

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.)

Date and time for available of Tender Form from Section Officer (Online Admission Section) and downloaded from the NIOS website i.e. www.nios.ac.in. as well as CPP portal i.e. www.eprocure.gov.in : to till **12.00 Hrs. of 21.12.2017**

Last date and time for submission of Sealed Tender: **21.12.2017 upto 14.00 Hrs.**

Date & time for opening of the Technical bid: **21.12.2017 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.)**



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 for Empanelment of Computer Agencies for Admission and Examination work.

About the Institute

The National Institute of Open Schooling (NIOS) is an Autonomous Institution under 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, Senior Secondary levels, Vocational courses and also Diploma in Elementary education (D.El.ED)(program for in-service untrained teachers for Elementary Education) to learners 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. It main aim is reach to unreached.

The organizational structure of NIOS includes five Departments, network of Twenty two (22) Regional Centres, Two Sub- Regional Centre and Two NIOS Cell and approx 7000 study centres catering to school education needs of learners all over the country. The study centers are known as Accredited Institutes (AIs), Accredited Vocational Institutes (AVIs), Accredited Agencies (AA) and Special Accredited Institutes for Education of Disadvantaged (SAIED) and Special Accredited Institute for Academic and skill Development (SAIASD) etc.,

The 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. Addresses of NIOS Regional Centres and SRCs are attached at **Appendix-A** The annual enrolment of NIOS at all the Regional Centres is around 5,50,000 for Secondary, Sr. Secondary and Vocational . NIOS conducts Public examination twice in a year (March- April and September – October) and provides nine examination chances to the learner in a span of 5 years. The learner can appear for the examination during the period and can avail of credit accumulation. The enrolment in the academic year 2017-18 is expected to increase by 20 to 25% over the previous year's enrolment. The Admission forms are received at all the Regional Centres as well as NIOS Head Quarters throughout the year (24 x7). The schedule of admission session 2017-18 is given below:

BLOCK FOR ONLINE ADMISSION	Schedule OF ONLINE ADMISSION	EXAMINATION IN WHICH THE LEARNERS 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

Examination Schedule of NIOS:

Name of Examination	Schedule	Tentative LEARNERS CAN APPEAR
Sec. & Sr. Sec/ Vocational Exam	i. March to May ii. September to November	6 to 7 Lakhs

01 Instructions to Bidders

Sealed tenders are invited under two bid system from the experienced and reputed Computer firms/agencies who are willing to undertake the work on all India basis. NIOS will make a panel of three firm /agencies. The firms should agree to the condition that item wise **L-1** rates will be acceptable to them. Only those firms who will accept this condition will be considered for empanelment. The firm/agency should be situated within radius of 500 Kms. from NIOS Headquarters, Sector-62, Noida, U.P. The enclosed tender proforma consists of Technical and Financial bids which are to be filled and sealed in a separate envelope superscribed as "Technical Bid and Financial Bid" for admission work and examination work, etc and packed together in big envelope accompanied with requisite amount of EMD amounting to Rs. 1,00,000/- (Rs. One Lakhs only). The term of the contact is initially for a period of two years and extendable on year to year basis, with the mutual consent as well as satisfactory performance of the firm / agency. The tender document can

be obtained free of cost 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). The tender document can also be downloaded from the NIOS website i.e. www.nios.ac.in. as well as CPP portal i.e www.eprocure.gov.in. The tender shall only be valid if the EMD is accompanied with technical Bid. Sealed tenders duly completed in all respects should be addressed to the Secretary, NIOS A-24/25, Institutional Area, Sector-62, Noida-201309 (U.P).

02. SCOPE OF WORK:

The 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. The NIOS require agencies who can perform the work for all of its Regional Centres, SRCs, NIOS cell as well as for NIOS Head Quarters. The successful agencies 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, NIOS cell and NIOS Head Quarters located all over the India is appended at **Appendix-A**.

The Firm /Agency should bear in mind while applying that after empanelment they may be called upon to undertake the work even beyond the zonal boundaries indicated in the tender depending on the requirement of the institute and capability of firm so limited.

(A) Admission work

- (i) Receipt of admission forms of Secondary, Senior Secondary, Vocational Education and Teacher Education at Regional Centres, SRCs, NIOS cell and NIOS Head Quarters.
- (ii) The Firm/Agency will have to make its own arrangement to collect admission forms from Regional Centres, SRCs, NIOS Cell and NIOS Headquarters within two days after receiving the communication. The agency shall arrange safe return of the Physical data to the respective office of NIOS after completion of the work at their own cost. For this, the firm/agency will have to depute its representatives at Regional Centres, SRCs, NIOS Cell and NIOS Head Quarters as per directions of the concerned Officers of the NIOS.
- (iii) The firm / agency will have to collect the forms and relevant documents after giving proper receipt to the concerned Officer of the NIOS Regional Centres, SRCs, NIOS cell and NIOS Head Quarters.
- (iv) Approximately 5 to 10 % admission forms are received through offline mode at Regional Centres, SRCs, NIOS Cell and NIOS Head Quarters. Only 5 to 10% Admission form (offline) are required to be punched. Rest 90% are online admission form in which data punching work is not involved. The firm/agency will have to arrange to collect the offline admission forms from Regional Centres, SRCs, NIOS Cell and NIOS Head Quarters. For this

purpose, all the firms/agencies will have to depute their representatives during admission/examination time as per directions of the Regional Director/concerned Officer of the NIOS to collect for necessary action by the firm.

- (v) The firm / agency will have to adhere the timelines fixed by NIOS for each activity strictly and to complete all the works received from Regional Centres, SRCs, NIOS Cell and NIOS Headquarter within ten days.
- (vi) The firm /agency will also prepare and provide the statement showing the details of the fee for the admission as per the format provided by NIOS immediately after finalizing the admission data.

1 Processing Activities for Scanning the Photographs by the firm.

- i. Saving the Learner's photograph as image form in the admission form after scanning giving Enrolment No. and the file name. for example: 010001102001.jpg.
- ii. Printing of the learners Checklist including the learner's photographs AI wise as per the enclosed format at **Appendix-B**.
- iii. Three CDs/DVDs/Pen Drive with Scanned photographs of NIOS learners to be provided to Regional Centres, SRCs and NIOS Head Quarters.
- iv. Printing of Identity Cards with learner 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 'C' within ten days after receiving the Admission form**
- v. Art paper 150 GSM.
- vi. 150 micron lamination pouch.
- vii. Card size : 2.75"X4.0" (The card size should be as per sample given by NIOS)
- viii. Card thickness : (0.76mm)
- ix. The other side of the Identity Card should have information of the concerned Regional Centre.
- x. Packing of Identity Cards along with Computer generated letter in the envelop individually as per sample envelop to be provided by NIOS.
- xi. Dispatch of Identity Cards to be sent to the candidates at their residential addresses / AIs/ AVIs through an agency by using Speed post/ BNPL code /Courier services of NIOS within five days. The postal charges for dispatch of identity Cards to individual learners at their respective residences AIs/ AVIs will be borne by NIOS on actual basis. The envelopes will also be provided by NIOS.
- xii. Date wise report of Dispatch of Identity cards of NIOS learners /AIs / AVIs to be given to Regional Centres, SRCs and NIOS Head Quarters with in specified time limit as per direction of NIOS.

(B) Examination work.

- i. Punching and verification of the offline Examination forms of Secondary , Senior Secondary , Vocational Education and Teacher Education list as per the database structure provided by NIOS within ten days after receiving Regional Centres, SRCs, NIOS Cell and NIOS Headquarters .
- ii. Updation of the Pre-examination data with the Admission data provided by NIOS of Secondary , Senior Secondary , Vocational Education and Teacher Education immediately.
- iii. Printing of the List of learners and the Edit list as per the format provided by NIOS of Secondary , Senior Secondary , Vocational Education and Teacher Education immediately.
- iv. Correction and updation of the data from the List of learners and the Edit List provided by NIOS of Secondary , Senior Secondary , Vocational Education and Teacher Education immediately.
- v. Printing of the computerized Hall Ticket with Art paper 150 GSM concerned scanned photograph of the learner as per the format provided by NIOS (3-4 on one page) of Secondary , Senior Secondary , Vocational Education and Teacher Education immediately.
- vi. Two CDs/DVDs/Pen Drive with Pre-Examination Database immediately after finalization of the data.
- vii. The firm / agency will have to provide the data for Practical and Theory separately, AIs /AVIs wise immediacy after finalizing the examination data.
- viii. Statement showing the details of the fee for the examination as per NIOS norms after finalizing the data.

Note: All the stationery of the printing for all other work will be managed by firm itself.

