

राष्ट्रीय फैशन प्रौद्योगिकी संस्थान

**National Institute of Fashion Technology**

वस्त्र मंत्रालय, भारत सरकार

(Ministry of Textiles, Govt. of India)

निफ्ट कैंपस, हौज़ खास, निकट गुलमोहर पार्क, नई दिल्ली-११००१६

**NIFT Campus, Hauz Khas, Near Gulmohar Park,  
New Delhi -110016**

Tender No. : 1299(2)/NIFT/HO/Estt-II/Ext. Agency/Recvt/2021

## **Tender Document**

### **Hiring of External Agency for Recruitment of Assistant Professor in NIFT**

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I accept the above Terms & Conditions

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## Notice Inviting Tender

National Institute of Fashion Technology (NIFT) – Head Office invites online tender under “Two Bid System” from interested agencies registered with concerned authorities for “**Hiring of External Agency for Recruitment of Assistant Professor in NIFT**”, having experience of at least three years to conduct **offline recruitment processes** with using paper based / OMR technology to various educational institutions / University / Government Sector / PSU / Corporate bodies / Private Sector. Manual bids will not be accepted. Tender documents may be downloaded from NIFT website [www.nift.ac.in](http://www.nift.ac.in) (for reference only) and from CPP site <https://eprocure.gov.in/eprocure/app> . Tender shall be submitted online only at CPP site <https://eprocure.gov.in/eprocure/app>

### निविदा प्रक्रिया की समय सारिणी (Time Schedule for Tender Process):

S. No.	Description	Details
1.	NIT No.	1299(2)/NIFT/HO/Estt-II/Ext. Agency/Rectt/2021
2.	Availability of Tender Document	A complete set of Tender Document in English may be downloaded free of cost from CPP Portal (URL: <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> and NIFT, New Delhi Website (URL: <a href="https://www.nift.ac.in">https://www.nift.ac.in</a> ).  Corrigendum / addendum, if any, will be published only on the CPP portal & NIFT Website and separate communication will not be sent for the same.  Tender should be submitted online only on CPP portal. Manual / physical bids will not be accepted.
3.	Date & Time of Publication of Bid notification on CPP portal and NIFT Website	<b>29<sup>th</sup> March, 2022</b>
4.	Download of Bid Document Commence from	<b>29<sup>th</sup> March, 2022</b>
5.	Last Date & Time for online submission of duly filled in Bids on CPP portal	<b>18<sup>th</sup> April, 2022 04.00 p.m.</b>
6.	Place of opening of Tender Bids	<b>NIFT – Head Office</b>
7.	Date and Time of the opening of Technical Bids	<b>19<sup>th</sup> April, 2022 04.30 p.m.</b>
8.	Date and Time of the opening of Financial Bid	Will be notified to the Technically qualified Bidders

**Note: This tender document contains 20 pages (Total no. of pages including Annexure). Tenderers are requested to the signed all the pages of this Tender Document and submit scan copy online.**

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## **Introduction:**

National Institute of Fashion Technology (NIFT) was set up by the Ministry of Textiles, Government of India in 1986 which has been accorded statutory status under the Act of Parliament in 2006 (NIFT Act 2006) for the promotion and development of education and research in field of Fashion Technology.

NIFT provides fashion business education across the country through its network of 17 Campuses. It provides four years under graduate (UG) program in design and technology, two years Post Graduate (PG) program in design, fashion management & fashion technology and short duration education program to address the specialized needs of professional and students in the field of fashion.

NIFT has its Head Office at New Delhi with its Campuses located at Bengaluru, Bhopal, Bhubaneswar, Chennai, Gandhinagar, Hyderabad, Jodhpur, Kangra, Kannur, Kolkata, Mumbai, New Delhi, Patna, Raebareli, Shillong, Srinagar and Panchkula.

### **1. Details of the Post: -**

National Institute of Fashion Technology (NIFT) – Head Office invites online tenders under “Two Bid System” for “**Hiring of External Agency for Recruitment of Assistant Professor in NIFT as per Scope of Work attached at Annexure – III as details given below : -**

<b>Sl. No.</b>	<b>Name of post</b>	<b>Approximate number of applicants to be processed by the agency</b>
1.	Assistant Professor	800

### **2. Process of Online Registration & Submission of Bids**

- a) The process of online submission of bids are available on CPP portal i.e. <https://eprocure.gov.in/eprocure/app>. The tender document can be downloaded from NIFT’s website i.e. [www.nift.ac.in](http://www.nift.ac.in) and also from <https://eprocure.gov.in/eprocure/app>. Applications to this tender will be accepted only through the online mode at <https://eprocure.gov.in/eprocure/app> along-with proof of scanned copies of Earnest Money Deposit (EMD) of INR 35,000/- (Rupees Thirty Five Thousand only) in the form of Demand Draft / Banker Cheque / fixed deposit receipt / Bank Guarantee in favor of ‘National Institute of Fashion Technology’ and payable at New Delhi with all relevant documents. The bidder can also submit the EMD online in NIFT account as per bank details given below : -

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**Name of Beneficiary : National Institute of Fashion Technology**

**Bank : Union Bank of India, Yusuf Sarai Branch, New Delhi – 110016**

**IFSC / RTGS Code : UBIN0534064**

**Savings Bank A/c No. : 340602050000022**

Original EMD may be sent to Purchase Department, National Institute of Fashion Technology, Head Office, Near Gulmohar Park, Hauz Khas, New Delhi – 110016 on or before 18<sup>th</sup> April, 2022 upto 04.00 p.m.

- b) The interested bidders are advised to read carefully the entire tender document before submitting their tender and the tender documents not received online in prescribed format and /or are found incomplete in any respect will summarily be rejected.
- c) In case of any further clarification required relating to this tender, the same can be sought from the following officers of NIFT: -
- **(Query related to Scope of Work):** Dy. Director (Estt.) National Institute of Fashion Technology, Head Office, Near Gulmohar Park, Hauz Khas, New Delhi –110016, Phone No. 011-26542011/26542055, 9958519363, Email ID: [establishment2.ho@nift.ac.in](mailto:establishment2.ho@nift.ac.in)
  - **(Query related to Tender Document):** Assistant Director (Purchase), National Institute of Fashion Technology, Head Office, Near Gulmohar Park, Hauz Khas, New Delhi – 110016. Phone No. 011-26542071/26542176, 9810136563 and email id : [purchase.ho@nift.ac.in](mailto:purchase.ho@nift.ac.in).

### **3. Selection / Evaluation Criteria:**

The selection of agency will be based as per following terms and conditions: -

- **Technical Bid:** The financial bid will be opened only of those bidders / companies / agencies who will qualify the technical bid as per required document mentioned at Clause Number '4' of this tender document.
- **Financial Bid:** Work may be awarded to the technically qualified bidder who will quote lowest rate (L-1 bidder).

### **4. Documents Required with Bid : -**

Tender shall be accompanied by the relevant documents with Technical Bid (Annexure – I) duly certified by the agency: -

- (i) The proof of annual turnover of the company / agency should be at least Rs. 15 Lakhs (Rupees Fifteen Lakhs) each year during the last 03 (three) financial years i.e. 2018-19, 2019-20 & 2020-21 in the form of certificate duly certified by Chartered Accountant.

