

**NATIONAL INSTITUTE OF FASHION TECHNOLOGY
NIFT-HEAD OFFICE**

Date:- 20.10.2021

**MINUTES OF THE PRE-BID MEETING FOR HIRING THE AGENCY FOR ASSISTING NIFT FOR
CONDUCTING ENTRANCE EXAMINATIONS FOR VARIOUS PROGRAMMES OF NIFT FOR THE
ACADEMIC YEAR 2022-2023**

Time and Date: 03.00 PM 18.10.2021

Venue : ONLINE AT ZOOM APPLICATION

The pre-bid meeting for hiring of Agency for assisting NIFT in conducting Entrance Examinations for various programmes of NIFT for the academic year 2022-2023 held on 18.10.2021 at 3:00 pm through Zoom application in the presence of following members and bidders.

Participants:

1. M/s. Learning Spiral Pvt. Ltd.
2. M/s. All India Management Association (AIMA), New Delhi

Committee Members:-

1. Ms.Rajbala, DD Admission, NIFT-HO
2. Mr.Vikram Verma, AD(Purchase), NIFT-HO
3. Mr. Mukesh Sharma, Sr. Asstt(Accounts), NIFT-HO

Director (HO) was also present for the meeting.

M/s AIMA

S. No.	NIT Document Reference Para / Page	Details as per NIT	Clarification Sought	Clarification by Committee Members
1		Signature and Stamp of Tenderer	Being Covid situation, it is suggested that the document, proposal, etc. to be digitally signed instead of putting stamp and signing manually. Kindly confirm.	Yes, documents can be signed digitally and uploaded.
2	17 / 20	The successful bidder should be ready to commence registration of candidates any time after 21 days of signing of contract and conduct exam within 60 days from the date of signing of the contract.	The time frame is fixed or may be extended	The time frame is fixed.

3	24	The approximate number of candidates given is for reference only. Payment will be made on pro-rata basis based on number of admit card issued to the candidates who appear in the Entrance Examination.	Here our understanding is that the Payment will be made on pro-rata basis based on number of admit card issued to the candidates for the Entrance Examination. Kindly confirm.	Yes
4	8/26	Provide access to the authorised representative of NIFT to the application online (admin control) Authorised personnel to be able to access software as admin., observe all process real time and generate MIS reports	Kindly elaborate Authorised personnel to be able to access real time progress and can generate MIS reports	Authorised personnel to be able to access software as Admin, observe all processes and generate MIS reports.
5	26/27	Finalise the Examination Centres under intimation to NIFT. The final list of Exam Centres will be approved by NIFT at least 4 weeks in advance of the date of conduct of the examination. While fixing the examination centres convenience of the Candidates, pattern and demand of the test will be taken in to account.	Kindly elaborate The exam date needs to be finalized at the time of award of contract. Also, at the time of approval (i.e. 4 weeks before the exam, if any changes are required, we need to freeze it 3 weeks prior to the testing date). So, in principal, no changes once the approval is in place 4 weeks before exam.	Inspection of Exam centre will be done by NIFT after approval of centre and before Exam date at any time.
6	28 / 27	Position the confidential test material containing question papers at all the test centres, personally escorted by its observers/officials.	Cost of travel (To & Fro) towards the air travel, excess baggage, lodging & boarding, local conveyance may be reimbursed as per actuals.	Not accepted.
7	37/28	Payment to the external evaluators of Rs 2500/- per day will be made by the agency.	Kindly confirm the tentative number of external evaluators and no of days so as to assess the cost implication.	The Situation test may be conducted for 2-4 days. Number of External evaluators will be around 25-30.
8	40 / 28	Procure and prepare kits (minor items for making of model by candidate) containing the material for the situation test and position at the assigned Centres.	Since the cost is dependent on the finalization of material and quantity by NIFT, this may be reimbursed as per actuals. Last two years approx. cost may be provided.	Approx. cost of last two years are:- 2021 – Rs. 8,98,010/- 2019 - Rs. 7,00,752/-
9	41 / 28	Position the confidential test material containing question papers at all the test centres. The test material is to be carried by agency	Cost of travel (To & Fro) towards the air travel, excess baggage, lodging & boarding, local conveyance may be reimbursed as per actuals.	Not accepted

		observers/officials to the test centres.		
10	47 / 29	In case of pandemic situation and restrictions on physical conduct the agency should be able to conduct the Interviews online. Group Discussions will not be held in this case.	In such case there is any impact on the cost or it will be in the same cost.	There is no impact on cost, if the vendor conducts PI online.
11	67 / 33	Evaluation of CAT (Creative Ability Test) question paper:	Any honorarium to be given to experts for evaluation, if yes kindly specify the amount and tentative no of booklets to be evaluated.	No honorarium is to be paid by Agency.
12		NLEA, Artisian, Ph.D Examinations	Kindly confirm if the online Registration website to be developed or not? The online registration will commence simultaneously or sequentially?	Yes, a single unified website for registration for all exams is to be created and hosted. The online registration will commence simultaneously.
13	4 / 48	For fair and smooth conduct of examination, NIFT is authorised to take any step as deemed fit in the test centre(s) and the selected bidder unconditionally agree to it.	Since the test venues have been finalized 4 weeks in advance, last moment changes will not be advisable and feasible.	Yes, the centres for conduct of Examination have to meet the inspection by NIFT. If not upto the mark the vendor to make necessary changes at no additional cost.
14	9e / 41	Other hard copy documents such as attendance sheet, filled Proformas, Admit Cards, ID proofs, Rough Sheets, etc. (if any) should be collected and kept by the agency till the conclusion of the examination process. Bidder needs to collate all these documents in one place centrally from all centres. Bidder is also required to provide access to scan copies of these documents. NIFT should be able to search these documents with required identifier like Roll Number or Centre Number, etc. Bidder is required to maintain this data for 6 months from examination.	Data retention will be for six months and scanned copies may be provided on need basis. Kindly confirm	Data retention will be for 1 year and scanned copies will have to be provided by the Agency as per requirement.

15	17b / 44	Candidate must drop the Admit Card in a box at the exit. The box will be emptied after a suitable safe period advised by medical experts.	The documents to be carried by officials on the same day. Kindly elaborate the safe period.	Para 17b may be treated as deleted
16	48	Financial Information - Certificate of net worth from Bankers of Bidder.	Banker can give insolvency certificate. Kindly confirm if the certificate can be obtained from CA.	Chartered Accountant certificate will be valid.