

NIOS/Pur./duplication-work/09

04/09/2009

To,

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**Subject:- Tender for duplication work from Audio CDs to Audio CDs and Video DVD to Video DVD -reg.**

Sir/Madam,

National Institute of Open Schooling intends to award duplication work from Audio CDs to Audio CDs and Video DVD to Video DVD. In this connection sealed quotations are invited from the reputed firms working in the field of duplication work on the enclosed prescribed proforma for submission of Technical and Financial bids.

You are requested to provide your lowest rates complete in all respect on the prescribed Performa (Technical bid at Annexure-B and financial bid at Annexure- C). The documents (“Technical Bid for duplication work ” and “financial Bid for duplication work ” sealed separately and put together in a big envelope) should be addressed to “ The Secretary, National Institute of Open Schooling, A 24-25, Institutional Area, Sector-62, NOIDA-201309 (U.P.) and should reach along with requisite EMD of Rs. 20,000/-(Rupees twenty thousand only) on or before the last date and time i.e. **29<sup>st</sup> September 2009 up to 2.00 P.M.**, on the acceptance of prescribed terms & conditions as per annexure “A”. The Tender Document can also be downloaded from our website [WWW.nos.org](http://WWW.nos.org) and [www.nios.ac.in](http://www.nios.ac.in).

Thanking you,

Yours faithfully,

(S.K.Tanwar)  
Deputy Director

**GENERAL TERMS AND CONDITIONS**

1. Tenderers must quote rates only in the enclosed proforma.
2. The rates will be valid for 90 days from the last date of submission of the tender.
3. The tenderer should provide the list of work order of last three years.
4. The Earnest money of Rs. 20,000/- (twenty thousand only) must be in the shape of Demand Draft/Pay Order only drawn in favour of "The Secretary, National Institute of Open Schooling," cheque or Bank Guarantee other than B.D. on account of EMD will not be accepted
5. The successful tenderer will have to deposit a Bank Guarantee equivalent of 10% of the total tender value towards security deposit in favour of the Secretary NIOS for faithful performance of the contract.
6. Tender not on the prescribed proforma(attached) without requisite details/EMD and received after the closing date/time of tenders will be summarily rejected.
7. The tenderer will be required to send two separate envelopes first envelope containing deposit of Earnest money,technical literature with technical bid and acceptance of terms and conditions and second containing the financial bid showing rates
8. While opening the tenders the envelope containing the technical bid shall be opened first and acceptance of the tender according to the specified clause will be ascertained. On the closing date of tender only technical bid will be opened.
9. The financial bid of only those firms who qualify the technical bid will be opened at a later stage with due information to the tenderers.
10. In case the tenderer(s) fails to execute the order according to terms of the work order the security deposit will be forfeited.
11. payment will be made after complete delivery & inspection through the inspection team on acceptance of the supplied material and after acceptance of Bank Guarantee.
12. Canvassing in any form will be viewed seriously and if any tender found to be resorting to such practice, the tender of such firm will be rejected.
13. Conditional tender will not be considered and will be rejected
14. 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 decision will be final and binding on the parties.
15. Any dispute arising out of the relations between the parties will be subject to the jurisdiction of the Delhi/NOIDA Courts.
16. Material will be supplied by the firm on the Basis of F.O.R. at NIOS Head Quarter, NOIDA(U.P.) or Rana Pratap Bagh Delhi.
17. If the work 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 awarded. In addition NIOS reserves the right to cancel the order at the supplier's risk and cost.
18. NIOS reserves the right to accept or reject any or all tenders without assigning any reasons, what so ever.

Place:

Authorized Signatory

DATE:

(WITH FULL NAME, DESIGNATION AND STAMP)

## **NATIONAL INSTITUTE OF OPEN SCHOOLING**

NOTE: TO BE SEALED SEPARATELY  
(Technical Details for Duplication work)

(TECHNICAL BID)

TECHNICAL INFRASTRUCTURE:- ( The following documents needs to be enclosed  
alongwith technical bid)

