

National Institute of Fashion Technology
(Ministry of Textiles, Govt. of India)

**NIFT Campus, Hauz Khas, Near Gulmohar Park,
New Delhi-110 016.**

**Tender No. : - 1351(14)/NIFT/Pur-HO/Hiring of Agency for Conducting NIFT
Admission Examination/2019**

NIFT

Tender Document for Hiring of An
Agency for Assisting NIFT in
Conducting an New Admission / NLEA /
Special Test of Srinagar Campus / Other
Campuses for Various UG & PG
Programmes of NIFT

Website: www.nift.ac.in
<https://nifttenders.eproc.in>

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Notice Inviting E-Tender

National Institute of Fashion Technology (NIFT) – Head Office invites Online tenders under “**Two Bid System**” from interested registered agencies for “**Hiring of Agency for Assisting NIFT in Conducting an New Admission / NLEA / Special Test of Srinagar Campus / Other Campuses for Various UG & PG Programmes of NIFT**” with all necessary statutory registrations, having experience of at least 5 years in the relevant field and should have provided related services to various reputed Organizations / Department of Government of India / Autonomous Organizations / PSU etc.

Table – I : NIT & Eligibility Criteria Document Details.

| Sl. No. | Description | Details |
|---------|---------------------------------|---|
| 1. | NIT NO. | <p>NIT NO. :- 1351(14) / NIFT / Pur-HO / Hiring of Agency for Conducting NIFT Admission Examination / 2019</p> <p>Dated 19/06/2019</p> |
| 2. | Earnest Money Deposit (EMD) | <p>The bidder shall furnish the EMD / Bid security of Ruppees Five Lakhs in form of Demand Draft / Banker Cheque / FD of any Indian Nationalized / Scheduled Bank / BG (Format enclosed at Annexure - IX) / Online (Bank details is mentioned at clause No. 3 (g) in favour of NIFT, payable at New Delhi. It will be submitted in a sealed envelope super scribing “<u>Hiring of Agency for Assisting NIFT in Conducting an New Admission / NLEA / Special Test of Srinagar Campus / Other Campuses for Various UG & PG Programmes of NIFT</u>” and addressed to Purchase Officer, NATIONAL INSTITUTE OF FASHION TECHNOLOGY, 2ND Floor, B Block, NIFT Campus, Hauz Khas, Near Gulmohar Park, New Delhi (HO) – 110016.</p> |
| 3. | Availability of Tender Document | <p>i. A complete set of Bidding Document in English may be downloaded at free of cost from CPP Portal (URL: https://nifttenders.eproc.in) and NIFT, New Delhi website (URL: https://www.nift.ac.in). Corrigendum / addendum, if any, will be published only on the website and separate</p> |

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| | | <p>communication will not be sent for the same.</p> <p>ii. Bids should be submitted through online only. Manual / physical bids will not be accepted.</p> <p>iii. On submission of online bid, please intimate the same to the e-mail ID: purchase.ho@nift.ac.in</p> |
| 4. | Date of Publication of Bid notification on official website / e-Portal | 19/06/2019 (Wednesday) at 3.00 P.M. |
| 5. | Download of Bid Document Commence from | 19/06/2019 (Wednesday) at 4.30 P.M. |
| 6. | Pre-Bid Meeting | 27/06/2019 (Thursday) at 11.00 A.M. (In the VC Room, IInd Floor, NIFT , Hauz Khas, New Delhi – 110016) |
| 7. | Amendment of bid document, if required | Will be published on Website |
| 8. | Last Date of download of Bid Document | 11/07/2019 (Thursday) at 10.30 A.M. |
| 9. | Last Date & Time for online submission of duly filled in Bids | 11/07/2019 (Thursday) at 10.30 A.M. |
| 10. | Place of opening of Tender Bids | In the Office of Purchase Officer, IInd floor, (Head Office), NIFT New Delhi |
| 11. | Date and Time of the opening Technical Bids | 11/07/2019 (Thursday) at 11.00 A.M. |
| 12. | Date and Time of the opening Price Bids | Will be notified to the Technically qualified Bidders. |
| 13. | Eligibility Criteria | As per Annexure - VI |
| 14. | Rejection of Tender | Incomplete, ambiguous and conditional rate, late receipt of original EMD will be rejected. |

NOTE:

- i) The tendering authority reserves the right to accept / reject any or all tender without assigning any reason thereof or is not bound to accept the lowest tender.
- ii) NIFT has decided to use process of e-tendering for inviting this tender and thus the physical copy of the tender would not be sold.
- iii) In case of any correction / addition / alteration / omission in the tender document, the tender bid shall be rejected summarily.
- iv) All statutory taxes as applicable shall be deducted at source before payment.
- v) All documents to be submitted should be self attested by the bidder and all the pages of the bid document have to be essentially signed by the bidder.

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(Full Signature & Stamp of the Tenderer)

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(Full Signature & Stamp of the Tenderer)

1. INTRODUCTION

NATIONAL INSTITUTE OF FASHION TECHNOLOGY (NIFT), was set up in 1986 under the aegis of Ministry of Textiles, Government of India. It has emerged as a leader in fashion education with its unique ability to integrate knowledge, academic freedom, critical independence and creative thinking. Today, through its sixteen professionally managed Campuses, NIFT has spread its wings across the length and breadth of the country. NIFT provides a framework to ensure that prospective students from different parts of the country achieve their highest potential through the programmes offered. NIFT Act 2006 published in the Gazette of India on 14th July, 2006 confers Statutory Status on the institute. The Act empowers the institute to award Degrees and other distinctions.

2. Notice Inviting Tender

National Institute of Fashion Technology (NIFT) – Head Office invites Online tenders under “**Two Bid System**” from interested registered agencies for “**Hiring of Agency for Assisting NIFT in Conducting an New Admission / NLEA / Special Test of Srinagar Campus / Other Campuses for Various UG & PG Programmes of NIFT**” with all necessary statutory registrations, having experience of at least 5 years in the relevant field and should have provided related services to various reputed Organizations / Department of Government of India / Autonomous Organizations / PSU etc. as per details of Scope of work attached at **Annexure - VIII**

3. Process of Online Registration & Submission of Bids

- a) The interested vendors 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 & price bids, all duly signed, on the <https://nifttenders.eproc.in> from **19/06/2019** at **3.30 P.M.** up to **11/07/2019** at **10.30 A.M.** Tender document is also available for viewing on the “tenders” link of the NIFT website i.e. <https://nifttenders.eproc.in> , <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 and application will not be accepted.
- c) For applying online, the firm 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. 2,000/- + 360/- (18%GST) = Rs.2,360/- (Rupees Two Thousand Three Hundred Sixty only – Non refundable are to be borne by Seller).
- iii) Bid Processing Fee charges of Rs. 5,000/- + 900/- (18%GST) = Rs. 5,900/- (Five Thousand and Nine hundred only, non refundable).

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- d) The tender document can be downloaded from the NIFT's official website i.e. www.nift.ac.in and also from e-portal i.e. <https://nifttenders.eproc.in>
- e) The basic requirements for registration and applying for tender online are as under:
- i) Operating System should be atleast windows 7.
- ii) Java version : Java 8 update 25.
- iii) Use Internet Explorer atleast 8 and above.
- iv) All java add-ons must be enable in the system.
- v) Always use Class III B Digital Signature Certificates (DSC) having Signing and Encryption both.
- f) The bidder should ensure that it complies with the above requirements before applying for tender upto **11/07/2019 (Thursday) at 10.30 A.M.**
- g) The EMD of **Rs. 5,00,000/-** in the form of Demand Draft / Banker Cheque / FD / BG (Format of BG Attached at Annexure – IX) in favour of NIFT, payable at New Delhi shall be submitted in sealed envelope super **“Hiring of Agency for Assisting NIFT in Conducting an New Admission / NLEA / Special Test of Srinagar Campus / Other Campuses for Various 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 (HO)– 110016 on or before **11/07/2019 (Thursday)** upto **10.30 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**

The Technical Bids will be opened on the same day i.e. **11/07/2019 at 11.00 A.M.** in the presence of such bidders who may wish to be present, either in person or through their authorized representatives (duly supported with authorization letter).

- h) On line submission of technical bid contain in prescribed Performa as per Annexure **VI** along with scanned copies of Demand Draft / Banker Cheque / FD /BG (Format enclosed at Annexure – **IX**) / Online (Bank details are mentioned above) of **Rs 5,00,000/-** (Rupees Five Lakhs only) in favour of NATIONAL INSTITUTE OF FASHION TECHNOLOGY and payable at New Delhi towards Earnest Money Deposit (refundable but non-interest bearing) with all relevant documents.
- i) 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.
- j) 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.

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- k) In case of any further clarification required relating to this tender, the same can be sought from the following officers of NIFT :-
- Head (AA), National Institute of Fashion Technology, Head Office, Near Gulmohar Park, Hauz Khas, New Delhi – 110016 Phone No. 011-26542047. Email ID : head.aa@nift.ac.in and admissions@nift.ac.in
 - Assistant Director (Purchase), National Institute of Fashion Technology, Head Office, Near Gulmohar Park, Hauz Khas, New Delhi – 110016. Phone No. 011-26542071 / 26542176 and email id : purchase.ho@nift.ac.in
 - Mr. Sandeep Bhandari, service provider for online submission of the tender on e-portal & CPP Portal, Mob. No.: 8826814007, e-mail ID - sandeep.bhandari@c1india.com, Landline no. 0124-4302033/36/37 & E-mail ID : niftsupport@c1india.com

4.0 Definitions:

With respect to this document, the following definitions shall apply: -

- 4.1 “INSTRUCTIONS TO AGENCY” shall mean the documents describing the manner in which AGENCY / BIDDER / TENDERER shall prepare and submit its BID.
- 4.2 “TENDER” or “BID” shall mean AGENCY’S or BIDDER’S or TENDERER’S offer to perform the WORK, in accordance with his / her Bidding Document.
- 4.3 AGENCY, BIDDER, and TENDERER have been used interchangeably in this document. “AGENCY” or “BIDDER” or “TENDERER” shall mean the person or company who submit the tender.

5.0 General Terms & Conditions:

- 5.1 The Agency shall ensure submission of complete information / documents at the first instance itself. NIFT reserves the right to complete the evaluation based on the details furnished by the agency without seeking any additional information.
- 5.2 The Tenderer must enclosed adequate documents and if not enclosed, NIFT reserves the right to reject any or all the Bids either fully or partly without assigning any reasons and is not bound to accept the lowest bid. The decision of the NIFT will be final and shall be binding on tenderers at any time and at its sole discretion.
- 5.3 At the discretion of NIFT, bids not received by the due date and time may be rejected and representatives of such Agency may not be allowed to attend the Bid opening.
- 5.4 Tender shall be submitted in prescribed tender form through online only. The tender shall be liable for rejection if not submitted in the prescribed format.
- 5.5 The list of the services to be rendered should not be altered by the tenderer. No paper shall be detached from the document.

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- 5.6 The tender is liable to be rejected if complete information is not given there-in or if the particulars of data (if any) asked for in the Tender document are not filled in.
- 5.7 Tenders received after the specified date and time, due to whatever reason, shall not be considered for bidding.
- 5.8 Conditional Bids / Vague offers like “Duties as applicable” shall not be considered.
- 5.9 The losses to the institute which are directly attributable to the agency shall be deducted from the bills/adjusted from the Security deposit.
- 5.10 The Bidder must have working experience in similar work for admission Test for various UG & PG programmes in any Govt. / Semi Govt./ Institute / organization in last 5 years. Bidder shall furnish documentary evidence i.e. work order in this regard.
- 5.11 The bidder / agency must be a registered firm.
- 5.12 The hiring of agency will be for one year only but can be extended for further period of 02 years on mutual consent after reviewing the successful completion of admission process by the Competent Authority.
- 5.13 The price bid of the technically qualified bidders only will be opened after evaluation of technical bids. **Overall lowest rates quoted by the bidder of all the point at Sl. 1 to 3(A) mentioned in the Price Bid (Annexure –VII) will be awarded the contract.**

6.0 Documents Required with Bid:

Tender shall be accompanied by the relevant documents with Technical Bid (**Annexure–‘VI’**) duly certified by authorized representative of the firm:-

- 6.1 Earnest Money Deposit (EMD) of **Rs. 5,00,000/-** only in the form of Demand Draft / Banker Cheque / Fixed Deposit receipt / Bank Guarantee (Format enclosed at Annexure – **IX**) and Online (Bank details are mentioned above) in favor of ‘National Institute of Fashion Technology’ and payable at New Delhi (Submit hard copy as per clause 3(g) and proof of scanned copy online).
- 6.2 Those bidders exempted to pay EMD cost are required to submit the certificate issued by the concerned department (like-MESE, NSIC etc.) (Submit Scanned copy online).
- 6.3 Acknowledgement Letter of bidding document **Annexure -I** (Submit scanned copy online).
- 6.4 Checklist for submission of bid in the format attached as **Annexure-II** (Submit scanned copy online).
- 6.5 Bid Compliance Statement in the format attached as **Annexure-III** (Submit scanned copy online).
- 6.6 The Proof of Annual turnover upto **Rs. 2.5 Crore** per year for the last three financial years i.e. 2015-2016, 2016-2017 & 2017-18 in the form of the Audited Financial Statement duly certified by Chartered Accountant. Copy of income tax return filed by agency during last 3 financial years (2015-16, 2016-17, 2017-18). The annual turnover of the Agency

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- should not be less than **Rs. 2.5 Crore** each year in last three years (Submit scanned copy online).
- 6.7 Copy of registration certificate in support of GST No. / Copy of PAN No. & Validity. (Submit scanned copy online).
- 6.8 Declaration that the bidder has not been debarred from participating in Tender anywhere in NIFT HO and its Campuses and have not been blacklisted by any Govt. / Semi Govt./ Institute / organization as per **Annexure-V**. (Submitted scanned copy online). If, it is subsequently 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.
- 6.9 Experience of conducting entrance exam of at least three programs Design / Non Design for a minimum 20000 candidates in last 3 years as on 31/ 3/ 2019. (Submit scanned copy of work orders online).
- 6.10 Letters of reference from the previous organizations with regard to work done (Successfully Completion Certificate) with complete contact details of concerned officials in those Organization / Institute with telephone numbers, address, email, etc. along with scope of work. (Submit scanned copy online).
- 6.11 Experience of conducting / handling Group Discussion and Personal Interview for minimum 3000 candidates in last three years as on 31/03/2019. (Submit scanned copy online).
- 6.12 Experience of handling / conducting Creative aptitude test or creative skill test for minimum 5000 candidates in last three years in at least 10 cities as on 31/03/2019. (Submit scanned copy online).
- 6.13 The agency must have operational office in India with minimum technical and operational manpower resources of at least 20 nos. Agency will conduct Group Discussion (GD) and Personal Interview in Delhi.
- 6.14 The Agency must have the facility for in-house scanning and processing of OMR Forms.
- 6.15 The Agency must have experience of both Computer-Based and Paper-Pencil Test administration.
- 6.16 The agency should be ISO certified.
- 6.17 The agency has operational office in Delhi / NCR.
- 6.18 Copy of partnership deed for partnership firm or Memorandum of understanding (MOU) and Article or Association (AOA) including Certificate or Incorporation for change in name, if any, for limited / private limited company. (Submit scanned copy online).
- 6.19 Copy of PF A/c No. and ESI No. In case Agency's establishment is not registered with PF & ESI Authorities, the Agency shall furnish an undertaking that in the event their establishment falls under the purview of PF & ESI Act during the execution of Contract, then the Agency shall get their establishment registered under PF & ESI and they shall also be solely responsible to fulfill the obligation of PF & ESI at no extra cost to NIFT. (Submit scanned copy online).

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6.20 The Agency has successful executed / completed 3 entrance exam valuing not less than the amount of Rs. 60 Lakhs over the last 3 years. (Submit scanned copy online).

OR

The Agency has successful executed / completed 2 entrance exam valuing not less than the amount of Rs. 75 Lakhs over the last 3 years. (Submit scanned copy online).

OR

The Agency has successful executed / completed 1 entrance exam valuing not less than the amount of Rs. 1.20 Crore over the last 3 years. (Submit scanned copy online).

6.21 Minimum experience of 5 years of conduct of examination work (Copy of Work Order to be attached / Copy of Successfully Completion Certificate to be attached). (Submit scanned copy online).

7.0 LANGUAGE OF BID

The bid prepared by the Agency including all correspondence etc. relating to its offer / bid shall be in English language.

8.0 EARNEST MONEY DEPOSIT (EMD) and SECURITY DEPOSIT

8.1 The bidders are required to submit original Earnest Money Deposit (refundable but non-interest bearing) (except for those bidders who are specifically exempted by NSIC & MSME etc.) of **Rs.5,00,000/- (Rupees Five Lakhs only)** in the form of Demand Draft / Banker Cheque / Fixed Deposit Receipt / Bank Guarantee (Format of BG Attached at Annexure - **IX**) / Online (Bank details are mentioned above) in favour of NIFT payable at New Delhi shall be submitted in a sealed envelope super scribing “**Hiring of Agency for Assisting NIFT in Conducting an New Admission / NLEA / Special Test of Srinagar Campus / Other Campuses for Various UG & PG Programmes of NIFT**” separately and addressed to Purchase Officer, NATIONAL INSTITUTE OF FASHION TECHNOLOGY, Head Office, 2nd Floor, B Block, NIFT Campus, Near Gulmohar Park, Hauz Khas, New Delhi – 110016 on or before **11/07/2019 (Thursday)** upto **10.30 A.M.** The Earnest Money Deposit (non-interest bearing) of unsuccessful bidders will be returned after one month of signing of agreement with successful bidder.

8.2 The date of Demand Draft / Fixed Deposit Receipt from a Commercial bank / Bank Guarantee (Format of BG Attached at Annexure - **IX**) from a Commercial bank / online (Bank details are mentioned above) payment will be after the publication of this tender.

8.3 If the Agency, after submission of tender, revokes its bid or modifies the terms and conditions thereof during the validity of its bid except where NIFT, New Delhi has given opportunity to do so, the earnest money shall liable to be forfeited. NIFT may at any time cancel or withdraw the Invitation of Bid without assigning any reason and in such cases the earnest money submitted by Agency will be returned without interest.

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Note: Exemption to SSI Units....

The bidders (small scale units who are registered with National Small Scale Industries Corporation UNDER SINGLE POINT REGISTRATION SCHEME are exempted from payment of bid security upto the amount equal to their monetary limit or Rs. 50 lakhs whichever is lower. In case of bidders having monetary limit as “No Limit ” or “Without Limit” or exceeding 50 lakhs, the exemption will be limited to Rs. 50,00,000 (Rupees Fifty Lakhs) only as per existing policy. A proof regarding current registration with NSIC for the TENDERED items will have to be attached along with the bid.

9.0 Performance Bank Guarantee (PBG)

The successful Agency shall be required to submit Performance Bank Guarantee of 5% of the contract value by account payee Demand Draft / Fixed Deposit receipt / Bank guarantee (Format of BG Attached at Annexure – X) / Online in favor of NIFT payable at New Delhi at the time of signing of the agreement. Failure to do so may result in forfeiture of the earnest money by NIFT, New Delhi without prejudice to its being liable to any further loss or damage incurred inconsequence. The Performance Bank Guarantee may be discharged / returned by NIFT upon being satisfied that there has been due performance of the obligations of the bidder under the contract. However, no interest shall be payable on the Performance Bank Guarantee. In case of delay on completion of the work the successful bidder will have to extend the period of the bank guarantee.

9.1 EMD shall be returned to the successful Agency after it has furnished the full Security Deposit to NIFT. However, it may optional for adjustment of EMD against Performance Bank Guarantee.

10.0 PENALTY :

Agency has to complete the work as per the agreed schedule and strictly in accordance with the terms and conditions of the tender. A penalty @ 1% of total value of the contract per day subject to maximum of 10% of the total contract value for delay will be charged except due to any reasons beyond the control of the Agency (Force Majeure). Director General NIFT (DG NIFT) shall have the sole discretion to waive off such penalty or part of penalty as she deems fit, provided further that the Agency provides a satisfactory explanation in writing giving the reasons which caused such delay. The agency will not challenge the satisfaction of DG NIFT on these matters. In the event of failure to complete the work in the stipulated period, the NIFT reserves the right to get the work done from any other Agency at the risk and cost of the successful agency.

11.0 BIDDING DOCUMENT NOT TRANSFERABLE

Bidding document once issued shall not be transferable to any other name.

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12.0 PRICES, TAXES, DUTIES

The Agency should quote firm prices / rates inclusive of all taxes i.e. including applicable GST.

13.0 BID VALIDITY

- Bid submitted by agency shall remain valid for a period of 06 (Six) Months from the date of opening of offer. Agency shall not be entitled during this period to revoke or vary the content of Bid or any term thereof. In such event, the offer shall be treated as “REJECTED” and EMD shall be forfeited without any reference to the Agency. The bidders should satisfy themselves before submission of the tender to NIFT that they meet the qualifying criteria and capability as laid down in the Tender document.

