



National Institute of Open Schooling
(An Autonomous Organisation of MHRD, Government of India)
A-24-25, Institutional Area, Sector-62,NOIDA-201309

TENDER NOTICE FOR PACKING, HANDLING, LOADING & UNLOADING, ETC. OF LETTER AND PRINTED MATERIALS.

Sealed tenders are invited **for packing, handling, loading & unloading, etc.** of letter and printed materials Detailed tender document & form can be obtained from the Section Officer (Maintenance) on any working day between 10.00 A.M. to 4.00 P.M. on payment of Rs.500/- (non-refundable) in cash. Sale of Tender Forms will be closed at 14.00 hrs. on 08/09/2009. Complete tender form can be down loaded from NIOS Web Site [www. nos.org](http://www.nos.org) or www.nios.ac.in. Sealed tenders complete in all respects superscribed as **“tender notice for packing, handling, loading & unloading, etc. of letter and printed materials. of NIOS”** must be dropped in the box meant for the purpose and kept near the security office at main entrance of the office at the above mentioned address 08/09/2009 at 1430 Hrs.

Secretary

Sl. No. _____
Date of issue _____
Cost of tender document Rs. 500/-
(Rupees Five Hundred Only)
deposited vide Cash Receipt No. _____
dated _____ at NIOS Hd.qrs.
or enclosed Demand Draft No. _____
dated _____ in favour of the Secretary,
NIOS, Noida

Last date and time for sale of tender document : -
14.00 Hrs on 08th September , 2009
Last date and time for submission of Sealed Tender:
08th September, 2009 upto 14.00 Hrs.

Date, time and venue for opening of the Tender:
14.30 Hrs. on 08th September, 2009
at Conference Room of NIOS, A-24/25, Institutional
Area, Sector-62 NOIDA- 201309 (U.P.)

National Institute of Open Schooling

**(An Autonomous Organisation of the Ministry
of Human Resources Development, Govt of India)**
A-24/25, Institutional Area, Sector – 62, NOIDA – 201309 (U.P)

Subject: Invitation of sealed tenders from reputed and experienced firms for packing, handling, Loading & Unloading, etc. of letters and printed materials.

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

for and on behalf of NIOS invites

1. Sealed tenders from the reputed & experienced firms for packing, handling, loading & unloading, etc., with proven track record having minimum 2 years experience for providing complete logistic support for packing & handling of printed materials.

2. **Nature of Work**

National Institute of Open Schooling (NIOS) is an autonomous organization imparting distant education at school level under Department of Education, Ministry of Human Resources Development, Govt of India. NIOS enroll about 04 lakh students annually through more than 2200 Accredited Institutions (AIs) known as Study Centres and 1200 Accredited Vocational Institutions (AVIs) located all over India. NIOS conducts examinations twice a year for about 4 lakhs students through more than 1000 Examination Centres located all over India. There are

11 Regional Centres and 3 Sub Centres. Number of these Centres may be increased or decreased from time to time.

At present NIOS Head Quarters is stationed at NOIDA, U.P and Material Distribution Unit is stationed at C/o CWC, Opposite State Bank Colony, Rana Pratap Bagh, Delhi – 110033. Major work of packing, handling, loading & unloading will be done from the Material Distribution Unit and occasionally from different Department of the above offices.

3. **Volume of work** – About 300 Metric Tonne of Printed Material during the year. (Volume of the work may be increased or decreased at the sole discretion of the NIOS).

4. **(a) Category- wise scope dispatch of the work**

(i) Dispatch of Letters/magazines/news letters, etc.

- Putting the letters/magazines/newsletters in the envelope and sealing the envelope, if required.
- Writing/Pasting the address slip on the envelope provided by NIOS.
- Franking of the envelopes for the purpose of posting, if required. Payment of the actual postal charges towards franking will be admissible separately as per norms.
- Making the speedpost/registered post record in triplicate.

(ii) Dispatch of Answer Books

- Filling of Answer sheets numbers in the list provided by NIOS.
- Making packets of answer books as per the requirement of NIOS for dispatch after counting and arranging them in serial numbers.
- Packing the packets of answer books in the packing material.
- Pasting/Writing of the address, Examination Centre Numbers with permanent marker on the packets so that it can be easily readable.
- Loading and unloading the packed material.
- Making the speedpost/registered post record in triplicate.

