

# **TENDER FOR PROCUREMENT, PRINTING, SUPPLY AND DISPATCH OF ANSWER BOOKS FOR 2021 EXAMINATIONS**



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

(An Autonomous Institution under Deptt. of School Education & Literacy,  
Ministry of Education, Govt of India), A-24/25, Sector -62, NOIDA-201309 (U.P)



**National Institute of Open Schooling (NIOS)**  
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**TENDER NOTICE**

National Institute of Open Schooling (NIOS) invites bids from IBA/RBI registered Security Printers, who have printed Answer Books of similar nature for public examinations, for Printing of Answer Books with and without OMR Sheets (each with Security marks) of different specification as per the details given below:

Sl.No	Name of the Item	Specification	Quantity to be supplied	EMD (Rs.)	
01	<b>Public Exams and On Demand Exams (Theory)</b> Answer Books for Secondary course with OMR Sheet of 105 GSM on the front page and 32 inner Pages in single colour printing in Red with NIOS logo dandy water mark on each 32 pages with title cover printing in double colour <b>Red &amp; Black</b> and single colour <b>Red</b> on the back side on 60 GSM Maplitho Paper in the size of 20.5cm x 28cm.	Maplitho Paper of reputed mills conforming to BIS Specification 1848/2018 with latest amendment if any in 60 GSM, OMR Sheet of 105 GSM. Printing of serial number of machine and two bar code matching serial number on front page (OMR Sheet). Mechanical thread stitching on spine for both OMR sheet and inner pages.	As given in the Tender Document	Delhi & NCR	<b>10.0 Lakhs**</b> (for all Regions)
				Rest of India	
02	<b>Public Exams and On Demand Exams (Theory)</b> Answer Books for Sr. Secondary course with OMR Sheet of 105 GSM on the front page and 32 inner Pages in single colour printing in Red with NIOS logo dandy water mark with title cover printing in double colour <b>Blue &amp; Black</b> and single colour <b>Blue</b> on the back side on 60 GSM Maplitho Paper in the size of 20.5cm x 28cm	Maplitho Paper of reputed mills conforming to BIS Specification 1848/2018 with latest amendment if any in 60 GSM, OMR Sheet of 105 GSM. Printing of serial number of machine and two bar code matching serial number on front page (OMR Sheet). Mechanical thread stitching on spine for both OMR sheet and inner pages.	As given in the Tender Document	Delhi & NCR	
				Rest of India	

03	<b>Public Exams (Theory)</b> Answer Books for <b>Vocational Education course</b> with OMR Sheet of 105 GSM on the front page and 20 inner Pages in single colour printing in Red with NIOS logo dandy water mark with title cover printing in double colour <b>Orange &amp; Black</b> and single colour <b>Orange</b> on the back side on 60 GSM Maplitho Paper in the size of 20.5cm x 28cm	Maplitho Paper of reputed mills conforming to BIS Specification 1848/2018 with latest amendment if any containing two parts to be Printing double colour( <b>Orange &amp; Black</b> ) on front page and single colour ( <b>Orange</b> ) on other side and stitched on spine serial numbering and two bar code in duplicate matching serial number on Front Page of (OMR Sheet)	As given in the Tender Document	Delhi & NCR	
				Rest of India	
04	Practical Answer Books for Secondary, Sr. Secondary and Vocational Courses containing 04 pages 60 GSM Maplitho Paper with NIOS logo dandy water mark in the size of 20.5cm x 28cm with single colour Printing	Maplitho Paper of reputed mills conforming to BIS Specification 1848/2018 with latest amendment if any of 60 GSM in the size of 20.5cm x 28cm	As given in the Tender Document	Delhi & NCR	
				Rest of India	

**\*\*Note: (i) EMD of Rs. 10.0 Lakhs is to be submitted for both regions i.e., Delhi & NCR and Rest of India.**

**(ii) EMD of Rs. 5.0 Lakhs is to be submitted for each region i.e., any region of Delhi & NCR and Rest of India.**

The successful Bidder at the end of the Bidding Process may be awarded contract to carry out the work. Interested Organizations can download the Tender Document from the NIOS portal website [www.nios.ac.in](http://www.nios.ac.in) as well as from **Central Public Procurement Portal (CPPP) at ePublishing <https://eprocure.gov.in/epublish/app>** and agency will fill the complete Tender form (Technical and Financial Bid separately) and deposit the same in the Tender Box as per the schedule given below:

### **CRITICAL DATE SHEET**

<b>Published Date and Time</b>	<b>12/03/2021</b>	<b>04:00 P.M</b>
<b>Bid Document Download Date and Time</b>	<b>12/03/2021</b>	<b>04:00 P.M</b>
<b>Bid Submission Start Date and Time</b>	<b>12/03/2021</b>	<b>4:00 P.M</b>
<b>Bid Submission End Date and Time</b>	<b>05/04/2021</b>	<b>03:00 P.M</b>
<b>Technical Bid Opening Date and Time</b>	<b>05/04/2021</b>	<b>04:00 P.M.</b>

Bids shall be submitted **as per critical Date Sheet mentioned above**. The cost of Bid processing fee is Rs. 1000/- (Rupees One Thousand ) which is non refundable.

Separate rates and EMD should be submitted for (1) Delhi and NCR (NOIDA, Ghaziabad, Gurugram, Faridabad, Palwal, Jhajjar, Hapur) and (2) Rest of India.

Earnest Money (EMD) as well as the Tender Processing Fees to be submitted in the form of a Demand Draft/Pay Order/ FDR/ Bankers Check/ Bank Guarantee favoring “ The Secretary, NIOS Payable at NOIDA”

For any clarification one may contact Dy. Director(Evaluation)

Documentary evidences in respects of cost of Tender processing fee, EMD, any Samples of Papers duly signed and stamped, any documentary evidences to be sent to the Dy. Director (Evaluation) at the Address indicated below on or before bid opening date/time as mentioned in critical date sheet. Tender Documents received in incomplete shape or beyond the stipulated period shall not be entertained under any circumstances.

The NIOS reserves the right to accept, reject or prefer any bid and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected Bidder or Bidders of the ground for Institution's action. The institution also reserves to itself the right to accept any Bid in part of spilt the order between two or more bidders.

Sealed envelopes containing Technical Bid (Annexure – I) and Financial Bid (Annexure- II) in separate sealed cover superscribed as Technical Bid/Financial Bid and both the covers enclosed in a separate sealed envelope mentioning **“TENDER FOR PROCUREMENT, PRINTING, SUPPLY AND DISPATCH OF ANSWER BOOKS FOR 2021 EXAMINATIONS”** and addressed to The Director (Evaluation) National Institute of Open Schooling (NIOS) A-24/25, Sector-62 NOIDA, U.P. -201301. The packet containing both the Technical and Financial Bid should be put in one envelope and the **same should be dropped in the Sealed tender box available at the Room of Deputy Director (Evaluation) at 7<sup>th</sup> Floor of National Institute of Open Schooling (NIOS) A-24/25, Sector-62 NOIDA, U.P. -201301”**

## CONTENT

<b>Annexure</b>	<b>Description</b>
1.	Instruction to Bidders
2.	Qualifying /Eligibility requirements for bidding
3.	General Terms & Conditions
4.	Submission of Bid
5.	Instructions for Bid submission
6.	Specification & allied technical details
7.	Tender Form -Technical Bid
8.	Tender Form-Financial Bid
9.	Tentative quantity of Answer Books
10.	Tender Acceptance Letter

## INSTRUCTION TO BIDDERS

1. Please go through the Tender document carefully to understand the documents required to be submitted as part of the bid.
2. Bidder, in advance, should get ready with the bid documents to be submitted as indicated in the, Tender document/schedule.
3. Bidder should take into account any corrigendum published on the Tender document before submitting their bids.
4. The Technical bids will be opened on **05/04/2021 at 04:00 P.M.** The date and time for opening of financial bids shall be informed to those who qualify in the Technical bid.
5. The bidder agencies should have their own infrastructure and manufacturing unit with sufficient manpower.
6. The agency/Bidders must have sufficient storage facility and appropriate security measures for the safe custody of the Answer Books.
7. In case of those Bidder who fail to qualify the eligibility, criteria and whose technical bids do not qualify the Earnest Money Deposit (EMD) will be refunded without interest at the earliest after expiry of the final bid validity and latest on or before the 30<sup>th</sup> day after the award of the contract. Earnest money deposit of the successfully bidder will be returned after submission of the performance Bank guarantee.
8. The successful bidders shall submit Performance Security Deposit in the form of Demand draft/FDS of nationalized/scheduled commercial bank in favour of "**Secretary NIOS NOIDA**" of an amount equivalent to 10% of contract value valid for 60 days beyond the date of completion of all contractual obligation of supplier including warranty obligation 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 stand cancelled and EMD shall be forfeited.
9. The NIOS reserves the right to accept, reject or prefer any bid and to annul the bidding process and reject all bids at any time prior to award of contract without thereby incurring any liability to the affected Bidder or Bidders of the ground for Institution action. The Institution also reserves to itself the right to accept any bid in part or split the order between two or more bidders.
10. The sample design of each type of Answer Book is attached as Annexure.

## QUALIFYING/ELIGIBILITY REQUIREMENTS FOR BIDDING

(To be supported by documentary evidences)

1. **Experience:** The Bidder must have at-least Three years experience in the field of manufacturing the Answer Books of quantity not less than 50,00,000 copies (out of which at least 25,00,000 copies with OMR) in each year to state/Central Education Board and institution of Central/State Government in Single order. Certificate from the various organization where services rendered needs to be submitted.
2. **Turnover:** The bidder should have minimum turnover of **Rupees Ten Crores** per annum approx in the previous three financial years (i.e years 2017-18, 2018-19 and 2019-20) and should provide copy of Audited Balance sheet, trading, Profit & Loss Account.
3. **The Bidders must be registered as a Security Printer with the RBI(IBA) having capability of providing Security Marks in the Answer Books.**
4. The Agency must have experience as well as infrastructure of Printer and Supplying OMR sheets of equivalent quantity as enumerated under (1) above.
5. The agency shall provide sample of paper, which should meet the following specifications:

<b>Nature if Item</b>	<b>Specification</b>
Paper to be used on the Answer Books for Secondary, Sr. Secondary, On Demand Exams and Vocational.(Theory and Practical)	60 GSM Maplitho paper conforming to BIS specification 1848/2018 with size 20.5cm X 28cm,  Brightness-Min 85%,  Opacity-Min 90%,  Wax Pick-10 A Clear  smoothness (Bendtston)Max-200  Ash not more then- 10- 12%
OMR Sheet to be used on Answer Books for Secondary, Sr. Secondary, On Demand Exams and Vocational (Theory)	105 GSM

6. The bidder must have sufficient storage facility and appropriate security measures for safe custody of Institution's Answer Books.

