



National Institute of Open Schooling(NIOS)

(An Autonomous Institution under Department of School Education & Literacy,
Ministry of Human Resource Development, Govt of India)

A-24-25, Institutional Area, Sector – 62, Noida – 201309 (U.P)

TENDER NOTICE

Sealed tenders are invited from the reputed and experienced firms/agencies for pre admission work like verification/complete checking of admission forms, scanning of photographs, printing and dispatch of identity cards and processing of pre examination work. The firm should have sufficient experience of handling various Boards/Universities admission/examination work, necessary technical expertise and adequate infrastructure to handle the above said works. Detailed tender document can be obtained from the Section Officer (SSS) of NIOS at Room No. 408 through Demand Draft on any working day between 10.00 A.M. to 4.00 P.M. on payment of Rs. 500/- (Rs. Five Hundred only) + GST applicable (non-refundable). Complete tender document can also be downloaded from NIOS website www.nios.ac.in. Sale of tender forms will be closed at 12.00 p.m. on 19.07.2017.

Sealed tender completed in all respect superscribed as “**Tender for Pre Admission Work Like Verification/Complete Checking of Admission Forms, Scanning of Photographs, Printing and Dispatch of Identity Cards and Processing of Pre Examination Work** ” must be dropped in the box meant for the purpose kept near the main entrance of the office at the above mentioned address latest by **19.07.2017** up to 15.00 hrs. which will be opened on the same day at 14.30 hrs. in the presence of the tenderers or their authorized representatives who may be present.

Director (SSS)

***Tender for Pre Admission Work Like
Verification/Complete Checking of Admission
Forms, Scanning of Photographs,
Printing and Dispatch of Identity Cards
and Processing of Pre-Examination Work, etc.***



NATIONAL INSTITUTE OF OPEN SCHOOLING
(An Autonomous Institution under Department of School Education & Literacy,
Ministry of Human Resource Development, Govt. of India)
A 24/25, institutional Area, Sector-62, NOIDA-201309 (U.P.)

Sl. No. _____

Date of issue _____

Cost of Rs. 500/- (Rupees Five Hundred Only) + GST applicable **(Non Refundable)** deposited at NIOS Cash Counter, A-24/25, Sector-62, Noida - 201309 (U.P.) vide NIOS Receipt No. _____ dated _____

OR

Deposited through Bank Draft No. _____ dated _____ for Rs. _____ drawn on _____ (name of the Bank) in favour of the Secretary, NIOS, Payable at Noida (Bank Draft to be attached with the Technical bid form)

Tender Document to be put in the Tender Box kept in Online Admission Section, 4th Floor, NIOS, A 24/25, Sector-62, Noida-201309 (U.P.)

Last date and time for sale of Tender Form : Till **12.00 Hrs. of 19th July, 2017**

Last date and time for submission of Sealed Tender: **19.07.2017 upto 14.00 Hrs.**

Date & time for opening of the Technical bid: **19.07.2017 at 15.00 Hrs.**

Venue for Opening of Technical Bid(s):

**National Institute of Open Schooling
Conference Hall, (SSS Deptt.) 4th Floor,
A-24/25, Institutional Area,
Sector-62, Noida-201309 (U.P.)**



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(An Autonomous Institution of the Ministry of Human Resource Development,
Department of School Education & Literacy, Govt of India)

A-24-25, Institutional Area, Sector - 62, Noida - 201309 (U.P)

**TENDER FOR PRE ADMISSION WORK LIKE VERIFICATION/COMPLETE CHECKING OF
ADMISSION FORMS, SCANNING OF PHOTOGRAPHS, PRINTING AND DISPATCH OF IDENTITY
CARDS AND PROCESSING OF PRE EXAMINATION WORK, ETC.**

About the Institute

The National Institute of Open Schooling (NIOS) is an Autonomous Institution of the Ministry of Human Resource Development, Deptt. of School Education & Literacy, Govt. of India. **It is the largest Open Schooling System in the World.** It provides education opportunities for Secondary and Senior Secondary levels and also for Vocational courses to persons who wish to study further and qualify for a better tomorrow. The mission of NIOS is to provide education to all with special concern for girls and women, rural youths, working men and women, SC,ST and divyang learners who because of one or other reason

could not continue their education with the formal system. NIOS operates through a network of Twenty two (22) Regional Centres, Two Sub- Regional Centre and two (2) NIOS Cell and about 6000 Accredited Institutions(AIs) and Accredited Vocational Institutions(AVIs) commonly known as Study Centres which are located in India, Nepal and Middle East Countries.