03. Selection procedure

- i. The technical bids of tender will be opened in the presence of authorized representative of the firms / agencies and would be evaluated as per the eligibility criteria mentioned in the tender document. Financial bids of those firms will be opened which will be found technically qualified.
- ii. The successful tenderer shall have to submit Security Deposit equal to 10% value of work allotted to the empanelment agency 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.
- iii. In case, the term of the contract is extended, the firm shall be liable to extend the validity period of the bank guarantee up to 2 months beyond the extended term of contract
 - iv. **The selection of the firms/ agencies for empanelment shall be on the basis of activity wise lowest rate quoted against each activity by the firm in the financial bid proforma.**
 - v. The firms who are already in the approved panel of NIOS Post examination work shall not be eligible to participate in the tender process. In case, any such firm applies for this work, shall be outrightly rejected. As, such firm / agency is advised not to participate in the tender process in case they participate their EMD will be forfeited.
 - vi. The L-1 rate quoted amongst the eligible tenderers of each item/ activity shall be considered by NIOS.
 - vii. There will be maximum three eligible tenderers to be considered for empanelment on L-1 rate in order of preference of the rate quoted by the firm. In case , any of the three empanelled tenderers refuses to accept the contract / decline to execute the work on L-1 quoted rate, the next technically qualified firm will be brought in the panel.
 - viii. Efforts will be made to allot equal amount of the work to the firms after making the empanelment.
 - ix. The officials of NIOS would visit the site of agencies applied for the tender to verify the physical infrastructure facilities available with the agencies in order to satisfy the requirements of the NIOS before opening the financial bids.

04 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 processing of admission/examination work in Board/University/ Govt./ Autonomous Body/Deptt.etc. and necessary technical expertise 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.50 lakhs per year or 1.50 crores during the last three years. i.e 2014-15, 2015-16m 2016-17 Please attach Audited Statements of the last 3 years.
- (iii) The tenderer should have following infrastructure.

i)	Latest Computers	=	(Minimum)	20 (Twenty)
ii)	Scanners (Heavy duty)	=	(Minimum)	15 (Fifteen)
iii)	Laser Printers (30-40 copy per minute)	=	(Minimum)	15 (Fifteen)
iv)	Line Printers/Line Matrix (Heavy duty)	=	(Minimum)	03 (Three)
v)	Lamination Machines (Heavy duty)	=	(Minimum)	03 (Three)

Minimum Staff Requirement

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

Contractual

= 20 (list to be enclosed)

- (iv) Copy of the Agency Registration Certificate / MoU / By-laws should also be submitted along with the tender document.
- (v) The firm should have minimum of 3000 - 5000 Sq feet of office area at one place.

05. TERMS & CONDITIONS OF THE CONTRACT:

- i. TENDERERS MUST QUOTE ITS LOWEST RATES ONLY IN THE ENCLOSED FINANCIAL BID PROFORMA **appended at Annexure - II**
- ii. The Tender document is not transferable under any circumstances.
- iii. The tender shall be valid for a period up to 90 days from the date of opening of Financial bids of the tender
- iv. The selected firm would be required to carry out NIOS work as per job description. No conveyance/transportation will be admissible for execution of the work
- v. The payment will be made to the firm by the concerned RC's on submission of bill in duplicate of each admission block and Public Examination, complete in all respects with copy(ies) of challan bearing details of work executed by concerned Firm/ Agency after the work is found satisfactory.
- vi. No advance will be paid to the firm for executing the work. The firm shall have to make its own arrangement to collect the admission / examination forms from Regional Centres, SRCs, NIOS Cell and NIOS Headquarters.
- vii. Conditional tender shall not be accepted and rejected outrightly.
- viii. Time schedule for various activities should be strictly adhered to by the firm/agency. In case the work is not completed within the stipulated time, penalty as mentioned at clause 06 (penalty) will be imposed by NIOS.
- ix. The tender submitted by the firm must be accompanied by EMD amounting to Rs. 1,00,000/- (Rupees One lakhs only) in favour of the Secretary NIOS payable at NOIDA. The EMD of unsuccessful bidder / tenderer will be refunded after finalization of selection process i.e. after opening the financial bids and drawing the panel of firms with the approval of the competent Authority. The EMD of successful bidders will be returned on submission of performance Security Deposit after the award of contract is accepted by them.
- x. **No interest will be paid on EMD amount as well as security deposit by NIOS.**
- xi. Each page of the tender document should be signed by the tenderer in token to acceptance of all the terms and conditions given in the tender document.
- xii. The work will be carried out at its own premises of Agency and in no way out sourced.
- xiii. The tender form received without EMD and incomplete will not be accepted.