7. The delivery & dispatch of Theory & Practical Answer Books of **Secondary, Sr. Secondary, On Demand Examination (ODE) and Vocational Examinations** shall be made directly to the examination centers of NIOS across India as per exam centre wise answer book details provided by NIOS. The bidder shall be able to supply the full order of Answer books as per Time schedule mentioned in the work order positively.
8. The Firms/Bidders registered with NSIC/MSME or concerned Ministry or department shall be exempted from depositing EMD but they shall be required to make payment for tender processing fee. However, the Performance Security shall be obtained from every successful bidder irrespective of their registration status etc. and Performance Security should remain valid for a period of sixty days beyond the date of competition of all contractual obligations of the Firm including warranty obligations. EMD should be refunded to the successful bidder on receipt of performance security.
9. The answer book packet should be minimum of 50 answer books and in multiple of 50 subject to maximum of 250 Answer books in a poly pack with strapping and then packed in a corrugated carton.



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## Printing, Supply and Dispatch of Answer Books for 2021 examinations by Security Printers

### GENERAL TERMS AND CONDITIONS

Bidders responding to this enquiry shall be deemed to be agreeable to the General & Specific terms and conditions herein contained. These terms and conditions shall be binding on the successful Bidder. Bidders complying partly are liable to be rejected. National Institute of Open Schooling (NIOS), NOIDA, will process the tenders as per the GFR 2017. NIOS reserves the right to accept or reject any or all or part of tender without assigning any reason thereof and shall also not be bound to accept the tender quoted lowest rates. NIOS will not under any obligation to give any clarification to the agencies whose bids are rejected/not selected.

1. Separate rates and EMD should be submitted for **(1) Delhi and NCR (NOIDA, Ghaziabad, Gurugram, Faridabad, Palwal, Jhajjar, Hapur) and (2) Rest of India** as clearly specified in the Tender.
2. Separate firm will be selected for printing, supply and dispatch of Answer book for the two Regions specified in the Tender. In case of more than one firm quoting lowest rates or one Firm quoting lowest rates for both the Region, the NIOS reserves the right to allot the work to only one Firm in each region quoting at the lowest rate.
3. The competent authority of NIOS, reserves the right to extend the timelines for deliver & dispatch of Answer Books and decision taken by the competent authority, shall be binding on the Firm.
4. Sealed envelopes containing Technical Bid (Annexure – I) and Financial Bid (Annexure- II) in separate sealed cover superscribed as Technical Bid/Financial Bid and both the covers enclosed in a separate sealed envelope mentioning **“TENDER FOR PROCUREMENT, PRINTING, SUPPLY AND DISPATCH OF ANSWER BOOKS FOR 2021 EXAMINATIONS”** and addressed to The Director (Evaluation) National Institute of Open Schooling (NIOS) A-24/25, Sector-62 NOIDA, U.P. -201301. The packet containing both the Technical and Financial Bid should be put in one envelope and the **same should be dropped in the Sealed tender box available at the Room of Deputy Director (Evaluation) at 7<sup>th</sup> Floor of National Institute of Open Schooling (NIOS) A-24/25, Sector-62 NOIDA, U.P. -201301”**
5. No revision of the price bid will be allowed once the price bids are opened.
6. In the event of Tender being accepted the Tender will be converted in to a contract. The rates/contract shall be valid for one year covering **all examinations**. However it can be extended on year to year basis for maximum of three years including award of 1<sup>st</sup> year on the same rate and terms & conditions with the consent of both the parties.

7. The successful Bidders will make an agreement on a non-judicial stamp paper of Rs. 100/- with the NIOS stating that the firm/agency registered with IBA/RBI will abide by all the general & specific terms and conditions laid down in the tender document in totality in letter and spirit.
8. No claim for price increase will be entertained after submission & in respect of finalized of bids and signing the contract except statutory obligations.
9. NIOS will provide the blue print of answer book and thereafter Bidder will be responsible for the preparation of the art work, proof reading of all the items approved by the NIOS and will have to obtain the necessary approval from the NIOS in respect of finalization of the design and blue print of Answer Book before execution of the work.
10. No additional payment will be made for typesetting, proof reading & preparation of samples/art works etc. Preparation of samples / art works/design shall be made as per the instruction given by the NIOS.
11. The Earnest Money Deposit (EMD) of Rs. 10.0 Lakhs(for all regions) is to be kept in the Technical Bid Envelope alongwith the tender in shape of Demand Draft drawn on any Nationalized Bank in favour of Secretary, National Institute of Open Schooling, payable at NOIDA, U.P. failing which the tender shall be rejected out rightly.
12. The successful bidder has to submit bank guarantee amounting to 10% of the total value of estimated work to be allotted for one term examination pledged in favour of Secretary, NIOS toward performance security valid for **one year from the date of award**. The Security is liable to be forfeited in case the supplier fails to execute the order in time, maintain the quality of the work or violate any other stipulations as laid down by the NIOS, suitable penalty may be imposed and the firms may be blacklisted including other legal actions against the firm.
13. The EMD amount will be returned to the unsuccessful bidders without any interest after completion of selection process and receipt of security deposit from the successful bidder. **The EMD amount shall be forfeited in case the Bidder quoting L-1 rate back out to execute the work.**
14. Bidders must have all the printing related facility at their premises. Any work or part of the work must not be outsourced/sublet by the printer registered with Indian bank Association (IBA)
15. The Bidders must submit a letter from the authorized manufacturer stating that the material/sample paper submitted are as per BIS standard 1848/2018 with latest amendment, if any, alongwith latest **chemical Lab test Report**.