14.0 Labour Welfare and Fair Wages

- a. During continuance of the contact, the contractor shall abide at all times by the existing labour enactments and rules made there under, regulations, notification and by laws of state or central government or local authority and any other labour law (including rules, regulations, by laws that may be passed or notification that may be issued under any labour law in future either by the state or central government or local authority).
- b. The bidder shall keep the buyer indemnified in case of any action taken against the buyer by the competent authority on account of contravention of any of the provisions of any Act or rules made there under, regulations, by laws, amendments that may passed or notification that may be issued under any labour law in future either by the state or central government or local authority.
- c. The employees of the bidder/contractor in no case shall be treated as the employees of the buyer at any point of time.
- d. The employer is bound to fulfill the terms and conditions for compliance of the provision of EPF & Misc. Provision Act 1952, and Employee Provident Fund Scheme 1952 by the bidder in respect of employees by him for performing works under the Contract.
- e. Any failure to fulfill this requirement shall attract the penal provisions of this contract arising out of the resultant non-execution of the work.
- f. No labourer below the age of eighteen years shall be employed on the work.
- g. The Agency shall pay to labour employed by him either directly or through his authorized representative, wages not less than fair wages as defined in the C.P.W.D. Agency’s labour regulations or as per the provisions of the contract labour (Regulation and Abolition) Act and the Contrat Labour (Regulation and Abolition) Central Rules, wherever applicable.
- h. The Agency shall, notwithstanding the provisions of any contract to the contrary, cause to pay fair wage to labour indirectly engaged on the work.
- i. In respect of all labour directly employed in the works for performance of the contract’s part of this agreement, the Agency shall comply with or cause to comply with the Central Public Works Departmental Agency’s Labour Regulation made by the NIFT from time to time in regard to payment of wages, wage period, deduction from wages, recovery of wages not paid

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and deduction unauthorized made, maintenance of wages book or wage slips, publication of scale of wages and other terms of employment, inspection and submission of periodical returns and full other matters of the like nature of as per the provisions of the contract labour (Regulation & Abolition) Central Rules 1977 wherever is applicable.

- j. The Agency shall comply with the provisions of the payment of wages Act 1936, Minimum Wages Act 1948, Employees Liability Act 1938, Workmen's Compensation Act 1923, Industrial Disputes Act 1947, Maternity Benefits Act 1961, and the Agency's about (Regulation and Abolition) Act or the modifications thereof or any other laws relating thereto and the rules made thereunder from time to time.
- k. The Agency shall indemnify NIFT against payments to be made under and for the observance of the Laws aforesaid without prejudice to his right to claim indemnity from Agencies.
- l. The regulations aforesaid shall be deemed to be a part of this contract and any breach thereof shall be deemed to be a breach of this contract.

15.0 PRE BID MEETING

Pre Bid Meeting will be held on **27/06/2019 (Thursday)** at **11.00 A.M.** in the VC Room, IInd floor, Hauz Khas New Delhi -110016. The entries will be restricted to the bidders only. The bidders representative shall be permitted in to pre-bid meeting only on production of letter of an authority from the bidder and respective identification documents. The prospective bidders may send in enquiries at least 24 hrs before the pre-bid meeting at the email-id admissions@nift.ac.in. The mails should be clearly bearing the subject "**Pre- Bid Meeting Queries**".

16.0 BID EVALUATION CRITERIA

➤ **Technical Bid: (As per Annexure -VI)**

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

➤ **Financial Bid : (As per Annexure -VII)**

17.0 PRICE EVALUATION

17.1 The price bids of only those agencies shall be considered for opening and evaluation whose bid is determined to be technically acceptable.

17.2 The Rate(s) / Price (s) quoted by the Agencies shall be arithmetically checked.

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18.0 TERMS OF PAYMENT

- 18.1 25% shall be payable on confirmation of completion of database of all the applications and generation of report as required by NIFT.
- 18.2 25% shall be payable after conducting written test.
- 18.3 20% shall be payable on confirmation of the selected candidates through mail/sms and placing the same on website.
- 18.4 30% shall be payable on completion of admission process i.e. finalization of merit list after all stages of test.

19.0 Conciliation/Arbitration

- I. 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.
- II. 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.
- III. The Arbitration proceedings shall be in accordance with the provision of the Arbitration & Conciliation Act, 1996 & Laws of India as amended or enacted from time to time.
- IV. The venue of the Arbitration shall be based upon the NIFT Head Office. The language of arbitration proceedings shall be in English.
- V. The Arbitrator will give the speaking & reasoned award.
- VI. The cost incurred during arbitration, if any, shall be borne by the Agency.

20.0 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 shall be based upon the NIFT Delhi.

21.0 Termination for Default

The Buyer, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Supplier, may terminate this Contract in whole or part,

- a. If the bidder does not complete the work within the time frame as specified in the tender or any extension thereof granted by the buyer, after examination of progress fortnightly and on completion of a geographical region.
- b. If the bidder falls to perform any obligation/s under the contract and
- c. If the bidder in either of the above circumstances, doesn't remedy its failure within period of 15 days (or such longer period as the buyer may authorize in writing) after receipt of the default notice from the buyer. Beyond that the work will be reassigned at the cost and risk of the successful bidder.

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22.0 Termination for Insolvency

The tendering authority may at any time terminate the Contract by giving written notice to the bidder if the bidder becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the bidder, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Tendering authority.

(Vikram Verma)
Assistant Director (Purchase)
Head Office
Ph: 011-26542071/26542176

Encl. As above.

I accept the above Terms & Conditions

(Full Signature & Stamp of the Tenderer)

PROFORMA FOR ACKNOWLEDGEMENT LETTER OF BIDDING DOCUMENT

(TO BE SUBMITTED IN AGENCY'S OWN LETTER HEAD)

SUBJECT: "Hiring of Agency for Assisting NIFT in Conducting an New Admission / NLEA / Special Test of Srinagar Campus / Other Campuses for Various UG & PG Programmes of NIFT"

We undertake that the contents of the above Bidding Document shall be kept confidential and further that specifications and documents shall not be transferred and that the said documents are to be used only for the purpose for which they are intended.

A) We intend to bid as requested for the subject works and furnish following details with respect to our quoting office:

(i) POSTAL ADDRESS : _____

(ii) TELEPHONE NUMBER : _____
(iii) CONTACT PERSON : _____
(v) E-MAIL ADDRESS : _____

B) Contact person at Delhi :

(i) POSTAL ADDRESS : _____

(ii) TELEPHONE NUMBER : _____
(iii) CONTACT PERSON : _____
(v) E-MAIL ADDRESS : _____

Submitted By:

Signature :.....
Name :.....
Designation :.....
Agency Address :.....
Agency Seal :.....

I accept the above Terms & Conditions

CHECK LIST FOR SUBMISSION OF BID

Agency is requested to fill this check list and ensure that all details / documents have been furnished as called for in this tender duly filled in, signed & stamped.

Please tick (✓) the box and ensure compliance:

| S.No. | Details | Yes | No |
|--------------|---|------------|-----------|
| 1. | EMD as per details given below: EMD Value: Rs.5,00,000/- .Demand Draft / Pay Order / Banker Cheque / Fixed Deposit Receipt / Bank Guarantee (Format of BG enclosed at Annexure – IX) & Online (Bank details are mentioned above) in favour of NIFT payable at New Delhi. | Yes | No |
| 2. | Those bidders exempted to pay EMD cost are required to submit the certificate issued by the concerned department (like-NSIC, MSME) | Yes | No |
| 3. | Whether the completed acknowledgement letter has been submitted? (Annexure –I) | Yes | No |
| 4. | Bid Compliance Statement in the format attached as Annexure - III. | Yes | No |
| 5. | The Proof of Annual turnover of Rs. 2.5 Crore per year for the last three financial years i.e. 2015-2016, 2016-2017 & 2017-18 in the form of the Audited Financial Statement duly certified by Chartered Accountant (Submit scanned copy online). Copy of income tax return filed by agency during last 3 financial years (2015-16, 2016-17, 2017-18). The annual turnover of the Agency should not be less than Rs. 2.5 Crore each year in last three years. | Yes | No |
| 6. | Evidence of successful completion of entrance exam of at least three programs Design / Non Design for a minimum 20000 candidates in last 3 years as on 31/ 3/ 2019. | Yes | No |
| 7. | Letters of reference from the previous organizations with regard to work done (Successfully Completion Certificate) with complete contact details of concerned officials in those Organisation / Institute with telephone numbers, address, email, etc. along with scope of work. | Yes | No |
| 8. | Experience of conducting / handling GD and Personal Interview for minimum 3000 candidates in last three years as on 31/03/2019. | Yes | No |
| 9. | Experience of handling / conducting Creative aptitude test or creative skill test for minimum 5000 candidates in last three years in at least 10 cities as on 31/03/2019. | Yes | No |
| 10. | The agency must have operational office in India with minimum technical and operational manpower resources of at least 20 nos. Agency will conduct GD and Personal Interview in Delhi | Yes | No |
| 11. | The Agency has the facility for in-house scanning and processing of OMR Forms. | Yes | No |
| 12. | The Agency has experience of both Computer-Based and Paper- | Yes | No |