- xiv. The successful firm will have to enter into an agreement on non-judicial stamp paper worth of Rs. 100/- (Rupees One Hundred) after the acceptance of the work order as per the terms and conditions specified in the tender document.
- xv. In the event of any doubt arising on the interpretation of the provision, practices and rules, the decision of the Competent Authority, NIOS will be final and binding.
- xvi. Agency should not be blacklisted /debarred by any Board/ University / Govt. Department in the last three years. In this regard, an undertaking needs to be furnished by the Agency along with Technical Bid.
- xvii. Technical and Financial bids should be filled only in the prescribed Performe.
- xviii. **The firm / agency should be situated within radius of 500 (five hundred) kilometres from NIOS Headquarters Sector 62, NOIDA – 62, (U. P.)**

06 Penalty Clause

- (i) Liquidated damages: If the Firm /Agency failed to deliver any on all of the Goods/Services within the original/refixed delivery Period/Dates stipulated in the Contract, the NIOS will be entitled to deduct/recover liquidated damages for delay, @ 0.5% per week on part there of the delayed period as stipulated in the contract as Pre-estimated damages not exceeding 5% of the Contract value without any Controversy/dispute of any sort whatsoever.
- (ii) In case of any abnormal irregularity noticed in the 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.
- (iii) In case of any dispute arising out of the contract 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.
- (iv) Any dispute arising out of the contract between the parties, will be subject to the jurisdiction of the Delhi Court / NOIDA.**
7. The tenderer must quote the lowest rates in the financial bid form appended at Annexure-II.
8. **NIOS reserves the right to accept or reject any or all the tenders without assigning any reason at any stage whatsoever.**

Secretary



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 PERFORMA

Tender for Empanelment of Computer Agencies for Admission and Examination work.

The amount of EMD of Rs.1,00,000/- (Rupees One Lakhs 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 WITH DOCUMENTARY EVIDENCE
1	Name of the Firm/Agency with Complete Address, Phone Nos., Mobile Nos. & email IDs.	
2	GST Registration number (Copy may be enclosed)	
3.	PAN Registration No. (Copy may be enclosed)	
4.	Total Experience (firm/agency should have minimum three years experience in handling, processing of admission and examination work in Board/University/Govt. /Autonomous Body/Deptt. etc) (Please attach copy of experience certificates during the last 3 years.)	

5	Approx. Distance of the workplace of the agency/firm from NIOS Headquarters in KM.	
6	Annual Turnover for the last three years i.e., 2014-15 2015-16 2016-17 (firm/agency should have annual turnover of either Rs.50 lakhs per year or 1.50 crores during the last three years (Please attach Audited Statements or a Certificate from the Chartered Accountant of the last 3 years))	
7	Income Tax Return for the last 3 years i.e. 2014-15 2015-16 2016-17 (with documentary evidence)	
8	Has the firm/agency proper technical infrastructure and trained manpower to carry out the assigned job efficiently. If so, Details of infrastructure and manpower available in numbers should be provided (Copy of the same may be attached). (i) Latest Modal Computers (ii) Scanners (Heavy duty) (iii) Laser Printers (30-40 copies per minute) (iv) Line Printers /line matrix (Heavy duty) (v) Lamination Machine (heavy duty) (vi) Permanent Staff (vii) Contractual Staff (viii) Space of the Office (ix) Rented/own building	

9	Year of incorporation of the Firm (Copy of Registration of the firm / MoU /By-laws may be enclosed)	
10	Availability of office space (minimum 3000 – 5000 sq feet) Proof of premises like copy of registration or rent agreement to be enclosed.	
11	Details of present clients, their name & addresses, contact phone numbers for which agency is doing the similar nature of work.(copies may be enclosed) indicating the period of experience.	
12	No. of offices in other States/ UTs all over India and their addresses.	
13	Demand Draft Detail against EMD Number: Dated: Name of the Bank: Amount:	
14	An Undertaking that the firm has not been blacklisted/debarred by any Board/University/Govt Deptt. in last three years should be furnished.	

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.

I/ We also certify that our firm / agency has not been blacklisted during the last three years.