16. The rate should be quoted for complete operations from procurement of papers and printing upto delivery of answer books at the examination centre at multiple destinations across the country in India as per the specifications given in the Tender document which should include all charges **(excluding GST)**.
17. The successful Bidder at the time of supply of answer books must submit a latest chemical lab test/ quality report from the manufacturer of the paper.
18. The Bidder must not have been blacklisted earlier by any of the Universities or Examination boards or agencies or any other organization and the Bidder has to furnish a self declaration in this regard.
19. 80% payment of the Bill amount will be released after completion of work and remaining 20% will be released after receiving the Chemical Test Report from the Central Government Lab Agency by the firm subject to verification by the Audit Section.
20. To protect the highly confidential nature of this job, outsourcing for printing and packing of materials (the job in full or part) is not allowed. The printer should have complete in-house facilities for the entire processes in printing and packing of the Answer Books to the entire destinations.
21. The entire work intended to be tendered is of high confidential in nature. Hence absolute accuracy and confidentiality is required to be maintained at all stages.
22. The successful bidder/agency must maintain high standard of confidentiality and only deal with the official/officer authorized by the Director(Eval), NIOS. The Bidder must have all the arrangements for the procurement of papers and to provide necessary security features for printing, ruling, numbering, binding, packing, perforating and dispatch of answer books to multiple destinations at the examination centres across the country in India etc. to the satisfaction of the NIOS.
23. The Officers of the NIOS however, may visit the premises to satisfy the technical requirement of the Bidder to inspect the facilities on site before finalization of the bid and also during the period of the execution of the job to monitor the quality of the work, to ensure confidentiality and to ascertain that these items are prepared as per specifications laid down in the terms and conditions. If any lapse is found, the authorities of the NIOS shall take such action, as deemed fit, which shall be final and binding.
24. All the answer books shall have serial numbers on its front OMR page & bar codes in duplicate matching with the serial number and as per the specifications given by the NIOS.
25. Rates shall always be both in the figures and words.
26. No alteration should be made in any of the general and specific terms and conditions of the tender by scoring out. **No alteration or overwriting is permitted in the rates.** No alteration

will be allowed after the tender is received by this office. No variation in the conditions shall be admissible. Any conditional offer with the words such as 'subject to', 'prior sale' will be ignored. Ambiguity must be avoided in filling the tender and the language used in filling the tender forms and must be clear and precise. Tenders not complying with these conditions may be rejected.

27. The quantities may vary depending upon the requirements of the NIOS from time to time. The Bidder shall, however, not print more than the quantities ordered for. If excess quantities over and above the given order is printed accidentally, those will be immediately informed and supplied to the NIOS (without any cost) and with the undertaking that no such answer books are kept with the supplier.
28. In case of any default/defect found, the Chairman, NIOS will be sole authority to take action as deemed fit, which shall be final and binding on the Bidder.
29. In case the NIOS feels that the firm has intentionally delayed the job, special penalty as deemed fit by the NIOS shall be imposed. In addition to the special penalty, the Bidder may also be black-listed & legal action against firm may be initiated. However, in case the period of execution of work is requested to be extended by the firm; the reason for delay in execution of the work must be conveyed to NIOS in writing at the earliest and looking into the gravity of the situation, the penalty may be reduced and the NIOS has the discretion to solely decide on this.
30. In case the Bidder (i.e. the Printer) is not able to execute the job in time or to the entire satisfaction of the NIOS, NIOS may cancel the work order and allot the work to any other printer registered with IBA/RBI either on NIOS panel or otherwise at any time. Penalty as deemed fit by the NIOS may also be imposed and also recover any cost involved in excess of the approved rate of the contractor in the event of payment to the other printers registered with Indian Bank Association (IBA) not in the panel of NIOS.
31. If the Bidder refuses to execute the job after accepting the condition of the tender at any point of time during the contract period, the security deposited will be forfeited in full or in part which is at the sole discretion of the NIOS. Further any action as deemed fit will also be taken.
32. The Bidder may submit the sample of answer book with both static and dynamic field printing along with the tender.
33. The firm on completion of the job shall submit a certificate that plates used for printing have been destroyed.
34. The Institutions (NIOS) shall have the right to get the stock of Answer Books checked and verified by its Officer at any Time without notice at the premises of the manufacturer.