I accept the above Terms & Conditions

| | | | |
|------------|--|------------|-----------|
| | Pencil Test administration. | | |
| 13. | The agency should be ISO certified | Yes | No |
| 14. | The agency has operational office in Delhi / NCR | Yes | No |
| 15. | Copy of partnership deed for partnership firm or Memorandum of Understanding (MOU) and Article or Association (AOA) including Certificate or Incorporation for change in name, if any, for limited / private limited company. | Yes | No |
| 16. | Copy of registration certificate in support of GST No. / Copy of PAN No. & Validity | Yes | No |
| 17. | Copy of PF A/c No. and ESI No. In case Agency's establishment is not registered with PF & ESI Authorities, the Agency shall furnish an undertaking that in the event their establishment falls under the purview of PF & ESI Act during the execution of Contract, then the Agency shall get their establishment registered under PF & ESI and they shall also be solely responsible to fulfill the obligation of PF & ESI at no extra cost to NIFT. | Yes | No |
| 18. | The Agency has successful executed / completed 3 entrance exam valuing not less than the amount of Rs. 60 Lakhs over the last 3 years. OR The Agency has successful executed / completed 2 entrance exam valuing not less than the amount of Rs. 75 Lakhs over the last 3 years OR The Agency has successful executed / completed 1 entrance exam valuing not less than the amount of Rs. 1.20 Crore over the last 3 years | Yes | No |
| 19. | Each & every page of Tender Document duly signed & stamped. | Yes | No |
| 20. | Minimum experience of 5 years of conduct of examination work (Copy of order to be attached / Copy of Successfully Completion Certificate to be attached) | Yes | No |
| 21. | Declaration that the bidder has not been debarred from participating in Tender anywhere in NIFT HO, Campuses and have not been blacklisted by any Govt. / Semi Govt. / Institute / organization as per Annexure - V | Yes | No |

Signature :.....

Name :.....

Designation :.....

Agency Address:.....

Agency Seal :.....

I accept the above Terms & Conditions

BID COMPLIANCE STATEMENT

NAME OF WORK :

We hereby confirm that our Bid complies with the total technical requirements / terms and conditions of the bidding document and subsequent addendum / corrigendum (if any) without any deviation / exception / comments / assumptions.

We also confirm that we have quoted for all items of schedule of rates and prices have been filled without any condition and deviation.

We further confirm that terms and conditions, if any, mentioned in our bid (Un-priced as well as Schedule of Rates) shall not be recognized and shall be treated as null and void.

Submitted By:

Signature:.....

Name

Designation.....

Agency Address:

.....

Agency Seal:.....

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Agency’s Financial Information

(To be submitted on Firm’s Letter Head)

FINANCIAL STATEMENT

The agency shall indicate herein its annual turnover during last 3 years based on the audited balance sheet / profit & loss account statement.

| FINANCIAL YEAR | ANNUAL TURNOVER (In Rs.) |
|-----------------------|-------------------------------------|
| 2017-2018 | |
| 2016-2017 | |
| 2015-2016 | |

NOTE:

- a). Copies of audited balance sheets with Profit & Loss account statement for last 3 years are enclosed along with the bid.
- b). P.F. Account No.
- c). PAN No.
- e). GST No.

NOTE: Agency shall submit the relevant document (s) in respect of above claim.

Submitted By:

Signature :.....

Name

Designation :.....

Agency Address:.....

Agency Seal
.....

I accept the above Terms & Conditions

Declaration by Bidder

1. I Son / Daughter / wife / of Sh..... authorized signatory of the agency hereby declare that I am competent to sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

3. I declare that neither the agency nor myself are debarred by any of the Govt./ PSU organization / NIFT Campuses.

4. The information / documents furnished along with the technical and financial bids are true and authentic to the best of my knowledge and belief. I have no objection to NIFT verifying any or all the information furnished in this document with the concerned authorities, if necessary. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

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

Name of the Authorized Signatory: -----

Name of the Agency: -----

Seal of the Agency: -----

Address:-----

Contact No. -----

Date:

Place:

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TECHNICAL BID for “Hiring of Agency for Assisting NIFT in Conducting an New Admission / NLEA / Special Test of Srinagar Campus / Other Campuses for Various UG & PG Programmes of NIFT”

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. | Earnest Money Deposit (EMD) of Rs. 5,00,000/- in the form of Demand Draft / Banker Cheque, fixed deposit receipt, Bank Guarantee (Format of BG Attached at Annexure – IX) and online (Bank Details are mentioned above) in favour of ‘National Institute of Fashion Technology’ and payable at New Delhi | (Submit Scanned copy online and hard Copy also) |
| 2. | Those bidders exempted to pay EMD cost are required to submit the certificate issued by the concerned department (like-NSIC, MSME) | (Submit Scanned copy online) |
| 3. | Whether the completed acknowledgement letter of bidding has been submitted (Annexure –I) | (Submit scanned copy online). |
| 4. | Checklist for submission of bid in the format attached as Annexure -II . Submitted | (Submit scanned copy online). |
| 5. | Bid Compliance Statement in the format attached as Annexure-III . Submitted | (Submit Scanned copy online) |
| 6. | The Proof of Annual turnover of Rs. 2.5 Crore per year for the last three financial years i.e. 2015-2016, 2016-2017 & 2017-18 in the form of the Audited Financial Statement duly certified by Chartered Accountant (Submit scanned copy online). Copy of income tax return filed by agency during last 3 financial years (2015-16, 2016-17, 2017-18). The annual turnover of the Agency should not be less than Rs. 2.5 Crore each year in last three years. | (Submit Scanned copy online) |