(iii) Dispatch of Prospectus

- Making packets of Prospectus as per the requirement of NIOS for dispatch after counting and arranging them in serial number.
- Packing the packets of Prospectus in the packing material.
- Pasting/writing of address with permanent marker on the packets so that it can be easily readable.
- Loading and unloading the packed material.
- Making the speedpost/registered post record in triplicate.

(iv) Dispatch of Audio-Video Cassettes/CDs

- Putting and packing the Cassettes, CDs in the bubble packed envelope for safe dispatch of Cassettes/CDs.
- Writing/Pasting the address/labels on the packets so that it can be easily readable.
- Making the speedpost/registered post record in triplicate.

(v) Dispatch of study material for the students

- Making packets of the study material having different subjects as per the details provided.
- Packing the packets using packing material.
- Writing/Pasting address on each packet so that can be easily readable.
- Loading/unloading the marked/packed material.
- Making the speedpost/registered post record in triplicate.
- Ensuring accurate retrieval of subject wise & medium wise desired quantity of study material from the respective godowns of NIOS.
- Ensuring nil scattering of the study material.
- Ensuring prompt packing & lifting of the study materials irrespective of any number of packets. In other words, the Tenderer/Contractor shall not be allowed to put any condition for packing of minimum quantity of packets/bags.
- Ensuring to write neatly the complete addresses on the packets, as many packets are received undelivered because of incomplete addresses. In case of incomplete addresses

the Contractor/Tenderer should point out immediately to the Material Distribution Unit for necessary action.

(b) Details of proposed dispatches work to be carried:

S.No.	Categories	Size/ quantity	Material to be used for packing	Minimum quantity to be dispatched per day.
1.	Letters/Magazines/ news letters	Upto 250 grams Exceeding 250 grams to 1 kg. Exceeding 1 kg. to 1.5 kg.	- Paper envelope having NIOS address for ordinary letters to be provided by NIOS. - Paper/Polythene envelope with NIOS address for magazine/News letters, etc to be provided by NIOS.	
2.	Answer Books	- Upto 3 Kg - Exceeding 3 Kg upto 5 Kg - Exceeding 5 Kg to 10 Kg. - Exceeding 10 Kg to 15 Kg. - Exceeding 15 Kg to 20 Kg. - Exceeding 20 Kg to 25 Kg.	- Markin cloth for EPP/Speedpost/ Registered Post - Poly coated plastic bags for courier/postal. - Ordinary plastic bags for courier/postal.	
3.	Prospectus	-do-	Same as 2	
4.	Study materials	-do-	Same as 2	
5.	Audio- Video Cassettes/ CDs	-do-	Bubble packed envelope	

Packing, handling, loading & unloading includes Packing of material in appropriate quantity bundled, packed in prescribed packing material specified above i.e. Poly Bags should be double stitched with good quality thread, properly numbered and the addresses of both the consignor and the consignee correctly mentioned with permanent marker. Code number of subject and the quantity should be mentioned on the bag as per direction given by NIOS and the date wise, Centre wise & packet wise statement of packets prepared in quadruplicate and other assistance given for the dispatch by Courier/Speed Post/Registered Post/EPP. One copy of the statement is to be handed over to the NIOS staff nominated for the purpose. The firm shall use its own packing materials and man power.

Daily report of dispatch material to be submitted to the Head, Material Distribution Unit.

The sample material proposed to be dispatched and sample packing material can be seen by interested parties on any working day between 10.00 a.m. to 5.00 p.m. at the Maintenance Section of NIOS at the above address.