35. Requirement as specified is tentative only which may increase/ decrease as per the actual requirement.
36. **Separate rates and EMD( Rs. 5.0 Lakhs for each region) should be invited for (1) Delhi and NCR (NOIDA, Ghaziabad, Gurugram, Faridabad, Palwal, Jhajjar, Hapur) and (2) Rest of India.**
37. In order to ensure the quality of the paper used in printing of Answer books, NIOS may at any stage send the sample to any Government/Government recognized Laboratory for Chemical testing in case of any doubt is arisen. In case the paper used is found inferior in quality, the entire lot of that particular supply shall be rejected at the cost of the firm and shall be replaced by the bidder at no extra cost.
38. The Bidders must not have been blacklisted earlier by any of the Universities or Examination boards or agencies or any other organization and the bidders has to furnish a self declaration in this regard.
39. In the event of any dispute arising between the NIOS and the selected Bidder, the same shall be subject to the jurisdiction of courts in NOIDA, Gautam Budh Nagar, U.P.
40. **Penalty:**
- 40.1 The Answer Books shall be manufactured as per specifications given by the NIOS in the Tender Form. The Firm shall ensure that the serial number to be printed on each Answer Books is clearly legible and that no duplicate serial number/missing number is in the packet. A certificate shall be submitted by the manufacturer with each Bill that the Answer Books have been counted physically and there is no error in putting serial number and counting. If errors are noticed in numbering and counting in the Answer Books. 1% penalty shall be imposed on Bills of particular category of Answer Books of the Region. The Firm shall also have to replace the cover page at their own risk and cost.
- 40.2 Firm shall be required to give an undertaking that no Answer Books/Supplementary Answer Books whatsoever has been printed more than the specified number and has not been left with them after completion and final supply of the Answer Books is made available to the Board. Firm shall also certify that no Answer Books has gone out of the press by unscrupulous methods. In case any contravention discrepancy is noticed by the Board during the course of Examination or subsequently the manufacturer concerned shall be liable to be black-listed besides 1% penalty shall be imposed on total contract value and deductions shall be made from the Bills of concerned Region.
- 40.3 A penalty of 4% per week (upto 7 days), 8% in second week (upto 14 days) and above 14 days 10% on the proportionate amount of the bill on account of delayed supplied of

the material shall be imposed in case the supply is not made within the stipulated period. However, if the supply is made beyond 30 days from due date, EMD/Security Deposit shall also be forfeited in addition to the penalty.

40.4 A penalty may be imposed by the Competent Authority of the Board if the supply is not confirming to the specifications as per tender document.

40.5 In case of any loss of Answer Books from the Godown of the Firm or while in transit the manufacturer concerned will be liable to be blacklisted besides legal action and 1% penalty shall be imposed on entire Bill and deductions shall be made from the Bill of particular category of Answer Books of the Region.

40.6 The Firm shall be responsible to make all arrangements to ensure complete security and secrecy with regard to the manufacture, safe custody and timely supply of the Answer Books to the Board.

All the terms and conditions stated under clause no 1 to 40 are accepted to me/us.

**(Signature of authorized person of Bidders/ Security Printer with Seal/Stamp)**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone No.** \_\_\_\_\_

**Mobile No.** \_\_\_\_\_

**Email-ID** \_\_\_\_\_

**Date** \_\_\_\_\_

## **SUBMISSION OF BID**

The Bid should be submitted in two parts (Technical and Financial separately) as described below-

**“Part 1: Technical Bid” which will consist of Proof for meeting eligibility criteria, receipt of payment of Tender Processing fee, EMD & check list.**

**“Part 2: Financial Bid” which will consist of the details of financial matters.**

- i. The Financial Bid submitted as per the Financial Bid form (Annexure II)
- ii. NIOS reserves the right to reject any proposal which is not substantially responsive.

Any bids received after the time stipulated will not be accepted by NIOS.

### **Part 1- Technical Bid**

- i. Tender processing fee and EMD.
- ii. Declaration Letter.
- iii. Copy of all the relevant document for Pre-Qualification bid as mentioned in Eligibility conditions or Terms & Conditions.

### **Part 2- Financial Bid**

- i. Financial bid for price bid (As per the Financial Bid Form) (Annexure – II)

Sealed envelopes containing Technical Bid (Annexure – I) and Financial Bid (Annexure- II) in separate sealed cover superscribed as Technical Bid/Financial Bid and both the covers enclosed in a separate sealed envelope mentioning **“TENDER FOR PROCUREMENT, PRINTING, SUPPLY AND DISPATCH OF ANSWER BOOKS FOR 2021 EXAMINATIONS”** and addressed to The Director (Evaluation) National Institute of Open Schooling (NIOS) A-24/25, Sector-62 NOIDA, U.P. -201301. The packet containing both the Technical and Financial Bid should be put in one envelope and the **same should be dropped in the Sealed tender box available at the Room of Deputy Director (Evaluation) at 7<sup>th</sup> Floor of National Institute of Open Schooling (NIOS) A-24/25, Sector-62 NOIDA, U.P. -201301”**

**NIOS will evaluate the Technical bid as per the eligibility criteria mentioned in the Tender document and those who qualify in the Technical Bid will be informed for the opening of the Financial bid with date, time and venue of opening of Financial Bid.**

**INSTRUCTION FOR BID SUBMISSION:**

The bidders are required to submit their bids as per the instructions provided in the document.



