

MINUTES / CLARIFICATIONS OF THE PRE-BID MEETING FOR TENDER FOR HIRING OF AGENCY FOR CONDUCT OF ONLINE SEAT ALLOCATION PROCESS FOR UG AND PG PROGRAMMES FOR NIFT ADMISSIONS -2024.

M/s Libsys Limited, Gurgaon

S. No.	NIT Document Reference	Details as per NIT	Clarification Sought	Clarification by Committee Members
1	Point # 7(f) on Page 12	The Agency must have ISO 9001, ISO 27001, CMMI level 5 for software security and the software should be STQC compliant".	LIBSYS is a software product development company which is ISO 9001 & ISO 27001 certified. However, the requirement of CMMI certification is usually for software companies that take overseas projects (specially for USA market) for custom software solution development. In case of product company like LIBSYS the bench mark for quality is set through its admission product being used by prominent institutions as mentioned above. It is requested that CMMI certification be made optional so that LIBSYS can also participate in your tender.	Not Acceptable. All the certification for software must be provided by the bidder as per the tender.
2	Point # 7(f) on Page 12	The Agency must have ISO 9001, ISO 27001, CMMI level 5 for software security and the software should be STQC compliant".	Currently LIBSYS does not have STQC certification for its Admission System but can obtain it on getting the work order from NIFT. Kindly consider LIBSYS technically eligible on this point	The STQC certification shall be provided by the bidder as per the tender.

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M/s All India Management Association (AIMA)

S. No.	NIT Document Reference	Details as per NIT	Clarification Sought	Clarification by Committee Members
1	Page No.6 Point no. c	<p>The Seat Allocation will be for approximately 15,000 candidates for 10 UG & PG academic programmes. NIFT intends to select an Agency to execute online Seat Allocation, its administration, website creation, registration, document verification, allotment of seats, collection and refund of Seat Allocation fees as per requirement. The system shall comprise:</p> <ul style="list-style-type: none"> • Creation of a website for online registration. • Online two level document verification. • Providing software and training for operation of software for online document verification and seat allocation based on preferences filled by candidate and common merit rank achieved. • Conduct of mock and final Seat Allocation. • Provision for multiple rounds of Seat Allocation. • Creation of an integrated payment module to enable candidates to pay fees, generate receipts and process refunds. • Customised report generation with a dashboard and admin access to NIFT Admission. 	How will bidder manage refund of Seat Allocation fees	Refund of fees as per Admission Guidelines will be done by the Agency directly within T+1 days online through same portal. A small percentage of collected fees may be retained by the agency for refund purposes subject to finalization of all Accounts. Percentage of retention amount will be specified by NIFT later. Daily status of seat allocation fees will be provided by the agency to NIFT
2	Page No 6 Point no. c		What will be the logic for multiple rounds	To fill the maximum number of seats and also to provide opportunities to the candidates with Higher CMR for up gradation of

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							provisionally allotted seats. Higher CMR / preferences of the candidate matched with available seats.
3	Page No 9 Point no. (1.2)	S.N.	Evaluation Parameter	Marking Scale/ details	Maximum Marks	Please share security requirements of NIFT	Bidder has to provide the security certification as per the tender.
		1.2	Software / Solution		16 Marks		
			Organization should own the source code of the application Portal/software and should be capable to modify as per security requirement of NIFT	Self-Declaration from the authorized signatory for ownership of source code & Capability / willingness to change	10		
			The organization should have in- house technical personnel to maintain software and data used to conduct the exam	Self-Declaration from the authorized signatory / Departmental Head for required Technical Manpower	06		
4	Page No 10 Point no. (5.1)	5	Presentation:			What kind of "Demonstration" is expected at this stage	Bidder will be required to give a demonstration as per the tender. -Details of the software to be employed -Logic - Performance
		5.1	The Agency/company will be required to give a demonstration and / or presentation clearly giving details of their capabilities and methodology to conduct the Seat Allocation Process. The marks for Approach and Methodology will be given by the committee based on the Presentation & Demonstration made by the bidder, Plan to execute the Seat Allocation Work of NIFT, Innovativeness,		10 Marks		

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		quality of software deliverables, timelines, past history and Software development and execution of the software, Approach and methodology, Software system proposed		-Past experience -Current plan
5	Page No 14 Point no. r	The selected Agency should have an already-developed (off-the-Shelf) Online Seat Allocation Software product which can be customised as per the requirement of NIFT with minimal changes in desired time frame OR the Agency will develop the required Software as per the Scope of Work within the period of 60 days and submit STQC certification (other equivalent as per GOI guidelines) in next 30 days from the date of receipt of Work Order	It is suggested that STQC is done after customization i.e. after 60 days. In Annexure 7, for STQC it is T+90 days .Kindly confirm that no customization will be done once the software submitted for STQC certification.	May be read as 60 days in Annexure-7
6	Page No 14 Point no. r(ii)	If the vendor develops customize software for NIFT Seat Allocation the developed I accept the above Terms & Conditions (Full Signature & Stamp of the Tenderer) Page 15 software will be delivered to NIFT and should work in standalone mode. If the vendor utilizes already developed off the shelf software then the Vendor will certify that customisations carried out for NIFT and NIFT processes will not be shared / used anywhere else. The version of the software cutomised for NIFT will be provided to NIFT.	Please clarify, what is expected by - "should work in standalone mode"	The software customised for NIFT will perform all required functions by itself, without any additional requirement of other software.
7	Page No 15 Point no. v	The successful Agency must demonstrate at least 2 successful trial runs of the On-line Seat Allocation software within 1 (One) week after the completion of STQC of the Software period. Failure to adhere to this deadline may result in summary termination of the work order and the balance / total work will be executed through other agencies at the Agency's risk and cost and will be governed by the Penalty clause as mentioned in the tender document.	Page 14, point r provides 60 days for customization so it is requested that STQC is done after 60 days and trials subsequently. In Annexure 7, for STQC it is T+90 days	May be read as 60 days in Annexure-7
8	Page No 15 Point no. w	The Online Seat Allocation software must be user-friendly and free from glitches.	Does NIFT has any guidelines for user interface	The software should be easy to use with a simple GUI, not requiring any technical knowledge. It

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				should perform all required functions seamlessly, without any stoppage, error or interruptions. It should be functional on multi devices like, desktop, PCs, Laptops and Mobile phones across multiple Operating system including Windows, MAC and Android.
9	Page No 16 Point no. Z	<p>The online seat allocation process may take maximum 04 months to complete the work and no further cost will be incurred in case of request to increase in time. aa) The price bid of the technically qualified bidders only will be opened after evaluation of technical bids. The combined financial cost will be calculated as under:-</p> <p>Cost of Software = A</p> <p>ii. Operational Cost of per candidate = B</p> <p>iii. Operational Cost for 10,000 candidate = C (B x 10,000)</p> <p>iv. Total Financial Cost = A + C</p> <p>bb) The contract shall be terminated if: The service of the Agency is not found satisfactory or the Agency changes the rate of contract during the contract period.</p> <p>ii. In case the Agency fails to execute the job as per the terms and conditions of the agreement, the balance / total work will be executed through other agencies at the Agency's risk and cost.</p>	What are time taken for this process in previous 3 sessions?	5-7 days for each round of seat allocation. Overall generally two months
10	Page No 21 Point no. a (iii)	Operational Cost for 15,000 candidate = C (B x 15,000)	Operational Cost for 15,000 candidate = C (B x 15,000) whereas on Page 16, aa	Total operational cost will be operational cost per candidate

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Decision/ps' list ..

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			(iii) Operational Cost for 10,000 candidate = C (B x 10,000)	multiplied by the total number of candidates. 10,000 and 15,000 are figure given for example only.
11	Page No 21 Point no. C	The development of Software is one time cost / process. If the contract is extended for 2nd year onwards, the payment will be released only for operational cost of per candidate on a pro-rata basis as per actual number of candidates registered for Seat Allocation.	It is assumed that NIFT will not request for any changes in the software in 2nd year	Generally No. Upgrades or changes, if any required changes necessitated by experience during execution.
12	Page No 27 Point no. (3)	Designing interface/ mechanism for Mobile based application along with all interfaces as per the Admission Portal.	Mobile Application is also required? If yes, then for candidates or for admin staff also?	Designing interface/ mechanism for Mobile based application for candidates and Administrative staff also will be provided by the Bidder as per the tender.
13	Page No 29 Point no. d	Choice Locking After a set time the choice should be locked automatically (after a predefined time) if not locked by the candidate. Preference form filling is a time bound activity and all candidates must complete the process within the given time. Preferences submitted will be editable till finally locked as per the seat allocation rules. Provision to enable the candidate to lock preference voluntarily at any given time should be available. A confirmation message for the registration should be sent on the registered email id and Mobile number of the candidate	Whether for sending messages, NIFT will provide their Email & SMS gateway?	Bidder has to provide
14	Page No 30 Point no. f	Seat Allotment:- Based on the candidate's choice of academic program, merit, category and availability of the seats, automatic, software driven allotment of the highest possible academic program is to be made to the candidate. There will be no manual interference in allotment of seats.	It is assumed that NIFT will share detail allocation rule at start of the project	Yes, seat allocation rules will be provided by NIFT

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15	Page No 21 Point no. c	The development of Software is one time cost / process. If the contract is extended for 2nd year onwards, the payment will be released only for operational cost of per candidate on a pro-rata basis as per actual number of candidates registered for Seat Allocation	The development of Software is one time cost / process. If the contract is extended for 2nd year onwards, the payment will be released only for operational cost of per candidate on a pro-rata basis as per actual number of candidates registered for Seat Allocation, kindly confirm	Yes, 2nd year onwards, the payment will be released only for operational cost of per candidate on actual.
		The Price quoted by the Agency shall be valid till the completion of the Contract including the period of extension, if any e) 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 consider.	If the fee is collected in bidder's account then it can be managed by processing refund as per rule. Else if it is collected in client's account then report of transaction details of eligible refunds is to be generated.	Bidder collects the fees through payment gateway in their account and transfer to NIFT Account. Fees collected to be deposit in NIFT account not later than T+1 and provide reports on daily basis for necessary reconciliation

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