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- (ii) Earnest Money (EMD) of Rs. 35,000/- (Rupees Thirty Five Thousand only) in the form of Demand Draft / Banker Cheque/ Fixed Deposit receipt / Bank Guarantee (as per Annexure-IV) in favor of ‘National Institute of Fashion Technology’ and payable at New Delhi with all relevant documents (except those who are specifically exempted by MSME, NSIC etc.) should accompany with the Technical bid document. **(Submit scanned copy online).**
- (iii) Those exempted from submission of EMD must submit certificate issued by Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) / NSIC etc. or Startups as recognized by Department of Industrial Policy and Promotion (DIPP).
- (iv) The bidder must have working experience of conducting offline recruitment process of at least – 03 years with using paper based / OMR technology to various educational institutions / University / Government Sector / PSU / Corporate bodies / Private Sector. Bidder shall furnish documentary evidence i.e. work order / successfully completion certificate in this regard. **(Submit scan copy of work order / successfully completion certificate online).**
- (v) Bidder should have successfully executed / completed 03 similar offline recruitment processes with using paper based / OMR technology valuing not less than the amount of Rs. 3,00,000/- (Rupees Three Lakhs) in each process during 2016 to 2022 and out of which at-least 01 recruitment process must be for minimum 1000 candidates.

OR

Bidder should have successfully executed / completed 02 similar offline recruitment processes with using paper based / OMR technology valuing not less than the amount of Rs. 3,75,000/- (Rupees Three Lakhs Seventy Five Thousand) in each process during 2016 to 2022 and out of which at-least 01 recruitment process must be for minimum 1000 candidates

OR

Bidder should have successfully executed / completed 01 similar offline recruitment process for minimum 1000 candidates with using paper based / OMR technology valuing not less than the amount of Rs. 6,00,000/- (Rupees Six Lakhs) during 2016 to 2022

**(As a proof, bidder should submit order copy / work completion certificate of paper based / OMR based work for recruitment process issued by concern department. Submit scan copy of work order / successfully completion certificate online).**

- (vi) List of clients in Educational Institute / University / Government Sector / PSU / Corporate bodies / Private Sector where agency has provided the similar services during – 2016 to 2022. **(Submit the self-attested scanned list of the clients with their contact person and mobile No. online).**

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- (vii) Copy of Registration Certificate in support of GST and PAN No. **(Submit scanned copy online).**
- (viii) The bidder / agency must be a registered firm from concerned authority. **(Submit scanned copy of proof of registration).**
- (ix) Declaration on the company / agency letter head that the bidder has not been debarred from participating in tender anywhere in NIFT HO and its Campuses and have not been blacklisted by any Govt. / Semi Govt./ Institute / organization as per **Annexure-VI. (Submit scanned copy online).**
- (x) The agency should be ISO 9001 certified. **(Submit scanned copy of the same).**
- (xi) The agency has operational office in Delhi / NCR. **(Submit scanned copy of proof).**

**ALL DOCUMENTS SHOULD BE ENCLOSED SERIALIZED / INDEXED IN BOLD AND AS MENTIONED ABOVE DULY SIGNED BY AUTHORIZED PERSON(S).**

### **5. General Terms & Conditions:**

- 5.1 The selected agency will conduct the written exam for the post of Assistant Professor in NIFT as per the scope of work & other terms & conditions for approximately 800 applicants. Agencies will quote its rates @ per candidate for approximately 800 applicants for the said process. Actual payment will be based on the actual number of candidates who appear in the written exam for the recruitment.
- 5.2 The bidder must enclose adequate documents and if not enclosed, NIFT reserves the right to reject any or all the Bids either fully or partly without assigning any reasons and is not bound to accept the lowest bid. The decision of the NIFT will be final and shall be binding on bidders at any time and at its sole discretion.
- 5.3 Tender shall be submitted in prescribed tender form through online only. The tender shall be liable for rejection if not submitted in the prescribed format.
- 5.4 All the pages of the Tender document should be duly signed by the owner of the company or his Authorized Signatory as token of acceptance of Terms & Conditions.
- 5.5 Bids received after the specified date and time, due to whatever reason, shall not be considered for bidding.
- 5.6 Conditional Bids / Vague offers shall not be considered.
- 5.7 The losses to the institute which are directly attributable to the agency shall be deducted from the bills / adjusted from the Security deposit.
- 5.8 The tender work awarded is not transferable under any circumstances.
- 5.9 NIFT reserves the right to accept or reject any or all the tenders.

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- 5.10 TDS and other Taxes as applicable will be deducted from bidder / company bills as per Govt. instructions from time to time.
- 5.11 **Relaxation in turn over & Experience:** As per the Govt. of India policy circular No. 1(2)/2016/MA dated 10th March 2016 Provides relaxation to Start ups in public procurement on prior experience & Turn over criteria subject to meeting quality and technical specifications.
- 5.12 The L-1 bidder / company will be required to submit the Security deposit @ 3% of the work value in the form of Demand Draft / FDR / Bank Guarantee (Copy of Format is enclosed at **Annexure-V**) / Online in favour of NIFT payable at New Delhi. This Security amount must be deposited within 10 days from the date of receipt the work order. No interest shall be paid on the security deposit. Refund of Security deposit will be released after successful completion of works indicated in the Scope of Work.
- 5.13 EMD shall be forfeited in case of the following: -
- a. The bidder withdraws their offer during the period of tender validity.
  - b. After opening of tender, the bidder fails to honour the contract or refuses to comply with any or all terms and conditions of the tender.
  - c. If the successful bidder failed to furnish the security deposit as required.
- 5.14 The above activities are to be time bound and transparent maintaining absolute confidentiality of the process.
- 5.15 To retain all test related documents for a period of 3 years from the test date and provide the information for attending RTI and Court Cases.
- 5.16 Agency will have to start working on the recruitment process immediately as per Scope of Work after receipt of work order.

## **6. PENALTY:**

Agency will complete the work as per the agreed schedule, Scope of Work and strictly in accordance with the terms and conditions of the tender. A penalty @ 1% of total value of the work value per day subject to maximum of 10% of the total work value for delay will be charged except due to any reasons beyond the control of the Agency (Force Majeure). The Competent Authority of NIFT shall have the sole discretion to waive off such penalty or part of penalty as deems fit, provided further that the Agency provides a satisfactory explanation in writing giving the reasons which caused such delay. In the event of failure to complete the work in the stipulated period, the NIFT reserves the right to get the work done from any other Agency at the risk and cost of the successful agency.

## **7. BID VALIDITY:**

Bid submitted by agency shall remain valid for a period of 03 (Three) Months from the date of opening of price bid. The Security Deposit shall be forfeited in case of bidder / company withdraws his bid during the validity period.

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**8. TERMS OF PAYMENT:**

The payment will be released after successful completion of recruitment process and after receipt of successful completion report from Establishment Department of NIFT-Head Office.

Encl. As above.

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(Full Signature & Stamp of the Tenderer)

**TECHNICAL BID for “Hiring of External Agency for Recruitment of Assistant Professor in NIFT”**

1. Name of the Company / Agency :
2. Name of Authorized Person  
(Who signs on the tender document) :
3. Office Address :
4. Phone No. :
5. e-mail address :
6. Mobile No. :

**Eligibility Criteria :-**

S.N	Document to be submitted	Proof Required
1.	The proof of annual turnover of the company / agency should be at least Rs. 15 Lakhs (Rupees Fifteen Lakhs) each year during the last 03 (three) financial years i.e. 2018-19, 2019-20 & 2020-21 in the form of certificate duly certified by Chartered Accountant.	(Submit Scanned copy online)
2.	Earnest Money (EMD) of Rs. 35,000/- (Rupees Thirty Five Thousand only) in the form of Demand Draft / Banker Cheque/ Fixed Deposit receipt / Bank Guarantee (as per Annexure-IV) in favor of ‘National Institute of Fashion Technology’ and payable at New Delhi with all relevant documents (except those who are specifically exempted by MSME, NSIC etc.) should accompany with the Technical bid document. <b>(Format attached at Annexure – IV)</b>	(Submit scanned copy online).
3.	Those exempted from submission of EMD must submit certificate issued by Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) / NSIC etc. or Startups as recognized by Department of Industrial Policy and Promotion (DIPP).	(Submit scanned copy online).
4.	The bidder must have working experience of conducting offline recruitment process of at least – 03 years with using paper based / OMR technology to various educational institutions / University / Government Sector / PSU / Corporate bodies / Private Sector. Bidder shall furnish documentary evidence i.e. work order / successfully completion certificate in this regard	(Submit scan copy of work order / successfully completion certificate online).

