

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

**MINUTES OF THE PRE-BID MEETING FOR HIRING THE AGENCY FOR ASSISTING NIFT FOR CONDUCTING ENTRANCE
EXAMINATIONS FOR VARIOUS PROGRAMMES OF NIFT FOR THE ACADEMIC YEAR 2022-2023.**

Time and Date: 03.30 PM 07.09.2021
Venue : ONLINE AT ZOOM APPLICATION

The pre-bid meeting for hiring of Agency for assisting NIFT in conducting Entrance Examinations for various programmes of NIFT for the academic year 2022-2023 held on 07.09.2021 at 3:30 pm through Zoom application in the presence of following members and bidders.

Participants:

1. M/s Merit trac
2. M/s. Vensysco Infra Private Limited
3. M/s. All India Management Association (AIMA), New Delhi

Committee Members:-

1. Ms.Rajbala, DD Admission, NIFT-HO
2. Mr.VikramVerma, AD(Purchase), NIFT-HO
3. Mr.Avinash Gupta, Sr. Asstt(Accounts), NIFT-HO

Director (HO) was also present for the meeting.

M/S AIMA

| S. No. | NIT Document Reference | Details as per NIT | Clarification Sought | Clarification by Committee Members |
|--------|------------------------|---------------------------------|---|--|
| 1 | | Signature and Stamp of Tenderer | Being Covid situation, it is suggested that the document, proposal, etc. to be digitally signed instead of putting stamp and signing manually. Kindly | Yes, documents can be signed digitally and uploaded. |

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| | | | confirm. | |
| 2 | 7.9 / 13 | Experience of conducting / handling Group Discussion and Personal Interview for minimum 1500 candidates in each year in last three years as on 31/03/2021. (Submit scanned copy online). Agency will conduct Group Discussion (GD) and Personal Interview in Delhi / NCR. | Here the condition implies conduct of both GD and PI. Since March 2020 there is pandemic, which restricts the conduct of Group Discussions. Only online interviews being conducted. Hence the clause may be relaxed to 3 times in last four years. | The amended clause is as below:- Experience of conducting / handling Group Discussion and Personal Interview for minimum 1500 candidates in three years over last four years i.e. 2017-18, 2018-19, 2019-20 and 2020-21 as on 31/03/2021. (Submit scanned copy online). Agency will conduct Group Discussion (GD) and Personal Interview in Delhi / NCR. |
| 3 | 7.14 / 13 | Firms registered under Company's Act – 2013. | AIMA is a society registered under the Societies Registration Act XXI of 1860. The above constitution is requested to be included in the Bid Document | There is no change to the existing criterion. |
| 4 | 8.18 / 15 | The successful Bidder would be required to design a high-performance system and conduct performance tests to verify successful conduct of the exam. | Kindly elaborate | The hosting services including required software certification will be provided by Agency. |
| 5 | 9.2 iii / 17 | Vendor capability to develop the required software | Kindly elaborate the software | The process system designed for all activities related to Entrance Exam. It will be evaluated by the Technical Committee. |
| 6 | 12.1 c / 18 | 30% of the Contract value will be paid within two weeks after completion of all Entrance Examinations | Completion of ALL examinations may be elaborated. | Examinations are listed as follows :- 1) CAT and GAT Exam 2) Situation Test |

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| | | successfully. | | <p>3) GDPI & Interview 4) Studio test(for Artisan/children of Aritsan) 5) Written Exam for Ph.D 6) Research Proposal Presentation and Interview</p> <p>30% of the Contract value will be paid within two weeks after the complete conduct of all Entrance Exams successfully.</p> |
| 7 | 17 / 20 | 17. Time Frame. The successful bidder should be ready to commence registration of candidates any time after 21 days of signing of contract and conduct exam within 60 days from the date of signing of the contract. | The time frame is fixed or may be extended | The time frame is fixed. |
| 8 | 27 | The approximate number of candidates given is for reference only. Payment will be made on pro-rata basis based on number of candidates who appear in the Entrance Examination. | Payment should be on the number of candidates who have been issued the admit cards | The request has been considered. |
| 9 | 1 A and 1 B | | Cost for Covid to be quoted is in addition to 1 A | Yes, the operational cost of implementation of Social Distancing measures is separate. |
| 10 | 4 / 28 | Have secure server services for data collection, hosting etc. along with requisite software licenses/ certificates for the assignment. | Pls define/ specify types of licenses/ certificates. | Licence and certificate for Programming language, Database software used as well as Proprietary software, security audit certification as per requirement at the time of development of |

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| | | | | software. |
| 11 | 8 / 28 | Provide access to the authorised representative of NIFT to the application online (admin control). | Kindly elaborate | Authorised personnel to be able to access software as Admin, observe all processes real time and generate MIS reports. |
| 12 | 10/28 | Provide a dedicated helpline number with adequate number of lines as required to handle at least 10 calls simultaneously and e-mail ID for resolving queries / difficulties occurring while applying online. Helpline will be manned during working hours as decided. All queries shall be resolved on a daily basis within 24 hours at maximum. | 10 people needed at any given time, or the helpline to have 10 switchboard additional lines? | 10 calls to be handled simultaneously with maximum response time of 3 minutes Modalities be designed by vendor. |
| 13 | 14/28 | Sending e-mail and SMS to the candidates on all occurrences either specifically related to the Candidate or general information or announcement as decided by NIFT i.e. successful application, admit card, date, venue and result for all Test etc. | The number of instances of sending SMS/emails should be defined as there is cost involved to it. Ideally, it should be once for every stage. | The requirement of generation of sms/email alert will be on all major occurrences/events and changes as required. |
| 14 | 26/29 | Finalise the Examination Centres under intimation to NIFT. The final list of Exam Centres will be approved by NIFT at least 4 weeks in advance of the date of conduct of the examination. The tentative list of cities where examination may be conducted is mentioned at Annexure- V (may change). While fixing the examination centres convenience | The date needs to be shared at least 16 weeks prior. Also, at the time of approval (i.e. 4 weeks before the event, if any changes are required, we need to freeze it 3 weeks prior to the testing date). So, in principal, no changes once the approval is in place 4 weeks before exam. | Not accepted. |

| | | of the Candidates, pattern and demand of the test will be taken in to account. | | | | | | | | | | | | | | |
|---|----------|--|---|--|----------|----------|------------------------|-----|-----------------------------------|-----|-----------------------------|-----|--------------------------------|-----|---|------|
| 15 | 28 / 29 | Position the confidential test material containing question papers at all the test centres, personally escorted by its observers/officials. | Cost of travel (To & Fro) towards the air travel, excess baggage, lodging & boarding, local conveyance may be reimbursed as per actuals. | Not accepted. All costs be Included in Bidder's per candidate quote. | | | | | | | | | | | | |
| 16 | 44 / 30 | Procure and prepare kits (minor items for making of model by candidate) containing the material for the situation test and position at the assigned Centres. | Since the cost is dependent on the finalization of material and quantity by NIFT, this may be reimbursed as per actuals. Last two years approx. cost may be provided. | <p>Approx cost of last two years are:-</p> <p>2021 – Rs. 8,98,010/- 2019 - Rs. 7,00,752/-</p> <p>Indicative list of items for previous admission test is as below:-</p> <table border="1"> <thead> <tr> <th>Material</th> <th>Quantity</th> </tr> </thead> <tbody> <tr> <td>Mount Board (A-4 size)</td> <td>One</td> </tr> <tr> <td>Coloured Clay (50 Gram) One Color</td> <td>One</td> </tr> <tr> <td>Corrugated Sheet (A-4 size)</td> <td>Two</td> </tr> <tr> <td>Tracing Paper Sheet (A-4 size)</td> <td>Two</td> </tr> <tr> <td>Thick Pastel Sheets (A-4 size) One of each color (Biege, Navy Blue, Neon Pink & Neon Green)</td> <td>Four</td> </tr> </tbody> </table> | Material | Quantity | Mount Board (A-4 size) | One | Coloured Clay (50 Gram) One Color | One | Corrugated Sheet (A-4 size) | Two | Tracing Paper Sheet (A-4 size) | Two | Thick Pastel Sheets (A-4 size) One of each color (Biege, Navy Blue, Neon Pink & Neon Green) | Four |
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| Mount Board (A-4 size) | One | | | | | | | | | | | | | | | |
| Coloured Clay (50 Gram) One Color | One | | | | | | | | | | | | | | | |
| Corrugated Sheet (A-4 size) | Two | | | | | | | | | | | | | | | |
| Tracing Paper Sheet (A-4 size) | Two | | | | | | | | | | | | | | | |
| Thick Pastel Sheets (A-4 size) One of each color (Biege, Navy Blue, Neon Pink & Neon Green) | Four | | | | | | | | | | | | | | | |

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| Paper Plate Quarter Size - White Color | Two | | | | | | | | | | | | | | | | | | | | | | | |
| Stiff Net Fabric- White Nylon (25cms x 25 cms - Approx.) | One | | | | | | | | | | | | | | | | | | | | | | | |
| Fine Jute Rope One Meter Appx | One | | | | | | | | | | | | | | | | | | | | | | | |
| Long Sticks (8 inches Appx.) | Eight | | | | | | | | | | | | | | | | | | | | | | | |
| Tooth Pick Wodden | Ten | | | | | | | | | | | | | | | | | | | | | | | |
| Transparency Sheet A-4 Size | Two | | | | | | | | | | | | | | | | | | | | | | | |
| All Pins Twenty Pieces Appx. | One | | | | | | | | | | | | | | | | | | | | | | | |
| Cotton Balls | Two | | | | | | | | | | | | | | | | | | | | | | | |
| Easy Twist Silver Wire | One | | | | | | | | | | | | | | | | | | | | | | | |
| Box Board (A-4 size Size) | Two | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | No reimbursement will be made. | | | | | | | | | | | | | | | | | | | | |
| 17 | 45 / 30 | Position the confidential test material containing question papers at all the test centres. The test material is to be carried by agency observers/officials to the test centres. | Cost of travel (To & Fro) towards the air travel, excess baggage, lodging & boarding, local conveyance may be reimbursed as per actuals. | Not accepted. | | | | | | | | | | | | | | | | | | | | |
| 18 | 51 / 31 | In case of pandemic situation and restrictions on physical conduct the agency should be able to conduct the Interviews online. Group Discussions will not be held in this case. | In such case there is any impact on the cost or it will be in the same cost. | There is no impact on cost, if the vendor conducts PI online. | | | | | | | | | | | | | | | | | | | | |

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| 19 | 67 / 33 | Evaluation of CAT (Creative Ability Test) question paper: | Any honorarium to be given to experts for evaluation, if yes kindly specify. | Honorarium is to be paid by vendor. |
| 20 | Point e/33 | 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. | It is a 3-pages booklet or 8-pages booklet. Please clarify. | It will be 8 pages booklet. |
| 21 | 8 / 35 | Agency will position the confidential test material containing question papers at earmarked NIFT Campuses, personally escorted by its observers/officials from New Delhi to the test centres. | Cost of travel (To & Fro) towards the air travel, excess baggage, lodging & boarding, local conveyance may be reimbursed as per actuals. | Not accepted |
| 22 | | NLEA, Artisian, Ph.D Examinations | Kindly confirm if the online Registration website to be developed or not? | Yes, a single unified website for registration for all exams is to be created and hosted. |
| 23 | 39 | Annexure IV | Details of MFM, MFTECH program not available. Please clarify PWD Program (It should be the part of each offered program.) | All masters' program are included (M.Des, MFM, MFT). At page no.39 point no. 2:- For M.Des read as M.Des, MFM and MFT. PWD is category of candidate not programme. |
| 24 | 13/43 | The selected bidder shall ensure that the final list of Centres with Centre details is provided to the NIFT at least 4 weeks before the actual date of conduct of examination. Thereafter no change shall be made by the selected bidder in the list. In case of changes, by the selected | Considering the pandemic; the state/ district administration guidelines may change in due course of time and might impact conduct of exam and change in test center could be necessary; also specify the penalty. | Any change necessitated by Govt. orders will be implemented without any penalty. |

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| | | bidder, the bidder shall be liable to penalty. | | |
| 25 | 19/44 | The selected bidder shall obtain candidates feedback through online Feed Back Form, after the examination is over. | Does the candidate need to visit the registration portal after the exam or agency needs to send mails or conduct survey; kindly clarify. | The candidate's feedback be taken through the registration portal. |
| 26 | 9b/46 | Barcode readers will be available at the entry point to scan barcode on the admitcard. This will display the information required to verify the candidate details without physically touching his documents. | Since printout by candidate would be through different types of printers on different quality pages. Barcode reading would not be possible for all the candidates. So, Display of Room wise/ Roll No wise at main entry should be allowed. | Accepted. Adequate number of large size displays for relevant information be placed. There should be no crowding of applicants. |
| 27 | 4 / 48 | For fair and smooth conduct of examination, NIFT is authorised to take any step as deemed fit in the test centre(s) and the selected bidder unconditionally agree to it. | Since the test venues have been finalized 4 weeks in advance | Yes, the centres for conduct of Examination have to meet the inspection by NIFT. If not upto the mark the vendor to make necessary changes at no additional cost. |
| 28 | 6 / 48 | The selected bidder shall ensure that Generator and Air Conditioners/Air Circulation/Ventilation facilities are available at each Exam Centre for un-interrupted power. | Such arrangements required for PBT, kindly confirm. | Deleted |
| 29 | | Financial Information - Certificate of net worth from Bankers of Bidder. | Banker can give insolvency certificate, kindly confirm. | Chartered Accountant certificate will be valid. |

M/s Merit trac

| S. No. | NIT Document Reference | Details as per NIT | Clarification Sought | Clarification by Committee Members |
|--------|---|--|---|--|
| 1 | Scope of Work page no. 9 Clause -6 | Exams to be conducted by the agency | <ol style="list-style-type: none"> 1. We request you to share the syllabus for the tests that need to be conducted by the agency. 2. Group Discussion/Interview – We understand that the topics for the GD/Interview will be generic in nature. Please clarify. | The details will be shared with successful agency. |
| 2 | Bachelor of Fashion Technology Test Page no. 10 Clause no.6 | Technical Ability Test- Practical | Request you to please provide details on what kind of practical test needs to be conducted by the agency | Required only for NLEA practical test which is conducted at NIFT Campuses by Faculty of NIFT. All administrative requirement and smooth conduct will be ensured by vendor. |
| 3 | Technical Eligibility Page no. 13 Clause no.7.4 | The Proof of Annual turnover which should not be less than Rs.2 Crore per year for the last three financial years i.e.2018-19,2019-20 & 2020-21 in the form of the Audited Financial Statement duly certified by Chartered Accountant. | Financial audit for the year 2020-21 is still under process and should be completed in due course. Hence, we request you to consider audited financial statements for the financial years 2017-18,2018-19 &2019-20 | Yes. Audited result for the financial years 2017-18,2018-19 &2019-20 and unaudited results of year 2020-2021 certified by the firm will be accepted. |
| 4 | Technical Eligibility Page no.13 Clause no.7.9 | Experience of conducting /handling Group Discussion and Personal Interview for minimum 1500 candidates in each year in last three | We request you to relax this as under "Experience of conducting /handling Group Discussion and Personal Interview for minimum 1500 candidates in at least one of the last three years as | Accepted |

| | | years as on 31/03/2021. | on 31/03/2020" | | | | | | | | | | | | | | | |
|---|--|--|--|--|----------|----------|------------------------|-----|-----------------------------------|-----|-----------------------------|-----|--------------------------------|-----|---|------|---------------------------------------|-----|
| 5 | Technical Eligibility Page no.13 Clause no.7.11 | The Agency must have the facility for in-house scanning and processing of OMR Forms | Request more clarity on this point. What kind of proof needs to be submitted for this clause. | Self Certification may be provided by the agency. | | | | | | | | | | | | | | |
| 6 | Conduct of Situation Test Page no. 30 Clause no.44 | Procure and prepare kits (minor items for making of model by candidate) containing the material for the situation test and position at the assigned Centres. | Request you to provide details on the kind of kits need to be procured for the conduct of this test. | <p>The details will be shared with the successful bidder. Indicative list of items for previous admission test is as below:-</p> <table border="1"> <thead> <tr> <th>Material</th> <th>Quantity</th> </tr> </thead> <tbody> <tr> <td>Mount Board (A-4 size)</td> <td>One</td> </tr> <tr> <td>Coloured Clay (50 Gram) One Color</td> <td>One</td> </tr> <tr> <td>Corrugated Sheet (A-4 size)</td> <td>Two</td> </tr> <tr> <td>Tracing Paper Sheet (A-4 size)</td> <td>Two</td> </tr> <tr> <td>Thick Pastel Sheets (A-4 size) One of each color (Biege, Navy Blue, Neon Pink & Neon Green)</td> <td>Four</td> </tr> <tr> <td>Paper Plate Quarter Size -White Color</td> <td>Two</td> </tr> </tbody> </table> | Material | Quantity | Mount Board (A-4 size) | One | Coloured Clay (50 Gram) One Color | One | Corrugated Sheet (A-4 size) | Two | Tracing Paper Sheet (A-4 size) | Two | Thick Pastel Sheets (A-4 size) One of each color (Biege, Navy Blue, Neon Pink & Neon Green) | Four | Paper Plate Quarter Size -White Color | Two |
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| Box Board (A-4 size Size) | Two | | | | | | | | | | | | | | | | | | | | | |
| 7 | Annexure-XVII Page no.59 Clause no.3.1 | Average annual turnover in INR during 2018-19, 2019-20 and 2020-21 in INDIA from Entrance Examinations only. Organization must be profitable in at least last 3 financial year sending 31Mar2021 | We request you to change the clause as under "Average annual turnover in INR during 2017-18, 2018-19 and 2019-20 in INDIA from Entrance Examinations only. We request this as the audit for FY 20-21 is still under process Organization must be profitable/having positive net worth in at least last 3 financial years ending 31 Mar 2020 | Accepted. Audited average annual turnover of INR during 2017-18, 2018-19 2019-20 and unaudited for year 2020-2021 certified by the firm will be accepted. | | | | | | | | | | | | | | | | | | |

| 8 | Bid Submission Date | NA | Request you to please provide sufficient time to submit the bid after the responses to the queries are published. We request at least 10 work days extension for us to submit a Comprehensive proposal. | Not accepted | | | | | | | | | | | | | | | | | | | | | | | | |
|---------|---------------------|--|---|--------------|----------|------------|-----------|---------|--------|-------|-------|---------|-------|-------|-------|---------|-------|------|-------|---------|-------|------|-------|---------|-------|--------|--|---------------------------------|
| | Annexure – XVII | Organization must be profitable in at least last 3 financial years ending 31 Mar 2021" | <p>Financial strength of Merit Trac Services Pvt Ltd:-</p> <p>1. In the last 20 years, the Company's profitability was positive except for 19-20 for reasons mentioned below. Also, the net worth of the Company is positive across all the years. Refer below figures which are extracted from Audited Financials. (Figures can be provided for all 20 years)</p> <p style="text-align: center;">All Figures in Rs. Crores.</p> <table border="1" data-bbox="987 954 1565 1214"> <thead> <tr> <th>Year</th> <th>Turnover</th> <th>Net Profit</th> <th>Net Worth</th> </tr> </thead> <tbody> <tr> <td>2015-16</td> <td>119.38</td> <td>19.81</td> <td>56.46</td> </tr> <tr> <td>2016-17</td> <td>96.99</td> <td>14.06</td> <td>70.62</td> </tr> <tr> <td>2017-18</td> <td>97.37</td> <td>2.06</td> <td>72.71</td> </tr> <tr> <td>2018-19</td> <td>93.50</td> <td>1.14</td> <td>73.75</td> </tr> <tr> <td>2019-20</td> <td>58.94</td> <td>-16.86</td> <td></td> </tr> </tbody> </table> <p>2. Strong Parentage:</p> <p>MeritTrac is a 100% subsidiary of U Next Learning Pvt Ltd which in turn 100% subsidiary of the MEMG Family office. The Net worth of MEMG Group is close to USD</p> | Year | Turnover | Net Profit | Net Worth | 2015-16 | 119.38 | 19.81 | 56.46 | 2016-17 | 96.99 | 14.06 | 70.62 | 2017-18 | 97.37 | 2.06 | 72.71 | 2018-19 | 93.50 | 1.14 | 73.75 | 2019-20 | 58.94 | -16.86 | | Provide certified documents. CA |
| Year | Turnover | Net Profit | Net Worth | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2015-16 | 119.38 | 19.81 | 56.46 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2016-17 | 96.99 | 14.06 | 70.62 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2017-18 | 97.37 | 2.06 | 72.71 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2018-19 | 93.50 | 1.14 | 73.75 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2019-20 | 58.94 | -16.86 | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| | | | <p>1.4 Billion. Therefore, MeritTrac enjoys the financial strength being part of MEMG group and strong brand name of Manipal Group. Merittrac is a reputed assessment organization having undertaken large scale and credible projects and successfully implementing them in the last 20 years of its existence.</p> <p>3. MeritTrac Performance in FY 2019-20:</p> <p>MeritTrac's revenue for the financial year 19-20 is Rs 58.94 crore. However, we had confirmed orders of Rs 50 crore in hand which could not be executed due to various reasons such as government elections in Delhi & Jharkhand, protests in various parts of the country against CAA/NRC bills and COVID 19 lockdown from mid of March.</p> <p>Therefore, in view of strong parental strength of the company and quick come back on profitability front in H2 of FY2020-21, we hereby sincerely request you to reconsider and allow us to participate in the bid.</p> | |
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M/s. Vensysco Infra Private Limited

| S. No. | NIT Document Reference | Details as per NIT | Clarification Sought | Clarification by Committee Members |
|--------|---------------------------|--|--|--|
| 1 | Point No 7.7 & page no 12 | Experience of conducting entrance exam of at least three programs for a minimum 20000 candidates each year in the last | Experience only Government sector allowed or private sector too kindly clarify for the same. | Experience in both private and government sectors are allowed subject to fulfilment of tender requirement. |

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| | | 3 years as on 31/ 3/ 2021. Minimum experience of 3 years ofconduct of examination work (Copy of Work Order to be attached / Copy of Successfully Completion Certificate to be attached). (Submit scanned copy online). | | |
| 2 | Point No 7.10 & page no 13 | The agency must have operational office in New-Delhi with required technical andoperational manpower resources. | Is it compulsory to be office in New Delhi or our office is in Noida based out and having technical and operational manpower resources. please clarify for the same. | Operational office can be in Delhi-NCR. |
| 3 | Point No 7.11 & page no 13 | The Agency must have the facility for in-house scanning and processing of OMR Forms. | Compulsory to have facility for in-house scanning and processing of OMR Forms. or it can be outside facility please clarify for the same | It should be in house only. |