

To,

Subject: Quotation for Manufacturing and Supply of Continuous Self Adhesive Stickers

Dear Sir,

National Institute of Open Schooling is an autonomous organisation under Ministry of Human Resource Development, Govt. of India having Headquarters at A-24/25, Sector - 62, NOIDA(U.P.). NIOS is intending to purchase one lakh sheets of self Adhesive stickers (each sheet containing four stickers each in size 5 cm x 15 cm) on urgent basis and invites sealed quotations from experienced and capable firms on the prescribed proforma (Annexure – I) .

Interested firms may submit quotations quoting their lowest rates on the prescribed proforma along with sample stickers proposed to be supplied. The prescribed proforma can also be downloaded from NIOS website www.nios.ac.in. The sealed quotation/tender duly supercribed "TENDER FOR MANUFACTURING & SUPPLY OF STICKERS" should be dropped in Tender Box placed at Reception Counter at A 24-25, Institutional Area, Sector-62, NOIDA-201309 (U.P.) latest by 18th January 2012 up to 2.00 P.M. The tenders will be opened on the same day at 2.30 P.M. in the presence of representatives of the firms.

Thanking you,

Yours sincerely,

Section Officer (Purchase)

Encl: As above

PROFORMA

To

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

Sub: Quotation for Manufacturing and Supply of Self Adhesive Stickers

Sir,

Reference your tender enquiry No. F.43-9/NIOS/ADM/Pur./Sticker/2011_dt. 27/12/2012,
I/we hereby quote our lowest and most competitive rates as under for your consideration :-

SPECIFICATIONS	APPROX QUANTITY	Rate must be quoted in figures as well as in words for stickers per sheet (inclusive of all)
Good quality Self Adhesive Stickers on continuation Sheet in the A4 size each sheet containing four stickers each in size 5 cm x 15 cm.	1,00,000 continuation sheets (one lakh sheets) Four stickers each in size 5 cm x 15 cm	

The firms desirous to quote their rates are advised to see the sample sticker in Purchase Section, Room No.205 II Floor at the above mentioned address before quoting their rates. I/we have gone through the terms & conditions (Annexure-II) and agree to abide by the same

Signature with Stamp
Name of Firms
Name of the Owner/Representative

Dated

Terms and Conditions

1. The ordered quantity of stationery items should be supplied within 20(twenty) days from the date of placing the firm.
2. The rates quoted by tenderers shall be valid and binding on them for acceptance by NIOS for one year from the date of offer letter.
3. 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).
4. Defective material/other than required specification if any, will have to be replaced by the supplier at their own risk and cost immediately.
5. Earnest money deposit of Rs. 4000/- in the form of Bank Draft in favour of Secretary NIOS payable at Noida to be enclosed with the tender failing which the tender will be summarily rejected.
6. The successful tenderer will be required to furnish a security deposit equivalent to 7% of the approximate value of the goods to be purchased in the form of Bank Guarantee, in favour of Secretary, NIOS for a period of not less than 06 months from the date of offer letter.
7. No interest on EMD Security Deposit will be payable.
8. A committee of NIOS officials will inspect the quality/quantity of supplied items and payment will be released after receipt of satisfactory inspection and successful trial run report.
9. No advance payment will be given for executing the work.
10. Counter conditions by the Tenderers in matters concerning payment of bills shall not be acceptable.
11. 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.
12. In case of any abnormal irregularity noticed or delay in delivery of material, the penalty levied by an independent committee constituted by the Chairman, NIOS will be final and binding.
13. **Tender Application must be accompanied by the following:**
 - i) Specimen of continuous self Adhesive stickers proposed to be supplied to NIOS.
 - ii) The authority of the person signing the tender
14. The complete tender document is also available on NIOS website at www.nios.ac.in for the purpose of downloading.
15. Conditional tender will not be considered and will be summarily rejected.
16. You are at liberty to be present or authorize a representative to be present at on your behalf in the opening of the tender at the time and date as specified in the schedule. However, the name

and address of the representative who would be attending the opening of the tender should be indicated in your tender.

17. 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.
18. Unless otherwise specified in the schedule to the tender, your tender must reach this office not later than 14.00 hrs on the date of closing of the tender.
19. NIOS reserves the right to accept or reject any/all tenders without assigning any reasons(s), whatsoever. Tender not on the prescribed proforma(attached) without requisite details/EMD specimen of self Adhesive stickers and received after the closing date/time of tenders will be summarily rejected.
20. The Contractor shall not be allowed subletting of work subject 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.
21. The prices once accepted by the NIOS shall remain valid and firm for one year and may be extended on mutual consent. 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.
22. I/We, the undersigned, certify that I/We have gone through the Terms & Conditions mentioned in the tender documents 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.
23. 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 the Chairman, NIOS will be final and binding on me/us with regard to the amount of security deposit to be forfeited.
24. 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.
25. The firms must be registered with VAT/Sales Tax Department and copy of the same must be enclosed.

Signature with stamp
Name of Firms

Encl : Demand Draft of Rs. 4000/- towards EMD.