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5.	<p>Bidder should have successfully executed / completed 03 similar offline recruitment processes with using paper based / OMR technology valuing not less than the amount of Rs. 3,00,000/- (Rupees Three Lakhs) in each process during 2016 to 2022 and out of which at-least 01 recruitment process must be for minimum 1000 candidates.</p> <p style="text-align: center;"><b>OR</b></p> <p>Bidder should have successfully executed / completed 02 similar offline recruitment processes with using paper based / OMR technology valuing not less than the amount of Rs. 3,75,000/- (Rupees Three Lakhs Seventy Five Thousand) in each process during 2016 to 2022 and out of which at-least 01 recruitment process must be for minimum 1000 candidates</p> <p style="text-align: center;"><b>OR</b></p> <p>Bidder should have successfully executed / completed 01 similar offline recruitment process for minimum 1000 candidates with using paper based / OMR technology valuing not less than the amount of Rs. 6,00,000/- (Rupees Six Lakhs) during 2016 to 2022</p>	(Submit scan copy of work order / successfully completion certificate online).
6.	List of clients in Educational Institute / University / Government Sector / PSU / Corporate bodies / Private Sector where agency has provided the similar services during 2016 to 2022.	(Submit the self-attested scanned list of the clients with their contact person and mobile No. online).
7.	Copy of Registration Certificate in support of GST and PAN No.	(Submit scanned copy online).
8.	The bidder / agency must be a registered firm from concerned authority.	(Submit scanned copy of proof of registration).
9.	Declaration on the company / agency letter head that the bidder has not been debarred from participating in tender anywhere in NIFT HO and its Campuses and have not been blacklisted by any Govt. / Semi Govt./ Institute / organization as per <b>Annexure-VI.</b>	(Submit scanned copy online).

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10.	The agency should be ISO 9001 certified.	(Submit scanned copy of proof online).
11.	The agency has operational office in Delhi / NCR.	(Submit scanned copy of proof online).

**ALL DOCUMENTS SHOULD BE ENCLOSED SERIALIZED / INDEXED IN BOLD AND AS MENTIONED ABOVE DULY SIGNED BY AUTHORIZED PERSON(S).**

**Signature of Tenderer:**-----

**Name of the Authorized Signatory:**-----

**Name of the Company/Firm :**-----

**Seal of the Company/Firm :**-----

**Address :**-----

**Contact No.:**-----

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(Full Signature & Stamp of the Tenderer)

**PRICE BID for “Hiring of External Agency for Recruitment of Assistant Professor in NIFT”**

**NIFT Head Office GSTIN. - 07AAATN2067J1ZI**

<b>Name of Post</b>	<b>Approximate number of applicants to be processed by the agency</b>	<b>Per candidate rate for conduct of recruitment process for 800 candidates (approx.) as given in the Scope of Work attached at Annexure – III (in Rs.)</b>	<b>Taxes in Rs. (if any)</b>	<b>Total Amount (in Rs.) including Taxes</b>
Assistant Professor	800			
<b>Total amount including GST in words</b>				

**Please Note :-**

- The selected agency will conduct the recruitment process for the post of Assistant Professor as per the Scope of Work & other terms & conditions given above for approximately 800 applicants. Accordingly, agencies will quote the ‘per candidate’ rate for approximately 800 applicants for the said process. Payment will be based on the actual number of candidates who appear in the written exam for the recruitment.
- The contract will be awarded to the agency who will quote the lowest rate.
- Rates should be quoted in words as well as in figure, if discrepancy is found in words and in figure than rates written in words would be considered.

