication Officer