NIOS Regional Centres are located at (i) Allahabad, (ii) Amethi, (iii) Bengaluru, (iv) Bhopal, (v) Bhubaneswar, (vi) Chandigarh, (vii) Chennai, (viii) Dehradun, (ix) Delhi, (x) Dharamshala, (xi) Gandhi Nagar, (xii) Gangtok, (xiii) Guwahati, (xiv) Hyderabad, (xv) Jaipur, (xvi) Kochi, (xvii) Kolkata, (xviii) Patna, (xix) Pune, (xx) Raipur, (xxi) Ranchi and (xxii) Visakhapatnam, NIOS Sub- Regional Centre are located at (i) Darbhanga and (ii) Kota, NIOS Cell are located at (i) Port Blair and (ii) Shilong. Addresses of NIOS Regional Centres and SRCs are attached at **Appendix-I** The annual student enrolment of NIOS at all the Regional Centres is around 5,50,000 students. It provides nine examination chances in a span of 5 years. One can take any examination during the period and can avail of credit accumulation. Enrolment in the academic year 2017-18 is expected to increase by 20 to 25% over the previous year's enrolment. Admission forms are received at all the Regional Centres as well as NIOS Head Quarters throughout the year (24 x7). The dates of admission session 2017-18 is given below:

BLOCK FOR ONLINE ADMISSION	DATES OF ONLINE ADMISSION	EXAMINATION IN WHICH THE STUDENTS CAN APPEAR
Ist Block	16th March, 2017 to 15 th September, 2017	First time in next year April/May, 2018
IInd Block	16th September, 2017 to 15 th March, 2018	First time in October/November, 2018

01 Instructions to Bidders

- i. Secretary, National Institute of Open Schooling on behalf of NIOS invites sealed tenders IN TWO BID SYSTEM (TECHNICAL AND FINANCIAL BID) from the experienced and reputed firms/agencies for pre-admission work like verification/complete checking of admission forms, Scanning of Photographs, printing and dispatch of Identity Cards and processing of pre examination work, etc., initially for a period of two years which can be extended further for a period of two more years on mutual consent on the basis of satisfactory performance of the firm. The anticipated annual business will be around Rs. 50 lakhs (Rupees fifty lakhs). per year. The tender document comprising of Technical and Financial Bid can be obtained from Section Officer(Online Admission Section) National Institute of Open Schooling, 4th Floor, Room no. 408, A-24/25, Institutional Area, Sector-62, Noida-201309 (U.P) on payment of Rs. 500/- (Rupees Five Hundred only) + GST applicable by way of a Demand Draft drawn in favour of the Secretary, NIOS payable at Noida. The tender document can also be downloaded from the NIOS website i.e. www.nios.ac.in. tender shall only be valid if the technical bid of tender will be enclosed with EMD as well as cost of the tender document.
- ii. The proposal must to be submitted in two separate envelopes, first envelop should contain "Technical Bid" along with EMD of Rs. 2,50,000/- (Rupees Two Lakh Fifty Thousand only) and cost of the tender document of Rs. 500/- (Rupees Five Hundred only) + GST applicable in the shape of two separate Demand Drafts/Pay Orders of any Nationalized Bank in favour of the Secretary, NIOS payable at Noida and second

envelop should contain "Financial Bid" after quoting the lowest rates in the prescribed proforma appended at Annexure-II. Both the envelopes should be sealed properly and submitted in a single cover superscribed "**Tender for Pre Admission Work like Verification/Complete Checking of Admission Forms, Scanning of Photographs, Printing and Dispatch of Identity Cards and Processing of Pre Examination Work, etc.**" The tender document shall be opened by the duly constituted Committee of NIOS in the presence of representatives of the firm/agency on the date and time specified above.

- iii. The successful tenderer shall have to submit Security Deposit/Bank Guarantee of Rs. 5,00,000/- (Rupees Five lakh only) by way of Demand Draft /Bank Guarantee drawn in favour of "Secretary, National Institute of Open Schooling, Noida" immediately after execution of the agreement as interest free security deposit for ensuring good performance and for security purposes which shall be released to the firm/agency after two months of the expiry of the contract. On receipt of security deposit, EMD of the successful tenderer shall be returned to the firm without any interest.
- iv. The intending tenderers are advised that the Financial Bids of only those tenderers shall be opened whose Technical Bids are found meeting the eligibility criteria. The Technical Bids of only those tenderers who have deposited the requisite Earnest Money in an acceptable form i.e. by way of Demand Draft/Pay Order of any nationalized bank in favour of the Secretary, NIOS, Noida shall be accepted. No interest shall be paid on EMD.
- v. **The selection of the firm/ agency shall be on the basis of total of lowest rate quoted for all activities by the firm in the financial bid proforma.**
- vi. The firms who are doing NIOS Post examination work shall not be eligible to participate in the tender process. In case, any such firm apply for this work shall be straight way rejected. Therefore, such firm / agency is advised not to participate in the tender process.

02 SCOPE OF WORK:

NIOS Regional Centres are located at (i) Allahabad, (ii) Amethi, (iii) Bengaluru, (iv) Bhopal, (v) Bhubaneswar, (vi) Chandigarh, (vii) Chennai, (viii) Dehradun, (ix) Delhi, (x) Dharamshala, (xi) Gandhi Nagar, (xii) Gangtok, (xiii) Guwahati, (xiv) Hyderabad, (xv) Jaipur, (xvi) Kochi, (xvii) Kolkata, (xviii) Patna, (xix) Pune, (xx) Raipur, (xxi) Ranchi and (xxii) Visakhapatnam, NIOS Sub- Regional Centre are located at (i) Darbhanga and (ii) Kota, NIOS Cell are located at (i) Port Blair and (ii) Shillong. NIOS requires an agency who could perform the said work for all of its Regional Centres, SRCs as well as for NIOS Head Quarters. The successful agency shall have to make all arrangements at its own cost for carrying out the work of the Regional Centres, SRCs and NIOS Head Quarters as mentioned above. The address of Regional Centres, SRCs and NIOS Head Quarters located all over the India is appended at **Appendix-I**.

Job description: The successful agency shall have to perform the following jobs :

A. Pre-Processing Activities

Receipt of admission forms at Regional Centre(s), SRCs and NIOS Head Quarters.

- (a) Firm/Agency will have to arrange receipt of admission form from Regional Centres, SRCs and NIOS Head Quarters. For this, firm/agency will have to depute its

representatives during admission time as per directions of the concerned Officer of the NIOS.

- (b) The firm will have to collect all the forms and relevant documents after giving proper receipt to the concerned Officer of the NIOS Regional Centres, SRCs and NIOS Head Quarters.
- (c) 2 % to 5% admission forms are received through offline mode at Regional Centres, SRCs and NIOS Head Quarters. The firm/agency will have to arrange receipt of offline admission forms from Regional Centres, SRCs and NIOS Head Quarters likewise during examination, exam forms are received offline. For this, firm/agency will have to depute its representatives during admission/examination time as per directions of the Regional Director/concerned Officer of the NIOS Regional Centres, SRCs and NIOS Head Quarters.

B. Checking of individual Admission forms & Verification of the documents enclosed by candidate along with the admission form as per directions of the concerned Officer of the Regional Centres, SRCs and NIOS Head Quarters.

- i). Checking of forms by the firm at NIOS website (www.nios.ac.in) ensuring receipt of all documents and reconcile of requisite admission fee.
- ii). Detaching of Bank Draft from admission forms and checking & verifying with admission form.
- iii). A Statement of drafts AI wise / Bank wise indicating Sl. No., Date, Enrolment No, Name of issuing bank, Amount of Draft to be prepared and provided to NIOS along with bunch of detached draft AI wise/ Bank wise.
- iv). Generation of complete details of fees in respect of each AI for Bank Draft, Challan and Credit Card and give complete details of fee received from the candidates.

C. Verification / Checking of entries in the admission forms with supporting documents.

- (i) Name of Candidate, Father/ Mother's name, Date of Birth, Category, Xth Board examination, Fee paid, Details for TOC Board, Details of TOC subjects, and Photograph shall have to be checked by the firm/agency.
- (ii) Statement of admission fee must tally with the admission records actual fee receipts.

D. Processing Activities for Scanning the Photographs by the firm.

1. Saving the Student's photograph as image form in the admission form after scanning giving Enrolment no. and the file name. For example: 010001102001.jpg.
2. Printing of the Student Checklist including the student's photographs AI wise as per the enclosed format at **Appendix-II**.
3. Three CDs/DVDs/Pen Drive with Scanned photographs of NIOS learners to be provided to Regional Centres, SRCs and NIOS Head Quarters.

E. For Printing and dispatch of laminated Identity Cards

1. Printing of Identity Card with student photograph in watermark on variables data & Lamination of Identity Card with scanned colour photograph of the student having specifications as per sample of Identity Card attached at **Appendix 'III'**
2. Art paper 150 GSM.
3. 150 micron lamination pouch.
4. Card size : 2.75"X4.0"
(The card size should be as per sample given by NIOS)
5. Card thickness : (0.76mm)
6. The other side of the Identity Card should have information of the concerned Regional Centre.
7. Packing of Identity Cards along with Computer generated letter in the envelop individually as per sample envelop to be provided by NIOS.
8. Dispatch of Identity Cards to candidates at their residential addresses through an agency by using Speed post/ BNPL code /Courier services of NIOS. The postal charges for dispatch of identity Cards to individual learners at their respective residences will be borne by NIOS. Envelopes will also be provided by NIOS.

F. Entry of Tutor Marked Assignments.(TMAs)

1. Punching & Verification of TMA award subject wise & assignment wise.
2. Updation and correction of TMA awards to be completed within the stipulated time given by NIOS.
3. Printing of list of TMA awards.
4. Providing TMA data on CDs/DVDs/Pen Drive.

G. For pre Examination work.

1. Punching and verification of the Examination forms/list as per the database structure provided by NIOS.
2. Updation of the Pre-examination data with the Admission data provided by NIOS.
3. Printing of the List of Candidates and the Edit list as per the format provided by NIOS.
4. Correction and updation of the data from the List of Candidates and the Edit List may be provided to NIOS.
5. Printing of final List of Candidates in duplicate and the Edit List, one copy for the AI (Study Centre) and another for the Regional Centre.
6. Printing of the computerized Hall Ticket with concerned scanned photograph of the student as per the format provided by NIOS (3-4 on one page).
7. Printing of the computerized Attendance roll with concerned scanned photograph of the student as per the format provided by NIOS.

8. Entry of the Centre Notification and its print out.
9. Two CDs/DVDs/Pen Drive with Pre-Examination Database.
10. Checking of admission fee and examination fee.

Note: All the stationary of the printing works will have to be provided by the firm itself.

03 ELIGIBILITY CRITERIA:

The tenderers must fulfill the following eligibility criteria failing which their tender will be disqualified for opening of the financial bid.

(i) The tenderer should have minimum three years experience in handling, Verification/ Complete checking, processing of admission/examination data and necessary technical expertise and adequate infrastructure to handle NIOS work. Please attach experience certificate for the last 3 years in support of your claim.

(ii) The tenderer should have either turnover of about Rs.75 lacs per year or 2 crore during the last three years. i.e 2013-14, 2014-15, 2015-16. Please attach Audited Statements of the last 3 years.

(iii) The tenderer should have following infrastructure.

i) Computer	=	20 (Twenty)
ii) Scanners	=	15 (Fifteen)
iii) Laser Printer	=	15 (Fifteen)
iv) Line Printer/Line Matrix	=	03 (Three)

Minimum Staff Requirement

Permanent (Including Technical Staff)	=	10 (list to be enclosed)
Contractual	=	20 (list to be enclosed)

04 TERMS & CONDITIONS OF THE CONTRACT:

1. TENDERERS MUST QUOTE ITS LOWEST RATES ONLY IN THE ENCLOSED FINANCIAL BID PROFORMA **appended at Annexure - II**
2. The Tender document is not transferable and its cost is not refundable under any circumstances.
3. The tenders shall be valid for 90 days from the date of opening of Financial bids of the tender
4. The firm so selected would be required to carry out NIOS work as per job description. No TA/DA/conveyance/transportation/postage charges, etc. will be admissible for execution of the work
5. NIOS Regional Centres are located at (i) Allahabad, (ii) Amethi, (iii) Bengaluru, (iv) Bhopal, (v) Bhubaneswar, (vi) Chandigarh, (vii) Chennai, (viii) Dehradun, (ix) Delhi, (x) Dharamshala, (xi) Gandhi Nagar, (xii) Gangtok, (xiii) Guwahati, (xiv) Hyderabad, (xv) Jaipur, (xvi) Kochi, (xvii) Kolkata, (xviii) Patna, (xix) Pune, (xx) Raipur, (xxi)

Ranchi and (xxii) Visakhapatnam, NIOS Sub- Regional Centre are located at (i) Darbhanga and (ii) kota, NIOS Cell are located at (i) Port Blair and (ii) Shilong and do the verification of admission form, scanning of Photograph, Printing of Identity Cards and processing of pre examination work as per the directions of Regional Centres, SRCs and NIOS Head Quarters within the prescribed time limit as approved by NIOS and may do all processing at their office and give them back to the respective Regional Centres, SRCs and NIOS Head Quarters along with the required reports or **may station its people with Scanner/Computers at the Regional Centres, SRCs and NIOS Head Quarters and do the necessary processing** for which no TA/DA/Conveyance/transportation/postage, etc. will be paid to the firm/agency.

6. The payment will be made on submission of bill in duplicate, complete in all respects with copy(ies) of challan bearing details of work executed.
7. No advance will be paid for executing the work. The firm shall have to make its own arrangement to collect the admission / examination forms.
8. Conditional tender shall not be accepted.
9. Time schedule for various activities should be strictly adhered to by the firm/agency. If work is not completed within stipulated dates, penalty will be imposed as under.
10. Decision of NIOS to accept / rejects any tender and award of work to any firm shall be discretion of NIOS
 - (i) A penalty at the rate of $\frac{1}{2}$ percent per day of the assigned work subject to 20% of the total value of the work will be imposed on the firm / agency. Penalty can also be enhanced if deemed fit, subject to value of 5% of the work order, if quality of Identity Cards is inferior or other condition of contract is not scrupulously followed.
 - (ii) In case of any abnormal irregularity noticed in execution of assigned work, the penalty levied by NIOS will be final and binding on the firm/ agency. In such case Security Deposit submitted by the firm can be forfeited.
11. In case of any dispute arising out of the relation between the parties, the matter will be referred to the Arbitrator appointed by the Secretary, NIOS whose decision will be final and binding on the parties.
12. Any dispute arising out of the relation between the parties, will be subject to the jurisdiction of Delhi Courts only.

5. PRICE SCHEDULE (TO BE UTILIZED BY THE TENDERERS FOR QUOTING THEIR LOWEST RATES)

The tenderer must quote their lowest rates in the Financial bid form appended at Annexure-II.

Director (SSS)



NATIONAL INSTITUTE OF OPEN SCHOOLING (NIOS)

(An Autonomous Institution under Department of School Education & Literacy
Ministry of Human Resource Development, Govt of India)

A-24-25, Institutional Area, Sector – 62, Noida – 201309 (U.P)

ANNEXURE – I

TECHNICAL BID FORM

FOR PRE ADMISSION WORK LIKE VERIFICATION/COMPLETE CHECKING OF ADMISSION FORMS, SCANNING OF PHOTOGRAPHS, PRINTING AND DISPATCH OF IDENTITY CARDS AND PROCESSING OF PRE EXAMINATION WORK, ETC.

The cost of the tender document is being remitted through Bank Draft/Pay Order No. _____ dated _____ for Rs. _____ in favour of the Secretary, National Institute of Open Schooling , Noida.

The amount of EMD of Rs.2,50,000/- (Rupees Two lakh Fifty thousand only) is also being remitted through Bank Draft/Pay Order No. _____, Bank Name _____ dated _____ in favour of the Secretary, National Institute of Open Schooling , Noida.

S.No.	PARTICULARS	INFORMATION TO BE FURNISHED BY THE FIRM/AGENCY
1	Name of the Firm/Agency with Complete Address, Phone nos., Mobile nos. & email IDs.	
2	Year of incorporation of the Firm (Copy may be enclosed)	
3	Service Tax Registration No. /GST Registration (Copy may be enclosed)	
4.	PAN Registration No. (Copy may be enclosed)	

5.	<p>Total Experience</p> <p>(firm/agency should have minimum three years experience in handling, verification/complete checking, processing of pre admission/ pre examination work)</p> <p>(please attach experience certificate for the work done during the last 3 years.)</p>	
6.	<p>Details of present clients, their name & addresses, contact phone numbers for which agency is doing the similar nature of work.(copy may be enclosed)</p>	
7	<p>Has the firm/agency proper technical infrastructure to carry out assigned job efficiently. If so, Details of infrastructure requirement in nos. should be provided.</p> <ul style="list-style-type: none"> (i) Computers (ii) Scanners (iii) Laser Printers (iv) Line Printers /line matrix (v) Permanent Staff (vi) Contractual Staff (vii) Space of the Office (viii) Rented/own building 	
8	<p>Annual Turnover for the last three years i.e.,</p> <p>2013-14</p> <p>2014-15</p> <p>2015-16</p> <p>(firm/agency should have a turnover of either Rs.75 lacs per year or 2 crore during the last three years (Please attach Audited Statement of last 3 years).</p>	

UNDERTAKING

I/We have read the terms and conditions of the tender document and understand that in case of any of the statement furnished by the undersigned is found to be false OR if any / all the terms and conditions are not complied with, the tender is liable to be cancelled and the Earnest Money/Security Deposit shall be forfeited by NIOS. I agree that the decision of the NIOS in this regard would be final and binding on the firm/agency.

I/We also certify that, I/We have understood all the terms and conditions indicated in the tender document and hereby accept the same completely.

Place: _____

Date: _____

Signature of owner/authorized Officer
of the Firm/Agency

Name

Address with seal of the Firm



NATIONAL INSTITUTE OF OPEN SCHOOLING (NIOS)

(An Autonomous Institution under Department of School Education & Literacy,
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A-24-25, Institutional Area, Sector – 62, Noida – 201309 (U.P)

ANNEXURE II

FINANCIAL BID FORM

FOR PRE ADMISSION WORK LIKE VERIFICATION/COMPLETE CHECKING OF ADMISSION FORMS, SCANNING OF PHOTOGRAPHS, PRINTING AND DISPATCH OF IDENTITY CARDS AND PROCESSING OF PRE EXAMINATION WORK, ETC.

Dated: _____

The Director (SSS)
National Institute of Open Schooling
A 24/25, Institutional area
Sector- 62, NOIDA-201309 (U.P.)

Sir,

After having gone through the terms and conditions as enumerated in the tender document for **PRE ADMISSION WORK LIKE VERIFICATION/COMPLETE CHECKING OF ADMISSION FORMS, SCANNING OF PHOTOGRAPHS, PRINTING AND DISPATCH OF IDENTITY CARDS AND PROCESSING OF PRE EXAMINATION WORK, ETC.** I/WE , accept all the terms and conditions of the tender document and quote our lowest rates for the same as under:

SL.NO.	JOB DESCRIPTION	RATE OFFERED PER CANDIDATE IN FIGURES	RATE OFFERED PER CANDIDATE IN WORDS
01	For all the Admission activities listed in the tender document.		
02	For all the Pre- Examination activities listed in the tender document.		

03	For TMA work		
04	Service Tax / GST if any		
Grand Total			

Place: _____

Date: _____

Signature of owner/authorized Officer
of the Firm/Agency

Name
Address with seal of the Firm

LIST OF REGIONAL CENTRES

<i>Name of the Region</i>	<i>Address of the Regional Centre</i>	<i>Jurisdiction</i>
1. ALLAHABAD	National Institute of Open Schooling Regional Centre 19/17, Kasturba Gandhi Marg, Kachahari Road Allahabad - 211002 (Uttar Pradesh) Ph.: (O) 0532-2548154 (Fax) 0532-2548149 e-mail: rcallahabad@nios.ac.in	Uttar Pradesh
2. AMETHI	National Institute of Open Schooling Regional Centre Lakhara House, Munshiganj Road, Sarvanpur-227405, Amethi, (Uttar Pradesh) Email: rcamethi@nios.ac.in	Amethi & Gauriganj
3. BENGALURU	National Institute of Open Schooling Regional Centre Office of the Director (Vocational Education) 3rd Floor, PUE Bhawan, 18th Cross Sampige Road, Malleswaram, Bengaluru - 560012, Karnataka, Ph.: 23464223 Fax: 23464222 Email: rcbengaluru@nios.ac.in	Karnataka
4. BHOPAL	National Institute of Open Schooling Regional Centre Manas Bhawan, Shyamla Hills, Bhopal - 462002 (M.P.) Ph.: 0755-2661842, 2660331 Fax : 0755-2661842 e-mail: rcbhopal@nios.ac.in	Madhya Pradesh
5. BHUBANESHWAR	National Institute of Open Schooling Regional Centre ELTI Campus Maitrivihar, Chandrashekhar Pur, Bhubaneswar-751023 Ph. No. 0674-2302688 Email.: rcbbsr@nios.ac.in Website: http://rcbbsr.nios.ac.in	Odisha
6. CHANDIGARH	National Institute of Open Schooling Regional Centre YMCA Complex, Sector-11C, Chandigarh-160 001 Ph.:(O) 0172-2744915, 3950979 Fax : 0172-2744952 e-mail: rcchandigarh@nios.ac.in	Haryana (Excluding gurgaon, Faridabad & Jhajjar) Punjab, Jammu & Kashmir and Chandigarh
7. CHENNAI	National Institute of Open Schooling Regional Centre Lady Willington Campus, Kamraj Salai, Triplicane, Chennai-600005, Tamilnadu Ph. no. 044-28442237 Fax: 044-28442239 e-mail: rcchennai@nios.ac.in	Tamil Nadu, Pondicherry
8. DEHRADUN	National Institute of Open Schooling Regional Centre Amrit Plaza Building, Near Bengali Kothi Chowk Moth Rowala Road, P.O. Ajapur Kalan, Dehradun - 248001 Ph.: (O) 0135- 2532566; 2532592; Fax : 0135-2629166 e-mail: rcdehradun@nios.ac.in	Uttarakhand, Meerut, Bagpat Saharanpur , Muzaffar Nagar, Moradabad and J.P. Nagar (Amroha) districts of U.P.
9. DELHI	National Institute of Open Schooling Regional Centre A-31, Institutional Area, NH-24, Sector-62, NOIDA- 201309 Distt. - Gautam Buddha Nagar (U.P.) Ph: (O) 0120-2404914-15, Fax : 0120-2404916 e-mail: rcdelhi@nios.ac.in	NCT of Delhi and bordering Distts. of NCT in Uttar Pradesh and Haryana comprising of Distts. of Gautam Buddha Nagar (Noida and Greater Noida), Ghaziabad, Gurgaon Faridabad and Jhajjar.
10. DHARAMSHALA	National Institute of Open Schooling Regional Centre 2nd Floor, Chamunda Complex, (Near Income Tax Office) Dari Road, Dharamshala, Distt. Kangra-176057, Himachal Pradesh, Ph. (O) 001892-222251 e-mail: rcdharamshala@nios.ac.in	Himachal Pradesh

<i>Name of the Region</i>	<i>Address of the Regional Centre</i>	<i>Jurisdiction</i>
11. GANDHI NAGAR	National Institute of Open Schooling Regional Centre Multi Storied Building, D Wing, 7th Floor, Sector-11, Near Pathikaashram, Gandhinagar-3820011, Gujarat, Ph.: 079-23220410, Fax: 079-23220411 Email: rcgandhinagar@nios.ac.in	Gujarat
12. GANGTOK	National Institute of Open Schooling Regional Centre Teacher's Guest House, Syari Gangtok - East Sikkim-737102 email: srcgangtok@nios.ac.in	Sikkim and Bordering Dist. of West Bengal Comprising of Distt. Silliguri and Darjling
13. GUWAHATI	National Institute of Open Schooling Regional Centre Building of Assam Publication Board, (Near Assam Board of Secondary Education) 1st Floor, Bamunimaidan, Guwahati-781021 (Assam) Ph. (O): 0361-2650541, 2651201 (Fax) 0361-2650542 e-mail: rcguwahati@nios.ac.in	Nagaland, Arunachal Pradesh, Assam, Manipur, Mizoram and Tripura
	NIOS Cell Shillong Directorate of Educational Research & Training Campus (DERT), Laithumkhram Shillong, Meghalaya-793011 e-mail: trilokes@gmail.com	Meghalaya
14. HYDERABAD	National Institute of Open Schooling Regional Centre IV Floor, Sri Krishna Devaraya, Telugu Basha Nilayam, Trust, No 4-4-8, 2 Sultan Bazar, Hyderabad - 500095. Ph.: (O) 040-24162859, Fax : 040-24060712	Telangana
15. JAIPUR	National Institute of Open Schooling Regional Centre D-11-12 Roop Vihar Colony, Mohan Marg, Opp. Karoli Garden, New Sanganer Road, Sodala, Jaipur (Rajasthan) – 302019 Ph.: (O) 0141-2292818, 2290057 Fax.: 0141-2292819 e-mail: rcjaipur@nios.ac.in	Rajasthan
	Sub Regional Centre Kota 2nd Floor, 2-PA-1, Vigyan Nagar Main Road, Kota-324005 E-mail : srckota@nios.ac.in Ph. No. 09889128555	
16. KOCHI	National Institute of Open Schooling Regional Centre 6th Floor, Kerala State Housing Board Building, Panampilly Nagar, Kochi-682036 Ph.: 0484-2310032, 4035540 (T/F) 0484-2310033 e-mail: rckochi@nios.ac.in	Kerala
17. KOLKATA	National Institute of Open Schooling Regional Centre 10/1/H, Diamond Harbour Road, Kolkata-700 027 (WB.) Ph.: (O) 033-24797714, Fax : 033-24797707 e-mail: rckolkata@nios.ac.in	West Bengal (Excluding Silliguri and Darjling) and Andaman and Nicobar Island
	NIOS CELL PORT BLAIR Adult Education in the Directorate A&N Administration Shiksha Sadan A&N Island, Port Blair	Port Blair
18. PATNA	National Institute of Open Schooling Regional Centre Lalit Bhawan, Ground Floor, Jawahar Lal Nehru Marg, Bailey Road, Patna - 800001 (Bihar) Ph.: (O) 0612-2545051, 0612-2545470 e-mail: rcpatna@nios.ac.in	Bihar

<i>Name of the Region</i>	<i>Address of the Regional Centre</i>	<i>Jurisdiction</i>
	SUB-REGIONAL CENTRE DARBHANGA Moh- Khan Chowk Near Main Khan Chowk PO Lal Bagh Distt. Darbhanga-846004 Phone : 0627-2250628	
19. PUNE	National Institute of Open Schooling Regional Centre C/o Indian Institute of Education Campus, 128/2 JP Naik Road, Sriniketan Society, (Near Solaris Club) Kothrud, Pune-411029 (Maharashtra) Ph. (O) 020-25444667, 25439763 (Fax) 020-25456496 e-mail: rcpune@nios.ac.in	Maharashtra, Goa and Daman & Diu
20. RAIPUR	National Institute of Open Schooling Regional Centre B.T.I Ground, DIET Campus, Shankar Nagar Ph: (O) 0771-2442147, 2442167 Raipur-492001, Chhattisgarh e-mail: chhatisgarh@nios.ac.in	Chhattisgarh
21. RANCHI	National Institute of Open Schooling Regional Centre Schooling, Hostel Premises, Amar Shahid Thakur Vishavanath Shahdev Zila School, Zilla School Parishad, Ranchi Phone No.: 0651-2217030; Fax: 0651-2217060 e-mail: rcranchi@nios.ac.in	Jharkhand
22. VISAKAPATNAM	National Institute of Open Schooling Regional Centre 5th Floor, B Block, VUDA Complex, Siripuram, Visakapatanam, Andhra Pradesh Ph.: 0891-2564584, E-mail : srcvisakhapatnam@nios.ac.in	Andhra Pradesh



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राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान
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- Note: 1. Valid for 5 years from the year of registration.
2. In case of loss, duplicate Identity Card will be issued on payment of Rs. 100/- along with copy of FIR, at the Regional Centre.

