

Last date and time for submission of Sealed Tender: 28th August, 2009. upto 14.00 Hrs.

Date, time and venue for opening of the Tender : 14.30 Hrs. on 28th August, 2009 at Regional Centre-Delhi. A-31, Sector-62 NOIDA-201307



National Institute of Open Schooling

**(An Autonomous Organisation of the Ministry of Human Resource Development, Govt. of India)
Regional Centre-Delhi
A-31, Institutional Area Sector-62, NOIDA-201307**

Subject: Invitation of sealed tenders from reputed and experienced firms for packing and despatch of Identity Cards and other material for Delhi and NCR.

**The Regional Director, Delhi Zone,
National Institute of Open Schooling
Regional Centre-Delhi
A-31, Institutional Area Sector-62,
NOIDA-201307**

for and on behalf of NIOS invites

Sealed tenders from the reputed & experienced firms for packing and dispatch of Identity Cards and other material for Delhi and NCR area with proven good track record having minimum two years experience.

- 1. 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 Resource Development, Govt. of India. Delhi Zone of NIOS enrolls about 1 lakh students annually through more than 300 Accredited Institutions (AIs) known as Study Centres and 300 Accredited Vocational Institutions (AVIs) located all over Delhi and NCR Area.
- 2. Volume of Work:** About one lakh printed letters along-with laminated Identity Card of each individual student to be stapled and packed in envelope and thereafter envelope sealed and despatched. The despatch details are to be bar-coded and delivered to individual student in Delhi and NCR area within 3-4 days time. The firm shall provide details of

despatch, confirmation of delivery and proof of delivery of each individual letter to each student in a database form in a CD as well as in a Hard Copy.

In addition a few letters would also be required to be despatched during the year. For these letters also the agency shall provide confirmation and proof of delivery in a database form in a CD and in a Hard Copy.

3. Details of proposed despatch work to be carried:

Identity Cards to students:-

Category	Size/Quantity	Material to be used for packing
Letters (Around One Lakh)	Upto 50 Grams (In small window envelope)	Paper Window envelope has NIOS address, the same shall be provided by NIOS and letters addressed to individual student along-with I-card.

Details area-wise where despatches are to be carried out: -

S.No	Area	Approx figure of letters to be despatched
1	Delhi/New Delhi	Around 75, 000
2	Jhajjar/Bahadurgarh	Around 5000
3	Faridabad	Around 2500
4	Gurgaon	Around 2500
5	Gautam Budh Nagar	Around 5000
6	Ghaziabad	Around 10000
	Total	100000 (Around One Lakh)

Other letters above 50 grams would be around 2000 in a year.

4. **Efficiency Criteria: The tenderer should have minimum two years experience of National Level Institute** in packing and despatch of letters. The turnover of the firm should be above Rupees Ten lakhs for the last two years and a certificate to this effect should be enclosed with the tender.
5. A complete of list of clients Government/ Semi-Governments/PSUs/Autonomous bodies served during last two years should be enclosed with the tender form.
6. An attested copy of the certificate of registration of the company as Courier Agency should be enclosed with the tender form.
7. 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.
8. The rates quoted by tenderers shall be valid and binding on them for acceptance by NIOS within 90 days from the date of opening of tenders specified in the tender document.
9. **Security Deposit**
 - a. The firm, which shall be awarded work, will have to deposit Rs. 5000/- as security money, which will be refunded only on expiry of contract period.

- b. No interest on the Security Deposit will be payable.

10. Payment

- a. The payment will be made on submission of bill in duplicate, complete in all respect with copy(ies) of date wise delivery of the letters along-with all details in a database form in a CD. The firm shall have to supply proof of delivery of each letter.
- b. No advance will be given for executing the work.
- c. Counter conditions by the tenderes in matters concerning payment of bills shall not acceptable.

11. Penalty Clause

Time schedule for packing and despatch of letters should be strictly adhered to by the Contractor. If packing is not completed within stipulated dates, penalty will be applied as mentioned below.

- a. In case of any abnormal irregularity noticed in packing and despatch of the letters, the penalty levied by an independent Committee constituted by the Chairman, NIOS will be final and binding.
- b. Security deposit will be liable to be forfeited, if the tenderer fails to execute the work in time / complete the work satisfactorily.
- c. 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.
- d. 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 Chairman, NIOS shall be imposed on the tenderer who fails to execute the work order.
- e. A penalty of Rs. 100/- per day per consignment will be charged for delay upto 5 days and Rs. 200/- per day for delay 6 days onwards. The delayed delivery will be charged excluding the date of delivery.
- f. 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.

12. NIOS reserves the right to accept fully or partially or reject any/all tenders without assigning any reason(s) whatsoever.

13.

- a. 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.

- b. Any dispute arising out of the relation between the parties, will be subject to the jurisdiction of Delhi Courts only.
14. 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.
 15. 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.
 16. The firm assigned the job shall make atleast one additional attempt for delivery in case delivery could not be made in the first attempt for some reason. Non-delivery of despatches if any to be returned or re-directed as per the instruction of the NIOS.
 17. Sealed envelopes, containing rates in a sealed cover superscribed as Tender for despatch of Identity Cards and other material for Delhi and NCR area should be submitted to Mrs. Anitha Nair, Assistant Director, Regional Centre, Delhi at A-31, Sector-62, NOIDA by 28th August, 2009 by 2.00 P.M.

**Regional Director
Delhi Zone**

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) _____

Signature

Name of Tenderer _____

Address _____

Address with seal _____

Tender for despatch of Individual Identity Cards along-with a covering letter and other material etc. to the students others of Delhi and NCR.

To,

The Regional Director, Delhi Zone,
National Institute of Open Schooling,
Regional Centre Delhi,
A-31, Institutional Area, Sector – 62
Noida – 201 307

Subject: Sealed tender for despatch of Identity Cards and other material for the Delhi and NCR areas

Sir,

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

A. Rates for despatch of Individual Identity Cards/Letters etc.

S.No	Details of Areas	Size /Weight of Material (Net Rate in Rupees excluding of taxes, if any. (Rates are to be quoted for despatch operations man power and delivery of letters/materials in the areas i.e. Delhi and NCR as specified in Tender Document). (Paper envelope will be provided by NIOS)					
		Upto 50gm (Identity Cards)	51-150gm	151gm-250gm	251gm – 500gm	Additional 250gm	Delivery Time
1	New Delhi/Delhi						
2	Jhajjar/Bahadurgarh						
3	Faridabad, Gurgaon, Ghaziabad, Gautam Budh Nagar						

B. Rates for despatch of material to the Individual Students.

S.No	Details of Areas	Size /Weight of Material (Net Rate in Rupees excluding of taxes, if any. (Rates are to be quoted for dispatch operations man power and delivery of letters/materials in the areas i.e. Delhi and NCR as specified in Tender Document). (Packed material will be provided by NIOS)			
		1 kg + per kg	For 5 kg + per kg	For 10 kg + per kg	Delivery time
1	New Delhi/Delhi				
2	Jhajjar/Bahadurgarh				
3	Faridabad, Gurgaon, Ghaziabad, Gautam Budh Nagar				

Tax applicable, if any

Yours faithfully,

Date :

Signature:
Name:
Designation:
Seal of the Firm: