



राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान
NATIONAL INSTITUTE OF OPEN SCHOOLING (NIOS)

आईएसओ 9001 : 2015 प्रमाणित / ISO 9001 : 2015 Certified

क्षेत्रीय केन्द्र, कोच्चि / Regional Centre, Kochi

(स्कूल शिक्षा और साक्षरता विभाग, शिक्षा मंत्रालय, भारत सरकार के अंतर्गत एक स्वायत्त संस्था)

(An Autonomous Institution Under Deptt. of School Education and Literacy, MoE, Govt. of India)

F: 423-28/2017/NIOS/RC/AD

Date: 01.04.2025

To,

M/s

Subject: Invitation of Quotations for Hiring of Taxi for Official Purposes – reg.

Sealed quotations are invited from reputed taxi service providers / travel agencies for providing taxi services on a need basis for official duties of the Regional Centre of the National Institute of Open Schooling (NIOS), Kochi. Interested agencies/firms may submit their lowest and most competitive rates in the prescribed pro forma for hiring taxi services under the following terms and conditions.

1. Period of Contract :

The contract shall remain valid for a period of one year i.e. from 07.04.2026 to 31.03.2027.

2. Submission of Quotation

- The quotation should be submitted in a sealed envelope superscribed as:
“Quotation for Hiring of Taxi for Official Purposes – NIOS Regional Centre, Kochi.”
- The quotation should reach the following address on or before 06.04.2026 at 01:00 PM.
The Regional Director, Regional Centre Kochi, NIOS
6th Floor, KSHB Building, Panampilly Nagar, Kochi – 682036

3. Scope of Work: The hired taxi may be required for:

- Official travel within Kochi city limits
- Travel to various districts within Kerala
- Occasional outstation official journeys

The vehicle shall be provided as and when required by the office.

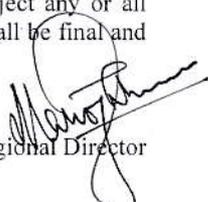
4. General Terms and Conditions

- The vehicle provided must be in good running condition, well maintained, clean, and with valid registration, insurance, pollution certificate, and permit.
- The driver must possess a valid driving licence, good conduct, and adequate experience.
- The vehicle must report at the designated place and time as instructed by the office.
- The agency must comply with all applicable statutory requirements, including GST, labour laws, and transport regulations.
- The rates quoted should include all charges except toll and parking charges, which will be reimbursed on submission of valid receipts (if applicable).
- No advance payment shall be made. Payment will be processed after submission of bill and duty slip, duly certified by the concerned officer.
- The rates once accepted will remain valid for the entire contract period and no revision will be permitted.

5. Required Details: The quotation should include:

- Name and address of the firm/agency
- Contact number and email ID
- GST registration number (if applicable)
- Details of vehicles available with the agency
- Rate per kilometre / per day / waiting charges, etc. as per the prescribed pro forma.

6. Right of Acceptance : The NIOS, Regional Centre, Kochi reserves the right to accept or reject any or all quotations without assigning any reason whatsoever. The decision of the competent authority shall be final and binding.


Regional Director



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दिनांक 01.04.2026

निविदा आमंत्रण सूचना

राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान का क्षेत्रीय केंद्र, कोच्चि पंजीकृत तथा प्रतिष्ठीत एजेंसियों से आवश्यकतानुसार माँगें जाने पर ए सी तथा नॉन ए सी टैक्सी उपलब्ध कराने हेतु (मुहरबंद लिफाफे में) निविदाएं आमंत्रित करता है। अनुबंध 07 अप्रैल 2026 से 31 मार्च 2027 तक प्रभावी रहेगा।

इच्छुक पार्टि द्वारा निविदा फॉर्म नीचे दिए लिंक पर क्लिक कर डाउनलोड किया जा सकता है या क्षेत्रीय केंद्र से प्राप्त किया जा सकता है। निविदा फॉर्म जमा करने की अंतिम तिथि दिनांक 06 अप्रैल 2026 को दोपहर 01:00 बजे तक है निविदाएँ 06 अप्रैल 2026 को दोपहर 03:00 बजे बजे खोली जाएंगी। इस संबंध में क्षेत्रीय निदेशक का निर्णय अंतिम एवं प्रभावी होगा। अनुबंध किसी भी समय निरस्त करने का अधिकार भी क्षेत्रीय निदेशक का होगा।

क्षेत्रीय निदेशक

Invitation for quotation

National Institute of Open Schooling, Regional Centre Kochi invites quotations (in sealed cover) from registered and renowned vendors for supply of AC and non-AC taxi on as and when required basis. The contract will be valid from 07th April, 2026 to 31st March, 2027.

Interested parties may download quotation pro forma from the following link or may collect from the office during office hours. Last date for submission of quotation is 06.04.2026 by 01:00 pm. Quotations will be opened on 06.04.2026 at 03:00 pm. Decision taken by the Regional Director will be final. The tendering process can be terminated any time without giving any prior notice.

Regional Director

National Institute of Open Schooling

Regional Centre Kochi

Quotation form for hiring of taxi

Sno	Name/ Type of Vehicle	Local Rent for 20km/2hr		Local Rent for 40km/4hr		Local Rent for 80km/8hr		Outstation Rent for 80km/08hr		Driver night charge (from 10:00 pm to 06:00 am)
		Rent for 20km/02hr	Extra km charge	Rent for 40km/04hr	Extra km charge	Rent for 80km/08hr	Extra km charge	Rent for 80km/08hr	Extra km charge	
1										
2										
3										
4										
5										
6										

Distance from garage to NIOS, Regional Centre Kochi in kilometer:

Certified that all the vehicles provided will be driven by drivers holding valid driving licence. All the vehicles will have valid registration, insurance and pollution control certificate. Services will be provided at above mentioned rates and valid for one year from 07.04.2026 to 31.03.2027.

I/We undertake that the last date and time for submission of sealed quotation at the office of the Regional Director, NIOS, Kochi is 06.04.2026 till 01:00 pm.

Further, I/we understand that the NIOS reserves the right to accept or reject any or all the quotations received without assigning any reason, whatsoever and I/we abide with condition.

Signature with date:

Name of the firm:

Address with contact no.

