



भारतीय विमानपत्तन प्राधिकरण / AIRPORTS AUTHORITY OF INDIA
दक्षिणी क्षेत्र, चेन्नै / Southern Region : Chennai – 600 027
मानव संसाधन प्रबंधन विभाग
Department of Human Resources Management



No. AAI/SR/M/2-1(1)/EH/R&P

Dated: 04.07.2022

To

Sub:- **Notice Inviting Quotation (NIQ) for Conducting Typing Test**
(in English) on Computer - reg
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Dear Sir/s,

AAI, RHQ,SR, Chennai is in the process of conducting Typing Test in English on Computer to the departmental candidates on 22.07.2022 at 1530 Hrs for seven (07) candidates.

Hence, quotations are invited from the Chennai based Govt. recognized Typewriting Institute / Institute of Commerce by the General Manager (HR), O/o General Manager (HR) on behalf of the Regional Executive Director, Airports Authority of India, Southern Region, Chennai-27 for conducting of typing test, evaluation and publishing of typing test results for Seven (07) candidates under the enclosed Terms & Conditions.

The details and specifications are given in the enclosed quotation format. It is requested that your quotation shall be submitted in the sealed cover super scribing "QUOTATION FOR CONDUCTING TYPING TEST ON COMPUTER FOR AAI" addressed to the General Manager (HR), O/o RED,SR, Operational Offices, Southern Region, Airports Authority of India, Meenambakkam, Chennai-600 027 on or before 12-07-2022, 1530 Hrs. and shall be opened on same day (12-07-2022) at 1600 Hrs.

Your rate in **Annexure-A** attached with this letter shall be submitted along with the Terms & Conditions-**Annexure-B** and Bank Details in **Annexure-C** on or before 12.07.2022 1530 Hrs.

Yours faithfully,


(C. THAMBITHURAI)

Jt. Gen. Manager (HR)
For General Manager (HR)/SR

Quotation Due Date: 12.07.2022

ANNEXURE – A

QUOTATION FORMAT

SUB: Typewriting Test in Computer with typing speed 40 w.p.m, for duration of 10 minutes for Seven (07) candidates.

Sl.No.	Particulars	
01.	No. of Computers available (Please specify)	_____Nos
02.	No. of Spare computers available (please specify)	_____Nos
03.	Please specify the typing test software used for conducting the typing test. (Note: the typing software used shall conform to the procedure mentioned in Annexure to this quotation Proforma and same shall be duly signed by the Authorized Signatory with Seal of the Institute)	
04.	Rate per candidate for typing test (inclusive of all charges i.e., providing typing test material, print outs, evaluation, submission of results)	Rate per Candidate Rs. _____
05.	GST (if any) HSN / SAC Code:	_____%

TOTAL AMOUNT (IN WORDS)

(Rupees.....)

SIGNATURE OF THE PARTY

NAME:

OFFICE SEAL

Tel/ Mobile:

ADDRESS:

ANNEXURE TO QUOTATION PROFORMA

Typing Skill Test	:	Computer
The Required Qualifying Speed	:	40 words per minute
Duration of the Test	:	10 Minutes

1. FACILITIES ON COMPUTER:-

- (i) The Computer provided to the candidate should not have text editors on Windows and facilities like Back Space Key, Delete Key and Insert Key.
- (ii) Use of editing tools like "Spell Check, copying, pasting" shall be disabled for correcting the mistakes in typed matter. However, backspace, insert, delete keys shall also be disabled.

2. SELECTION OF PASSAGE:-

- (i) The computer typing test will be held on the basis of strokes and not words, five strokes are considered equal to one word.
- (ii) The Test consist of typing – and retyping, if possible – a passage for ten minutes at a stretch. The minimum number of strokes or words of the Test passage is determined by the speed prescribed for passing, i.e., 40 w.p.m in English (Minimum strokes/words i.e., 2000/400)

3. COUNTING OF STROKES:-

- (i) Pressing of a Key for typing a character is counted as a stroke.
- (ii) Pressing the Space Bar also is counted as a stroke when it is used for making space between Characters or words.
- (iii) Shift Key for typing Capital Letters in English is counted as a Stroke.
- (iv) Paragraphs have no bearing on the counting of strokes. Spaces indented for paragraphing are not counted as strokes. Hence, commence the counting with the first counting to be commenced with the first character.