## SPECIFICATION AND ALLIED TECHNICAL DETAILS

Specification and instruction for Printing of Answer Book by Security Printers.

Sl.No	Name of the Item	Specifications
1.	<p><b>Public Exams and On Demand Exams (Theory) Secondary Course Answer Books</b> Size of 20.5cm x 28cm Answer Books for Secondary course with OMR Sheet with double colour (<b>Red &amp; Black on front and Red on other side</b>) of 105 GSM Maplitho paper on the front page and 32 inner Pages with NIOS logo dandy water mark 60 GSM Maplitho Paper in the size of 20.5cm x 28cm with <b>Black</b> single colour Printing.</p>	<p>Maplitho Paper of reputed mills conforming to BIS Specification 1848/2018 with latest amendment if any in 60 GSM, OMR Sheet of 105 GSM. Printing of serial number of machine and two bar code matching serial number on front page (OMR Sheet). Mechanical thread stitching on spine for both OMR sheet and inner pages.</p>
2.	<p><b>Public Exams and On Demand Exams (Theory) Sr. Secondary Course Answer Books</b> Size of 20.5cm x 28cm Answer Books for Sr. Secondary course with OMR Sheet with double colour (<b>Blue &amp; Black on front and Blue on other side</b>) of 105 GSM Maplitho paper on the front page and 32 inner Pages with NIOS logo dandy water mark 60 GSM Maplitho Paper in the size of 20.5cm x 28cm with <b>Orange</b> single colour Printing.</p>	<p>Maplitho Paper of reputed mills conforming to BIS Specification 1848/2018 with latest amendment if any in 60 GSM, OMR Sheet of 105 GSM. Printing of serial number of machine and two bar code matching serial number on front page (OMR Sheet). Mechanical thread stitching on spine for both OMR sheet and inner pages.</p>
3.	<p><b>Public Examinations(Theory) Vocational Education Course Answer Books</b> Size of 20.5cm x 28cm Answer Books for Vocational (Theory) Examination with OMR Sheets with double colour (<b>Orange and Black on front and Orange on other side</b>) of 105 GSM Maplitho paper on the front page and 20inner pages with NIOS logo dandy water mark 60 GSM Maplitho Paper. in the size of 20.5cm x 28cm with single <b>Black</b> colour Printing.</p>	<p>Maplitho Paper of reputed mills conforming to BIS Specification 1848/2018 with latest amendment if any in 60 GSM, OMR Sheet of 105 GSM. Printing of serial number of machine and two bar code matching serial number on front page (OMR Sheet). Mechanical thread stitching on spine for both OMR sheet and inner pages.</p>
4.	<p><b>Practical Answer Books</b> for Secondary, Sr. Secondary, On Demand Examinations and Vocational Examinations containing 04 Pages of 60 GSM Maplitho Paper with NIOS logo dandy water mark in the size of 20.5cm x 28cm with single Black colour Printing.</p>	<p>Maplitho Paper of reputed mills conforming to BIS Specification 1848/2018 with latest amendment if any and stitched on spine serial numbering.</p>

**TECHNICAL BID**

**Tender form for Procurement, Printing, Supply and Dispatch of Answer Books for 2021 Examinations of NIOS**  
**The zone/region wise tentative requirement enclosed.**

**(Note:- Bidder must read the enclosed term & condition before filling up the particular in the form)**

After having gone through the details as enlisted in the tender documents along with terms and conditions of the tender for the printing and supplying of Answer Books for NIOS Examinations, I/we accept all the general and specific terms and conditions as well as all the information contained in the tender document and quote our lowest rates on the financial bid proforma. I/We hereby submit duly completed Technical Bid for Printing and supply of answer books at the examination centre across the country.

**General Information**

Sl. No.	Particular	Details
1.	Name of the Security Printer registered with RBI/IBA:	
2.	Details of registration with RBI/IBA as security printer : (Please mention the registration number and enclose the copy of certificate. (Please attached certificate of registration issued from IBA/RBI)	
3	Name of Director/ Proprietor a) Designation b) Telephone no. c) Mobile no. d) Email ID	
4.	Address of the Security Printer : (i) Head Office: (ii) Branch ( if any): (iii) Printing Press Location: (iv) Area and number of Floors (in sq. m)	
5.	Contact details of Security Printer : (i) Telephone Number(s) (ii) Mobile No.: (iii) Fax No. (iv) E-mail ID:	
6.	Year of Establishment & Registration No. (Please attach certificate thereof)	
7.	Bank Details for payment : (a) Account Number : (b) IFSC Number :	

