

**National Council for Hotel Management and Catering Technology**  
**A-34, Sector 62, NOIDA – 201 301**

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**DETAILS OF WORK & TENDER TERMS**

Pre & Post Examination work of Joint Entrance Examination (JEE-2010) for admission to 1<sup>st</sup> year of 3-Years B.Sc. in Hospitality & Hotel Administration

1. Facility of on-line application and receipt of fee through gateway payment.
2. Receipt of applications by post by NCHMCT, which shall be handed over to the agency appointed.
3. Pre examination activities (at the premises of the agency):
  - Printing of application (OMR/ICR).
  - Scanning of applications and registration of candidates.
  - Segregation of applications (centre-wise).
  - Allotment of Roll Numbers (centre-wise).
  - Designing of Admit Cards with approval of NCHMCT (to be downloaded from the portal by applicants).
  - Printing and forwarding of examination and allied stationery to the examination centres.
  - Seating plan in rooms in centers of examination should be with approval of NCHMCT (as per seating for A, B, C & D series in each room).
  - Maintaining records of all activities related to pre-exam work and statistics involved providing certified copies thereof to NCHMCT.
4. Setting up and Printing of Question Paper:
  - Appointment of question paper setters by the agency.
  - The agency shall prepare question paper segments (3 sections x 5 sets) (sealed in 15 envelopes) viz., Numerical Ability & Scientific Aptitude (30 questions); Reasoning and Logical Deduction (30 questions); General Knowledge and Current Affairs (30 questions); English Language (80 questions); and Aptitude for Service Sector (30 questions) and selection of single question paper by designated committee of NCHMCT on random basis for use in JEE-2010. Alternatively, agency can suggest any other model with details thereof.
  - Secure printing and center-wise packing of Question Papers - by the agency

5. Physical conduct of examination:

- Engagement of Schools at 23 cities all over country and appointment of Centre Supdt., Invigilators and other support staff as per standard norms.
- Printing of OMR answer sheets (machine numbered) and printing of directions kit for applicants.
- Dispatch question paper booklet (in secure and confidential manner) to reach examination venue in advance.
- Foolproof transfer, retrieval of examination material and safe custody thereof at destination center.

6. Post examination activities:

- Scanning and processing of OMR answer sheets at agency's venue in the presence of representatives of NCHMCT / Ministry of Tourism.
- Checking of absentees and tallying with used and un-used answer sheets.
- Test check of answer key in presence of authorized representative of NCHMCT.
- Processing of result as per guidelines to be provided by NCHMCT.
- Finalizing of result and test checking of accuracy under supervision of designated officers from NCHMCT/MoT before finalization of results.
- Providing various statistics and all other reports (soft and hard copies) duly certified, as demanded by NCHMCT. All applications and answer sheets are properly arranged with indexing and handed over to NCHMCT for record and future reference.

7. Development and maintenance of a dedicated JEE portal by the agency and the agency shall hyperlink the portals with NCHMCT and NIC websites. The portal shall generate the downloading of acknowledgement, admit card, counseling call letter by the candidates.

### Terms & Conditions:

- 1) The minimum annual turnover of the bidders should not be less than Rs.5 crores for 2008-09.
- 2) The bidders should have professional experience of having successfully conducted at least 10 (ten) examinations on all India basis for a minimum batch of 15000 candidates in each exam in past five years.
- 3) Earnest Money Deposit of Rs.1.00 lac to be furnished by the bidders by way of DD drawn in favour of NCHMCT, payable at NOIDA . The EMD is refundable in case of agencies who either do not qualify or whose bids are unsuccessful, but in case of the successful bidder awarded the work, the value of EMD shall be adjusted and stand for as a part of the Performance Guarantee of 10%.
- 4) Bidders to set up 3 sets of question paper 3 sections x 5 segments (3x5) which should be identically sealed. One set of question paper shall be randomly selected by representatives of NCHMCT and MOT for printing. Remaining two sets along with answer keys in sealed cover be handed over to NCHMCT by the agency commissioned for the work.
- 5) The entire work related to pre and post examination to be carried out in the premises of the agency.
- 6) The agency shall follow time schedule as provided by NCHMCT for which the agency shall give detailed flow chart of activities.
- 7) Agencies having functional office at Delhi, Noida, Faridabad, Gurgaon shall be eligible to apply.
- 8) Agency to provide dedicated portal for on-line registration of candidates for which all bidders will indicate development and maintenance charges separately.

- 9) Quote to be for minimum of 15000 applications and rates are to be quoted on per application turnkey basis (all inclusive). The same rate shall be paid for each application if the number of application exceeds 15000.
- 10) Bidders shall submit two sealed envelopes containing separate sealed covers for Technical and Financial bids, further sealed in a single envelope super scribed "Tender for JEE-2010".
- 11) Last date of receipt of tender – 23.02.2010 at 12.00 Noon at NCHMCT, A-34, Sector 62, NOIDA (Technical & Financial).
- 12) Time and date of opening Technical Bid – 23.02.2010 at 3.00 PM at NCHMCT, A-34, Sector 62, NOIDA. (Agencies may present themselves)
- 13) Time and date of opening of Financial Bid – 24.02.2010 at 3.00 PM at NCHMCT, A-34, Sector 62, NOIDA. (Agencies may present themselves)
- 14) Payment terms: 40% after successful completion of physical conduct of examination and remaining 60% shall be payable after declaration of results.

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