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| | | |
|-----|--|--|
| 7. | Experience of conducting entrance exam of at least three programs Design / Non Design for a minimum 20000 candidates in last 3 years as on 31/ 3/ 2019. | (Submit Scanned copy of work order online) |
| 8. | Letters of reference from the previous organizations with regard to work done (Successfully Completion Certificate) with complete contact details of concerned officials in those Organization / Institute with telephone numbers, address, email, etc. along with scope of work. | (Submit Scanned copy online) |
| 9. | Experience of conducting / handling Group Discussion and Personal Interview for minimum 3000 candidates in last three years as on 31/03/2019. | (Submit Scanned copy online) |
| 10. | 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 31/03/2019. | (Submit Scanned copy online) |
| 11. | The agency must have operational office in India with minimum technical and operational manpower resources of at least 20 nos. Agency will conduct GD and Personal Interview in Delhi | (Submit scanned copy online). |
| 12. | The Agency have the facility for in-house scanning and processing of OMR Forms. | (Submit scanned copy online). |
| 13. | The Agency have experience of both Computer-Based and Paper-Pencil Test administration. | (Submit scanned copy online). |
| 14. | The agency should be ISO certified. | (Submit scanned copy online). |
| 15. | The agency has operational office in Delhi / NCR | (Submit Scanned copy online) |
| 16. | Copy of partnership deed for partnership firm or Memorandum of understanding (MOU) and Article or Association (AOA) including Certificate or Incorporation for change in name, if any, for limited / private limited company. | (Submit Scanned copy online) |
| 17. | Copy of registration certificate in support of GST No. / Copy of PAN No. & Validity | (Submit Scanned copy online) |
| 18. | Copy of PF A/c No. and ESI No. In case Agency's establishment is not registered with PF & ESI Authorities, the Agency shall furnish an undertaking that in the event their establishment falls under the purview of PF & ESI Act during the execution of Contract, then the Agency shall get their establishment registered under PF & ESI and they shall also be solely responsible to fulfill the obligation of PF & ESI at no | (Submit Scanned copy online) |

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(Full Signature & Stamp of the Tenderer)

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| | | |
|-----|--|---------------------------------------|
| | extra cost to NIFT. | |
| 19. | <p>The Agency has successful executed / completed 3 entrance exam valuing not less than the amount of Rs. 60 Lakhs over the last 3 years</p> <p style="text-align: center;">OR</p> <p>The Agency has successful executed / completed 2 entrance exam valuing not less than the amount of Rs. 75 Lakhs over the last 3 years</p> <p style="text-align: center;">OR</p> <p>The Agency has successful executed / completed 1 entrance exam valuing not less than the amount of Rs. 1.20 Crore over the last 3 years</p> | (Submit Scanned copy of proof online) |
| 20. | Minimum experience of 5 years of conduct of examination work (Copy of work order to be attached / Copy of Successfully Completion Certificate to be attached) | (Submit Scanned copy online) |
| 21. | Declaration that the bidder has not been debarred from participating in Tender anywhere in NIFT HO, Campuses and have not been blacklisted by any Govt. / Semi Govt. / Institute / organization as per Annexure -V | (Submit Scanned copy online) |

Signature of Tenderer :-----

Name of the Authorized Signatory :-----

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

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

Address :-----

Contact No.:-----

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(Full Signature & Stamp of the Tenderer)

PRICE BID for “Hiring of Agency for Assisting NIFT in Conducting an New Admission / NLEA / Special Test of Srinagar Campus / Other Campuses for Various UG & PG Programmes of NIFT”

NIFT Head Office GSTIN. - 07AAATN2067J1ZI

A. ADMISSION TEST ACTIVITIES : {Activities as per Annexure – VIII : Scope of Work}

| S.No. | No. of candidates | Scope of Work | Rates for all the responsibilities as indicated in Annexure – VIII : Scope of Work and different activities, including taxes and other charges. |
|--------------|---|--|--|
| 1. | Minimum Assured *25000 | Fixed cost for conduct of written test (OMR based), CAT (Creative Aptitude Test) or Creative Skill Test, Group Discussion and Interview as per scope of work given in Annexure - VIII but excluding the items for reimbursement. | Rs/- (Rupees.....in words..... only) |
| 1(A) | *25001 and above | | Rs...../- Rupees.....in words..... only) per candidate |
| 2. | *200 candidate | NLEA Special Entrance Examination | Rs...../- (Rupees.....in words..... only) |
| 2(A) | *201 and above | | Rs...../- (Rupeesin words..... only) per candidate |
| 3. | *100 candidate | Special Entrance Examination for Srinagar or other Campuses | Rs...../- (Rupeesin words..... only) |
| 3(A) | *101 and above | | Rs...../- (Rupeesin words..... only) per candidate |
| | Total amount in words and figure (Rs.) | 1 + 1 (A) + 2 + 2 (A) + 3 + 3 (A) | |

*** Overall lowest rate quoted by the bidder of all the point at Sl. 1 to 3(A) mentioned above will be awarded the contract.**

NIFT will reimburse the expenditure to the agency on the item listed as under : -

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The list of Expenditure / ceiling to be reimbursed by NIFT on actuals.

1. Lowest Economy fare for Air / Train (2AC) / Road for positioning the test materials for written test, Situation Test, Group Discussion / Personal Interview.
2. Transportation Cost / Excess Baggage on production / submission of Excess baggage tag
3. Lodging / Boarding of Officials @ Rs.2500/- per day for 3 days
4. Local Travel per day with a ceiling of Rs.700/- per day per person without bill and actual on production of proper bill.
5. Cost of Situation Test Material
6. Honorarium Paid for NIFT Staff for their deployment duty for Examination / Situation Test / Group Discussion and Interview

NOTE:

- The reimbursement of Airfare / Lodging Boarding would be restricted to One Person per One Venue of Examination centre (for eg. 3 exam centres in Mumbai—3 officials will be permitted)
- All the reimbursement claims shall be supported by Proper Bills / Invoices / Boarding Passes for Air travel

- (b) Price evaluation will be made taking in to account the total price quoted by the Bidder in the price bid of all the point at Sl. No. 1 to 3 (A) including GST
- c) The prices shall be filled up both in figure and in words, and the total amount shall be calculated and rounded off to the nearest rupee. No overwriting or use of correction fluid shall be accepted. The authorized signatory shall sign any correction.

Submitted By:

Signature:.....

Name:.....

Designation

Agency Address:.....

Agency Seal:.....

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SCOPE OF WORK for “Hiring of Agency for Assisting NIFT in Conducting an New Admission / NLEA / Special Test of Srinagar Campus / Other Campuses for Various UG & PG Programmes of NIFT”

DETAILS OF THE ACTIVITIES TO BE CARRIED OUT BY AGENCY AS AN EXAMINATION AGENCY FOR CONDUCT OF NIFTEXAMINATION

1. Agency will conduct the examination as per time table fixed by NIFT.
2. To develop a dedicated web based portal exclusively for NIFT Admissions.
3. The bidder shall have secured server services for data collection, hosting etc. along with requisite software licenses/certificates for the assignment.
4. Online hosting/display of admission advertisement, instruction, and other information related to examination, from time to time.
5. Online registration with facilities to upload scanned soft objects viz. photograph, and signature in the application form and uploading of scanned copies of required documents. Candidates Validation and screening at the time of registration, as per rules and requirement specified.
6. Provide payment gateway for Online fee collection through Debit/ Credit Card, Net- banking and Demand Draft etc.
7. The bidder shall provide user Id and Password to the authorised representative of NIFT to access the applications on line (admin control).
8. On successful submission of online application by the candidate, a unique registration number and password of the candidate is required to be auto generated by the portal. The registration number will be the key number for candidates for any type of future correspondence/queries.
9. It shall be the responsibility of the bidder to provide helpline number and e-mail ID for resolving the queries / difficulties occurring while applying online. Bidder shall resolve all user on daily basis within 24 hours at maximum.
10. The online portal will have the features of auto scrutiny of the candidates’ information, based on the criteria specified by NIFT. The application format should be designed in such a way that non eligible candidates should be eliminated at the time of online submission of application.
11. The generation of printable version non editable (PDF format) of application form with a unique application no. (Registration number) after successful submission of online application by the candidate.
12. Arrangement for downloading of filled application form with computer generated unique application no. (Registration number).

