



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)/DR-2023/EH/R&P

Dated: 25.03.2026

To

Sub:- **Notice Inviting Quotation (NIQ) for Conducting
Computer Literacy Test in MS Office (English / Hindi) 'at Chennai' - reg**

-oOo-

Dear Sir/Madam,

- 1) Quotations are invited in a sealed cover *by the General Manager (HR) on behalf of the Regional Executive Director, Airports Authority of India, Southern Region, Chennai*, from the Govt. recognized Computer Institutes for conducting Computer Literacy Test [CLT] in MS-Office (English / Hindi) at Chennai. The Institute / Agency shall have the requisite infrastructure to conduct the CLT for the candidates identified and sent to the Institute / Agency.
- 2) The Institute / Agency shall have expertise in conducting the Computer Literacy Test in English and Hindi. The quotation shall be given on a per candidate basis, irrespective of the language in which the test is to be conducted.
- 3) The details and specifications are given in the enclosed quotation format (Annex-A). It is requested that the quotation shall be submitted in a sealed cover super-scribing "QUOTATION FOR CONDUCTING COMPUTER LITERACY TEST IN MS-OFFICE (ENGLISH / HINDI) FOR AAI" addressed to the General Manager (HR), O/o RED,SR, Operational Offices, Southern Region, Airports Authority of India, Meenambakkam, Chennai-600 016 on or before **10.04.2026, 1500 Hrs.** and shall be opened on the same day **(10.04.2026) at 1600 Hrs.**
- 4) The quotation format in (***Annexure-A***) (***duly signed / with seal***) is attached with this letter shall be submitted along with the Terms & Conditions (***Annexure-B***) (***duly signed / with seal***) and Bank Details in ***Annexure-C*** on or before **10.04.2026, 1500 Hrs.**

Yours faithfully,

(MEENA VINODHINI.T)

Senior Manager (HR)

For General Manager (HR)/SR

Quotation Due Date: _____

ANNEXURE – A

QUOTATION FORMAT

SUB: Computer Literacy Test in MS-Office (English / Hindi) – Duration 2 Hrs, as per syllabus in Annexure-B.

Sl.No.	Particulars	For English / Hindi
01.	No. of Computers available (Please specify)	_____ Nos
02.	No. of Spare computers available (please specify)	_____ Nos
03.	Does the Test Centre have necessary UPS / Power Backup / Generator facility.	
04.	Rate per candidate for conducting computer literacy test (inclusive of all charges i.e., Question paper preparation, conduct of test, infrastructure, printing of question papers & answer sheets, evaluation, submission of results) etc.	Rate per Candidate Rs. _____
05.	GST (if any) HSN / SAC Code:	_____ %

- i. AAI would provide the number of candidates appearing for Computer Literacy Test (CLT) as & when required.
- ii. Total amount shall be calculated by the Institute based on actual number of candidates appearing for the CLT.
- iii. The above rates are valid for period of 02 years from the date of receipt of award of work.

TOTAL AMOUNT (IN WORDS)

(Rupees.....)

SIGNATURE OF THE INSTITUTE / AGENCY

NAME:

ADDRESS:

OFFICE SEAL
Tel/ Mobile:

Terms & Conditions

1. The quotation are invited from the reputed Computer Institutes (Recognized by Government). The Institute / Agency shall have expertise in infrastructure for conducting the Computer Literacy Test (CLT) in English and Hindi at Chennai.
2. The computer literacy test shall be conducted at the Institute / Agency premises. The Institute / Agency should possess the sufficient number of Computers including spare Computers in good working condition and sufficient power backup facility.
3. The Institute / Agency shall provide the test material to the candidates (contents for computer literacy test, papers for printouts, etc.,). The Roll No., Name & Signature of the Candidates should be obtained on the printed test sheets.
4. The test should be conducted based on the following syllabus, and the duration of the test is 2 Hrs.

Software	Topics
MS-Word	<ul style="list-style-type: none"> • Create & Manage Documents (Templates, page setup, Designs, header, footers, background, hyperlinks, bookmark, printing options). • Format Text, Paragraph & Sections. • Creating Tables & Lists. • Insert & Format Graphic Elements. • Manage Document Changes & Security. • Mail Merge Operations.
MS-PowerPoint	<ul style="list-style-type: none"> • Create, Format & Manage Presentation using different views. • Insert & format text, shapes, images, tables, charts, SmartArt & Media. • Use of Themes, Transition & Animations.
MS-Excel	<ul style="list-style-type: none"> • Create, Format & Manage Worksheets & Workbooks options & settings. • Apply Custom Data Formats & Validations. • Apply Conditional Formatting & Filtering. • Create & Manage Tables Styles, Sort & Filter. • Perform operations with Formulas & Functions (Basics of Maths, Logical, Text, Statistical, Date & Time & Lookup Functions) • Create, Format & Manage Charts, Shapes & Objects. • Create & Manage Pivot Tables & Pivot Charts.

5. The evaluation of the test in respect of the candidates shall be done by the Institute / Agency as per the following qualifying criteria.

Topic	Weightage	Qualifying Marks
MS-Word	20	10
MS-Excel	20	10
MS-PowerPoint	10	5
Total	50	25

[Handwritten Signature]
25/03/2016

6. The results of the evaluation done by the Institute / Agency shall be kept confidential and conveyed to the Regional Executive Director, Airports Authority of India, Southern Region, Chennai – 600 016 in a **SEALED ENVELOPE (CONFIDENTIAL)** on the same day on completion of the test.
7. The evaluated test papers of the candidates shall be sent to this office in a **SEALED ENVELOPE (CONFIDENTIAL)**.
8. **On completion of the test, if the required number of candidates do not qualify, the process shall be carried out till the requirement is met, at the agreed rate and on the same Terms and Conditions. The Payment shall be made on the actual number of candidates who appeared for the test against the invoice generated. However, if the test is cancelled by AAI (even after confirmation of schedule) mutually agreed administrative charges shall be considered i.e. 25% on the candidates called for the CLT test.**
9. **The rates quoted in Annexure A shall be valid for TWO YEARS from the date of receipt of Award of Work, so as to meet the requirement mentioned in Pt.8.** No price escalation is allowed till completion of the contract. No advance payment shall be made. Validity is extendable for further period of 60 days in case requirement is not fulfilled within the period mentioned above, on the agreed rates, and on the same terms & conditions.
10. The quotation should be submitted in the enclosed prescribed **Annexure-A** only. The rate shall be quoted in the enclosed Annexure-A against the items and submitted in a sealed cover.
11. Bank Details – Annexure–C is to be submitted along with Annexure - A & B.
12. The quotation containing any conditional offer will not be considered. The lowest quotation will be finalized on the total amount only.
13. The price quoted by the Institute / Agency should include all charges like invigilation/assessment, by the Institute / Agency. The Government levies if any should be indicated separately as applicable.
14. 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.
15. The payment will be released against GST invoice/bill within 15 – 20 days through ECS on completion of the test process as per the specification of our Work Order.
16. The Institute / Agency shall sign in the space provided below the Terms & Conditions in token of acceptance of the above conditions.

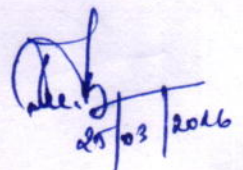
ACCEPTANCE:

I / We hereby accept the above Terms & Conditions.

**Authorized Signatory of the Institute /
Agency with Seal**

Date:

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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	

SIGNATURE OF THE INSTITUTE / AGENCY
WITH OFFICE SEAL