**Signature:**.....

**Name:**.....

**Designation** .....

**Agency Address:**.....

**Agency Seal:**.....

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**SCOPE OF WORK for “Hiring of External Agency for Recruitment of Assistant Professor”**

**SCOPE OF WORK TO BE EXECUTED BY NIFT- HEAD OFFICE, NEW DELHI**

**1. Pre-Written Test Activities**

- 1.1. To handover the database/ applications of 800 approx. candidates for the post of Assistant Professor to Agency.
- 1.2. To provide the criterion and selection process for the recruitment of Assistant Professor.
- 1.3. To provide question papers for **Paper-II** (Professional Aptitude Test - in concerned competency) to agency to conduct written examination as per advertised selection process.

**2. Post Written Test Activities**

- 2.1. To identify panel of experts for the evaluation of the Professional Aptitude Competency wise Test paper.
- 2.2. To provide the criteria for shortlisting the candidates based on the performance in written examination for next level i.e. Presentation and Interviews.
- 2.3. To provide the list of panel members for Presentation and Interview

**SCOPE OF WORK TO BE EXECUTED BY THE AGENCY**

**3. Application Data Processing**

- 3.1. To receive database / applications of the candidates from NIFT, Head Office.
- 3.2. To process the requisite information, from all the application forms and maintain the database of all the applications.
- 3.3. Website and candidates login.
- 3.4. To generate reports as per the requirement of NIFT, Head Office by maintaining the confidentiality and integrity of the process.
- 3.5. To provide the information to candidates through SMS / emails to check the eligibility status.

**4. Fixation / Liaisoning with the Test Centre**

- 4.1. To arrange for venue at New Delhi, Mumbai, Bengaluru, Patna, Bhopal and Kolkata (06) as per the requirement with facilities of rooms, furniture, invigilation, supervision, drinking water, toilets etc.
- 4.2. To detail Centre Superintendents, Invigilators and other staff at the test centres.
- 4.3. To make all necessary arrangements at the test centres for conducting of test in a smooth and fair manner.
- 4.4. Make proper arrangement of security and allowing the candidates after proper verification.
- 4.5. Agency will follow the follow the Covid Guidelines issued by the Govt. from time to time.

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## **5. Generation of Admit Cards for Written Test**

- 5.1. Uploading the list of Provisionally Eligible and Ineligible candidates and attend the queries of the candidates. Disseminate the information to candidates to this effect through SMS, Email and telephone, if required.
- 5.2. To generate and allot unique roll number, test centre for all candidates as per choice.
- 5.3. To design Admit Cards for all provisionally eligible candidates.
- 5.4. To develop and upload admit cards on the dedicated website with facility for candidates to download their admit cards online.

## **6. Development of Question Papers and Answer**

- 6.1. To prepare the Paper-I (Comprehensive Test) – Written Test objective type. The agency will submit 03 different sets of Question Papers in advance. One final set of Question Paper will be provided to the 02 days before the date of Examination for jumbling in 04 sets, printing, packing, transporting/ delivery at the test venue for smooth conduct of exam. If required encrypted Question papers may be transmitted electronically and printed at the location of test centre.
- 6.2. To take over the Question Paper-II from NIFT- objective type, jumbling in 04 sets and printing for final use.
- 6.3. To print required copies of question papers as per registration.
- 6.4. To design and print the required no. of OMR Answer Sheets with carbon copy to check displayed answer key to candidates after examination.
- 6.5. Uploading of answer keys
- 6.6. To evaluate the OMR Answer Sheets through double scanning
- 6.7. To set the question paper in booklet form and print multiple copies competency wise as per registration.
- 6.8. To make sealed envelopes of question papers/ booklets.