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13. Sending e-mail and SMS to the candidates regarding successful application, admit card, date, venue and result for all Test etc.
14. Consolidation of application data / exam fee, roll number generation,
15. To update the information on the web based portal regularly for information to candidates and maintain the web based portal till the completion of the project.
16. To integrate the web based portal with the payment gateway of Bank.
17. To verify the transactions status made through payment gateway on regular basis.
18. To maintain the database of all the applications and to generate various MIS reports as required by NIFT.
19. To provide necessary connectivity with adequate bandwidth.
20. To maintain the server for the total duration of the project.
21. To ensure the data integrity and security throughout the project.
22. Agency will upload the Question Papers of previous year's examination on the portal as sample question papers.
23. Agency will provide soft and hard copies of the list of applicants sorted on various criteria like Alphabetical, Application number and further sorted out on State/City basis, category basis etc., once registration process is over.
24. Agency will hand over the list of appearing candidates in the examinations in order of generation of roll number generation city/Centre-Wise basis with columns of roll number name and test center to NIFT.

Conduct of Written Test and Creative Test

25. Agency will Design/Print question papers in English and Hindi language as per the pattern and scheme of Examination stipulated in the NIFT Prospectus.
26. Agency will fix the Examination Centres under intimation to NIFT, where the examination will be conducted and also organize for the invigilators/supervision etc. The tentative list of cities where examination may be conducted is mentioned at Appendix (may increase or decrease). While fixing the examination centres convenience of the candidates, pattern and demand of the test will be taken in to account.
27. Agency will position the confidential test material containing question papers at all the test centers, personally escorted by its observers/officials from New Delhi to the test centers by air travel.
28. Agency will supervise the conduct of the test in two sessions morning and afternoon.
29. Agency observer/official will collect back and personally carry back the used answer sheets by air from test centers to New Delhi.
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).
31. Agency will ensure to maintain complete confidentiality of the test material.
32. Agency will evaluate the OMR answer sheets by 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)
33. Agency will provide various results in hard and soft copy in Roll order containing Roll Number and Name etc.

Conduct of Situation Test

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34. Agency will design and generate Call Letters online for Short-listed candidates for Bachelor of Design (B.Des) as per the list provided by NIFT. The system of online selection of test venue and date for the candidate will be prepared and activated by the agency.
35. Agency will conduct situation test for Bachelor of Design (B.Des) in multiple days (approx. 3-4 days) simultaneously at all or assigned NIFT Centres by deputing its own team.
36. Agency will depute Centre Superintendents, Invigilators and other operational staff at all NIFT centres for the conduct of Situation Test in multiple days.
37. Agency will develop Question Papers for the situation test as per the sample given by NIFT.
38. Agency will procure and prepare kits containing the material for the situation test and position at the assigned NIFT centers.
39. Agency will position the confidential test material containing question papers at all the test centers. The test material is to be carried by agency observers/officials from New Delhi to the test centers by air.
40. Agency will pseudo number the models created for the test by students and make them ready for on the spot evaluation on daily basis by NIFT experts. Agency will make sure that candidate identity is not disclosed to the NIFT Experts. The evaluation sheets will carry only the pseudo numbers.
41. Agency will compile the results of the written test and situation test for final merit list for Bachelor of Design (B.Des).

Conduct of GD and Interviews

42. 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.
43. Agency will design and generate Call Letters online for Short-listed candidates for PG program in Design Management and Technology as per list /schedule provided by NIFT.
44. Agency will design, develop and print case studies for Group Discussion (approx. 250 case studies).
45. To compile the results of the Written Test, Group Discussion and Interview for final merit list for PG program in Management and Technology.
46. Hand over hard copy as well as soft copy of category wise results with merit list in respect of candidates appeared in the Written Examination, Situation Test, Group Discussion in the following order:
 - Roll Number wise list
 - Result by Name in Alphabetical order
 - Merit-wise list
 - Category-wise merit list
 - Common merit result
47. NIFT will not be responsible in case of any discrepancy / irregularity in tabulated results, or any legal issues arising thereof.
48. The agency may be asked to conduct the written test on computer based pattern.

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EXAMINATION CITY FOR NIFT ENTRANCE EXAMINATION

| S. No. | Examination centre |
|--------|--------------------|
| 1. | Ahmedabad |
| 2. | Bengaluru |
| 3. | Bhopal |
| 4. | Bhubaneswar |
| 5. | Chandigarh |
| 6. | Chennai |
| 7. | Cochin |
| 8. | Coimbatore |
| 9. | Dehradun |
| 10. | Delhi |
| 11. | Guwahati |
| 12. | Hyderabad |
| 13. | Jaipur |
| 14. | Jammu |
| 15. | Jodhpur |
| 16. | Kangra |
| 17. | Kannur |
| 18. | Kolkata |
| 19. | Lucknow |
| 20. | Madurai |

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| | |
|-----|----------------|
| 21. | Mumbai |
| 22. | Nagpur |
| 23. | Patna |
| 24. | Pune |
| 25. | Raipur |
| 26. | Ranchi |
| 27. | Srinagar (J&K) |
| 28. | Surat |
| 29. | Udaipur |
| 30. | Vadodara |
| 31. | Vishakhapatnam |
| 32. | Shillong |

- NOTE: (i) Sufficient number of Examination Centres will be arranged in each city depending upon the number of candidates registered in a city.
- (ii) The number of cities may increase or decrease based on number of candidates as desired by NIFT.

GENERAL

To handle the entire above-mentioned operation with utmost confidentiality, with precautions and in a professional way of high standard.

To ensure and expedite all the above activities in consultation with NIFT.

To retain the exam related documents (all) for a period of three months from the date of declaration of final Result and to provide any clarification sought by NIFT.

2. To provide documented inputs and support for handling

- i) Students queries
- ii) Press interaction
- iii) RTI queries
- j) Court Cases

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DETAILED EXECUTION PLAN FOR CONDUCT OF ENTRANCE EXAMINATION AND DECLARATION OF RESULTS TO BE UNDERTAKEN BY AGENCY

Written Examination

- a. **Project Manager:** Agency will appoint a competent Project Manager.
- b. **Setting up of Question Papers:** For maintaining absolute secrecy of the question papers, four multiple paper setters would be appointed in each component of the examination. These paper setters would work independently for setting up of the question papers. All the question papers setters will be provided with proper guidelines specially about the level of examination and the competency expected as well as to ensure that marks allotted to each questions is tallied with marks of the component of the question paper. Agency will not reveal to the paper setters the purpose for paper setting.

AGENCY will get the papers moderated from competent moderators to avoid any error/typographical mistakes. The moderators will give an undertaking for maintaining absolute confidentiality of the assignment.

- c. **Printing of Question Papers:**
 - i. **Choosing the press:** Agency will get the papers printed only from Confidential Press without misprinting.
 - ii. **Selection of Question Papers:** There will be only one source of conduct between the press and Agency. The question papers will be selected by the Project Manager and will be handed over by him to the press in sealed envelope. The guidelines will be specifically laid down about the number of question papers to be printed, the format, the quality of paper as well as the method of proof reading etc. by Agency. During the course of printing no intervention from any quarter will be entertained.
 - iii. **Jumbling of question papers:** The set of questions to be printed will be jumbled up and Question Papers will be got printed in A,B,C,D sets. Only the descriptive Question Paper of UG (Design) Creative Ability Test(CAT)-UG will not be got printed in A,B,C,D due to practical reasons.
 - iv. **Easy identification of question papers:** The question papers will be coded for different programmes and the guidelines which will be given to observers will also carry the paper code of the question papers so that the packets can be easily identified by the observers at the time of conduct of examination.
 - v. **Setting up of CAT question papers:** The CAT question papers will be set up in a very confidential manner in consultation with NIFT. Agency will follow the procedure prescribed under the setting up of question papers or written examination as mentioned above. **CAT (Creative Ability Test) question paper to be printed on 110 gsm paper.** It will contain a set of three pages of A4 size and will be used for drawing and coloring.