Place: _____

Date: _____

Signature of owner/authorized Officer
of the Firm/Agency

Name

Address with seal of the Firm



NATIONAL INSTITUTE OF OPEN SCHOOLING (NIOS)

ANNEXURE II

FINANCIAL BID PERFORMA Tender for Empanelment of Computer Agencies for Admission and Examination work.

Dated: _____

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

After having gone through the terms and conditions as enumerated in the tender document for Admission and Examination work, **I/We**, accept all the terms and conditions of the tender document and quote our lowest rates as under:

SL.N o.	JOB DESCRIPTION	RATE OFFERED PER LEARNER (ALL INCLUSIVE) EXCLUSIVE OF GST		GST AND % (PERCENTAGE) OF GST, IF APPLICABLE
		IN FIGURES	IN WORDS	
01	Data Punching of appx 5 to 10% offline admission forms filled in by the learners manually (offline) as per the database structure at appendix -D .			
02	Data punching of Examination forms filled in by the Learners manually (offline) appx. 40-50% only to the stage of finalization of pre-examination data as per the database structure at appendix -E and work listed in the tender document under scope of work.			
03	Preparation, Printing, lamination of Learners Identity Cards (100% Online & offline both learners) scanning of their photographs as well as dispatch of the same as per specimen of appendix -C and work listed in the tender document under scope of work.			

The prices quoted by the firm/agency shall be firm and fixed during the entire period of contract.

Place: _____

Dated: _____

Signature of owner/authorized Officer
of the Firm/Agency

Name

Address with seal of the Firm

LIST OF REGIONAL CENTRES

Name of the Region	Address of the Regional Centre	Jurisdiction
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 Buddh 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 Darjiling
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 10/1H, Diamond Harbour Road, Kolkata-700027 (W.B.) Ph.: (O) 033-24797714, Fax : 033-24797707 e-mail: rckolkata@nios.ac.in	West Bengal (Excluding Silliguri and Darjiling) 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

National Institute of Open Schooling

Admission Checklist

AI No.
Form_no
Reference No.
Enrollment No.
Enrollment No
050019163004
Aadhar No
1234 5678 9123



Name
Surname
Mname
Address/Pin

RAHUL BHATIA
SANJAY BHATIA
NEELAM BHATIA
HNO. 2E-192
NIT FARIDABAD
FARIDABAD
HARYANA
121001

Subjects

28/01/1999
1 MALE
1 10 5
2 Sr.Secondary
2
2
Tele
Mob 9810502631

NATIONAL
EDU_QUA
Yr_Pass_X
Board
City_Village
EMP

1 301 302 320 318 319 336
10 2015
1 1
1
Adm_Fee 2,300
TOC_Fee 0
Late_Fee 0
Tot_Fee 2,300

Reference No
A0716314565
Enrollment No
050107163002
Aadhar No
1234 5678 9123



ATUL SHARMA
PRAHLAD SHARMA
ANJALI SHARMA
ATUL SHARMA, H NO-72, NEAR
G.B PUBLIC SCHOOL, TILPAT
AMAR NAGAR FARIDABAD
FARIDABAD
HARYANA
121003

1 301 302 311 312 313

1 10 2014
2 Sr.Secondary
2
2
Tele
Mob 9818385442

1 301 302 311 312 313
10 2014
1 10 5
2 Sr.Secondary
2
2
Tele
Mob 9818385442

Adm_Fee 1,700
TOC_Fee 0
Late_Fee 0
Tot_Fee 1,700

Reference No
A0716314569
Enrollment No
050107163003
Aadhar No
1234 5678 9123



REKHA
PARSHU RAM
MALTI
143,GALI NO-1,SURYA COLONY,
RELIANCE TOWER,SEHAJPUR,
AMAR NAGAR
FARIDABAD
HARYANA
121003

1 301 319 318 321 331

22/05/1994
2 FEMALE
1 10 5
2 Sr.Secondary
1
1
Tele
Mob 9654089050

1 301 319 318 321 331
10 2015
2 Sr.Secondary
1
1
Tele
Mob 9654089050

Adm_Fee 1,425
TOC_Fee 0
Late_Fee 0
Tot_Fee 1,425

Reference No
A0716210928
Enrollment No
050168162006
Aadhar No
1234 5678 9123



BABUR ALI
MD SADEK ALI
BABY BIBI
R/O HOUSE NO. 744,
VILLAGE CHAKKARPUR, VIHAY
CINEMA HALL, BABA MARKET, DLF
GURGAON
HARYANA
122002