## **7. Conduct of the Written Test**

- 7.1. To generate the attendance sheets and check the identity of the candidates.
- 7.2. To position the sealed question paper booklets and answer sheets at the test centres.
- 7.3. To design and print guidelines for conducting the written test, instructions for invigilators and centre superintendents and to hand over the same to the test centre.
- 7.4. To organize and conduct written examination as per scheduled provided by NIFT.
- 7.5. To retrieve back test materials both used and unused directly from the test centres.

## **POST WRITTEN TEST ACTIVITIES**

### **8. Result Processing offline**

- 8.1. To evaluate the Answer Sheets for both Paper I and II and provide the result to Registrar, NIFT Head Office.
- 8.2. To compile the marks of Paper-I and Paper-II and prepare the results- category wise.
- 8.3. To provide the results to NIFT as per required format.

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**9. Presentation / Interviews**

- 9.1. To prepare the list of shortlisted candidates for the Presentation and Interview as per criteria provided by NIFT Head Office.
- 9.2. To upload call letters for the Presentation and Interview on the dedicated website linked with NIFT website with facility for candidates to download their call letters.
- 9.3. To send the information of Presentation and Interview through SMS / email to the shortlisted candidates.
- 9.4. To prepare attendance sheets for Presentation and Interview.
- 9.5. To depute officials on the date of Presentation and Interview at NIFT Head Office for facilitating the conduct of Presentation/Interview and compile the marks and provide final result to Registrar, NIFT.

**10.** To retain all test related documents for a period of 3 years from the test date and provide the information for attending RTI and Court Cases.

**11. Schedule for completion of following activities by the agency**

<b>Activity</b>	<b>Time Period</b>
Creation of Website for candidates' Registration	Two Weeks from the date of issuance of Work Order
Registration of Candidate	One Week time after creation of Website
Conduct of Written Exam	Two Weeks after completion of candidates' registration
Result Declaration	Two Weeks after conduct of Written Exam
Presentation & Interview	Completion within Five Weeks after result declaration
Final Result Declaration	Two Weeks (After completion of Presentation & Interview)

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**BANK GUARANTEE FORMAT FOR FURNISHING EMD**

Whereas.....

(hereinafter called the “tenderer”)

has submitted their offer

dated .....for .....(hereinafter called the “tender”)

against the purchaser’s tender enquiry No. .... KNOW ALL MEN by these presents that WE ..... of..... having our registered office at ..... are bound unto **National Institute of Fashion Technology** (hereinafter called the “Purchaser”) in the sum of -----for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this ..... day of ..... 2022

THE CONDITIONS OF THIS OBLIGATION ARE:

- (1) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
- (2) If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity : -
  - a) If the tenderer fails to furnish the Performance Security for the due performance of the contract.
  - b) Fails or refuses to accept / execute the contract.

WE undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

.....  
(Signature of the authorized officer of the Bank)

.....  
Name and designation of the officer

.....  
Seal, name & address of the Bank and address of the Branch

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I accept the above Terms & Conditions

(Full Signature & Stamp of the Tenderer)

**Bank Guarantee Format for Furnishing Security Deposit**

1. In consideration of National Institute of Fashion Technology, having its Head Office at NIFT Campus, Near Gulmohar Park, HauzKhas, New Delhi – 110016

( hereinafter referred to as NIFT which expression shall unless repugnant to the context or meaning thereof include its successors, administrators and assigns) having awarded to-----with its Registered / Head Office at -----(hereinafter referred to as the ‘Contractor’ which expression shall unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns), a contract by issue of NIFT’s Letter of Intent No.-----dated-----and the same having been unequivocally accepted by the contractor resulting in a ‘Contract’ bearing No.-----dated-----valid at Rs.------(Rupees-----only) for -----and the Contractor having agreed to provide a Contract Performance Guarantee for the faithful performance of the entire Contract equivalent to Rs.------(Rupees-----value of the contract to NIFT, we -----having its Head Office at shall unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns), do hereby guarantee and undertake to pay NIFT, on demand any and all money payable by the Contractor to the extent of Rs.------(Rupees-----only) as aforesaid at any time upto without any demand reservation contest, recourse for protest Bank shall be conclusive and binding notwithstanding any difference between NIFT and Contractor or any dispute pending before any Court, Tribunal or any other authority.

2. We, the -----Bank undertake not to revoke with guarantee during its currency without previous consent of NIFT and further agree that the guarantee herein contained shall continue to be enforceable till NIFT discharges this guarantee or -----which is earlier.
3. NIFT shall have the fullest liberty without affecting in any way the liability of the Bank under this guarantee from time to time to extend the time for performance of the contract by the Contractor. NIFT shall have the fullest liberty, without affecting this guarantee, to postpone from time to time the exercise of any powers vested in them or of any right which they might have against the Contractor, and to exercise the same at any time in any manner and either to enforce or two forbear to enforce any covenants, contained or implied, in the Contract between NIFT and the Contractor or any other course or remedy or security available to NIFT. The Bank shall not be released of its obligations under this guarantee by any exercise by NIFT of its liberty with reference to the matter aforesaid or any of them or by reason of any other acts of omission or commission on the part of NIFT or any other indulgence shown by NIFT or by any other matters or thing whatsoever which under law would , but for this provision have the effect of relieving the Bank.
4. The Bank also agrees that NIFT and its option shall be entitled to enforce this guarantee against the Bank as a principal debtor, in the first instance without processing against the Contractor and notwithstanding any security or other guarantee that NIFT may have in relation to the Contractor’s liabilities.

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I accept the above Terms & Conditions

5. This guarantee shall not be affected by any changes in the constitution of Contractor nor shall it be affected by any charges in the constitution of NIFT or by any amalgamation or absorption thereof or therewith but will ensure for and be available to and enforceable by absorbing or amalgamated company or concern.
6. Notwithstanding anything contained hereinabove, our liability under this guarantee is restricted to Rs.-  
----- (Rupees-----only) subject to the clause as stated immediately hereafter. This guarantee shall remain in force till.
7. This guarantee shall continue and hold good until it is released by NIFT on the application of the Contractor after expiry of the relative guarantee period of the said Contract and after the contractor has discharged all their obligations under the said Contract and produced a certificate from NIFT's representative certifying the due completion of the work under the said contract and submitted 'No-demand Certificate' provided always that unless extended this guarantee shall remain in force till-----  
----- should it be necessary to extend this guarantee beyond the said date on account of extension being granted by NIFT to the Contractor in respect of completion of works under the said contract or otherwise, we undertake to extend forthwith the period of the guarantee on NIFT's request till such time as may be required by NIFT.
8. We-----Bank shall be discharge of our liability under the guarantee unless a claim is made by NIFT within 3(three) months from the date of expiry of this Bank Guarantee.

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**Declaration by Bidder**

1. I / we ..... Son / Daughter / wife / of Sh..... authorized signatory of the agency hereby declare that I am competent to sign this declaration and execute this tender document.
  
2. I / we have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
  
3. I / we declare that our agency has not been debarred from participating in tender anywhere in NIFT HO and its Campuses and have not been blacklisted by any Govt./ Semi Govt./ Institute / organization
  
4. The information / documents furnished along with the technical and financial bids are true and authentic to the best of my knowledge and belief. I have no objection to NIFT verifying any or all the information furnished in this document with the concerned authorities, if necessary. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

**Signature the authorized signatory of the agency: -----**

**Name of the Authorized Signatory: -----**

**Name of the Agency: -----**

**Seal of the Agency: -----**

**Address:-----**

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**Contact No. -----**

**Date:**

**Place:**

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