4. CONDUCT OF TYPING SKILL TEST: IN COMPUTER

- (i) The duration of test will be Ten (10) minutes. If a candidate does not qualify in above mentioned typing speed, then he/she will be considered unsuccessful in Typing skill Test.
- (ii) After conclusion of the test for 10 minutes duration on PC, print out of the transcript typed by the candidates will be taken out for each candidate and another copy of the same obtained through photocopy. Each transcript may comprise of one sheet of paper, at best comparing both front and reverse sides. Candidates would be required to affix their signature and thumb impression on the print out of their respective transcript.

- (iii) The standard measure adopted for counting words is @ 5 strokes per word. Candidates will be required to type minimum of 400 words or 2000 strokes in English to attain a speed of 40 words per minute within the prescribed duration of 10 minutes.
- (iv) The transcripts of those candidates who do not type out 400 words/2000 strokes in English in the prescribed time will not be evaluated.

5. EXAMPLE FOR A TYPING TEST OF 10 MINUTES:-

Total Strokes Typed	2300
Words Typed	=2300/5=460 (One word is equal to 5 strokes)
Mistakes	= 18

$$\text{Net Evaluated Speed} = \frac{\text{No. of total words typed} - (\text{No of net mistakes})}{\text{Prescribed duration of test in minutes}}$$

Thus, according to the above formula

$$\text{Evaluated Speed} = 460 - 18/10 = 442/10 = 44.2 \text{ words per minute.}$$

Date:

Signature of the Authorized Signatory

Name: _____

Address with Seal

Terms & Conditions

1. **The quotations are invited only from the Chennai based typewriting institutes / Institute of Commerce (Recognized by Government).**
2. The typing test will be conducted on **22.07.2022 @1530 Hrs.** at your premises. The institute should be having sufficient number of Computers including spare Computers in good working condition.
3. The institute shall provide typing material to the candidates (contents for typing test, typing papers for printouts.)
4. The evaluation of the typing test in respect of the candidates shall be done by the Institute as per the standard evaluation procedures approved by the Government.
5. The Typing test software to be used by the Typewriting Institute may be informed to this office.
6. The results of the evaluation done by the Typewriting Institute shall be kept confidential and conveyed to the Regional Executive Director, Airports Authority of India, Southern Region, Chennai – 600 027 in a **SEALED ENVELOP (CONFIDENTIAL)** on the same day on completion of the typewriting test.
7. With reference to the typing speed specified by Airports Authority of India, i.e, 40 w.p.m, the results intimated by the Institute should clearly convey whether the candidates have QUALIFIED or NOT QUALIFIED in the typing test along with Typing Speed/Marks obtained.
8. The evaluated test papers of the candidates along with the typing test content shall be sent to this office in **SEALED ENVELOP (CONFIDENTIAL)**
9. Your quotation should be submitted in the enclosed prescribed **Annexure-A** only. Your rate shall be quoted in the enclosed Annexure-A against the items and submitted in a sealed cover.
10. The quotations containing any conditional offer will not be considered.
11. The validity of your quotation shall be for 30 days. No price escalation is allowed till completion of the contract. No advance payment will be made.
12. The price quoted should include with all charges like invigilation/assessment. The Government levies if any should be indicated separately as applicable.

Contd..2/

ANNEXURE – B (Contd.)

13. The Regional Executive Director, AAI, Southern Region reserves the rights to change/modify the requirements or to postpone/accept or reject the tender in full or part of this Notice or cancel without assigning any reason thereof and it is not bound to accept the lowest offer.
14. The payment will be released against invoice/bill within 15 – 20 days through ECS on completion of the test process as per the specification of our Work Order.
15. Bank Details – Annexure–C is to be submitted along with Annexure - A & B.
16. The contractor/supplier shall sign in the space provided below the Terms & Conditions in token of acceptance of the above conditions.

ACCEPTANCE:

I / We hereby accept the above Terms & Conditions.

Signature of the Supplier with Seal

Date:

ELECTRONIC TRANSFER MANDATE

DETAILS OF THE BANKERS, ACCOUNT No. IN RESPECT OF SUPPLIERS / AGENCIES / CONTRACTORS FOR RELEASING PAYMENT THROUGH **E-TRANSFER**.

SL. No.	PARTICULARS	DETAILS
01.	NAME OF THE SUPPLIER / VENDOR	
02.	PAN No.	
03.	GST REGISTRATION NO.	
03.	NAME OF THE BANK / BRANCH	
04.	COMPLETE ADDRESS OF THE BANK	
05.	NATURE OF ACCOUNT	
06.	CORE BANKING ACCOUNT No.	
07.	IFSC CODE OF THE BANK	
08.	SERVICE TAX REGISTERED No.	

SIGNATURE OF THE SUPPLIER
WITH OFFICE SEAL