	(c) Name of the Bank : (d) Address of the Bank :	
8	Is your firm registered under (a) The Indian Companies Act. (b) The Indian Partnership Act. If yes, attach proof of certificate thereof	
9.	If your firm is a sole proprietorship or partnership firm or any other Categories ( give details)	
10.	Whether the company is insured against fire, theft and burglary. If so, please state the amount for which it is insured, the name of the insurance firm and policy no. and period	
11.	Regn. No. / TAN No./GST No.	
12.	Permanent Account No.	
13	Whether the Tender Documents duly signed, Stamped and enclosed.	
14.	Details of awards/ certificate of merit etc. received from any board/organization (please attach copy of certificate)	
15.	Whether, the undertaking that the Security Printer has not been blacklisted by any Govt./Public undertaking Institution/Organization /IBA <b>enclosed (YES/NO)</b>	
16.	Detail of DD for Bid processing fee of Rs.1000/- (DD no, Date and Bank)	
17.	Detail of EMD of Rs...../- (DD no, Date and Bank)	

17. Experience of the Security Printer registered with Indian Bank Association (IBA) : Please enclose minimum '3' years Experience Certificates of supplying of answer books and three work orders of printing of Answer Books during last five years successfully.

year	Name of Govt. Board/University/NIOS/Educational organization etc.	Qty.	Nature of Work	Details of work executed (with proof)
2017-18				
2018-19				
2019-20				

**Essential pre-requisite**

**a) PHYSICAL/CAPITAL:**

- i. Type & total no. of machines available \_\_\_\_\_ for such work.
  - ii. Capacity of the machines to manufacture and deliver all the allotted work within time frame F.O.R at Delhi , NCR and Rest of India. (YES/NO)
  - iii. Facility available for putting page wise numbering in the Answer books. (YES/NO)
  - iv. Facility of automatic serial numbering of Answer Books (YES/NO)
  - v. Capacity of storage of Answer Books in Firm’s Godown. (YES/NO)  
(Mention area/Floor in sq. m)
18. Minimum turnover of **Rupees Ten Crore per annum in each of the previous three years.**  
(Enclose copy of audited accounts with trading, profit and loss account and balance sheet) :

Financial Year	Annual Turnover(in Rs.)
2017-2018	
2018-2019	
2019-2020	

19. A copy of Income Tax Return submitted during the last 03 financial years may be furnished.

Whether eligibility criteria as given in the Tender Documents is fulfilled by the Printer.

**YES/NO**

21. Whether 10 no. of sample papers each of 60 GSM & 105 GSM maplitho paper strictly as per BIS specification 1848/2018 with latest amendment (if any) with Lab report to be used for printing and supply of answer books are enclosed.

<b>Yes</b>	<b>No</b>
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(Name & Signature of Bidder with Seal & Date)

Name: \_\_\_\_\_  
Mobile no: \_\_\_\_\_  
E-mail ID : \_\_\_\_\_

### Check List for Technical Bid

SL. No	Name of the Document (copy of duly certified by the Printer)	Remarks (Enclosed/Not Enclosed)
1.	Registration certificate with IBA/RBI as security printer	
2.	Company registration certificate	
3.	Turnover minimum Rupees <b>Rupees Ten Crore per annum in each of the previous three years</b> (Trading, Profit and Loss a/c and Balance Sheet of last three years)	
4.	Experience certificate minimum of three (3) years	
5.	Please enclose copies of three (03) work orders successfully executed	
6.	Copies of the Income Tax Returns for the last three financial years along with PAN.	
7.	Demand Draft for Bid processing fee of Rs. 1000/- (Rupees One thousand)	
	Demand Draft for EMD of Rs . 10.0 Lakhs (for both regions) and Rs. 5.0 Lakhs for each region	
8.	10 no. of sample papers of 60 GSM & 105 GSM maplitho paper strictly as per BIS specifications 1848/2018 with latest amendment, if any (Paper & OMR)	
9.	Chemical Lab Test/quality report of the sample paper from the manufacturer of paper to be used for printing and supply of Answer books	
10.	Regn. No./TAN No./GST No.	
11.	Permanent A/c. No. (PAN)	
12.	Copy of insurance against fire & theft etc.	
13.	Self declaration and undertaking that the Security Printer has not been blacklisted/debarred by any Govt./Public undertaking Institution/Organization	
14.	Sample of answer book with both static and dynamic field printing.	

( Signature of Bidder  
With Seal & Date)

Name: \_\_\_\_\_

Mobile no:- \_\_\_\_\_

E-mail ID :- \_\_\_\_\_

**FINANCIAL BID****Tender form for Procurement, Printing, Supply and Dispatch of Answer Books for 2021 Examinations of NIOS**

After having gone through the details contained in the tender document and the terms and conditions as enlisted in the tender document for Procurement, printing and supply of Answer Books at the examination centres of NIOS across the country, I/we \_\_\_\_\_ quote our lowest rates for the same as given below in prescribed proforma inclusive of all.

Item No.	Brief detail of work	Rate (all inclusive) per one thousand(1000) answer book including all costs i.e. OMR sheet & maplitho paper for inner pages with NIOS logo water marked using dandy, printing, (for all activities) stitching cost etc. (excluding GST)	
1.	<b>For Public Exams and On Demand Exams (Theory)</b>  Answer Books for Secondary course with OMR Sheet with double colour ( <b>Red &amp; Black on front and Red on other side</b> ) of 105 GSM Maplitho paper on the front page and 32 inner Pages with NIOS logo dandy water mark 60 GSM Maplitho Paper in the size of 20.5cm x 28cm with <b>Black</b> single colour Printing.	For Delhi & NCR	Rs. _____per 1000 answer books Rupees _____ (in words)
		Rest of India	Rs. _____per 1000 answer books Rupees _____ (in words)
		Rest of India	Rs. _____per 1000 answer books Rupees _____ (in words)
2.	<b>For Public Exams and On Demand Exams (Theory)</b>  Answer Books for Sr. Secondary course with OMR Sheet with double colour ( <b>Blue &amp; Black on front and Blue on other side</b> ) of 105 GSM Maplitho paper on the front page and 32 inner Pages with NIOS logo dandy water mark 60 GSM Maplitho Paper in the size of 20.5cm x 28cm with <b>Orange</b> single colour Printing.	For Delhi & NCR	Rs. _____per 1000 answer books Rupees _____ (in words)
		Rest of India	Rs. _____per 1000 answer books Rupees _____ (in words)
		Rest of India	Rs. _____per 1000 answer books Rupees _____ (in words)
3.	<b>For Public Examinations (Theory)</b>  Answer Books for Vocational (Theory) Examination with OMR Sheets with double colour ( <b>Orange and Black on front and</b>	For Delhi & NCR	Rs. _____per 1000 answer books Rupees _____ (in words)

	<b>Orange on other side)</b> of 105 GSM Maplitho paper on the front page and 20 inner pages with NIOS logo dandy water mark 60 GSM Maplitho Paper. in the size of 20.5cm x 28cm with single <b>Black</b> colour Printing.	Rest of India	Rs. _____per 1000 answer books Rupees _____ (in words)
4	<b>For Practical Examinations of Secondary, Sr. Secondary, On Demand Examinations and Vocational Examination</b> containing 04 pages 60 GSM Maplitho Paper with NIOS logo dandy water mark in the size of 20.5cm x 28cm with single <b>Black</b> colour Printing	Delhi & NCR	Rs. _____per 1000 answer books Rupees _____ (in words)
		Rest of India	Rs. _____per 1000 answer books Rupees _____ (in words)
7	The answer book should be packed in packets of minimum 50 answer books each and in multiple of 50 subject to maximum of 250 Answer books in a poly pack with strapping and then in packed in a corrugated carton.		
8.	The rate quoted should include the transportation charges for Dispatch & delivery of answer book packets to the examination centers/ Regional Centre at multiple destinations across the country in India including loading, unloading and other miscellaneous expenditures.		

**Note: The rates quoted should be all inclusive i.e. including material (paper and packing material etc.), operational preparation of dandy roll for NIOS logo water mark on all inner pages of Answer Books of Theory and Practical and delivery by hand/transportation postage charges (excluding GST).**

(Authorized Signatory  
with full name, designation and stamp)

Full name \_\_\_\_\_  
D

Designation \_\_\_\_\_

Tel. No \_\_\_\_\_

Mobile: \_\_\_\_\_

Email ID \_\_\_\_\_

Date:  
Place:

## National Institute of Open Schooling (NIOS)

(An Autonomous Institution under Deptt. of School Education & Literacy,  
Ministry of Education, Govt of India), A-24/25, Sector -62, NOIDA-201309 (U.P)

### **TENTATIVE QUANTITY OF ANSWER BOOKS REQUIRED TO BE PROCURED FOR 2021 EXAMINATIONS**

<b>Sl. No</b>	<b>Name of Answer Books</b>	<b>Quantity</b>
1.	Secondary Course(Theory) (Public Examination and On Demand Examinations)	14 Lakhs
3.	Sr. Secondary Course(Theory) (Public Examination and On Demand Examinations)	16 Lakhs
5.	Vocational Education Course (Theory) (Public Examination)	1.0 Laks
6.	Practical Answer Books ( Secondary, Sr. Secondary, On Demand Examinations and Vocational Examinations)	20.0 Lakhs

**Note; The Quantity may increase or decrease**



## TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

Date: \_\_/\_\_/2021

To  
Director (Evaluation)  
National Institute of Open Schooling  
A-24/25, Institutional Area, NH-24  
Sector-62, NOIDA-201309

**Subject:** Acceptance of Terms & Conditions of Tender for Printing and Supply of Answer Books for 2021 Examination.

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned Tender/Work from the web site(s) namely, [www.nios.ac.in](http://www.nios.ac.in) , <https://eprocure.gov.in/epublish/app> 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 1 to 24 (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 organization too has 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 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.
6. We hereby also declare that our firm/company/concern is registered with Indian Bank Association (IBA/RBI). We are in the business of above work, which can be verified from our office records. We have all technical infrastructure and technical staff etc. for smooth and effective execution of your above work.
7. I/We hereby also declare that our form has not been black listed/debarred by any Government Central and State) Board/NIOS/Public undertakings/Banks/ R.B.I/IBA etc.

Yours faithfully.

(Authorized Signatory  
with full name, designation and stamp)

Full name \_\_\_\_\_

Designation \_\_\_\_\_

Tel. No \_\_\_\_\_

Mobile: \_\_\_\_\_

Email ID \_\_\_\_\_