07/11/1999
1 MALE
1 10 5
1 Secondary
1
1
Tele
Mob 9871416068

1 229 215 216 214 201 202
5 2015
1 Secondary
1
1
Tele
Mob 9871416068

Adm_Fee 2,135
TOC_Fee 0
Late_Fee 0
Tot_Fee 2,135



National Institute of Open Schooling
STUDENT IDENTITY CARD

Online Admission (2016-17) (Stream-2)

Enrol No : 922716301244 Ref. No. : B0716307054



Name : PREETI
F/Name : SANT RAM
M/Name : SANDHYA
DOB : 08-08-1986 Medium : HINDI
Course : SR. SECONDARY
Subjects : 332 336

Address : RZ-127, GALINO 4 ND 5, NALA BSTI, EAST SGR
PUR, NEW DELHI-110046, SOUTH WEST DELHI
DELHI, Pin :110046
AI No : 270309(Study Centre)
RAHUL MODEL PUBLIC SCHOOL

SADH NAGAR, PALAM COLONY, NEW DELHI
-110045

Control No.-2229



Regional Director



National Institute of Open Schooling
STUDENT IDENTITY CARD

Online Admission (2016-17) (Stream-2)

Enrol No : 922716301244 Ref. No. : B0716307054



Name : PREETI
F/Name : SANT RAM
M/Name : SANDHYA
DOB : 08-08-1986 Medium : HINDI
Course : SR. SECONDARY
Subjects : 332 336

Address : RZ-127, GALINO 4 ND 5, NALA BSTI, EAST SGR
PUR, NEW DELHI-110046, SOUTH WEST DELHI
DELHI, Pin :110046
AI No : 270309(Study Centre)
RAHUL MODEL PUBLIC SCHOOL

SADH NAGAR, PALAM COLONY, NEW DELHI
-110045

Control No.-2229



Regional Director

राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान
NATIONAL INSTITUTE OF OPEN SCHOOLING

Regional Centre Delhi

A-31, Institutional Area Sector-62, Noida-201309, U. P.

- 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.



Handwritten signature

Structure for database: 17-ADM.DBF
 Number of data records: 329165
 Date of last update : 06/24/17
 Code Page : 0

Field	Field Name	Type	Width	Dec	Index	Collate
1	REGION	Character	5			
2	BATCH	Character	10			
3	FORM_NO	Numeric	8			
4	AI_NO	Character	4			
5	AINO_N	Character	6			
6	ENROL	Character	9			
7	ENROL_N	Character	11			
8	NAME	Character	40			
9	FNAME	Character	30			
10	MNAME	Character	30			
11	GNAME	Character	30			
12	ADD1	Character	30			
13	ADD2	Character	30			
14	ADD3	Character	30			
15	ADD4	Character	30			
16	PIN	Numeric	6			
17	E_MAIL	Character	25			
18	BDATE	Date	8			
19	TELE	Character	10			
20	SEX	Numeric	1			
21	CATEGORY_A	Numeric	2			
22	CATEGORY_B	Numeric	2			
23	CATEGORY_C	Numeric	2			
24	COURSE	Numeric	1			
25	MEDIUM	Numeric	1			
26	M_TONGUE	Numeric	2			
27	NATIONAL	Numeric	1			
28	RELIGION	Numeric	1			
29	EDU_QUA	Numeric	2			
30	EDU_QUA_F	Numeric	1			
31	EDU_QUA_M	Numeric	1			
32	CTY_VILL	Numeric	1			
33	GEO_GRA	Numeric	1			
34	EMP	Numeric	1			
35	EXTRA_CU	Numeric	1			
36	INCOME	Numeric	1			
37	SUBJECT1	Character	3			
38	EXT_STAT_1	Character	1			
39	SUBJECT2	Character	3			
40	EXT_STAT_2	Character	1			
41	SUBJECT3	Character	3			
42	EXT_STAT_3	Character	1			
43	SUBJECT4	Character	3			
44	EXT_STAT_4	Character	1			
45	SUBJECT5	Character	3			
46	EXT_STAT_5	Character	1			
47	ADDSUB1	Character	3			
48	EXT_STAT_6	Character	1			
49	ADDSUB2	Character	3			
50	EXT_STAT_7	Character	1			
51	YR_PASS_X	Numeric	4			