1. The firm must be registered with VAT/ Sales Tax Department and copy of the same may be enclosed with the tender. Service Tax Registration may also be attached.
2. The firms should have minimum 5 years experience in field of duplication work.
3. List of Institutions with a copy of order issued by the departments where duplication work have been completed by the firm, may be attached along with the tender.
4. DETAILS OF EXPERIENCE OF TECHNICAL EXPERTISE AND ADEQUATE INFRASTRUCTURE FOR DUPLICATION WORK.
5. THE FIRM'S TURNOVER SHOULD BE TWENTY FIVE LAKHS PER ANNUM DURING LAST THREE YEARS.
6. COPY OF THE INCOME TAX RETURNS FOR LAST THREE YEARS SHOULD BE SUBMITTED ALONG WITH THE TENDER.
7. COPY OF THE STATEMENT OF ANNUAL ACCOUNTS OF LAST THREE YEARS SHOULD BE SUBMITTED ALONG WITH THE TENDER.
8. MINIMUM STAFF REQUIREMENT
  - A) PERMANENT (INCLUDING TECHNICAL STAFF) - 5 (LIST TO BE ATTACHED)
  - B) CONTRACTUAL - 5 (LIST TO BE ATTACHED)

**PRESCRIBED TECHNICAL BID PERFORMA FOR DUPLICATION WORK**

<b><u>Items for Technical Bid</u></b>	<b><u>Details/Qty</u></b>
<b>NAME &amp; ADDRESS OF THE FIRM</b>	
<b>YEAR OF ESTABLISHMENT</b>	
<b>TYPE OF FIRM (PROPRIETARY/PRIVATE/PUBLIC/GOVT.)</b>	
<b>TOTAL TURNOVER DURING</b>	
<b>2005-06</b>	
<b>2006-07</b>	
<b>2007-08</b>	
<b>PAST EXPERIENCE</b>	
<b>COPY OF THE INCOME TAX RETURNS ENCLOSED YES/NO</b>	
<b>PERMANENT STAFF (INCLUDING TECHNICAL AND ITS PROOF.</b>	
<b>CONTRACTUAL STAFF AND ITS PROOF</b>	
<b>DETAILS OF EARNEST MONEY DEPOSIT: (PLEASE ATTACH EMD DRAFT WITH THIS ANNEXURE)</b>	
<b>THE TERMS AND CONDITIONS AS PER ANNEXURE – A ARE ACCEPTABLE OR NOT.</b>	

Place:

Authorized Signatory

DATE:

(WITH FULL NAME, DESIGNATION AND STAMP)

**Financial Bid**  
**(To be submitted in prescribed format only)**

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

**Subject:- Quotation for Duplication of Audio CD to Audio CD and Video DVD to Video DVD.**

Sir

After having gone through the terms and conditions as enlisted in annexure-A and the technical Bid in annexure-B of the Tender document for duplication work of Audio CDs and DVDs, we accept all the terms and conditions and quote our lowest rates for the same in the given below prescribed proforma. The EMD of Rs. 20,000/- (Rupees twenty thousand) drawn on \_\_\_\_\_ in favour of the Secretary, National Institute of Open Schooling payable at NOIDA is also enclosed.

Sl.No.	Description	Quantity of duplication work	Rate all inclusive	
			Per Unit Rate	Total Amount
1.	Duplication of 04 Master (Hindi and English version) from Audio CDs to Audio CDs inclusive of Following:- 1.Duplication charges 2.Laser Printing of Inlay card 3.Screen Printing 4.Unbreakable Jewel case with shrink pack for 2CDs sets. 5.Cost of Blank CDs. (Sony or Samsung brand ) (Design of inlay cards and printing on CDs is to be approved by NIOS).	5,400 sets (set of 2CDs) Duplication from 04 master CDs		
2.	Duplication of 04 Master (Hindi and English version) from Video DVD to Video DVD inclusive of Following:- 1.Duplication charges 2.Laser Printing of Inlay card 3.Screen Printing 4.Unbreakable Jewel case with shrink pack for single DVD 5.Cost of Blank DVD (Sony or Samsung brand ) (Design of inlay cards and printing on DVD is to be approved by NIOS).	10,400 DVD(in single pack) Duplication from 04 master DVD		

We hereby accept all the terms & conditions laid down in the Tender Document for the above said Job.

Thanking you

Yours faithfully,

(Signature with full name, designation and stamp of firm)