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- vi. Packing:** The question papers printed will be packed in a very confidential manner without any external marking or name of Agency. The sealed carton will contain only the coded identifications for destination and code of content for identifications by Agency officials only. The question papers will be packed in the inner envelop which will then be sealed. All sealed packed of question papers will be wrapped in a polythene sheet to avoid any moisture. The carton so prepared will then be packed with a thick plastic sheet and the carton so prepared will have only the code numbers of the centers. All the question papers packets will be sealed with good quality seal of security press. All the packed examination material will be dispatched under close supervision of the Project Manager from the premises of Agency. Under no circumstances the question papers will be handed over to Agency officials, deputed for duty, from the printing press.
- vii. Buffer of question papers, OMR sheets/duplicate admit card etc.:** Agency will carry 5% of buffer of question papers/OMR sheets to the examination centres, over and above the actual quantity to meet any eventuality.
- viii. Examination invigilators/Supervisors:** NIFT officials may associate in the examination as observers to add authenticity to the transparency of the examination system. NIFT will intimate to Agency in advance the names of such officials. These officials will act in the capacity of observers only while the execution and direction etc. will be provided by Agency's officials who will act as representative of Examination authority.
- ix. Evaluation of CAT (Creative Ability Test) question paper:** Evaluation for this paper will be done in the premise of the NIFT in multiple days (approx. 2-3 weeks). NIFT will give a list of Design experts who will be invited by Agency to evaluate the same including the NIFT faculty. Payment to the expert will be made by the agency. At present evaluators have been paid Rs.20/- for the evaluation of each CAT paper.
- x. Coding and decoding of CAT papers for evaluation:** The coding and decoding of CAT papers will be done by Agency prior of evaluation of CAT papers.
- xi. Guidelines for evaluation of CAT papers:** The guidelines for evaluation of CAT papers will be clearly laid down to enable the examiners to evaluate objectively. The guidelines will be prepared by Agency as recommended by NIFT.
- xii. Authenticity of declared results:** Agency prior to declaring the results, will verify through manual checking by sampling method the authenticity of results to avoid any inadvertent mistake and to ensure authenticity of results.
- xiii. Situation Test:** It is a crucial component of examination system and is conducted for approx. 2000 seats wherein approximate 8000 candidates may appear for the test at 16 NIFT centres in multiple days (approx. 3-4 days).
The evaluation criteria for the Situation Test will be developed by the design experts suggested by NIFT and will be implemented by Agency. Situation Test will be evaluated by a panel consisting of minimum three members two (2) internal and one (1) external experts nominated by NIFT. Based on the number of candidates multiple panels will be required for evaluation at each day at various test venues. The payment to the evaluators will be made by the agency. Presently external experts have been paid Rs.2500/- per day and internal faculty members have been paid Rs.1250/- per day.

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- xiv. Guidelines for papers setters of Situation Test and evaluators:** The guidelines for papers setters and evaluators for the Situation Test will be made available by NIFT to Agency well in advance to enable Agency to understand and follow the same.
- xv. Pseudo numbering:** The system of pseudo numbering of candidates will be explained by NIFT to Agency in detail prior to the Situation Test in order to avoid impersonation. The pseudo numbering is to be done by Agency for on the spot evaluation on daily basis. Experts will give marks against the pseudo numbers.
- xvi. Venue for Situation Test:** The situation test will be conducted in NIFT Centres alone, located in 16 cities viz. New Delhi, Bengaluru, Chennai, Gandhinagar, Hyderabad, Kolkata, Mumbai, Patna, Raebareli, Shillong, Kannur, Kangra, Bhopal, Jodhpur, Bhubaneswar and Srinagar (J&K) or at such centres as finally decided by NIFT. Agency will detail Centre Superintendents, Invigilators and other operational staff at all NIFT centres for the conduct of Situation Test.
- xvii. Procurement of examination material (Situation Test):** Agency will procure the examination material for Situation Test (approx. cost is INR 8-10 lacs). The list of material, source and sample of the materials to be used for the Situation Test will be provided by NIFT. Agency will keep the list and details confidential. It will also provide, on individual candidate basis, the material listed.
- xviii.** The amount incurred on account of procurement of Situation Test material by the agency will be reimbursed by NIFT as per actual.
- xix. Group discussions and interviews:**
- a) Venue for Group discussion and Interviews (GD&PI):** There will be Group Discussions and Interviews for PG Programme in Technology, Design and Management. Approximately 400 candidates for PG Technology, 480 candidates for PG Design & 1680 candidates for PG Management maybe appearing for the Group Discussion and Interview. The **GD&PI** will be at premises decided in consultation with NIFT having all the infrastructure for conduct of GD & Interview. GD and Interview may take 15-20 days in order to complete them in a professional manner.
 - 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.
 - c) Broad representation in interview panel:** NIFT will give a list of industry representatives, persons known for their academic excellences to Agency along with a list of active alumni members and NIFT faculty so that there is broad representation of members in the interview panel. The nominated panel members will directly be invited by the agency.
 - d)** 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.
- xx.** Apart from the staff/officials of agency, the staff and officials of NIFT will also be deputed at the Situation Test and GD/PI venues. Honorarium, to these staff / officials will be paid

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by the agency on the rate decided by NIFT. The amount paid to the officials / staff of NIFT will be reimbursed by NIFT as per actual.

xxi. Declaration of results and intimation to selected candidates: The combined results of the written test and situation test/interview/GD/programme wise, category wise, rank wise will be provided by Agency in time, as per schedule approved by NIFT. The same will be put up on the NIFT website. Further, individual communication to the selected candidates will be sent by NIFT.

xxii. All activities will be carried out as per timetable fixed by NIFT in consultation with the Agency.



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(Full Signature & Stamp of the Tenderer)

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BANK GUARANTEE FORMAT FOR FURNISHING EMD

Whereas.....

(hereinafter called the “tenderer”)

has submitted their offer datedfor -----

(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

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Bank Guarantee Format for Furnishing Security Deposit

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

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

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

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

I accept the above Terms & Conditions

(Full Signature & Stamp of the Tenderer)

Tender Acceptance Letter

(To be given on Firm's Letter Head)

Date:

Sub.: Acceptance of Terms & Conditions of Tender.

Tender Bid No.

NAME OF WORK:

1. I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender' from the web site(s) namely: <https://nifttenders.eproc.in>
2. I/We hereby certify that I/We have read entire terms and conditions of the tender documents from Page No. **01 to 40** (including all documents like annexure, schedule(s), etc.), which form part of the Tender and I/We shall abide hereby the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your organization too have also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in totality/entirely.
5. I/We certify that all information furnished by me/us our firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your organization shall without giving any notice or reason thereof, summarily reject the bid, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely. We shall not have any claim/right against organization in satisfaction of this condition.

Yours faithfully

(Signature of the Bidder, with Official Seal)

I accept the above Terms & Conditions

(Full Signature & Stamp of the Tenderer)