52	ROLLNO	Character	11
53	BOARD_CODE	Character	4
54	BOARD	Character	20
55	FIRST_EXAM	Character	1
56	EX_SUB1	Character	3
57	EX_SUB2	Character	3
58	EX_SUB3	Character	3
59	EX_SUB4	Character	3
60	EX_SUB5	Character	3
61	EX_SUB6	Character	3
62	EX_SUB7	Character	3
63	ADM_FEE	Numeric	4
64	EX_FEE	Numeric	4
65	LATE_FEE	Numeric	4
66	TOC_FEE	Numeric	4
67	TOT_FEE	Numeric	4
68	CH_NO	Character	10
69	DRAFT_NO	Character	10
70	DRAFT_DATE	Date	8
71	BNK_NAME	Character	35
72	ISSUE_BANK	Character	30
73	RE_ADM	Character	1
74	OLD_ROLL	Character	10
75	YR_EXAM	Character	4
76	BOARD_TOC	Character	5
77	OLSUB1	Character	3
78	OLMR11	Character	3
79	OLMR31	Character	3
80	OLTOT1	Character	3
81	OLRES1	Character	1
82	OLSUB2	Character	3
83	OLMR12	Character	3
84	OLMR32	Character	3
85	OLTOT2	Character	3
86	OLRES2	Character	1
87	OLSUB3	Character	3
88	OLMR13	Character	3
89	OLMR33	Character	3
90	OLTOT3	Character	3
91	OLRES3	Character	1
92	OLSUB4	Character	3
93	OLMR14	Character	3
94	OLMR34	Character	3
95	OLTOT4	Character	3
96	OLRES4	Character	1
97	FILLER1	Character	2
98	TOT_RES	Character	2
99	SESSION	Character	10
100	SOURCE	Character	2
101	STATUS	Character	2
102	E_T	Character	2
**	Total	**	669

Structure for database: EX-9999.DBF

Number of data records: 8

Date of last update : 06/11/17

Code Page : 0

Field	Field Name	Type	Width	Dec	Index	Collate
1	AI_NO	Character	6			
2	REGION	Character	5			
3	AINO_N	Character	6			
4	OCENT_NO	Character	5			
5	CENT_NO	Character	5			
6	F_CENTNO	Character	4			
7	SL_NO	Numeric	4			
8	APPLNO	Character	10			
9	F_ROLLNO	Character	6			
10	ROLLNO	Character	9			
11	ROLLNO_N	Character	11			
12	EX_SUB1	Character	3			
13	EX_STAT1	Character	1			
14	EX_SUB2	Character	3			
15	EX_STAT2	Character	1			
16	EX_SUB3	Character	3			
17	EX_STAT3	Character	1			
18	EX_SUB4	Character	3			
19	EX_STAT4	Character	1			
20	EX_SUB5	Character	3			
21	EX_STAT5	Character	1			
22	EX_SUB6	Character	3			
23	EX_STAT6	Character	1			
24	EX_SUB7	Character	3			
25	EX_STAT7	Character	1			
26	EXAM_CENT	Character	5			
27	CITY	Character	20			
28	NAME	Character	35			
29	FNAME	Character	35			
30	MNAME	Character	35			
31	DOB	Date	8			
32	D_O_B	Numeric	6			
33	SEX	Numeric	1			
34	ADDS1	Character	35			
35	ADDS2	Character	35			
36	ADDS3	Character	35			
37	ADDS4	Character	35			
38	PIN	Numeric	6			
39	LATE_FEE	Character	1			
40	EX_FEE	Numeric	5			
41	EX_FEE_O	Numeric	5			
42	TOT_STAT	Character	2			
43	E_T1	Character	1			
44	ED	Character	1			
45	FILLER	Character	2			
46	FL_NAME	Character	5			
47	PERMIT	Character	1			
48	YR_PASS_X	Numeric	4			
49	E_T	Character	1			
50	DATE_UPD	Date	8			
51	DATE_ENT	Date	8			
52	DATE_ED	Date	8			
**	Total **		443			

FORMAT FOR BANK GUARANTEE FOR SECURITY DEPOSIT
(Stamp Paper)

(Banker's name and address)

(Round Stamp of Banker)

The Secretary,
National Institute of Open Schooling,
A-24/25, Institutional Area,
Sector-62, NOIDA

