

NATIONAL INSTITUTE OF FASHION TECHNOLOGY
(A statutory body governed by the NIFT Act 2006, Ministry of Textiles, Govt. of India)

No.1351(13)/NIFT/Pur-HO/Hiring of Agency for NIFT Admission Counselling/2019

TENDER DOCUMENT

FOR

**HIRING THE AGENCY FOR CONDUCTING PARTIALLY ONLINE ADMISSION COUNSELING
PROCESS FOR UG & PG PROGRAMMES OF NIFT (WILL BE CONDUCTED FROM 2020)**

NIFT, HEAD OFFICE,
HAUZ KHAS, NEW DELHI

Time Schedule for Tender Process:

| | |
|---|--|
| Date of Publication of Tender notification on official website / e-Portal | 27 th May, 2019 (Monday) at 3.30 P.M |
| Download of Tender Document Commence from | 27 th May, 2019 (Monday) at 5.00 P.M |
| Last Date & Time of submission of e-tender Document | 18 th June, 2019 (Tuesday) upto 10.30 A.M. |
| Pre – Bid Meeting | 3 rd June, 2019 at 11.00 A.M. in the VC Room, IInd Floor, NIFT - HO |
| Date and Time of the Opening Technical Bids | 18 th June, 2019 (Tuesday) at 10.30 A.M. |
| Date and Time of the opening Financial Bids | Will be notified to the technically qualified Tenderes |

Note: This tender document contains 38 pages (Total no. of pages including Annexures) and Tenderers are requested to sign on all the pages.



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NATIONAL INSTITUTE OF FASHION TECHNOLOGY

HAUZ KHAS, NEW DELHI

Sub: Notice Inviting for Tender Enquiry for "Hiring the Agency for Conducting Partially Online Admission Counseling process for the UG & PG programmes of NIFT" (will be conducted from 2020)

1. ABOUT NIFT:

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 16 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 (**10 UG & PG Programmes**) and short duration education program to address the specialized needs of professionals 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 and Srinagar (J&K).

2. NOTICE INVITING TENDER:

- (a) Tenders are invited from registered vendors for "**Hiring of Agency for Conducting Partially Online Admission Counseling process for the UG & PG programmes of NIFT (will be conducted from 2020)**" as detailed below:

SCOPE OF WORK & SYSTEM REQUIREMENTS SPECIFICATION (SRS)

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SYSTEM REQUIREMENTS SPECIFICATION



National Institute of Fashion Technology Admission Counseling

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Authored by: Windows User

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Introduction

1.1 Purpose

The purpose of this document is to describe the admission counseling system proposed to be used for the year 2019 onwards at National Institute of Fashion Technology. This system is primarily based on the concept of counseling system used in NIFT at present with the modifications to suit the requirements.

1.2 Context

The admission counseling system presently used in NIFT is distributed counseling system used by sixteen or more NIFT campuses and Head Office at New Delhi. The system provided the interface to be used for seat allotment based on the common merit rank, program wise to shortlisted candidates in the sequential manner.

This system has modules for student login, online registration, document verification, and seat allotment, absent student modules & withdrawal module along with report generations, masters' creation, and user roles modules

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and live display of available seats status. The system is a web-based system with SQL server as back-end. The system is required to be STQC certified for load testing and performance testing.

The new system is expected to run for six rounds with some additional reports and features.

1.3 Scope

Admission counseling system is intended to provide interface for distributed manual allotment of seats for NIFT admissions in various programs, courses and categories based on NIFT admission policy & guidelines.

The system will have option to conduct six rounds of counseling at sixteen NIFT campuses or more in coordination with Head Office, based on the candidate registrations through web based interface.

1.4 User Characteristics

| Sr. No. | User Group | Function | Location | Device | Number of Users |
|---------|---------------------------|---|------------------------|--------------------|-----------------|
| 1 | Nodal Officer | Candidate Counseling Campus Presentation Document verification Seat allotment request Absent student module Generate receipts and reports pertaining to campus | At all Campuses | Desktop/ Laptop | 16 |
| 2 | HO | Approve/decline seat Generate reports pertaining to HO | HO | Desktop/ Laptop | 1 |
| 3 | Admin | Create all master data Create users Assign user permissions Import CMR data provided by agency Generate reports pertaining to master data Process withdrawals | HO | Desktop/ Laptop | 1 |
| 4 | Candidates | Login to register, online payment | Anywhere | Any device | - |
| 5 | Banker | Take out reports related to payment | Anywhere | Any device | 1 |
| 6 | Campus Finance Department | Finance related functions and reports | At all campuses and HO | Any device | 16 + 1 |
| 7 | Campus Director | Provisionally approve document verification of "Not Confirmed" candidates | At all campuses | Any Device | 16 |

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General System Description

Admission counseling system is a system to provide an interface for distributed counseling at sixteen or more NIFT campuses and HO for the NIFT admissions 2019 to be done during May 2019 to August 2019.

The system should be capable of conducting six rounds of counseling process for all programs. The system will be web based system, which can be accessed from anywhere over an Internet. At present NIFT offers five programs and parallel counseling of all five programs are technically possible through the proposed system, with adequate infrastructure facility and manpower at campuses and HO.

The system should provide interfaces for candidate registration, document verification, seat allotment strictly based on merit sequence, and requisite report generation, following all the policy guidelines prescribed by NIFT.

The system should be capable of handling candidates who are absent at the time of their roll call and then show up. Candidates appearing late lose their merit position, but as and when they appear and if interested in taking up a seat available at that point of time, they are marked present, their document verified and seat request sent by nodal officer of the campus for HO to approve.

The system will show available seat status in real time with last five transactions in any of the sixteen campuses to bring utmost transparency in the allotment process.

The system will be able to accept online payment and DD. The DD/receipt of online payment is to be presented to respective nodal officer along with documents. The system will communicate with candidates through mails and SMS.

Specific Requirements

3.1 Functional Requirements

This section describes features encapsulated in the admission counseling 2019 system.

3.1.1 Candidate Registration

3.1.1.1 Introduction

This is a web based module to be accessed by shortlisted candidates, whose records are already imported in system. Online registration is mandatory requirement for candidates to participate in counseling system. The registration in round – 1 is free of cost and registration to successive rounds is based on fees payable. The payment of fees can be made through online payment transactions. Any shortlisted candidate can participate in counseling rounds irrespective of whether he/she is holding a NIFT seat or not, through prior rounds, but only round – 1 participation will be free of cost.

The design of these pages will be responsive and well accessible through hand held devices also. The design should also be in harmony with existing website of NIFT for consistent look and feel.

3.1.1.2 Inputs

Form number and date of birth for login. Blank password as default and to change on first login. Alternate email id, alternate mobile number, and campus, where candidate attends the counseling. In successive rounds (2 – 6) fees payment details.

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3.1.1.3 Processing

The registration to the round opens and closes as per the schedule created by NIFT. Registration may happen parallel for multiple programs.

On successful login, the candidate is shown his details along with his existing seat allocation. Candidate may change the campus for attending counseling during the registration period.

The candidate is sent the registration confirmation mail on successful registration on both the registered and alternate email id, along with the instructions / admission process. The SMS is also sent on registered mobile number. All SMS sent are TRAI approved transactional SMS templates.

User compulsorily sets password on first login. User can change password any time later. Forget password link will send link to reset password on registered email id.

User logs out after successful registration.

3.1.1.4 Output

User view of successful registration & print registration receipt
Email and SMS confirmation

3.1.2 Document Verification

3.1.2.1 Introduction

This function allows nodal officers to check documents verified and print receipt of verification. List of mandatory documents for all programs and courses will be provided by NIFT as per the admission guidelines. Documents may be verified in any order for the ongoing counseling program for specific day. If the candidate is absent, he is marked absent here. Candidate may be represented by authorized representative except for candidate belonging to PWD category. Document verification is prerequisite for seat allotment fees is a part of documents.

3.1.2.2 Inputs

Candidate common merit rank for running program

List of necessary and mandatory documents for UG and PG programs

Present/absent/authorized representative status of candidate

3.1.2.3 Processing

If candidate is marked absent, all documents checklist becomes disabled. Otherwise depending upon the UG/PG and category of candidate, list of documents are available for selection or not.

Mandatory set of combination of documents for different scenario to be created in the software; once the mandatory set of doc. Found ok, the computer will generate automatic report (confirmed, not confirmed or provisional status). Documents need to be scanned in predefined format at this stage and stored in designated folder for onwards transmission to CMS and/or NIFT campus after final allocation. Final allocation is the status of allocation after the last round of counseling.

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List of Documents along with originals for verification and Annexure required for attending the counseling of Bachelor of Design Program.

| S No. | Documents | status |
|-----------------|--|---|
| 1 | Photograph (2 Passport & 4 Stamp Size) | Mandatory (will be uploaded by students while registering also) |
| 2 | Self-Attested copy of 10 th class mark sheet | provisional |
| 3 | Self-Attested copy of 10 th class certificate | mandatory |
| 4 | Self-Attested copy of 12 th class mark sheet or Affidavit if result not declared by board | Mandatory (provisional admission given in case of affidavit) |
| 5 | Self-Attested copy of 12 th class certificate | provisional |
| 6 | Self-Attested copy of SC certificate | Mandatory |
| 7 | Self-Attested copy of ST certificate | mandatory |
| 8 | Self-Attested copy of PWD certificate and recommendation of committee | mandatory |
| 9 | Self-Attested copy of OBC(NC) certificate in prescribe format | mandatory |
| 10 | Self-Attested copy of 12th class School Leaving Certificate (for domicile seats only) | Mandatory if candidate is taking domicile seat |
| Annexure | | |
| 1 | For candidate seeking provisional admission Annexure – I | Mandatory |
| 2 | Medical Fitness Certificate in prescribe format | Mandatory |
| 3 | Undertaking for Anti-ragging Annexure – II | Mandatory |
| 4 | Undertaking regarding Fee Refund Annexure – IV | Mandatory |
| 5 | Authorization Letter in case candidate is not attending Counselling in person | Mandatory if the candidate is not attending in person. |

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List of Documents along with originals for verification and Annexure required for attending the counseling of Bachelor of Fashion Technology Program

| S. No. | Documents | status |
|-----------------|---|---|
| 1 | Photograph (2 Passport & 4 Stamp Size) | Mandatory (will be uploaded by students while registering also) |
| 2 | Self-Attested copy of 10 th class mark sheet | provisional |
| 3 | Self-Attested copy of 10 th class certificate | Mandatory |
| 4 | Self-Attested copy of 12 th class mark sheet (Physics, Chemistry & Maths) or Affidavit if result not declared by board | Mandatory (provisional admission given in case of affidavit) |
| 5 | Self-Attested copy of 12 th class certificate | provisional |
| 6 | Self-Attested copy of SC certificate | Mandatory |
| 7 | Self-Attested copy of ST certificate | Mandatory |
| 8 | Self-Attested copy of PWD certificate | Mandatory |
| 9 | Self-Attested copy of OBC(NC) certificate in prescribe format | Mandatory |
| 10 | Self-Attested copy of 12th class School Leaving Certificate (for domicile seats only) | Mandatory if candidate is taking domicile seat |
| Annexure | | |
| 1 | For candidate seeking provisional admission Annexure – I | Mandatory |
| 2 | Medical Fitness Certificate in prescribe format | Mandatory |
| 3 | Undertaking for Anti-ragging Annexure – II | Mandatory |
| 4 | Undertaking regarding Fee Refund Annexure – IV | Mandatory |
| 5 | Authorization Letter in case candidate is not attending Counselling in person | Mandatory if the candidate is not attending in person. |

List of Documents along with originals for verification and Annexure required for attending the counseling of Master of Fashion Technology Program

| S. No. | Documents | Status |
|--------|---|---|
| 1 | Photograph (2 Passport & 4 Stamp Size) | Mandatory (will be uploaded by students while registering also) |
| 2 | Self-Attested copy of 10 th class mark sheet | provisional |

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| | | |
|-----------------|---|--|
| 3 | Self-Attested copy of 10 th class certificate | mandatory |
| 4 | Self-Attested copy of 12 th class mark sheet | provisional |
| 5 | Self-Attested copy of 12 th class certificate | mandatory |
| 6 | Self-Attested copy of Degree of B.F.Tech from NIFT or B.E/B.Tech from any institute/university recognized by law in India | provisional |
| 7 | Self-Attested copy of marksheets of B.F.Tech from NIFT or B.E/B.Tech from any institute/university recognized by law in India | provisional |
| 8 | Self-Attested copy of SC certificate | mandatory |
| 9 | Self-Attested copy of ST certificate | mandatory |
| 10 | Self-Attested copy of PWD certificate | mandatory |
| 11 | Self-Attested copy of OBC(NC) certificate in prescribe format | mandatory |
| 13 | Self-Attested copy of 12th class School Leaving Certificate (for domicile seats only) | Mandatory for candidate seeking domicile admission |
| Annexure | | |
| 1 | For candidate seeking provisional admission Annexure – I | Mandatory |
| 2 | Medical Fitness Certificate in prescribe format | Mandatory |
| 3 | Undertaking for Anti-ragging Annexure – II | Mandatory |
| 4 | Undertaking regarding Fee Refund Annexure – IV | Mandatory |
| 5 | Authorization Letter in case candidate is not attending Counselling in person | Mandatory if the candidate is not attending in person. |

List of Documents along with originals for verification and Annexure required for attending the counseling of Master of Fashion Management Program

| S. No. | Documents | Status |
|--------|---|---|
| 1 | Photograph (2 Passport & 4 Stamp Size) | Mandatory (will be uploaded by students while registering also) |
| 2 | Self-Attested copy of 10 th class mark sheet | provisional |

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| | | |
|-----------------|---|--|
| 3 | Self-Attested copy of 10 th class certificate | mandatory |
| 4 | Self-Attested copy of 12 th class mark sheet | provisional |
| 5 | Self-Attested copy of 12 th class certificate | mandatory |
| 6 | Self-Attested copy of Graduation/Degree certificates or Undergraduates diploma minimum of three year duration from NIFT/NID | provisional |
| 7 | Self-Attested copy of mark sheets of Graduation/Degree certificates/diploma | provisional |
| 8 | Self-Attested copy of SC certificate | mandatory |
| 9 | Self-Attested copy of ST certificate | mandatory |
| 10 | Self-Attested copy of PWD certificate | mandatory |
| 11 | Self-Attested copy of OBC(NC) certificate in prescribe format | mandatory |
| 12 | Self-Attested copy of 12th class School Leaving Certificate (for domicile seats only) | Mandatory for candidate seeking domicile admission |
| Annexure | | |
| 1 | For candidate seeking provisional admission Annexure – I | Mandatory |
| 2 | Medical Fitness Certificate in prescribe format | Mandatory |
| 3 | Undertaking for Anti-ragging Annexure – II | Mandatory |
| 4 | Undertaking regarding Fee Refund Annexure – IV | Mandatory |
| 5 | Authorization Letter in case candidate is not attending Counseling in person | Mandatory if the candidate is not attending in person. |

List of Documents along with originals for verification and Annexure required for attending the counseling of Master of Design Program

| S. No. | Documents | status |
|--------|--|---|
| 1 | Photograph (2 Passport & 4 Stamp Size) | Mandatory (will be uploaded by students while registering also) |
| 2 | Self-Attested copy of 10 th class mark sheet | provisional |
| 3 | Self-Attested copy of 10 th class certificate | mandatory |
| 4 | Self-Attested copy of 12 th class mark sheet | provisional |

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| | | |
|-----------------|---|--|
| 5 | Self-Attested copy of 12 th class certificate | mandatory |
| 6 | Self-Attested copy of Graduation/Degree certificates or Undergraduates diploma minimum of three year duration from NIFT/NID | provisional |
| 7 | Self-Attested copy of mark sheets of Graduation/Degree certificates/diploma | provisional |
| 8 | Self-Attested copy of SC certificate | mandatory |
| 9 | Self-Attested copy of ST certificate | mandatory |
| 10 | Self-Attested copy of PWD certificate | mandatory |
| 11 | Self-Attested copy of OBC(NC) certificate in prescribe format | mandatory |
| 12 | Self-Attested copy of 12th class School Leaving Certificate (for domicile seats only) | Mandatory for candidate seeking domicile admission |
| Annexure | | |
| 1 | For candidate seeking provisional admission Annexure – I | Mandatory |
| 2 | Medical Fitness Certificate in prescribe format | Mandatory |
| 3 | Undertaking for Anti-ragging Annexure – II | Mandatory |
| 4 | Undertaking regarding Fee Refund Annexure – IV | Mandatory |
| 5 | Authorization Letter in case candidate is not attending Counselling in person | Mandatory if the candidate is not attending in person. |

Children/Wards of NRI additional documents for all programs

| Sr. No. | Document | Mandatory/Provisional |
|---------|--------------------------------------|----------------------------|
| 1 | NRI Undertaking (original) | Provisional |
| 2 | Copy of Passport(Duly Self-Attested) | Provisional |
| 3 | NRI Fees | Provisional (for two days) |
| 4 | NRI Undertaking | Mandatory |
| 5 | Copy of Passport | Mandatory |

“Not confirmed” candidates are not allotted any seat.

Search for specific candidate record by CMR and delete verification record option for campus nodal officers, for running program.

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In case the system has recommended 'Not Confirmed' status for candidate based on the unavailability of mandatory document(s), and as an exception, the campus director wants to grant the provisional admission to such candidate, an option to do so will be available at this point of time in director's login with comments.

3.1.2.4 Output

User view of candidates whose documents are verified for running program for specific day.

Document verification receipt with all details (including the details of verifying officer) and photograph in the format of NIFT.

3.1.3 Seat Allotment Request

3.1.3.1 Introduction

This function allows nodal officer to send the seat request to HO for approval. The seat request can be sent for the next in merit queue only, for whom the documents are already verified. If student is absent, the request goes with absent status. If candidate is not interested in any seat, or does not want to change his previously allotted seat, then appropriate status is sent along with request for approval.

3.1.3.2 Inputs

First candidate merit rank for running program and category to be selected from list of 10 next candidates

Status of the candidate (Absent/Present/Not interested/To take admission/no change/Withdraw/Cancel-Fees forfeited)

Category, campus and course

Confirmed/provisional based on document verification status

3.1.3.3 Processing

On selecting the CMR, candidate's details are shown on screen. If the candidate is absent, nodal officer submits absent request. If candidate is present, Nodal officer selects the campus and category of the candidate's choice in front of the candidate. Categories are available to be selected, based on following table. Based on campus selection, system shows all the courses offered in the program at selected campus, along with available seats in the category chosen. After selecting the course, the request is submitted. Seat can be selected only if there are more than zero seats offered in respective selection. If candidate is not interested in any of the offered seats, he selects not interested status. If candidate does not want to change his prior allotted seat, he selects 'No change'. If candidate wants to withdraw prior allotted seat, he selects 'Withdraw Seat'.

No change and Withdraw options are available in rounds 2 - 6. Absent, Present, Not interested is available in all rounds.

On submission of request, confirmation dialog box appears. The confirmation dialog box will have name, photo, CMR, program, course, campus and category displayed for the allotment request.

The candidate who has confirmed a seat under NRI category, cannot take up any other category seat in successive rounds

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| Category of Candidate | Seat Offered From |
|-----------------------|--|
| General | General, ward of NRI |
| SC | General, SC, ward of NRI |
| ST | General, ST, ward of NRI |
| OBC (Non – Creamy) | General, OBC (NC), ward of NRI |
| PWD – General | General- PWD – , (ward of NRI as per CMR) |
| PWD – SC | - SC- PWD , (ward of NRI as per CMR) |
| PWD – ST | ST- PWD , (ward of NRI as per CMR) |
| PWD – OBC (NC) | OBC (NC) - PWD , (ward of NRI as per CMR) |
| Domicile – General | General, Domicile – General, (ward of NRI as per CMR) |
| Domicile – SC | General, SC, Domicile – SC, (ward of NRI as per CMR) |
| Domicile – ST | General, ST, Domicile – ST, (ward of NRI as per CMR) |
| Domicile – OBC (NC) | General, OBC (NC), Domicile – OBC (NC), (ward of NRI as per CMR) |
| NRI/Ward of NRI | NRI/ward of NRI |

3.1.3.4 Output

Boolean: request submitted successfully

“In process” status on dashboard and live seats status display

3.1.4 Seat allotment Request Approval

3.1.4.1 Introduction

This function is accessible only to HO user. HO user receives the seat allotment request from nodal officer in the sequence of merit queue one at a time. If the request has come also from absent candidate list, there may be two requests for approval. The seat allotment request is either approved or deleted by HO user.

3.1.4.2 Inputs

Seat allotment status (Confirmed/Provisional)

3.1.4.3 Processing

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On receipt of request, all the information about candidate is shown along with the campus, category and no. of round of counseling course chosen by candidate. Based on the nodal officer's recommendation of confirmed or provisional admission, HO will accept the request for allotment.

HO may reject the request in case Nodal Officer reports any problem immediate after sending the approval request. In this case, the fresh request would be sent by nodal officer for the same candidate. Such transactions are recorded in database.

If HO receives, one request from the regular queue, and one from absent candidate queue, the one with higher merit rank will be entertained first. If a previously absent candidate show up and allocated a seat in between regular queue, then that particular candidate is shown in different color in the 'last 5 transaction list'. This is to avoid any misunderstanding at any campus.

On allotment request approval, one seat from the respective category, course and campus will be reduced. The candidate is assigned unique identity number on first allocation of seat. On all successive allotments, the id remains the same.

3.1.4.4 Output

User view of seat approval status

Admission receipt generation with all details (candidate data, photo, allotment details, past allotment details, payment details, no. of round of counseling in prescribed format)

Status change in live seat status display

3.1.5 User Creation, role creation

3.1.5.1 Introduction

This function creates user types, users and assigns access permissions to user types. This function is accessible only to admin.

3.1.5.2 Inputs

Username, contact details, type of user and permissions to be given to user.

3.1.5.3 Processing

First user types are created. We have primarily six types of users. Nodal officers, HO, Director, Banker, Finance and admin. Access permissions are assigned to these user types.

Then users are created. These users are assigned any of the user type. We may have minimum Seven users per campus for nodal officers, one per campus for director, one per campus and one for HO for finance, one per campus for banker, one HO and one admin. If parallel counseling is happening for two different programs, accordingly we may need more users.

All users are given password by admin, while creating an account. This password is to be changed on first login by the respective user.

Users' information may be edited or deleted by admin.

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3.1.5.4 Output

User view of created user types, and users

3.1.6 Masters Creation

3.1.6.1 Introduction

This function creates campus master, program master, course master, category master. This function also allows to link courses with programs and campuses. The function allows creating seat vacancies for each course at campus under various categories. This function is accessible to admin user of the system.

3.1.6.2 Inputs

Campus details (name of the campus, address and contact details, director, nodal officer and his/her contact details), program details(program name, UG/PG), courses details, category details

Program wise courses offered by each campus and category wise seats offered there in.

3.1.6.3 Processing

After creation of campuses, programs, courses and categories, this function allows to link courses with program and campus and create available seats for each course at each campus. The function also allows editing information and deleting records.

3.1.6.4 Output

User view of campuses, courses, programs, categories, and available seats

3.1.7 Import Data

3.1.7.1 Introduction

This function imports the program wise CMR (Common Merit rank) data provided by NIFT in Excel format to the SQL structure of the system. This function is performed by admin user of the system after HO approval of data.

3.1.7.2 Inputs

Program wise candidate profiles along with their common merit rank and category merit rank provided by NIFT forms the input of this function.

3.1.7.3 Processing

CMR list is to be verified to ensure that there are no duplicate merit ranks in the same category, and need to be corrected if need be. The excel data is to be imported into relevant fields of the database

3.1.7.4 Output

Boolean – whether the import is successful or not and is same as original data.

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3.1.8 Reports generation

3.1.8.1 Introduction

This function generates following reports.

1. Program wise CMR report
2. Campus nodal officers' report
3. Program wise registered candidates
4. Program wise, date wise registered candidates
5. Program wise, Campus wise registered candidates
6. Course wise total seats report
7. Course wise available seats report
8. Course wise given seats report
9. course wise ,Campus wise allotment report (including from absent allotment list)
10. Course wise allotment report
11. Category wise allotment report
12. Movement of each candidate indicating his or her status after each round
13. Payment collection reports - NRI/Non-NRI/Registration fee (Campus wise – Programme wise)
14. Withdrawal report – NRI/Non-NRI (Campus wise – Programme wise)
15. De-categorization report
16. Absent report
17. Round wise allotment report
18. Payment receipt report (Campus wise, date wise, DD received)
19. Class report (category wise seats offered, filled, vacant, class wise)
20. Dishonored DD report
21. Campus wise, program wise, category wise offered, filled and vacant seat report.
22. Campus wise & programme wise Consolidated report of Seats offered filled & vacant.

All reports are in pdf/excel format and accessible to nodal officers, HO and admin

3.1.8.2 Inputs

Program, campus, course, category, date depending upon the report requirements

3.1.8.3 Processing

All reports are shown in the system through crystal reports, and are able to be exported to pdf and excel.

3.1.8.4 Output

User view of report

Pdf/excel report

3.1.9 Absent Students Module

3.1.9.1 Introduction

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This function deals with the candidates who are marked absent at the time of their roll call for seat allotment, and shows up later. Candidate already loses merit position by appearing late, but he can request for seat allotment based on the available status, the time he appears.

3.1.9.2 Inputs

CMR of candidate

Documents to be verified

Seat request (Campus, Course, Category)

3.1.9.3 Processing

Candidate is first marked present from the list of absent students by nodal officer. His documents are verified through absent student document verification function. His seat allotment request is sent to HO and approval is also given by HO in the same fashion as in regular allotment. The seat allotment request is sent only after due verification of all documents and verification receipt generated. Meanwhile, the regular allotment queue keeps proceeding. A pop-up to this effects may be visible to all users/screen.

3.1.9.4 Output

User view of allotment approval

Admission receipt generation

3.1.10 De-categorization

3.1.10.1 Introduction

This function allows de-categorizing seats, as per competent authority approval. This function is available to HO user.

3.1.10.2 Inputs

Course wise, campus wise, category wise seats for conversion

Target category, course, and campus

3.1.10.3 Processing

Course, campus, category and number of seats are entered for conversion into new course/campus/category. Seats are respectively reduced and increased.

3.1.10.4 Output

Boolean: successful conversion

3.1.11 Display Seats in real time

3.1.11.1 Introduction

This function displays program wise, category wise available seats in all courses and campuses. It also shows last five transactions along with. This page is accessible through nodal officer login. The page refreshes itself at specific interval dynamically.

3.1.11.2 Inputs

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Program, category

3.1.11.3 Processing

Nodal officer is able to select only that program, for which the counseling is going on. The function displays all the available seats in table format for specific category and also last five transactions. The data refreshes every specific interval.

3.1.11.4 Output

User view of seat status

User view of last five transactions

3.1.12 User Login

3.1.12.1 Introduction

Admin, nodal officer, director, finance, banker and HO user login through this function into the system. On successful login they have access to features based on their roles. The dashboard shows last five allotment transaction log scrolling. User may change password and logout from system. No concurrent logins are allowed by one user.

3.1.12.2 Inputs

Username and password

3.1.12.3 Processing

The function validates the username and password and allows user to access the system based on role. User may change password and logout

3.1.12.4 Output

User view of successful login to dashboard

3.1.13 Print Allotment Receipt

3.1.13.1 Introduction

This function allows nodal officers to print the admission receipt for candidates, whose admission is approved by HO. The receipt is printed on NIFT letterhead, and has all the necessary information about candidate, admission and fees payment details.

3.1.13.2 Inputs

List of all approved allotments CMR wise

3.1.13.3 Processing

On clicking of specific candidate record, his receipt is shown for print.

3.1.13.4 Output

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Admission receipt

3.1.14 Withdraw seat

3.1.14.1 Introduction

This function is used to withdraw the seat. This function is accessible to nodal officers for withdrawal of seat after due verification of necessary withdrawal requirements of NIFT

3.1.14.2 Inputs

Unique id number allotted to student at the time of admission

3.1.14.3 Processing

Based on the UID, student details are displayed on screen. On submitting withdrawal request, the current allotted seat of the student is vacated, and added to the respective category, campus, and course. Withdrawal for any candidate is only once.

Withdrawal for any candidate is only once.

3.1.14.4 Output

Boolean: successful withdrawal

Withdrawal receipt with refund details and mail/SMS sent to candidate

3.1.15 Set up the program and merit queue

3.1.15.1 Introduction

This function allows admin user to setup the running program based on the counseling schedule drawn by Head Office. There are two queues to follow in system. The common merit rank queue and category merit rank queue.

3.1.15.2 Inputs

Running program and queue

3.1.15.3 Processing

Entire system responds to the now running program and queue selection. Only the current program related records are available to all functions, and allotment follows the common merit rank queue or category merit rank queue as per the selection.

3.1.15.4 Output

Boolean: program and queue set successfully.

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3.1.16 NRI seat allocation

3.1.16.1 Introduction

If a candidate takes a seat in any category other than ward of NRI category and then wants to take up NRI seat in the same round. The candidate who has already taken a seat, cannot be allotted new seat in the same round, and will have to wait for the next round. But NRI being a special case, NIFT would want to leverage the first available opportunity. This function will provide the interface to handle such admissions. This function is available only to the HO user.

3.1.16.2 Inputs

Unique ID assigned to a candidate

3.1.16.3 Processing

This function allows allocating an NRI category seat to a candidate, who has already confirmed non-NRI category seat in the same round. The NRI seat is blocked for the candidate and one seat is reduced from the available pool. But the original seat taken up by candidate is not released in the same round, to protect the CMR based allocation. At the end of the round, this seat is released for taking up in the next round.

3.1.16.4 Output

Boolean: successful allocation and admission receipt

3.1.17 Upgrade to NRI

3.1.17.1 Introduction

This module is to deal with cases where candidate has originally got documents verified as per the regular seat and before allotment, wants to upgrade to NRI to take up the NRI seat. There are additional documents to be submitted along with fees. If candidate submits all documents and additional fees in full, he gets the confirmed/provisional admission as per other document status. If candidate has not paid the full fees of NRI additional to regular fees, he gets provisional seat blocked. The candidate needs to pay fees in full in two working days, to claim the seat. The seats go to vacant pool for next round, if not paid up in two working days.

3.1.17.2 Inputs

Earlier verified documents as per regular seat

NRI document list and additional payment details through DD

3.1.17.3 Processing

After the documents are verified by candidate for the regular seat, and before the seat is allotted, candidate can upgrade to NRI. He submits requisite documents and fees and takes up the NRI seat.

If the fees are not paid in full for NRI, the request for approval goes to director-HO. Once approved, the undertaking is generated for the candidate, which is signed and scanned by nodal officer. The respective NRI seat is blocked for this candidate.

Within two working days, the candidate deposits the requisite pending fees. The details of these fees are entered in system, against the candidate. And the admission is granted.

If the candidate does not pay the fees in two working days, the seat is vacated and is made available in the next round

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3.1.17.4 Output

Undertaking for provisional NRI seat

Verification receipt

3.1.18 Modification of DD details

3.1.18.1 Introduction

The bank will provide the list of dishonored DD. This module will be used to enter detail of dishonored demand drafts as well details of fresh demand draft collected against that demand draft. The accounts team of the concerned campus will be responsible to enter these details in the software.

3.1.18.2 Inputs

Previous DD details

New DD details

3.1.18.3 Processing

The module searches the DD in system through DD number and issuing bank and displays the details pertaining to that DD and the candidate, who has deposited that DD. The same DD is marked dishonored and fresh DD details are entered.

3.1.18.4 Output

Updated document status and Boolean confirmation of the same

3.1.19 SMS & E-mail Triggers

A system has module for mass SMS & E-mail triggers for select program/course/counseling round/ category on specified date and time. Transactional SMSes are to be sent through server on following triggers. These SMS templates are approved by TRAI as Transactional SMS.
% is variable.

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Sample SMS Templates

| S.No | When | Who | What | Example |
|------|--|---|---|---|
| 1 | One day prior to opening of registration of the specific program | All shortlisted candidates in the specific program | Registration for NIFT admission counselling %, % round will open from % to %. Registration is mandatory. Visit % | Registration for NIFT admission counselling B.Des, first round will open from 5/6/15 to 15/6/15. Registration is mandatory. Visit www.nift.ac.in or http://niftadmissions.in |
| 2 | Immediately after registration | just registered candidates | Registered successfully. Campus/Date for counselling is (name of the campus/ date of counselling). | CMR No 1022 is successfully registered for B.FTech first round of counselling. Your Counselling venue is NIFT Gandhinagar Campus. Please visit www.nift.ac.in for date and time of counselling as per your Common Merit Rank. |
| 3 | One day prior to closing of registration the specific program | Only for unregistered candidates. | Registration for NIFT admission counselling for % % round is closing on %. Visit % please Ignore if already registered | Registration for NIFT admission counselling for B.Des first round is closing on 10/6/15. Visit www.nift.ac.in or http://niftadmissions.in . Please ignore if already registered |
| 4 | Before beginning of Counselling process, first round | Only PWD candidates | The personal attendance of Differently Abled candidate for NIFT admission counselling is mandatory. | Personal attendance of Differently Abled candidate (PWD) for NIFT admission counselling is MANDATORY. |
| 5 | After first round of counselling is over | All Admitted candidates in first round of counselling | Congratulations!NIFT academic session commences on %. Please report at the allotted Campus on % with requisite documents. | Congratulations! NIFT Academic Session commences on 22/7/15. Please report to NIFT Mumbai Campus on 22 nd July 2019 with the requisite documents. |
| 6 | General prompt | | Please visit www.nift.ac.in to check the date and time for counselling. | Please visit www.nift.ac.in to check the date and time for counselling. |

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| | | | | |
|---|----------------|--|---|---|
| 7 | General prompt | | Please visit www.nift.ac.in OR http://niftadmissions.in for admission updates. | Please visit www.nift.ac.in OR http://niftadmissions.in for admission updates. |
| 8 | General prompt | | Online registration at www.nift.ac.in OR http://niftadmissions.in is MANDATORY for participating in the counselling process. | Online registration at www.nift.ac.in OR http://niftadmissions.in is MANDATORY for participating in the counselling process. |

3.2 Physical Requirements

Environmental conditions where the system will be installed is as follows

Domain name: the domain name is to be purchased where the system will be mapped.

Server: the system software will be installed on the dedicated server through the counseling period. The system is developed on .net platform with SQL server as backend. Server will be equipped with sending up to 10,000 mails every day and SMS communications. The server will be linked with payment gateway server through standard required interface. The server should have all necessary requirements to ensure data safety and protection against hacking. The backup of the data is to be ensured.

Campuses & HO: every campus will access to the system through desktop/laptop over high speed internet connection. Available seat status will be shown at every campus on large screen over a projector. Systems are to be connected to UPS and power generators to cope up with electricity failures.

Candidates: candidates can connect to system through Internet using any web browser.

3.3 User Requirements

An online training is to be provided to all system users along with mock run. The user manual is to be created for ready reference. Users required at various points are:

At HO: A team of people understanding NIFT admission system. They are responsible for seat approval process, seat de-categorization, necessary reports generations and upload on NIFT website and coordination between all sixteen campuses.

At campus: A team of nodal officer. They are responsible for answering to the queries of candidates, document verification, seat allotment requests, report generations, withdrawals and overall smooth functioning of the system at their respective campuses.

Admin user:

Create all master records (Campus, program, course, category, seats, users, roles)

Set up the program and merit rank queue

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Technical Support Team

Online training will be provided by the technical team of development agency before the counseling begins. Technical support will be provided by the development agency through the period of counseling to all users.

3.4 Information Management Requirements

All the necessary reports/information as per the NIFT guidelines will be collected and compiled by NIFT HO at time to time for institute's consumption or onward transmission to meet the compliance requirements

3.5 Systems Requirements

3.5.1 Performance Requirements

The system is expected to run uninterrupted. To ensure the connectivity at all nodes, it is recommended to have high speed internet connectivity and high configuration desktops/laptops. 3G/4G dongle connections are to be kept as backup in case of failure of internet connection, which should be avoided in all circumstances.

All transactions are recorded by system in real time. Data backup is taken on daily basis.

3.5.2 Quality Requirements

The system is expected to work on zero error. No wrongful allocation is allowed.

3.6 Policy and Regulation Requirements

All the policy and regulation related matters are responsibility of Head Office of NIFT. The system will be developed as per the policy stated by Competent Authority. No deviations or changes in policy matters will be accommodated during the ongoing counseling period in the system.

System Interfaces

The system is to be interfaced with payment gateway for accepting online payment of fees. This will be done under the guidance and supervision of Finance department at NIFT - HO

For Technical Queries pertaining to SRS please contact Dr. Amisha Mehta, Assoc. Professor, NIFT Gandhinagar, E-mail id: amisha.mehta@nift.ac.in

3.7 System Implementation and Handholding

The Admission counseling system designed and developed as per the SRS document is to be implemented and run as per following requirements :-

1. The counseling system is designed and developed to accommodate six rounds of counseling.
2. The complete user testing is to be done in consultation with NIFT designated team to ensure all requirements are fulfilled as per SRS.
3. The Agency need to ensure STQC certificate (other equivalent as per GOI guidelines) of the system developed for performance and load testing.
4. The on-line training of all stakeholders is to be done with mock round before the counseling begins.
5. The domain name proposed by NIFT is to be procured, if need be.

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6. The System is to be implemented on dedicated server/reputed cloud server with all necessary requirements to run the counseling system to ensure 99.9% system uptime throughout the duration of counseling.
 - a. The system need to have required redundancy and mirroring capabilities to ensure 99.9% system uptime and SLA of this effect is to be submitted with proposed technical specification of server configuration including query response time.
 - b. The server needs to follow all data protection and privacy norms as per legal requirements.
 - c. The real time mirroring of all data is ensured.
 - d. All the transactional SMS sent, need to fulfill TRAI guidelines.
 - e. Server Analytics in terms of SMS/emails sent, delivered, error logs, activity logs are to be maintained and provided as and when required.
 - f. Adequate security measures to be taken for prevention against hacking.
7. The payment gateway is to be implemented in system, as per NIFT preference/preferred partner.
8. A dedicated technical support is to be provided throughout the counseling period in terms of technical query, and troubleshooting, reporting to all stakeholders of the system. The support should be available live through phone/Skype and email.
9. As the counseling is done continuously over several days, any system faults, infrastructure issues are to be resolved immediately without affecting the counseling schedule.
10. Preparations of databases for every round in consultation with NIFT and their required backup are to be done.
11. All the required reports on daily basis are to be submitted to NIFT throughout counseling period.
12. All the SMS and email triggers are to be taken care of and monitored.

Procedure for submission of bids:

- (a) The interested bidders should apply online and submit their tender and the bids along with scanned copies of all the relevant certificates, documents, etc. in support of their technical bid & price bid – all duly signed – on the <https://nifttenders.eproc.in> from 27th May, 2019 (Monday) to 18th June, 2019 (Tuesday). Tender document is also available for viewing on the “tenders” link of the NIFT website i.e <http://www.nift.ac.in>
- (b) Applications to this tender will be accepted only through the online mode through <https://nifttenders.eproc.in>. No other mode of application will be considered & application will not be accepted.
- (c) For applying online, the vendors should get itself registered at <https://nifttenders.eproc.in> by paying online.

Please note that :-

- i) The bidder needs to mention his Company Name, Address, User ID to register.
- ii) Registration Charges of Rs. 2000/- + /- (18% GST) = 2,360/- (Two Thousand Three Hundred and Sixty Only - non-refundable are to be borne by seller) to be made through NEFT.
- iii) Bid Processing Fee charges of Rs.1200/- + (18% GST) = 1416/- (Rupee Fourteen Hundred and Sixteen Only non-refundable are to be borne by bidder) to be made through NEFT.

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iv) Bidders need to send the scanned copies of UTR no. at achal.garg@clindia.com and sandeep.bhandari@clindia.com mentioning their Company Name, Address and User ID for Approval of Registration, and Tender ID and Tender Title for Approval of Bid Processing Fees.

(d) The basic requirements for registration and applying for tender online are as under:

- Operating System should be atleast windows 7.
- Java version : Java 7 update 51.
- Use Internet Explorer atleast 8 and above or Mozilla Firefox.
- All java add-ons must be enable in the system.
- Always use Class III Digital Signature Certificates (DSC) having Signing and Encryption both.
- A bidder should register only one valid DSC. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others, which may lead to misuse.

(e). The bidder should ensure that it complies with the above requirements before applying for tender upto **18th June, 2019 (Tuesday)**.

(f). **The EMD, (as per annexure – I) in the form of Demand Draft/Banker Cheque/FD/BG(Format enclosed at Annexure-IV) in favour of NIFT, payable at New Delhi shall be submitted in sealed envelope super scribing “Conducting Partially Online Admission Counseling process for the UG & PG programmes of NIFT” and addressed to Purchase Officer, NATIONAL INSTITUTE OF FASHION TECHNOLOGY, 2nd Floor, B Block, NIFT Campus, Hauz Khas, Near Gulmohar Park, New Delhi – 110016. on or before 18th June, 2019 (Tuesday) upto 10.00 A.M..** The bidder shall also submit the EMD online in NIFT account as per bank details given below :-

| | |
|---------------------|---|
| Name of Beneficiary | : National Institute of Fashion Technology |
| Bank | : Union Bank of India, Yusuf Sarai Branch, New Delhi 110016 |
| IFSC/RTGS Code | : UBIN0534064 |
| Saving Bank A/c no. | : 340602050000022 |

On line Technical Bids will be opened on the same day i.e. **18th June, 2019 (Tuesday) at 10.30 A.M.** in presence of such bidders who may wish to be present, either in person or through their authorized representatives (duly supported with authorization letter).

(g) On line submission of technical bid contain in prescribed Performa as per **Annexure - I** along with scanned copies of demand draft/Banker Cheque/FD/BG(Format enclosed at Annexure-IV) /Online (bank details are mentioned above) of **Rs 60,000/- (Rupees Sixty Thousand only)** in favour of **NATIONAL**

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INSTITUTE OF FASHION TECHNOLOGY and payable at New Delhi towards Earnest Money Deposit (refundable but non-interest bearing) with all relevant documents.

- (h) The online financial bid will be opened on the date which will be communicated to only those bidders who are found to be technically qualified after evaluation of technical bids.
- (i) 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.
- (j) A pre-bid meeting to explain the scope of the work and to resolve queries of the participating vendors will be organized by NIFT on **3rd June, 2019 at 11.00 A.M. in the VC Room, IInd Floor, NIFT, Hauz Khas, New Delhi (Head Office)**.
- (k) Any further clarifications can be sought from Admission / Purchase Department of NIFT-Head Office on Telephone No. 011-26542047, 011-26542196 & 011-26542176.

3. Selection Criteria of Bidder:

➤ **Technical Bid: (As per Annexure – I)**

The financial bids will be opened only of those bidders who will qualify technically.

➤ **Financial Bid : (As per Annexure – II)**

4. Documents Required:

Tender shall be accompanied by the relevant documents including the following as per **Annexure – I** :-

- i) The proof of Annual turnover of **Rs. 15 Lakhs or above** per year for the financial year 2015-2016, 2016-2017 & 2017-18 in the form of the Audited Financial Statement duly certified by Chartered Accountant (Submit Scanned copy online).
- ii) A list of organizations where the agency has currently provided / providing the services covered in the tender document along with copy of work order (Submit Scanned copy online).
- iii) Copy of Registration Certificate in support of GST No./PAN No. & Validity etc. (Submit Scanned copy online).
- iv) The EMD of **Rs. 60,000/-** in the form of Demand Draft/Banker Cheque/FD/BG(format enclosed at Annexure-IV)/Online (Bank details are mentioned above) in favour of NIFT payable at New Delhi (Submit Scanned copy online and hard copy also).
- v) Those bidders exempted to pay EMD cost are required to submit the certificate issued by the concerned department (like-NSIC) (Submit Scanned copy online).
- vi) The rates quoted should be inclusive of all taxes. (Submit Scanned copy online).
- vii) The bidder shall have to declare that he has not been debarred from participation in tender anywhere in NIFT HO & its campuses and have not been blacklisted by any Govt./Semi Govt./Institute/organization in the last five years (**submit certificate as per Annexure – III**). If, it is subsequently

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established or found that the bidder has given any false information or facts or has suppressed facts or manipulated the documents etc. the Earnest Money Deposit or the Security Deposit, as the case may be, will be forfeited and no excuse/grievances what so ever will be entertained thereafter.

5. Terms & Conditions:

1. The Technically qualified bidders will be intimated through phone/e-mail for opening of their financial bid.
2. The tenderers must enclosed adequate documents and if not enclosed, NIFT reserve the right to reject tenders of those agencies. The decision of the NIFT will be final and shall be binding on tenderers.
3. Tenderers will have to Conduct Partially Online Admission Counseling process for the UG & PG programmes of NIFT". The selected agency will provide the hand holding services to NIFT during the period of contract. Maximum period of contract will be for 03 years. The contract will be extended on year to year basis after evaluating the performance of the agency. *The selected agency will conduct the Counseling process from 2020 NIFT Admissions.*
4. In the absence of required EMD, bid shall be deemed to be invalid & will be rejected by NIFT. Those bidders who are exempted from submission of EMD, they have to submit scanned copy of requisite certificate issued by the concerned authority (like: NSIC). No interest shall accrue to this deposit which will be returned after completion of the work and after adjusting dues, if any.
5. Bidder at the time of final order will have to furnish security deposit @ 10% of the annual contract value (refundable but non-interest bearing) in form of Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee from a Commercial bank (Format enclosed at **Annexure-V**) or online payment (bank details are mentioned above) in an acceptable form in favour of NIFT at payable New Delhi.
6. The amount of security deposit (refundable) without any interest thereon will be returned to the bidder after successful completion of the work and after adjusting dues, if any.
7. The date of Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee from a Commercial bank or online payment will be after the publication of this tender.
8. The bids should be valid in the case of all the tenders for at least six months from the date of opening of the tender. In case of the successful bidder, rates quoted shall be valid for the entire period till the work is completed.
9. EMD shall be forfeited in case of the following:
 - a. The tenderer withdraws their offer during the period of tender validity.
 - b. After opening of tender, the tenderer fails to honour the contract or refuses to comply with any or all terms and conditions of the tender.
 - c. If the successful tenderer failed to furnish the security deposit as required.
10. National Institute of Fashion Technology reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons and is not bound to accept the lowest bid.
11. Conditional Bids/Vague offers like "Duties as applicable" shall not be considered.

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12. The payment will be released as per the following schedule on successful completion of the work: -
- i) 20% advance payment for development of Software.
 - ii) 30% payment after delivery of software with STQC Certification (third party Govt. audit).
 - iii) 50% on completion of successful Counseling.
13. If the agency violates the contract, the following penalties will be imposed:-
- (i) If delivery and STQC is not done within the stipulated time, bank guarantee shall be revoked.
 - (ii) If software requirement does not match as per SRS of NIFT, bank guarantee shall be revoked and handholding charges shall not be released and the agency will be blacklisted.
 - (iii) If case of violation of any other clause of this tender document, bank guarantee will be revoked.
14. The losses to the institute which are directly attributable to the agency shall be deducted from the bills/adjusted from the Security deposit.
15. The Bidder must have working experience in handling online counseling work for admission in any Govt. / Semi Govt./ Institute / organization in last three years 2015-16, 2016-17, 2017-18. Bidder shall furnish documentary evidence i.e. work order in this regard.
16. The bidder/ agency must be a registered firm.
17. The successful bidder must complete the customization and demonstrate at least 2 successful trial runs of the Partially On-line Counseling software within 4 (four) weeks from the date of receipt of the work order from NIFT. Failure to adhere to this deadline will result in summary termination of the work order and the balance / total work will be got 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.
18. The Partially On-line Counseling software must be user-friendly and free from glitches.
19. In 2018, partially online counseling process was completed in 02 rounds only. In 1st round 9,288 no. of candidates were registered for counseling including PWD and in the 2nd round 1638 nos. candidates were registered.
20. For guiding the applicants, help-desks should be maintained by providing man-power and Internet connection facility by the vendor. Help Line numbers have to be submitted to the NIFT prior to the start of on-line counseling.
21. The successful bidder will be responsible for all RTI and Legal issues related to Partially On-line admission cum counseling process and data/report management.
22. The online counseling process will take at-least 04 months to complete the work.
23. The price bid of the technically qualified bidders only will be opened after evaluation of technical bids. **Overall lowest of all the items mentioned in the Price Bid (Annexure – II) will be awarded the contract.**

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24. The contract shall be terminated if

- i) The service of the agency is not found satisfactory or the agency changes the rate of contract during the contract period.
- 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 got executed through other agencies at the agency's risk and cost.

25. **Conciliation/Arbitration**

- a. If any dispute (S) or difference (S) of any kind whatsoever arise between the parties, the parties hereto shall negotiate with a view to its amicable resolution & settlement through a Committee appointed by DG – NIFT.
- b. In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, then the disputes or differences as detailed above shall be referred to & settled by the sole Arbitrator to be appointed by DG – NIFT.
- c. The Arbitration proceedings shall be in accordance with the provisions of the Arbitration & Conciliation Act, 1996 & Laws of India as amended or enacted from time to time.
- d. The venue of the Arbitration shall be New Delhi.
- e. The Arbitrator will give the speaking & reasoned award.

26. **Applicable Law & Jurisdiction:**

All matters connected with this shall be governed by the Indian Law both substantive & procedural for the time being in force & shall be subject to the exclusive jurisdiction of Indian Court at Delhi.

27. NIFT reserves the right to annul the bidding process at any time period to award of contract including rejection of any or all bids after the same have been received, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder/s on the ground of NIFT action.

(Vikram Verma)
Asst. Director/Purchase Officer
Head Office
Ph: 011-26542071/26542176

Encl. As above.

I Accept above all Terms & Conditions

(Full Signature & Stamp of the Tenderer)

Technical Bid for Hiring the Agency for Conducting Partially Online Admission Counseling process for the UG & PG programmes of NIFT(will be conducted from 2020)

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

Eligibility Criteria for Selection:-

| S No. | Document to be submitted | Proof Required |
|-------|---|---|
| 1. | The proof of Annual turnover of Rs. 15 Lakhs or above per year for the last three financial year i.e. 2015-2016, 2016-2017 & 2017-18 in the form of Audited Balance Sheet duly certified by Chartered Accountant. | (Submitted Scanned copy online) |
| 2. | The bidder must have working experience in handling online counseling work for admission in any Govt./Semi Govt./ Institute / Organization in the last three years i.e. 2015-16, 2016-17 and 2017-18. A list of organizations where the agency has currently provided/providing the services covered in the tender document along with copy of work orders. | (Submitted Scanned copy online) |
| 3. | The bidder / agency must be a registered Firm. | (Submitted Scanned copy online) |
| 4. | Copy of Registration Certificate in support of GST No./PAN No.& Validity etc. | (Submitted Scanned copy online) |
| 5. | The EMD of Rs. 60,000/- in the form of Demand Draft/Banker Cheque/FD/BG(format enclosed at Annexure IV) / online (bank details are mentioned above) in favoring of NIFT, payable at New Delhi. | (Submitted Scanned copy online & original hard copy should be reached in NIFT – HO on or before 18th June, 2019 at 10.00 A.M.) |

I Accept above all Terms & Conditions

(Full Signature & Stamp of the Tenderer)

| | | |
|----|---|--|
| 6. | Those bidders exempted from to pay EMD, submit the certificate issued by the concerned department (Like- NSIC). | (Submitted Scanned copy online) |
| 7. | The rates quoted should be inclusive of all taxes. | (Should be submitted online in financial bid as per Annexure – II) |
| 8. | The bidder shall have to declare that he has not been debarred from participation in tender anywhere in NIFT HO & its campuses and have not been blacklisted by any Govt. / Semi Govt./Institute/organization in the last five years. (submit certificate as per Annexure – III) | (Submitted Scanned copy online) |

Signature of Tenderer :-----

Name of the Authorized Signatory :-----

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

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

Address :-----

Contact No.:-----

I Accept above all Terms & Conditions

(Full Signature & Stamp of the Tenderer)

Financial Bid for Hiring the Agency for Conducting Partially Online Admission Counseling process for the UG & PG programmes of NIFT (will be conducted from 2020)

NIFT Head Office GSTIN. - 07AAATN2067JIZI

| S No. | Description | Unit Price in Rs. (per year) | GST in % | Total Price in RS. |
|-------|--|------------------------------|----------|--------------------|
| 1. | One time Cost of Software with STQC certification (other equivalent as per GOI guidelines) | | | |
| 2. | Dedicated Infrastructure server charges for 04 month | | | |
| 3. | Domain Charge | | | |
| 4. | Charges of 2 Lakhs SMS | | | |
| | Charges of 2 Lakhs Email | | | |
| 5. | Online training & mock round | | | |
| 6. | Technical Resource for 04 months (Project coordinator, Senior and Junior Technical Resource) | | | |
| 7. | Additional report generation charges (per report) | | | |
| | Grand Total | | | |

Please Note : - The technically qualified bidder who will quote overall lowest rates will award the contract.

Signature of Tenderer :-----

Name of the Authorized Signatory :-----

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

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

Address :-----

Contact No.:-----

I Accept above all Terms & Conditions

(Full Signature & Stamp of the Tenderer)

TO WHOM SO EVER IT MAY CONCERN

This is to certify that M/s. _____ have not been debarred from participation in tender anywhere in NIFT HO & its campuses.

It is also certified that M/s. _____ have not been blacklisted by any Govt. / Semi Govt. / Institute / organization in the last five years

Yours faithfully

(Signature of the Bidder, with Official Seal)

Name of the Authorized Signatory:

Designation:

Contact details (including E-mail):

Date:

Place:

I Accept above all Terms & Conditions

(Full Signature & Stamp of the Tenderer)

BANK GUARANTEE FORMAT FOR FURNISHING EMD

Whereas.....

.....(hereinafter called the "tenderer")

has submitted their offer datedfor *Hiring the Agency for Conducting Partially Online Admission Counseling process for the UG & PG programmes of NIFT (will be conducted from 2020)*

(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 2019

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

I Accept above all Terms & Conditions

(Full Signature & Stamp of the Tenderer)

PROFORMA FOR PERFORMANCE BANK GUARANTEE

Annexure - V

1. In consideration of National Institute of Fashion Technology, having its Head Office at NIFT Campus, Near Gulmohar Park, Hauz Khas, New Delhi-110 016 (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 _____

pression 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 demur 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 to 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 matters 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 proceeding against the Contractor and notwithstanding any security or other guarantee that NIFT may have in relation to the Contractor's liabilities.

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.

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 _____

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 works 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 discharged of our liability under this guarantee unless a claim is made by NIFT within 3(three) months from the date of expiry of this Bank guarantee

I Accept above all Terms & Conditions

(Full Signature & Stamp of the Tenderer)