5. **Efficiency Criteria: The tenderer should have minimum two years' experience of National level Institute** in packing, handling, loading & unloading of letters and printed materials. (The tenderers may be required to give demonstration for packing and handling, if NIOS desires).
6. Franking facility for dispatch of Category-wise material is to be extended by the firms to NIOS if needed.
7. **Tender form includes Technical Bid and Financial Bid.** Tenderers are to submit both Technical and Financial Bids. No column in the tender form should be kept blank. Forms of Technical Bid and Financial Bid are enclosed in **Annexure – I** and **Annexure –II** respectively.
8. The rates of the tender will be valid for a period of one year and may be extended further by National Institute of Open Schooling, if required, by mutual consent.
9. The rates quoted by tenderers shall be valid and binding on them for acceptance by NIOS within 60 days from the date of opening of tenders specified in the tender document.
10. Reputed and experienced tenderers who have qualified in Technical Bid will only be considered for Financial Bid. Tenderers who have quoted lowest rates with reference to the volume of work will be the major criteria for awarding contract for the work.
11. **Earnest Money & Security Deposit**
 - i) Earnest Money of Rs. 5,000/- (Rupees Five thousand only) in the form of Demand Draft drawn in favour of Secretary, National Institute of Open Schooling, Noida is to be enclosed with the tender application, failing which the tender will be summarily rejected.
 - ii) Earnest money of tenderers who have not been selected will be refunded accordingly on receipt of a written request from the tenderer. EMD of tenderers who have been selected will be treated as security deposit which will be refunded only on expiry of the contract period and on receipt of acknowledgement from the consignees that packets have been received in good condition.
 - iii) No interest on the Earnest Money/ Security deposit will be payable.

12. Payment

- (i) The payment will be made on submission of bill in duplicate, complete in all respect with copy(ies) of date wise statement of parcels prepared.
- (ii) No advance will be given for executing the work.
- (iii) Counter conditions by the tenderers in matters concerning payment of bills shall not be acceptable.

13. Penalty Clause

Time schedule for packing, handling, loading & unloading should be strictly adhered to by the Contractor. If packing is not completed within stipulated dates, penalty will be applied as mentioned below.

- (i) In case of any abnormal irregularity noticed in packing, handling, loading & unloading of the material, the penalty levied by an independent Committee constituted by the Chairman, NIOS will be final and binding.
- (ii) Earnest Money Deposit / security deposit will be liable to be forfeited, if the tenderer fails to execute the work in time / complete the work satisfactorily.
- (iii) NIOS reserves the right to terminate the contract at any time without prior notice and to forfeit whole of the security deposit, if the Contractor fails to complete the work satisfactorily.
- (iv) In case the successful tenderer 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 tenderer and the penalty as deemed fit by the Competent Authority shall be imposed on the tenderer who fails to execute the work order.

In case failure of work, the specified work may be carried out from open market and cost, if any, may be adjusted/borne by defaulting firm.

- 14. NIOS reserves the right to accept fully or partially or reject any/all tenders without assigning any reason(s) whatsoever. Tenders not on the prescribed proforma (attached), without requisite details, without EMD and received after the closing date/ time of tenders and tenders accompanied by any condition will be rejected summarily.

15.
 - i) In case of any dispute arising out of the relation between the parties, the matter will be referred to the Arbitrator appointed by the Chairman, NIOS whose award will be final and binding on the parties
 - ii) Any dispute arising out of the relation between the parties, will be subject to the jurisdiction of Delhi Courts only.
16. The complete tender document is also available on NIOS Website at www.nos.org or www.nios.ac.in for the purpose of downloading. Those tenderer who download the tender document from NIOS website shall deposit a payment of Rs. 200/- separately in the form of Demand Draft in favour of Secretary, National Institute of Open Schooling payable at Noida along with their completed tender document. The tender document made on such form shall be considered valid for participating in tendering process. Such downloaded tender document received without requisite fee shall be rejected summarily.
17. Canvassing in any form will be viewed seriously and if any tenderer is found to be resorting to such practices, the tender of such firm will be rejected.
18. In addition to clauses above other terms & conditions given below will also be applicable.

Other Terms & Conditions

Between National Institute of Open Schooling and the tenderer for packing, handling, loading & unloading, etc.

1. Infrastructure

i) Company will provide :

- (a) Packing material as specified in the tender document (sample available at the office which can be inspected by the tenderers) and all other materials like good quality thread, permanent marker, stationary and sewing machine etc. required for packing & handling.
- (b) Required number of man power (labourers and supervisors).

ii) National Institute of Open Schooling will provide

- (a) A complete list of consignees

- (b) Printed addresses of the consignees.
- (c) Dispatch Instructions from time to time
- (d) Printed materials will be made available at different NIOS offices as specified in the tender document.

