

Application for Expression of Interest for Conducting PAN India Centre Based Online Written Examination of NMET (UG)

Last Date of Submission 15 March 2024

NALSAR University of Law is in the process of identifying a vendor who can conduct the centre based online written examination of NALSAR MANAGEMENT ENTRANCE TEST (NMET) (UG) for the admission of the five-year BBA MBA program (Integrated Program in Management) for the batch of 2024-29.

Proposals are invited from experienced, reputed and competent vendors having their own centers and technological infrastructure.

Vendors shall submit their proposals in the prescribed format, which can be downloaded from the official website of NALSAR University of Law.

The Eligibility Criteria

1. The vendor should possess the experience of minimum five years in the respective field and should have handled at least ten examinations for institutions of repute.
2. The vendor should have conducted at least one examination of 10,000 candidates in the last five years.
3. The vendor should have their own physical spaces (centres) and technological infrastructure to handle the examination across a minimum of ten centres PAN India.
4. The vendor should have an office in Hyderabad or Secunderabad, Telangana.
5. The vendor who is applying shall authorize NALSAR University of Law to approach the vendor's clients, vendor's suppliers, vendor's employees etc. to verify vendor's general reputation or competence.
6. NALSAR University of Law reserves the rights to accept or reject any application of a vendor during the screening process.
7. Completed proposal document shall be submitted within the last date given in the advertisement, during office hours to the office of:
Registrar, NALSAR University of Law, Shameerpet, Hyderabad. 500101

Guidelines for Submission of Proposal for Conducting Centre Based Online Written Examination of NMET (UG)

1. Proposal shall be submitted in the sealed envelop superscribing "Proposal for Conducting Centre Based Online Examination - NMET (UG)"
2. The proposal shall be submitted strictly in the format as mentioned along with the supporting documents.
3. The proposal shall be signed by the person(s) on behalf of the organization having the necessary authority/power of attorney to do so. Each page of the application shall be signed and copy of Power of Attorney/Memorandum of Association (wherever applicable) shall be furnished along with the application.
4. If the space in Proforma is insufficient for furnishing full details, such information shall be supplemented on separate sheet stating therein part of Proforma and serial number.
5. The ability and competence of the vendor to render required services within the specified time frame will and having adequate and appropriate technological capabilities will be a major deciding factor on choosing the vendor.
6. The vendor should have their own physical spaces (centres) and technological infrastructure to handle the examination across a minimum of ten centres in India.
7. The vendor should ensure that the proposal reached the address mentioned within the stipulated time and date as mentioned in the advertisement in sealed format only.
8. Proposals containing false and or incomplete information is liable for rejection.
9. NALSAR University of Law reserves the right to accept or reject any or all the proposals received.
10. Last date and time to accept the application is as mentioned in the advertisement.

To,
The Registrar,
NALSAR University of Law,
Justice City,
Shameerpet,
Hyderabad. 500101

Ref: Expression of Interest for Conducting Centre Based Online Written Examination of NMET (UG)

Dear Ma'am,

I/we have read and understood the instructions and the Terms & Conditions mentioned in the advertisement and related documents. I/we do hereby declare that the information furnished in the proposal and the supplementary sheets is correct to the best of my/our knowledge and belief.

I/we authorize NALSAR University of Law to approach our clients, organizations and employees to verify the facts submitted by us.

Signature of the Authorized Person With Seal

Name:

Designation:

Address:

Place:

Date:

Information to be Furnished by the Vendors

S.No	Name of the Organization	
	<ul style="list-style-type: none">• Postal Address• Telephone Nos• E-mail	
	Year of Establishment	
	Type of Firm (Enclose Copy)	
	Names of the Directors/Partners/Proprietors	
	List of ten projects conducted for institutions of repute in the last five years. (Details to be furnished in proforma 1)	
	PAN (in the name of the firm)	
	Income Tax Clearance Certificate	

NALSAR University of Law

The EoI in the prescribed format along with the enclosures in sealed envelopes marked “EoI for conducting of PAN India Centre Based Online Entrance Examination – NMET (UG)” as vendors must be submitted to “The Registrar, NALSAR University of Law” and it should reach the University on or before 15th March 2024, 5.00 PM.

Visit: www.nalsar.ac.in

List of Documents to be Enclosed with the Proposal

1. Type of Firm/Registration Certificate/Memorandum of Association
2. Tax Clearance Certificate
3. Proforma – 1
4. Relevant documents of major examinations conducted.
5. List of cities with center addresses owned by the vendor and their capacities
6. The vendor should have their own physical spaces
7. Letters/certificates from the client of the projects mentioned in the Proforma.