

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

CLARIFICATIONS WITH RESPECT TO TENDER FOR HIRING OF EXAMINATION AGENCY

M/s.AIMA

S. No.	NIT Document Reference	Details as per NIT	Clarification Sought by bidder	Clarification by Committee Members
1.			Kindly provide the tentative schedule of different tests / stages for execution of project from beginning till completion	<p>Specific dates cannot be indicated at this time for regular course. The tentative schedule of activities is as under:</p> <p>Registration: November End / Dec to Jan</p> <p>Admit Card: Jan</p> <p>Entrance Test: Jan/Feb</p> <p>GD/PI & Situation Test: April -May.</p> <p>Final Result: May – June.</p> <p>The Artisan, PhD, Special Test for Srinagar etc would differ from the above schedule and during the period from January to June</p>
2			Kindly provide the question paper structure details for Admissions Test for UG and PG programmes.	<p>GAT question paper will be conducted by the Agency.</p> <p>Sample questions for Creative Ability Test (CAT) and Situation Test will be provided by NIFT.</p>
3	Page 9	Documents Required with Bid/ Eligibility condition	It is suggested that bidder should have experience of conducting web based/ online interviews of minimum 5,000 candidates, and should be essential pre-	As per tender, no change.

			requisite keeping in view of the ongoing Covid situation	
4			As the current Covid 19 situation is expected to continue for the next 5/ 6 months and Govt's mandate on Precautionary measures to be adhered to and required arrangements to be made w.r.t social distancing norms and providing facility of thermal scanning, mask, hand gloves and sanitizer for deputed staff at the designated centres; this additional cost factor should be specifically mentioned / included in financial bid.	All bidder must follow the GOI guidelines and cost, if any may be borne by the Agency while quoting.
5	Page 9	Documents Required with Bid/ Eligibility condition	It is suggested that Bidder's technical capability for conducting online counselling of candidates should be essential prerequisite.	Counseling is separate activity and not a part of the Tender.
6		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, can be considered
7		Conduct of situation Test	It is suggested that bidder must have minimum 5 years of experience in conducting the situation test.	Not required, NIFT will prepare Question Paper and Guidelines.
8	Point No 5, Page 17	Annual turnover of Rs. 2.5 Crore per year	It is suggested that the annual turnover should be at least 20-25 times the project cost for admissions 2020.	It is clarified that turnover will remains same.
9	Point No. 7, Page 23	Experience of conducting entrance exam of at least three programs Design/ Non Design for a minimum	Clarify that the 25000 number of candidates is per exam or total 25000 in last three years as on 31/03/2020?	Total 25,000 candidates in last 03 years as on 31.03.2020 in Design/Non Design programs.

		25000 candidates in last 3 years as on 31/ 3/ 2020.		
10	Point No. 9, Page 23	Experience of conducting/handling Group Discussion and Personal Interview for minimum 1500 candidates in last three years as on 31/03/2020.	<ul style="list-style-type: none"> Clarify that whether the 1500 number of candidates is per year. Clarify that Group Discussion and Personal Interview are to be conducted for each candidate. Confirm that the Group Discussion conducted should be case study based. Confirm that both the activities are conducted physically 	<ul style="list-style-type: none"> Total 1500 candidates in last three years as on 31.10.2020. Only for PG Programmes Yes Yes
11	Point No. 10, Page 23	Experience of handling / conducting Creative aptitude test or creative skill test for minimum 5000 candidates in last three years at least in 10 cities as on 31/03/2020.	<ul style="list-style-type: none"> Clarify that the 5000 number of candidates is per year. Whether this includes on the spot evaluation activity also? Confirm that the test is to be conducted each time simultaneously at least in 10 cities or more. Confirm that the Creative Aptitude Test should be conducted in test venue and not on computer systems. 	<ul style="list-style-type: none"> Total 5000 candidates in last three years. Total At least in 10 cities as on 31.03.2020. Yes this include on the spot evaluation activity. At present Situation test / creative skill test is conducted in 13 cities.
12	Point No 11 Page 23	The agency must have operational office in India with minimum technical and operational manpower	Para 11 to be corrected as per Para 15 i.e. The agency must have operational office in Delhi NCR.	Modified that the agency must have operational office in Delhi NCR only

		resources of at least 20 nos. Agency will conduct Group Discussion (GD) and Personal Interview in Delhi.		
13	Point No. 19, Page 24	The Agency has successful executed / completed 2 entrance exam valuing not less than the amount of Rs. 75 Lakhs over the last 3 years	<ul style="list-style-type: none"> • Confirm that each test is of the value of INR 60 Lakhs. • Being the NIFT admission process comprises of multiple activities including written test, Situation Test, GD, PI, subjective test, etc. It is suggested that the experience should be considered for similar Scope of Work 	<ul style="list-style-type: none"> • No. It will total amount of Rs.60 Lakhs over the last 03 years. • Entrance examination should be considered for similar scope.
14	Point No. 19, Page 24	The Agency has successful executed / completed 2 entrance exam valuing not less than the amount of Rs. 75 Lakhs over the last 3 years	<ul style="list-style-type: none"> • Confirm that each test is of the value of INR 75 Lakhs. • Being the NIFT admission process comprises of multiple activities including written test, Situation Test, GD, PI, subjective test, etc. It is suggested that the experience should be considered for similar Scope of Work 	<ul style="list-style-type: none"> • No. It will total amount of Rs. 75 Lakhs over the last 03 years. • Entrance examination should be considered for similar scope.
15	Point 5 (B) Page 26	<p>Total amount in words and figure (Rs.)</p> <p>1 + 1(A) + 2 + 2(A) + 3 + 3(A) + 4+4(A) + 5 + 5(A)</p> <p>Overall lowest rate quoted by the bidder of all the point at Sl. 1 to 5(C) mentioned above will be awarded the contract.</p>	Formula for calculating the Price Bid is not clear as the cost of 1(A), 2(A), 3(A), 4(A) and 5(A) cannot be calculated without the registration nos. at this point of time.	No change, as per tender.

16	Page 26	The list of Expenditure / ceiling to be reimbursed by NIFT on actuals.	<ul style="list-style-type: none"> Confirm that this pertains to all examinations i.e. NIFT Admission Test, NLEA, Artisan, Srinagar, PhD 	Yes, on actuals, subject to conditions given in the tenders.
17	Para 1, Page 26	Lowest Economy fare for Air / Train (2AC) / Road for positioning the test materials for written test, Situation Test, Group Discussion / Personal Interview	<ul style="list-style-type: none"> Confirm that this covers the cost for positioning situation test kits. when taking the exam material with them. 	Yes, on actuals
18	Para 2, Page 26	Transportation Cost / Excess Baggage on production / submission of Excess baggage tag	<ul style="list-style-type: none"> Air Cargo charges to be added along with Excess Baggage = Transportation cost on production/submission of bills/invoices, and Excess Baggage or Air Cargo charges; as applicable 	Yes, on actuals
19	Para 3, Page 26	Lodging / Boarding of Officials will be on actual subject to the ceiling of Rs.2500/- per day for 3 days.	<ul style="list-style-type: none"> Due to differing cost index of different cities, as is normal in all institutions/organizations, it is essential to have differential rates for different locations to be classified under Metros, State Capitals and Others (Rs.5,000/day, Rs.4,000/day and Rs.3,000/day; respectively) 	On actuals. Lodging / Boarding of Officials will be on actual subject to the ceiling of Rs.2500/- per day for 3 days.
20	Para 25, Page 30	Agency will Design/Print question papers in English and Hindi language as per the pattern and scheme of Examination stipulated in the NIFT Prospectus	Specify the number of objective papers and creative papers (program wise and test wise) to be developed and printed in bilingual.	<ul style="list-style-type: none"> Number of objective papers seven(11) i.e. for B.Des., M.Des., B.F.Tech, M.F. Tech., MFM, NLEA, PhD, Artisan etc. and Special test for Srinagar. Creative Ability Test (CAT) four (04) i.e. B.Des.,M.Des., NLEA and Special Srinagar Test. Situation Test for B.Des.

				<ul style="list-style-type: none"> • Studio Test for NLEA and Artisan/Children of Artisan • Technology Aptitude Test (TAT) for B.F. Tech, NLEA , PhD GAT/MAT
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21	Para 28, Page 30	Agency will supervise the conduct of the test in two sessions morning and afternoon.	Specify the no. of candidates in each session.	Statistics of last three years are given under for reference:						
				Year	2018		2019		2020	
				Program	Morning Session	Afternoon Session	Morning Session	Afternoon Session	Morning Session	Afternoon Session
				B.Des	23856	23856	22425	22425	18655	18604
				M.Des	2010	2010	2002	2002	1761	1755
				B.F. Tech	2959	0	2209	0	1598	0
				M.F. Tech	330	0	264	0	186	0
MFM	2704	0	2268	0	1929	0				

22	Para 30, Page 30	Agency will provide the necessary details and seating capacity of the each test centre in advance. Furniture of the exam centre should be suitable for NIFT Examination, particularly for Creative Ability Test (CAT).	Specify the type of furniture for CAT	The table /desk provided for the students should be stable, flat and minimum 2.5 feet x 2.00 feet with smooth surface as the students are required to draw and use color during the test. The chair / bench should be comfortable and without wheels.
23	Para 32, Page 30	Agency will evaluate the OMR answer sheets by double scanning. Agency will pseudo number the used creative subjective booklets and position them at NIFT HQ for evaluation by experts at NIFT HQ, under coordination by the agency team. (tentative period 2 to 3 weeks)	<ul style="list-style-type: none"> • Confirm that the checking, totaling of marks, rechecking of evaluated CAT booklets, data entry of marks is the role of agency. 	<ul style="list-style-type: none"> • Yes, it is to confirm that the checking, totaling of marks, rechecking of evaluated CAT booklets, data entry of marks is the sole responsibility of the agency.
24	Page No 30 Point No-33	The agency will also receive the objections from the candidates on the payment of Rs. 500/- per objection/question. Agency will develop the process and implement the same without Increasing the financial implications.	Kindly clarify that the payment will be remitted to NIFT and agency will receive payment on behalf of NIFT.	To NIFT's Account.

25	Para 43, Page 31	Agency will conduct GD and Interviews in Delhi in multiple days (approx. 15-17 days) in a suitable place agreed by NIFT within the radius of 10 K.M from NIFT HQ having proper infrastructure for conduct of GD and Interviews. If GD and Interviews are held in hired premises, the rent etc. will be paid by the Agency.	<ul style="list-style-type: none"> Clarify that the charges for lunch and refreshments for experts (approx.16 experts per day) for 15-17 days will be borne by agency? Kindly specify the type of rooms, auditorium, etc. to be arranged. If GD and Interviews are held in hired premises, the rent etc. will be paid by the Agency. <p>– Here the word ‘If’ is not clear</p>	<ul style="list-style-type: none"> Yes, Charges for lunch and refreshments for experts will be borne by the agency. Number of experts each day are 16-17. The GD/PI venue to have: <ul style="list-style-type: none"> a) Big hall with sitting arrangement for 250 persons. It would be used for registration by the agency and verification of credentials of candidates. b) Four rooms for GD/PI with sufficient chairs ventilation and air-condition. The ambience of the venue should be decent with proper parking area
26	Page No 33 Point No- General	To retain the exam related documents (all) for a period of one year from the date of declaration of final Result and to provide any clarification sought by NIFT.	What is the tentative time period of declaration of final result to understand the time period of retaining the exam related documents?	End of May/June, 2021
27	Para (v), Page 34	No of pages of CAT (Creative Ability Test) question paper:	Specify the number of pages of CAT booklet as the mention of 3 pages seems to be incorrect	6-8 pages
28	Para (ix), Page 35	Evaluation of CAT (Creative Ability Test) question paper:	<ul style="list-style-type: none"> Specify the number of CAT papers to be evaluated. Whether Rs. 20 is fixed for evaluation of each CAT paper for the next three years How many experts per day would be appointed? Specify that the coordination with experts to be done by agency. 	<ul style="list-style-type: none"> Number of CAT papers for reference in 2018:8153, in 2019:7799 Rs. 20 is fixed for evaluation of each CAT paper for next three years. Around 20 experts per day would be engaged. Around 20 experts per day would be engaged. <p>Yes, the coordination with experts to be done by agency.</p>
29	Para (xiii), Page 35	Situation Test	<ul style="list-style-type: none"> Specify that on how many candidates there will be one panel i.e. for 10000 	<ul style="list-style-type: none"> Around 100 candidates will be in one panel.

			<p>candidates, the number of panels. This to assess the cost of honorarium to be given to experts.</p> <ul style="list-style-type: none"> Specify the type of answer sheets to be printed for Situation Test to meet the pseudo numbering criteria. Whether the answer sheets are to be customized as per candidates' particulars? 	<ul style="list-style-type: none"> The test is combination of two i.e. "3D model" and "write-up" corresponding to 3D model. For the write-up special type of customized answer sheet to be printed indicating the photograph and other necessary details of the candidate with performance for learning the sheet and provision for pseudo numbering. Yes
30	Para xix (d) Page 36	Each panel consist 3 / 4 members and there will be at least 4 panels on each day. The honorarium to the panel members will be paid by the agency. At present each panel member has been paid Rs.2500/- per day.	Specify the total number of experts and days so as to assess the payment to be released to experts.	<p>Around 27 external experts and 54 internal experts in total. However the Situation Test may be conducted 2-4 days at different locations based on the number of candidates and the capacity of test venue.</p> <p>Panel would be of 3 members</p>
31	Para xvii Page 36	Procurement of examination material (Situation Test)	Kindly specify the tentative cost of material	Approx 10,00,000/- and reimbursed on actuals to Agency.
32	Page No 36 Point No-xix b	b) Case Based Group Discussions: Agency will prepare case studies to be used for group discussions. The cases so prepared will be chosen in advance. Under no circumstances should one case study be repeated for other groups. The case studies prepared must be vetted by NIFT before use.	Case studies will be common for all PG programmes or different?	Case studies is common for all PG programmes but subject to specific course.
33	Para 26 Page 39	Agency will Design/Print question papers in English and Hindi language in coordination with Admissions Department, HO and NIFT Campuses	Specify the number of objective papers and creative papers (program wise) to be developed and printed in bilingual.	<ul style="list-style-type: none"> Number of objective papers seven(11) i.e. for B.Des., M.Des., B.F.Tech, M.F. Tech., MFM, NLEA, PhD, Artisan etc. and Special test for Srinagar. Creative Ability Test (CAT) four (04) i.e. B.Des.,M.Des., NLEA and Special Srinagar Test.

				<ul style="list-style-type: none"> • Situation Test for B.Des. • Studio Test for NLEA and Artisan/Children of Artisan • Technology Aptitude Test (TAT) for B.F. Tech, NLEA PhD GAT/MAT
34	Para 27 Page 39	Agency will depute local official on the date of written test at each NIFT Campus for Observing the administration of written test with test material.	As per Para 28 Page 39 Agency will position the confidential test material containing question papers at each NIFT Campuses, personally escorted by its observers/officials from New Delhi to the test centres by air travel. Kindly clarify.	Actual Airfare of economy class to carry the examination materials to all the examination venues (outside Delhi NCR) will be reimbursed by NIFT. Local transport and accommodation will also be reimbursed subject to reasonability of claim and the production of bills.
35	Para 29 Page 39	Agency will supervise the conduct of the test in two sessions morning and afternoon.	Specify the no. of candidates in each session.	150 candidates in each session.
36	Para 36 Page 40	Agency will depute Centre Superintendents, Invigilators and other operational staff at all NIFT Campuses for the conduct of Situation Test in multiple days.	Kindly confirm the number of campuses where NLEA to be conducted.	All NIFT Campuses subject to no. of applicants
37	Para 29 Page 43	Agency will supervise the conduct of the test in one session	Whether the studio Test to be conducted in single session.	One Session
38	Para 32, Page 43	Agency will conduct studio test for Artisans in multiple days (approx. 3-4 days) simultaneously at all or assigned NIFT Campuses by deputing its own team	Kindly confirm the number of campuses where Artisan Test to be conducted.	17 NIFT campuses
39	Para 28 Page 46	Agency will Design / Print papers in English and Hindi Language as per the pattern and scheme of Examination stipulated in the NIFT Prospectus.	Specify the number of objective papers and creative papers (program wise) to be developed and printed in bilingual.	<ul style="list-style-type: none"> • Number of objective papers seven(11) i.e. for B.Des., M.Des., B.F.Tech, M.F. Tech., MFM, NLEA, PhD, Artisan etc. and Special test for Srinagar. • Creative Ability Test (CAT) four (04) i.e. B.Des.,M.Des., NLEA and Special Srinagar Test.

				<ul style="list-style-type: none"> • Situation Test for B.Des. • Studio Test for NLEA and Artisan/Children of Artisan • Technology Aptitude Test (TAT) for B.F. Tech, NLEA PhD GAT/MAT
40	Para 38 Page 47	Agency will provide the necessary details and seating capacity of the test centre in advance. Furniture of the exam centre should be suitable for NIFT Examination, particularly for Creative Ability Test (CAT).	Kindly Clarify the CAT Exam for Ph.D Admission.	Para 38 may be treated as deleted
41	Para 40 Page 47	Agency will facilitate the evaluation of the answer booklets for descriptive exam (set II) at NIFT Head Office, New Delhi. Each Descriptive answer booklet to be evaluated by two subject experts (original booklets will be photocopied will be checked by second expert)	<ul style="list-style-type: none"> • Specify that on how many candidates there will be one panel and the number of panel's experts. • Payment to Subject experts will be borne by the Agency or by NIFT? If by agency then the amount to be confirmed. • How many experts per day would be appointed? • Specify that the coordination with experts to be done by agency or not 	<ul style="list-style-type: none"> • 10 Candidates, 5 Panel Experts • Agency Rs. 20/- per booklet • One Panel • Yes
42	Para 38, Page 47	Agency will provide the necessary details and seating capacity of the test centre in advance. Furniture of the exam centre should be suitable for NIFT Examination, particularly for Creative Ability Test (CAT).	Clarify the type of furniture	Para 38 may be treated as deleted
43	Para 48	Agency will release the honorarium to panel members @ 2500/- per day	Honorarium to panel members may be reviewed to Rs. 10000/-	As per Tender.

	Page 48	per member for 3 days.		
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