2. Operational Working

The firm will be responsible :-

- i) To take out and pack and load the material as per specifications given in Tender document and Dispatch Instructions given by National Institute of Open Schooling. Loading of packed material shall be the responsibility of contractor.
 - ii) To ensure complete transparency in the packing & handling of material.
 - iii) To engage experienced hands only for packing and handling of materials. The firm should be able to pack minimum 500 parcels per day depending upon the requirement of NIOS.
 - iv) The firm should be well equipped to provide all kinds of information readily to the NIOS on day to day basis.
3. The work has to be started immediately on receipt of instructions from NIOS and to be completed within stipulated time as directed by NIOS from time to time. Time schedule is to be strictly adhered to by the Contractor.
4. Tender Application must be accompanied by the following.
- a) Technical Bid in Form enclosed to Tender document at Annexure- I duly filled, signed and stamped along with following documents.
 - i) Earnest Money Deposit (EMD) for Rs. 5,000/- in the form of Bank Draft (cheques are not accepted) in favour of the Secretary, National Institute of Open Schooling payable at Noida.
 - ii) A complete list of Govt. / Semi Govt. Institutions served during last two years with Name, Telephone No, etc.
 - iii) A list of the name of bankers of the tenderer.
 - iv) Latest income tax clearance certificate.
 - v) The authority of the person signing the tender.
 - vi) Tender document signed and stamped on each page as token of acceptance of the terms and conditions.

- b) Financial Bid in Form enclosed to Tender document at Annexure-II quoting the rates duly signed and stamped.
5. Sealed envelopes, containing Technical Bid and Financial Bid in separate sealed cover superscribed as Technical Bid/Financial Bid and both the covers enclosed together in a sealed envelope and should be superscribed in block letters as shown below:

“TENDER FOR PACKING HANDLING, LOADING & UNLOADING OF PRINTED MATERIALS” due on **08th September, 2009 at 14.00 Hrs.** and addressed to Secretary, National Institute of Open Schooling, A-24/25, Institutional Area, Sector – 62, NOIDA, U.P – 201309 should be put in the sealed box meant for tenders available at the Maintenance Section of the said premises. All outstation tenders should be sent by Registered Post. Only one tender should be included in one cover.

6. Opening of sealed tenders will take place **at 14.30 Hrs. on 08th September, 2009** in the Conference Room, NIOS H.Q., A- 24/25, Institutional Area, Sector – 62, NOIDA, U.P.– 201309 in the presence of the representatives of the firms/tenderers, who may wish to be present at that time. No separate intimation will be sent to the firms/tenderers in this regard.

Secretary

ACCEPTANCE OF THE TENDERER

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.

Dated : -

Signature of Witness
(Name in Block letters) _____
Address _____

Signature
Name of Tenderer _____
Address with stamp _____

Annexure- I

**Tender form (Technical Bid) for PACKING, HANDLING,
LOADING & UNLOADING, ETC.**

(To be submitted by the tenderer on their letter head. All Columns should be filled.
Documents should be enclosed)

Sl. No.	Particulars	Status (to be filled by the tenderer)
1.	Years of incorporation of the Company	
2.	Length of experience in Packing, handling, loading & unloading in years	
3.	No. of employees working in the firm	
4.	No. of Govt/ Semi Govt Institutions/Reputed Companies served during last two (2) years (List with names, designation & Telephone number of the authority to be enclosed)	
5.	No. of Packets the firms can prepare per day (in 8 hrs) for Courier /Speed Post/ Registered Post/ EPP.	
6.	No. of days required to commence the packing & handling from the date of receiving orders.	
7.	Brief on how the firm will carry out the Packing & handling. (Use separate sheet)	
8.	Annual Turn over of the Company in Lakhs of Rupees. a) 2008-09 b) 2007-08 c) 2006-07	
9.	Availability of franking facility	
10.	Packing, Handling, Loading & Unloading, etc. to be carried out as per point No. 4 & 5.	

Signature
Name
Address
Stamp of firm.

Date : -

Annexure -II

Tender form (Financial Bid) for packing & handling, loading & unloading, etc.