Bank Guarantee No. : -----

Amount of Guarantee : Rs. -----

Guarantee valid up to:-----

LAST DATE FOR LODGEMENT OF CLAIM:-----

This deed of guarantee executed by -----(herein referred to as THE BANK) in favour of The Secretary , National Institute of Open Schooling (herein referred to as NIOS/Beneficiary) for an amount not exceeding Rs.(Rupees.....) as the request of M/s(hereinafter referred to as the Supplier). This guarantee is issued subject to the condition that the liability of the bank under the guarantee is limited to a maximum of Rs.....(Rupees.....)and the guarantee shall remain in force up to and cannot be invoked or served otherwise than by a written demand or claim under this guarantee served on the bank on or before In consideration to The Secretary ,NIOS having agreed to purchase of from M/s (hereinafter called the said supplier under the terms and conditions of an agreement made between both the parties(hereinafter called the said agreement) for the due fulfillment of the contract as per the terms and agreement on production of bank guarantee for Rs.....(Rupees.....only)

1. We do hereby undertake to pay NIOS and amount not exceeding Rs..... (Rupees.....) against any loss or damage caused to or suffered by NIOS by reason of any breach of the terms and conditions contained in the said agreement.
2. We do hereby undertake to pay amount due and payable under this guarantee without any demur, namely on a demand from the NIOS stating that the amount demanded is due by way of loss or damage caused to or would be caused to or suffered by NIOS by reason of the supplier's failure to perform the said agreement by such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under the guarantee. However our liability under this guarantee shall be restricted to an amount not exceeding Rs.....(Rupees.....only
3. We undertake to pay to be Beneficiary any money so demanded notwithstanding any dispute or disputes raised by the supplier in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal.
4. The payment so made by us under this bond shall be a valid discharge of our liability for payment thereunder the supplier shall have no claim against us for making such payment.
5. We..... (Banker) further agrees that the guarantee herein contained shall remain in full force and effect during the period that would be taken for performance for all the dues of the beneficiary under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till (date) that the terms and conditions



of the said agreement have been fully and properly executed out by the said supplier and accordingly discharged this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before..... (date), we shall be discharged form all liability under this guarantee thereafter.

6. We..... (Banker) further agree with the Beneficiary that the Beneficiary shall have the fullest liberty without our consent and without effecting in any manner our obligation hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by said supplier from time to time or to postpone for any time or from time to time any of the powers exercisable by the beneficiary against the said supplier and to forbear or enforce any of the terms and conditions relating to the said agreement and as shall not be relieved from our liability by reason of any such variation, or extension being granted to the said supplier or for any forbearance, act or omission on the part of the beneficiary or any indulgence by the beneficiary to the said supplier or by any such matter or this whosoever which under the law relating to sureties would, but for provision, have the effect of so relieving us.

7. This guarantee will not be discharged due to the change, in the constitution of the Bank or the suppliers.

8. We..... (Banker) lastly undertake not to revoke this guarantee during its currency except with the previous consent of the beneficiary in writing.

a)The liability of the surety under this bank guarantee shall not exceed Rs..... (in figures) (Rupees..... (in words).

b) This bank guarantee shall be valid up to (date)

The surety is liable to pay the guaranteed amount of any part thereof under this Bank Guarantee only and only if the Purchaser serves upon the surety, written claim or demand on or before..... (date).

Date:-

Place:-

For..... (Signature of Bank Manager with full address & Seal)





ANNEXURE

राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान
NATIONAL INSTITUTE OF OPEN SCHOOLING
(An Autonomous Institution under Ministry of HRD, Govt. of India)
A-24-25, Institutional Area, Sector-62, NOIDA-201209 Uttar Pradesh.

MANDATE FORM

(Resource Persons/Consultants/Vendors/Staff and Officers/Agencies etc.)

Sl. No.	Name as written in the Passbook		
1.	Address for Communication		
		State	Pin Code
2.	Mobile Number		
3.	E-mail ID		
4.	PAN (permanent A/c Number) Attach copy		
5.	Name of Bank where the NEFT/RTGS to be done		
6.	Branch Name of the above Bank		
7.	Address of the Bank		
		State:	Pin Code:
8.	Saving Bank Account No.		
9.	Banker's IFSC Code		
10.	MICR Code		
11.	Any Other Information, if required		

I declare that all the above information provided by me are true in all respect.

Date:

Signature

Note:-

1. Attach a copy of cancelled cheque or first page of passbook for verification of the above data.
2. All Date needs to be filled mandatorily for facilitating RTGS/NEFT transfer of the amount against your name.