(To be submitted by the tenderer on their letter head. Rates must be quoted for all sizes and all specification)

Letter No.

Dated:.....

To,
The Secretary
A-24/25, Institutional Area
Sector – 62
NOIDA – 201309 (U.P.)

Subject: *Sealed tender for packing & handling, Loading & Unloading, etc.*

Sir,

After having gone through the tender document and terms and conditions of the tender on the subject cited above, I/we M/s hereby quote our lowest rates as under:

PART ‘A’ – Letters/Magazines/Newsletters, etc.

Sl. No.	Size	Rate in Rs. per packet (including cost of man power as specified in the tender document).	
		Rates to be quoted for man power only	
		Letters (Paper envelops will be provided by NIOS)	Magazines & newspapers (Paper/polythene envelops will be provided by NIOS)
1.	Up to 250 grams		
2.	Exceeding 250 grams to 1 kg.		
3.	Exceeding 1 kg. to 1.5 kg.		

Whether Franking facility will be provided

Yes/No

If yes, mention the handling charges per letter/envelop, if any: _____

PART ‘B’- Answers Books

Sl. No.	Size	Rate in Rs. per packet (Including cost of packing material and man power as specified in the document), along with/without franking facility					
		Markin Cloth		Poly coated Plastic bag		Ordinary Plastic bag	
		In Figure	In Words	In Figure	In Words	In Figure	In Words
1.	Upto 3 Kg.						
2.	Exceeding 3 Kg to 5 Kg						
3.	Exceeding 5 Kg to 10 Kg						
4.	Exceeding 10 Kg to 15 Kg						

	Exceeding 15 Kg to 20 Kg						
	Exceeding 20 Kg to 25 Kg						

Percentage of Tax, if any, applicable _____

PART 'C'- PROSPECTUS

Sl No.	Size	Rate in Rs. per packet (Including cost of packing material and man power as specified in the document)					
		Markin Cloth		Poly coated plastic bag		Ordinary Plastic bag	
		In Figure	In Words	In Figure	In Words	In Figure	In Words
1.	Upto 3 Kg.						
2.	Exceeding 3 Kg to 5 Kg						
3.	Exceeding 5 Kg to 10 Kg						
4.	Exceeding 10 Kg to 15 Kg						
	Exceeding 15 Kg to 20 Kg						
	Exceeding 20 Kg to 25 Kg						

Percentage of Tax, if any, applicable : _____

PART 'D'- STUDY MATERIALS

Sl No.	Size	Rate in Rs. per packet (Including cost of packing material and man power as specified in the document)					
		Markin Cloth		Poly coated plastic bag		Ordinary Plastic bag	
		In Figure	In Words	In Figure	In Words	In Figure	In Words
1.	Upto 3 Kg.						
2.	Exceeding 3 Kg to 5 Kg						
3.	Exceeding 5 Kg to 10 Kg						
4.	Exceeding 10 Kg to 15 Kg						
	Exceeding 15 Kg to 20 Kg						
	Exceeding 20 Kg to 25 Kg						

Percentage of Tax, if any, applicable : _____

PART 'E'- AUDIO-VIDEO CASSETTES/CDS

Sl No.	Size	Rate in Rs. per packet (Including cost of packing material and man power as specified in the document)					
		Markin Cloth		Poly coated plastic bag		Ordinary Plastic bag	
		In Figure	In Words	In Figure	In Words	In Figure	In Words
1.	Upto 3 Kg.						
2.	Exceeding 3 Kg to 5 Kg						
3.	Exceeding 5 Kg to 10 Kg						
4.	Exceeding 10 Kg to 15 Kg						
5.	Exceeding 15 Kg to 20 Kg						
6.	Exceeding 20 Kg to 25 Kg						

Percentage of Tax, if any, applicable : _____

We further agree to abide by the clauses and terms and conditions contained in the Tender document. EMD of Rs. 5,000/- (Rupees five thousand only) in the shape of Bank Draft bearing No.....dated.....drawn on _____(bank) in favour of the Secretary, NIOS, payable at Noida is enclosed.

Yours faithfully,

Signature:

Name:

Designation.

Seal of the firm:

