

Tender Document

“Hiring of Agency for Assisting NIFT in Conducting Admission for UG & PG Programmes of NIFT/ NLEA / Ph.D” for the academic year 2022-23

**NATIONAL INSTITUTE OF FASHION TECHNOLOGY
NIFT Campus
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Notice Inviting E - Tender

National Institute of Fashion Technology (NIFT) – Head Office invites e-tender on “Quality cum Cost Based System (QCBS)” from interested registered firms for “**Hiring of Agency for Assisting NIFT in Conducting Admission for UG & PG Programmes of NIFT/ NLEA / Ph.D**” for the academic year 2022-23. **Manual bids will not be accepted. Tender documents may be downloaded from NIFT Website www.nift.ac.in (for reference only) and CPP portal <https://eprocure.gov.in/eprocure/app>. Bids shall be submitted online only at CPP portal <https://eprocure.gov.in/eprocure/app> with all necessary statutory registrations, having experience of at least three years in the relevant field and should have provided related services to various reputed Institute / Organisations/Department of Government of India/Autonomous Organizations/PSU etc.**

Sl. No.	Description	Details
1.	NIT NO.	File No.1351(42)/NIFT/Pur-HO/Hiring of Agency for Examination/2021
2.	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://eprocure.gov.in/eprocure/app and NIFT, website (URL: https://www.nift.ac.in).</p> <p>Corrigendum / addendum, if any, will be published only on the NIFT Website, CPP portal and separate 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>
3.	Date of Publication of Bid notification on NIFT Website / CPP Portal	11th October, 2021 at 6.00 P.M.
4.	Download of Bid Document Commence from	11th October, 2021 at 6.00 P.M.
5.	Pre-Bid Meeting	18th October, 2021 (Monday) at 3.00 P.M. Through Zoom Application.
6.	Amendment in bid document, if required	Will be published on NIFT Website and CPP portal only
7.	Last Date & Time for online submission of duly filled in Bids	25th October, 2021 upto 3.00 P.M.
8.	Place of opening of Tender Bids	In the Office of Purchase Officer, IInd floor, (Head Office), NIFT New Delhi
9.	Date and Time of the opening of Technical Bids	26th October, 2021 at 3:00 P.M.
10.	Date and Time of the Presentation / Demonstration	To be notified to technically qualified bidders
11.	Date and Time of the opening of Price Bids	Will be notified to the Technically qualified Bidders.

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12.	Technical Eligibility Criteria	As per Annexure – I
13	Rejection of Tender	Tenders which are incomplete, ambiguous with conditional clause / rates, will be rejected.

NOTE:

- i) In case of any correction / addition / alteration / omission in the tender document, the tender bid shall be rejected summarily.
- ii) All statutory taxes as applicable shall be deducted at source before payment.
- iii) 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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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 seventeen 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

2.1 National Institute of Fashion Technology (NIFT) - Head Office invites e-tender on “**Quality cum Cost Based System (QCBS)**” from interested registered Firms for “**Hiring of Agency for Assisting NIFT in Conducting Entrance Examination for UG & PG Programmes of NIFT / Ph.D**” for the academic year 2022-23. The agency should have all necessary statutory registrations, having experience of at least three years in the relevant field and should have provided related services to reputed organisations/Department of Government of India/Autonomous Organizations/PSU etc. as per details of Scope of Work attached at **Annexure – III (a), (b), (c) & (d)**.

2.2 Tender documents may be downloaded from NIFT Website www.nift.ac.in (for reference only) and CPPP portal <https://eprocure.gov.in/eprocure/app>. Bids shall be submitted online only at CPP portal. Manual bids shall not be accepted.

2.3 Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document. Tenderer who has downloaded the tender from the NIFT Website www.nift.ac.in and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, shall not tamper / modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered / modified in any manner, tender will be rejected and the Tenderer is liable to be banned from doing business with NIFT.

Disclaimer:

This Tender is not an offer by the National Institute of Fashion Technology (NIFT), but an invitation to receive bids from vendors. No contractual obligation whatsoever shall arise from the tender process until and unless a formal contract is signed and executed by a duly authorised officer of the National Institute of Fashion Technology.

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3. Aims & Objectives of the Tender :

3.1. The selected agency shall conduct Entrance Examinations through two levels of selection. Level 1 will be a “Paper Based Test (PBT)” in selected cities spread across India. The cities (indicative list) where the Test shall be conducted are given at **Annexure - V**. The examination will be in two sessions conducted in a single day each of which may have 100 to 150 questions to be attempted in two shifts of 3 hour(s) duration each. Number of candidates may vary from examination to examination. Total number of candidates across different examinations in a year will be approximately 20,000. Level 2 of the Entrance Examination will be a Situation Test (approximately 10000 candidates) conducted at the 17 Campuses of NIFT and Personal Interview and Group Discussion (approximately 3000 candidates) at New Delhi as per **Annexure - V**.

3.2 NIFT intends to select the agency to execute the “**Admission Entrance Examination**”, its administration, logistics, registration of candidates, processing of results and forward raw score & marks to the NIFT for composite declaration of results as per requirements of the NIFT. The system of Entrance Tests shall mainly comprise of the following activities:

- a. Online Registration of Candidates for Entrance Examinations.
- b. Document check and verification of various categories of candidates.
- c. Preparation of Question Papers as per NIFT guidelines for General Ability Test (GAT) Papers. Creative Ability Test (CAT) / Situation Test question papers will be provided by NIFT.
- d. Allocation of Centres to candidates.
- e. Management of Centres for conduct of Entrance Examination
- f. Providing software as per requirement for Entrance – Examination process management.
- g. Conduct of Entrance-Examination process.
- h. Preparation of Result
- i. Customised report generation
- j. Provide complete data of all candidates to counselling agency for further process.

4.Process of Submission of Bids

4.1 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://eprocure.gov.in/eprocure/app> from 11th October, 2021 at 06.00 P.M. upto 25th October, 2021 at 3.00 P.M. Tender document is also available for viewing on the “tenders” link of the NIFT Website www.nift.ac.in

4.2 Applications to this tender will be accepted only through the online mode through <https://eprocure.gov.in/eprocure/app>. No other mode of application will be considered and application will not be accepted.

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4.3 Bidders are required to submit all the Annexures along with requisite documents as per Annexures attached from I to XX

5. Selection Criteria of Bidder :

The selection of the firm will be based on Quality cum Cost Based Selection (QCBS). There will be 70% weightage for technical evaluation and 30% for Financial Evaluation. The Company should provide full support to NIFT for evaluation of the counselling process and software's cyber security.

a) **Technical Eligibility Criteria : (As per Annexure – I)** : All the relevant documents as asked in the Technical Bid as per Annexure – I should be submitted. Only those bidders called for presentation who submit all required documents and clear preliminary screening as asked in the Annexure – I for Presentation. The bidders who will secure 70% and above marks as per the technical criteria and Presentation as mentioned in the Annexure - XVII will be eligible for opening of their Price Bid.

b) **Price Bid (As per Annexure – II)** : Bidders securing 70 marks or above out of 100 marks will only be considered technically qualified for evaluation of their price bid.

5.1 The Technical Bids will be opened on 26th October, 2021 at 03.00 P.M. in the presence of such bidders who may wish to be present, either in person or through their authorised representatives (duly supported with authorisation letter). On line submission of technical bid contained in prescribed Performa as per **Annexure - I**.

5.2 The online financial bid will be opened on the date which will be communicated to only those bidders have been found to be technically suitable / eligible.

5.3 The interested bidders are advised to read carefully the entire tender document before submitting their tender. Tender documents not received online in prescribed format and / or are found incomplete in any respect will summarily be rejected.

5.4 In case of any further clarification required relating to this tender, the same can be sought from the following officers of NIFT: -

- i. Assistant Director (Purchase), National Institute of Fashion Technology, Head Office, Near Gulmohar Park, HauzKhas, New Delhi – 110016. Phone No. 011-26542071 / 26542176 and email id : purchase.ho@nift.ac.in
- ii. Ms. Rajbala Chauhan, DD (Admissions) National Institute of Fashion Technology, Head Office, Near Gulmohar Park, HauzKhas, New Delhi – 110016. Phone No. 011-26542061 / 26542196 and email id : admissions@nift.ac.in

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6. **Scope of Work**

S. No.	Programmes	Stage	Test	Approx. no. of candidate	Type of Exam	Question Paper By
UG/PG programmes						
1	Bachelor of Design	1	Creative Ability Test	20000	Written (Drawing/ Written)	NIFT
			General Ability Test		Written (OMR based)	Agency
		2	Situation Test	10000	Practical (Hands-on skill test)	NIFT
2	Master of Design	1	Creative Ability Test	3000	Written (Drawing/ Written)	NIFT
			General Ability Test		Written (OMR based)	Agency
		2	Group Discussion /Personal Interview	1500	Physical (Students to attend GD/PI in person in New Delhi)	Agency (Case study to be prepared by Agency)
3	Bachelor of Fashion Technology	General Ability Test		2000	Written (OMR based)	Agency
4	Master of Fashion Technology	1	General Ability Test	200	Written (OMR based)	Agency
		2	Group Discussion/ Personal Interview	200	Physical (Students to attend GD/PI in person in New Delhi)	Agency (Case study to be prepared by agency)

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S. No.	Programmes	Stage	Test	Approx. no. of candidate	Type of Exam	Question Paper By
5	Master of Fashion Management	1	General Ability Test	2000	Written (OMR based)	Agency
		2	Group Discussion/ Personal Interview	2000	Physical (Students to attend GD/PI in person in New Delhi)	Agency (Case study to be prepared by agency)

*GAT/CAT will be conducted on the same day.

NIFT Lateral Entry Admission Scheme (NLEA)

S. No.	Programmes	Test	Approx. no. candidate	Type of Exam	Question Paper By
6	Bachelor of Design	General Ability Test	100	Written (OMR based)	Agency
		Studio Test/Situation Test	100	Practical (Hands-on skill test)	NIFT
		Interview	100	Physical (Student to give interview in person at NIFT campuses)	NIFT
7	Bachelor of Fashion Technology	General Ability Test	100	Written (OMR based)	Agency
		Technical Ability Test	100	Practical	NIFT
		Interview	100	Physical (Students to attend Interview in person in New Delhi)	NIFT

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Artisan/Children of Artisan					
8	Bachelor of Design	Studio Test/ Situation Test	200	Practical (Hands-on skill test)	NIFT
		Interview	200	Physical	NIFT

Ph.D

S.No	Subject Area	Approximate No. of Candidate	Type of Exam	Question Paper by
Set I	Research Aptitude	80	Objective Type (MCQ)	Agency
	Communication Skills	80	Objective Type (MCQ)	
	Logical Reasoning	80	Objective Type(MCQ)	
Set II	Research Disposition	50	Descriptive	NIFT

6.1 Project Manager : Agency will appoint a competent Project Manager who will be a single point contact for all actions with NIFT.

6.2 The brief details of Scope of Work has been given out in **Annexure III (a) ,(b), (c) & (d)**. The examinations will be conducted as per the schedule fixed by NIFT. Tentative Timelines are as per **Annexure - IV**. The Entrance Examination will be held at selected Centres in Cities as per **Annexure - V**. Detailed requirement for the Centres where exams is to be conducted as per **Annexure - VI**. The selected bidder shall deploy trained manpower and ensure smooth conduct of examination at each Exam Centre in consultation with NIFT.

6.3 The Service Provider must allot minimum 95% candidates with 1st / 2nd choice of City opted by candidate in the application form. Admit cards are to be issued 15 days before start day of the exam(s).

6.4 **Scope of Work for implementing Social Distancing measures / guidelines.** In view of the ongoing global pandemic and lock down due to COVID 19 and MHA / MOHFW guidelines certain norms like social distancing, sanitisation of premises, wearing of masks etc. and other protocol have been issued as measures to mitigate the spread of the virus. In case the situation demands these norms will be implemented in the exams conducted by NIFT. The social distancing measures to be implemented are as per Annexure - VII.

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7. Documents Required (Technical Eligibility Criteria) : Tender shall be accompanied by the relevant documents including the following (Annexure– I):-

7.1 As per OM No. F9/4/2020-PPD, GOI Ministry of Finance, Deptt. of Expenditure, Bid Securing Declaration is required to be submitted by bidder in lieu of Bid Security / EMD. **(Format attached at Annexure – XX)** (Submit scanned copy online).

7.2 Acknowledgement Letter of bidding document **Annexure – VIII** (Submit scanned copy online).

7.3 Bid Compliance Statement in the format attached as **Annexure - IX** (Submit scanned copy online).

7.4 The Proof of Annual turnover which should not be less than Rs. 1 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. Copy of income tax return filed by agency during last 3 financial years (2018-19, 2019-20 & 2020-21). (Submit scanned copy online). Audited result for the financial years 2017-18,2018-19, 2019-20 and 2020-2021.

7.5 Copy of registration certificate in support of GST No. / Copy of PAN No. & Validity. (Submit scanned copy online).

7.6 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 - X**. (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 bidder will be disqualified from bidding for any contract with NIFT if the bidder is in breach of any obligation under the bid conditions mentioned in the Bid Securing Declaration form attached at Annexure – XX.

7.7 Experience of conducting minimum three offline Entrance Examination of at-least 10,000 candidates in three different years and in each admission process separately in any Govt. / Semi Govt./ Institute / organization during the period 2017 to 2021.(Copy of Work Order to be attached / Copy of Successfully Completion Certificate to be attached). (Submit scanned copy online).Experience in both private and government sectors are allowed subject to fulfilment of tender requirement.

7.8 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).

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7.9 Experience of conducting / handling Group Discussion and Personal Interview for minimum 1500 candidates in three different years and in each admission process separately during the period 2017 to 2021.

7.10 The agency must have operational office in New-Delhi / NCR with required technical and operational manpower resources. (Submit proof online).

7.11 The Agency must have the facility for in-house scanning and processing of OMR Forms. (Submit proof online). Self Certification may be provided by the agency

7.12 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 fulfil the obligation of PF & ESI at no extra cost to NIFT. (Submit scanned copy online).

7.13 The Agency has successfully executed / completed 3 offline entrance exam valuing not less than the amount of Rs. 50 Lakhs in each exam over the last 4 years. (Submit scanned copy of Work Order online).

OR

The Agency has successful executed / completed 2 offline entrance exam valuing not less than the amount of Rs. 60 Lakhs in each exam over the last 4 years. (Submit scanned copy of Work Order online).

OR

The Agency has successful executed / completed 1 offline entrance exam valuing not less than the amount of Rs. 80 Lakhs over the last 4 years. (Submit scanned copy of Work Order online).

7.14 The bidder/agency can be a registered firm under various acts including Societies Registration Act. (Submit copy of relevant certificate online)

8. General Terms & Conditions:

8.1 All information called for in the enclosed forms should be furnished against the respective columns in the forms. If information is furnished in a separate document, reference to the same should be given against respective columns in such cases. If any particular query is not applicable, it should be stated as "Not Applicable".

However, the bidders are cautioned that not giving complete information called for in the tender forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the bidder being summarily disqualified. Bidder 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.

8.2 The Tenderer must enclose 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

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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.

8.3 Tender shall be submitted in prescribed tender form through online only.

8.4 The list of the services to be rendered should not be altered by the tenderer. No paper shall be detached from the document.

8.5 Conditional Bids / Vague offers like “Duties as applicable” shall not be considered.

8.6 The losses to the Institute which are directly attributable to the agency shall be deducted from the bills / adjusted from the Security deposit.

8.7 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 on the same terms and conditions.

8.8 Relaxation in turnover & Experience : - As per the Govt., of India policy circular1(2)/2016/MA dated 10th March, 2016 relaxation shall be provided to Startups in public procurement on prior experience & Turn over criteria subject to meeting quality and technical specifications.

8.9 Reference, information and certificates from the respective clients certifying technical expertise, delivery and execution capability of the bidder should be signed and the contact numbers of all such clients should be mentioned. NIFT may also independently seek information regarding the performance from the clients.

8.10 The Bidder is advised to attach any additional information, which they think is necessary to establish that the bidder is capable in all respects to successfully complete the envisaged work. They are however, advised not to attach superfluous information. No further information will be entertained after tender document is submitted, unless NIFT calls for it.

8.11 Even though bidder may satisfy the qualifying criteria, they are liable for disqualification if they have a record of poor performance or not able to understand the scope of work etc.

8.12 Notwithstanding any other aspect even if bidders satisfy all the requirements, they may be disqualified for the following reasons:

- a. If misleading or false representation of facts are made or deliberately suppressed in the information provided in the forms, statements and enclosures of this document.
- b. If they have a record of poor performance such as abandoning work, not properly completing the contract or financial failures / weaknesses.
- c. If confidential inquiry reveals facts contrary to the information provided by the bidder.
- d. If confidential inquiry reveals unsatisfactory performance in any of the selection

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criteria.

- e. If bidder is engaged in any activity which can influence the conduct of exam such as conducting of coaching classes etc.

8.13. The successful bidder shall obtain a declaration from their personnel, employed by them for the work in the concerned examination, that none of them have any near relations (such as children, brother, sister, nephew and nieces of self and spouse) as well as anyone on whom they may have any special interest appearing for the concerned examination.

8.14. The successful Bidder would be required to have an in-house quality assurance and product testing team with a robust quality management processes that are followed to test and certify the system used to conduct the exam.

8.15. The successful Bidder should be able to support the entire process in Cities within India where the exam would be conducted.

8.16. At any time before the submission of bids, NIFT may amend the tender by issuing an addendum in writing or by standard electronic means. The addendum shall be sent to all bidders and will be binding on them. Bidders shall acknowledge receipt of all amendments. If the amendment is substantial, successful Bidder(s) shall be given reasonable time to make amendment or to submit revised bid and the deadline for submission of bids will be extended by NIFT.

9. Evaluation of Bids:

9.1 The selection of the agency will be based on Quality cum Cost Based Selection (QCBS). There will be 70 % weightage for Technical Evaluation and 30 % for Financial Evaluation. The bidder should provide full support to NIFT for evaluation of the exam process and software's cyber security.

9.2 Technical Evaluation:

- a. Detailed technical evaluation shall be carried out by a Technical Evaluation Committee constituted for this purpose by the NIFT with other conditions in the tender document to determine the substantial responsiveness of the tender. For this clause, the substantially responsive bid is one that conforms to all the essential pre-requisites / eligibility criteria and terms and condition of the tender without any material deviation.
- b. Technical Bid will be assigned a Technical score (TS) out of a maximum of 100 points, as per the Scoring Model provided at **Annexure - XVII**.
- c. The Technical Evaluation Committee will call the bidders for presentation and / or demonstration. The vendor will be required to give a demonstration of their software and process for conduct of "Entrance Examination" using one of examination conducted by them. They will also be required to make a presentation on their capabilities to conduct the Entrance Examination as per the conditions specified in this document. The date of

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demonstration and presentation shall be notified separately to the technically qualified bidders. The venue for demonstration and presentation will be NIFT Campus Hauz Khas, New Delhi or as communicated by NIFT.

- d. The Technical Evaluation Committee may seek clarifications to assess the understanding of the bidder regarding the scope and magnitude of the work. However, whether to call the bidder for further discussion or not is at the sole discretion of the Technical Evaluation Committee constituted for the purpose.
- e. Evaluation of the Technical Bid Proposal: The proposals submitted by the vendors will be evaluated by taking the following factors into consideration:
 - (i) Prior experience in conducting Entrance Examination.
 - (ii) Number of candidates handled in a single session
 - (iii) Vendor capability to develop the required software. The process system designed for all activity related to entrance exam. It will be evaluated by the technical committee.
 - (iv) Availability of adequately trained personnel
 - (v) Robustness of the examination process

9.3. Financial Evaluation:

- a. The financial bid should contain only commercials. In case, any bidder encloses the financial bid within the technical bid, the same shall be rejected summarily.
- b. Bidders securing 70 marks or above out of 100 marks will only be considered technically qualified for evaluation of their price bid. The Financial bids of technically unsuitable / ineligible bidders will not be opened.
- c. The Financial Bids shall be opened in the presence of representatives of technically suitable / eligible Bidders, who may like to be present. NIFT shall inform the date, place and time for opening of the Financial Bid to the technically suitable / eligible bidder(s).
- d. The overall amount quoted for all four Exam / activities as per the Price Bid attached at Annexure - II will be considered for evaluation of the financial bid.
- e. The financial scores (FS) would be normalised on a scale of 100 as per the formula given below, with lowest score being normalised to 100 and the rest being awarded a score on a pro-rata basis. This normalised score would be considered for the purpose of QCBS based evaluation.

$FS = (F_{min}/F_b) * 100$ (rounded off to 2 decimal places), where

FS is Normalised Financial Scores for Bidder under consideration

F_{min} is Lowest absolute financial quote received

F_b is Absolute financial quote by the Bidder under consideration

9.4 Final Evaluation Criteria - Quality and Cost Based Selection (QCBS):

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Composite Score (CS) = TS * 0.70 + FS * 0.30

The Bidder with the highest Composite Score (CS) would be considered for award of the contract / empanelment.

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

11. Bidder who secured highest composite scores to whom contract is awarded will be required to deposit performance security @ 3% of the contract sum as of Demand Draft in favour of “NIFT” payable at New Delhi / Pay Order / FD Receipt / Bank Guarantee (Copy of Format is enclosed at **Annexure - XIX**) / Online payment. This performance security must be deposited within 10 days of the award of the contract. No interest will be paid on the performance security. The performance security should be valid for a period of 60 days beyond the date of contract period.

12. Mode of Payment and Penalty:

12.1 The payment to the service provider shall be made in Indian Rupees as per following schedule:

- a. 40% of each exam cost shall be paid within two weeks of the successful completion of each examination.
- b. 30% of each exam cost shall be paid within two weeks after successful completion of processing of the result, submission of the result list to NIFT and handing over of the final reports to NIFT.
- c. 30% of the Contract value will be paid within two weeks after completion of all Entrance Examinations successfully.

Note: In case of examination which would be spread over multiple dates, the payment timeline would be counted from the date of last examination.

12.2. In case of non- fulfilment of the service provider’s specific obligation as under the contract, which non - fulfilment leads to loss / delay in planned activity / event the service provider shall indemnify NIFT to the extent of any loss suffered by NIFT. However, the total liability of the service provider under this clause as well as under any other clause of the contract shall be limited to total amount payable by NIFT to the service provider (under the terms of the contract), provided, however, that this limitation shall not apply to any liability for damages arising from wilful misconduct or negligence.

12.3. If the bidder fails or neglects any of the bid obligations under the contract it shall be lawful for NIFT to forfeit either whole or any part of performance security furnished by the bidder as penalty for such failure.

12.4. In case the Bidder fails to fulfil the obligations as per the terms and conditions of the contract, the NIFT may impose penalty to the extent of upto 10% of the total payment due for that Examination. In addition, the Performance Security may also be forfeited.

12.5 If the Bidder fails to complete the entire works / Service(s) before the completion date or the extended date or if the Bidder repudiates the Contract before completion of the Services, NIFT may without prejudice to any other right or remedy available to NIFT as under the

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Contract, recover from the Bidder, as ascertained and agreed liquidated damages not exceeding 10 % of the contract value over and above any penalty imposed.

12.6 In case the bidder fails to execute the contract for reasons solely attributable to the Bidder, the NIFT shall have the liberty to get it done through any other agency.

13.Prices, Taxes, Duties. The Agency should quote applicable taxes and GST in the price bid. During contractual period if GST / Taxes varies, it will be paid as applicable.

14. 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” 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.

15. 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 fulfil 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 fulfil 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, notwithstanding the provisions of any contract to the contrary, cause to pay fair wage to labour indirectly engaged on the work.
- h. 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.

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- i. 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.

16. **Pre-Bid Meeting.** Pre Bid Meeting will be held on 18th October, 2021 at 03.00 P.M. through Zoom Application. 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”

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.

18. **Information Security and Data Privacy.** The selected bidder will be responsible for providing secure systems. The selected bidder is expected to adhere to Information Security Management procedures as per acceptable standards with best practices. The selected bidder shall be responsible for guarding the Systems against virus, malware, spyware and spam infections using the latest Antivirus corporate / Enterprise edition suites which include anti-malware, anti-spyware and anti-spam solution for the entire system. The vendor shall have to maintain strict privacy and confidentiality of all the data it gets access to.

19. **Fraudulent and Corrupt Practices:**

19.1 The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, NIFT shall reject a Proposal without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the “Prohibited Practices”) in the Selection Process. In such an event, NIFT shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Bid Security or Performance Security and debar the agency from participating in any Tender process of NIFT HO/Campus.

19.2 For the purposes of this Section, the following terms shall have the meaning hereinafter respectively assigned to them:

- a. “corrupt practice” means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of NIFT who is or has been associated in any manner, directly or indirectly with the Selection Process or the LOI or has dealt with matters concerning the Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of NIFT, shall be deemed to constitute influencing the actions of a person connected with the Selection Process); or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LOA or after the execution of the

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Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical consultant/ adviser of NIFT in relation to any matter concerning the Project;

- b. “fraudulent practice” means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;
- c. “coercive practice” means impairing or harming or threatening to impair or harm, directly or indirectly,
- d. any persons or property to influence any person s participation or action in the Selection Process;
- e. “undesirable practice” means (i) establishing contact with any person connected with or employed or engaged by NIFT with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and
- f. “restrictive practice” means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Selection Process.

20. Force Majeure:

20.1 Force Majeure is herein defined as any cause, which is beyond the control of the selected bidder or NIFT as the case may be which they could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affect the performance of the contract, such as natural phenomenon, including but not limited to floods, droughts, earthquakes and epidemics.

Acts of any government, including but not limited to war, declared or undeclared priorities, quarantines and embargo. Terrorist attack, public unrest in work area provided either party shall within 10 days from occurrence of such a cause, notifies the other in writing of such causes.

20.2 The selected bidder or NIFT shall not be liable for delay in performing his/her obligations resulting from any force majeure cause as referred to and/or defined above. Any delay beyond 30 days may lead to termination of contract by parties and all obligations expressed quantitatively shall be calculated as on date of termination. Notwithstanding this, provisions relating to indemnity, confidentiality survive termination of the contract. However, NIFT shall make payment for all the services rendered by the selected bidder till such date of termination of contract.

21. Proprietary Rights: All rights, title and interests in and to the Services and any other material used by the selected bidder in the provision of the Services shall exclusively belong to the selected bidder or its licensors (“Bidder Proprietary Material”). Any and all Intellectual Property Rights with respect to the Services and the selected bidder Proprietary Material and all modifications, improvements, enhancements, or derivative works made thereto, shall always belong to the selected bidder or its licensors and NIFT shall not be entitled to claim any rights therein. All rights, title and interests in NIFT Data shall always remain with NIFT.

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22. Dispute Resolution:

22.1 All disputes pertaining to the tender shall fall within the jurisdiction of courts at Delhi only. The Deputy Director (Admission) of the NIFT shall be the official by whose designation the NIFT may sue or be sued.

22.2 Arbitration Clause. In case of any dispute arising between the Parties, both the parties will try to resolve the issue mutually within 20 days of dispute raised. In any case, the either party will give notice in writing to other party indicating concern, proposed remedy to settle the issue. If the issue does not settle by negotiation, in the manner as prescribed, the same may be resolved exclusively by arbitration appointed by Director General, National Institute of Fashion Technology with the consent of the other party, for adjudication. In such case, the matter will be referred to the sole arbitrator appointed by Director General, National Institute of Fashion Technology, for adjudication with the mutual consent of the other party. Arbitration shall be held in Delhi and conducted in accordance with the provisions of Arbitration and Conciliation Act, 1996 (as amended from time to time and in force when the reference is made).

The arbitrator may from time to time with the consent of both the parties enlarge the time frame for making and publishing the award. Subject to the aforesaid, Arbitration and Conciliation Act, 1996 and the rules made there under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause. The venue of the arbitration proceeding shall be the office of NIFT or such other places as the arbitrator may decide and its proceedings will be in English language. If any dispute still remains unresolved, in that case, the same shall be adjudicated by the Courts of Law at New Delhi. The contract shall be interpreted in accordance with the laws of the Union of India & will be under the jurisdiction of court in Delhi.”

(Admission Department)
NIFT – Head Office

Encl. As above.

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Technical Bid for Hiring of Agency for Assisting NIFT in Conducting Admission for UG & PG Programmes of NIFT/ NLEA /Artisan/ Children of Artisan/ Ph.D” for the academic year 2022-23

S.No.	Technical Criteria	
1.	As per OM No. F9/4/2020-PPD, GOI Ministry of Finance, Deptt. of Expenditure, Bid Securing Declaration is required to be submitted by bidder in lieu of Bid Security / EMD. (Format attached at Annexure – XX)	(Submit scanned copy online).
2	Firms registered under various acts including Societies Registration Acts.	(Submit copy of relevant certificate online)
3	Acknowledgement Letter of bidding document Annexure –VIII	(Submit scanned copy online)
4	Bid Compliance Statement in the format attached as Annexure - IX	(Submit scanned copy online)
5	The Proof of Annual turnover which should not be less than Rs. 1Crore 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. Copy of income tax return filed by agency during last 3 financial years (2018-19, 2019-20 & 2020-21)	(Submit scanned copy online)
6	Copy of registration certificate in support of GST No. / Copy of PAN No. & Validity	(Submit scanned copy online).
7	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 - X.	(Submitted scanned copy online)
8	Experience of conducting minimum three offline Entrance Examination of at-least 10,000 candidates in three different years and in each admission process separately in any Govt. / Semi Govt./ Institute / organization during the period 2017 to 2021. (Copy of Work Order to be attached / Copy of Successfully Completion Certificate to be attached). Experience in both private and government sectors are allowed subject to fulfilment of tender requirement.	(Submit scanned copy online)

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9	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)
10	Experience of conducting / handling Group Discussion and Personal Interview for minimum 1500 candidates in three different years and in each admission process separately during the period 2017 to 2021.	(Submit scanned copy online)
11	The agency must have an operational office in New-Delhi/NCR with required technical and operational manpower resources.	(Submit proof online)
12	The Agency must have facility for in-house scanning and processing of OMR Forms	(Submit proof online)
13	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 fulfil the obligation of PF & ESI at no extra cost to NIFT.	(Submit scanned copy online)
14	<p>The Agency has successfully executed / completed 3 offline entrance exam valuing not less than the amount of Rs. 50 Lakhs in each exam over the last 4 years.</p> <p style="text-align: center;">OR</p> <p>The Agency has successful executed / completed 2 offline entrance exam valuing not less than the amount of Rs. 60 Lakhs in each exam over the last 4 years.</p> <p style="text-align: center;">OR</p> <p>The Agency has successful executed / completed 1 offline entrance exam valuing not less than the amount of Rs. 80 Lakhs over the last 4 years.</p>	(Submit scanned copy of Work Order online)

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Financial Bid

(Separate for UG/ PG/ PhD//NLEA)

S.N	Activity	Approximate no. of candidate	Rates in Rupees		
			Rate of Per Candidate	GST %	Total of per candidate including GST
1	Operational Cost for conduct of CAT & GAT for UG / PG courses as per scope of work attached at Annexure – III (a), (b), & (c)	20000			
2	Operational Cost for conduct of Situation Test / Studio Test as per scope of work attached at Annexure – III (a), (b) & (c)	10000			
3	Operational Cost for conduct of GD / PI for PG courses as per scope of work attached at Annexure – III (a), (b) & (c)	1500			
4	Operational Cost for conduct of Ph. D Entrance as per scope of work attached at Annexure – III (d)	100			
5	Operational Cost of Implementation of Social Distancing measures for all above entrance exams as per Scope of Social Distancing measures defined in Annexure VII.	30000			

Note :

- **The overall amount quoted for all four Exam / activity as per the Price Bid attached at Annexure - II will be considered for evaluation of the financial bid.**
- **The approximate number of candidates given is for reference only. Payment will be made on pro-rata basis based on number of admit card issued to the candidates who appear in the Entrance Examination.**
- **If the Social Distancing measures are not required at the time of Examination, the payment of the same will not release / applicable.**

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- > **Quoting for all items is mandatory.**
- > **Rates should be quoted in words as well as in figure. If discrepancy is found in words and in figure than rates written in words would be consider.**

(Signature and Seal of Bidder)

Name in Capital letter: _____

(in the capacity of: _____

Duly authorized to sign Bid for and on behalf of _____

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Conduct of Admission for Various UG & PG Programmes of NIFT - Activities To Be Carried Out

1. Conduct the examination as per time table fixed by NIFT.
2. Provide dedicated manpower support to conduct all activities related to the Examinations.
3. Develop a dedicated web based portal exclusively for NIFT Admissions.
4. Have secure server services for data collection, hosting etc. along with requisite software licenses/certificates for the assignment(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 software).
5. Online hosting/display of admission advertisement, instruction, and other information related to examination, from time to time.
6. 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.
7. Provide payment gateway for online fee collection through Debit/ Credit Card, Net- banking etc.
8. Provide access to the authorised representative of NIFT to the application online (admin control)Authorised personnel to be able to access software as admin., observe all process real time and generate MIS reports.
9. 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 all type of future correspondence/queries.
10. 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 calls to be handled simultaneously with maximum response time of 3 minutes Modalities be designed by vendor.
11. Auto scrutiny of the candidates' information online, 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.
12. Generation a 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.
13. Arrangement for downloading of filled application form with computer generated unique Registration number
14. 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 requirement of generation of sms/email alert will be on all major occurrences/events and changes as required.
15. Consolidation of application data / exam fee, roll number generation.

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16. Update information on the web based portal regularly for information to candidates and maintain the web based portal till the completion of the Admission.
17. Integrate the web based portal with the payment gateway of Bank.
18. Verify the transactions status made through payment gateway on regular basis.
19. Maintain database of all the applications and generate various MIS reports as required by NIFT.
20. Provide necessary connectivity with adequate bandwidth.
21. Maintain the server for the total duration of the Admission Process till completion.
22. Ensure data integrity and security throughout the process.
23. Provide soft and hard copies of the list of applicants sorted on various criteria like Alphabetical, Registration number and further sorted out on State/City basis, category basis etc., once and registration process is over.
24. 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(CAT)

25. Design/ Print question papers in English and Hindi language as per the pattern and scheme of Examination stipulated by NIFT in the required quantity.
26. 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 of the candidates, pattern and demand of the test will be taken in to account.
27. Design, generate, upload and issue admit cards for written exam on the portal created.
28. Position the confidential test material containing question papers at all the test centres, personally escorted by its observers/officials.
29. Supervise the conduct of the test in two sessions' morning and afternoon.
30. Agency observer/official will collect back and personally carry back the used answer sheets from test centres to New Delhi.
31. 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). The table/desk provided for the students should be stable, flat and minimum 2.5 feet x 2.00 feet with smooth surface as the students are required to draw and use color during the test. The chair / bench should be comfortable and without wheels.
32. Ensure to maintain complete confidentiality of the test material.
33. Evaluate the OMR answer sheets by double scanning. Agency will pseudo number the used creative subjective booklets and position them at NIFT HQ for evaluation by experts at NIFT HQ, under coordination by the agency team. (tentative period 2 to 3 weeks)
34. Provide the OMR answer sheet with the carbon copy, so that the candidate may retain the same. Candidates will also be allowed to take away the question paper of written test with the copy of OMR answer sheet. The agency will upload the answer keys of each series at the

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website to enable the candidates to check their answers. The window for the same will be open for a certain period after the written entrance examination. The information to this effect will be incorporated in the schedule of activities. The agency will also receive the objections from the candidates on the payment of Rs. 500/- per objection/question. Agency will develop the process and implement the same without increasing the financial implications. Payment of Rs. 500/- per objection/question would be deposited in NIFT's Account.

35. Provide results in hard and soft copy in Roll order containing Roll Number and Name etc as per format provided by NIFT.

Conduct of Situation Test

36. It is a crucial component of examination system and is conducted for approximate 15,000 candidates may appear for the test at 17 NIFT Campuses on 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.
37. 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 external evaluators of Rs 2500/- per day will be made by the agency.
38. Venue for Situation Test: The situation test will be conducted in NIFT Campuses only, located at New Delhi, Bengaluru, Chennai, Gandhinagar, Hyderabad, Kolkata, Mumbai, Patna, Raebareli, Shillong, Kannur, Kangra, Bhopal, Jodhpur, Bhubaneswar, Panchkula and Srinagar (J&K) or at such centres as finally decided by NIFT.
39. 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.
36. 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.
37. Conduct situation test for Bachelor of Design (B.Des) on multiple days as required (approx. 3-4 days) simultaneously at all or assigned NIFT Campuses by deputing its own team.
38. Depute Centre Superintendents, Invigilators and other operational staff at all NIFT Campuses earmarked as Test centres for the conduct of Situation Test.
39. Develop Question Papers for the situation test as per the sample given by NIFT.
40. 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.
41. 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.
42. Pseudo number the models created for the situation test by students and make them ready for on the spot evaluation on daily basis by NIFT evaluators. Agency will make sure that candidate identity is not disclosed to the NIFT Evaluators. The evaluation sheets will carry only the pseudo numbers.
43. Compile the results of the written test and situation test for final merit list for Bachelor of Design (B.Des).

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Conduct of Group Discussion (GD) and Personal Interviews

44. Conduct Group Discussion (GD) and Personal Interviews in Delhi on multiple days (approx. 15 days) in a suitable place approved by NIFT within the radius of 10 K.M from NIFT HQ having proper infrastructure for conduct of Group Discussion (GD) and Personal Interviews. All costs pertaining to the same will be borne by the Agency. All arrangements will be done by Agency as per approval of NIFT 2 weeks in advance.
45. 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 will be vetted by NIFT before use.
46. Broad representation in interview panel: NIFT will give a list of industry representatives, persons known for their academic excellence 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. Each panel consist 3 members and there will be at least 4 panels on each day. The honorarium of Rs.2500/- per day will be paid by the agency to panel members
47. 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.
48. 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.
49. Design, develop and print case studies for Group Discussion (approx. 250 case studies).
50. Compile the results of the Written Test, Group Discussion and Interview for final merit list for PG program in Design, Management and Technology.
51. 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:
 - i. Roll Number wise list
 - ii. Result by Name in Alphabetical order
 - iii. Merit-wise list
 - iv. Category-wise merit list
 - v. Common merit result
 - vi. Customized reports
52. NIFT will not be responsible in case of any discrepancy/irregularity in tabulated results, or any legal issues arising thereof.
53. Calculate marks obtained by each candidate as per the requirement and marking scheme to be provided by NIFT and prepare the common merit and category wise merit lists as per the requirement of NIFT for each set / stage of examination conducted.
54. To handle the entire above-mentioned operation with utmost confidentiality, with precautions and in a professional way of high standard.
55. To retain the exam related documents (all) for a period of one year from the date of declaration of final Result and to provide any clarification sought by NIFT.

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56. To provide documented inputs and support for handling
- k. Students queries
 - l. Press interaction
 - m. RTI queries
 - n. Court Cases

Setting and Printing of Question Papers

57. 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.
58. 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.
59. **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 contact 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. It will be 8 pages booklet.
60. Packing: The question papers printed will be packed confidentially without any external marking or name of Agency. The sealed carton will contain only the coded identifications for

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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 centres. 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. Packing is strictly required in metal boxes with material packed in water proof packing and with two locks for secrecy and confidentiality.

61. 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.
62. 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.
63. Evaluation of CAT (Creative Ability Test) question paper: Evaluation for this paper will be done in the premise of the NIFT on multiple days (approx. 2 weeks). NIFT will give a list of Design experts who will be invited by Agency to evaluate the same including the NIFT faculty.
64. Coding and decoding of CAT papers for evaluation: The coding of CAT papers will be done by Agency prior to evaluation of CAT papers. The evaluated papers will be decoded to compile result.
65. 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.
66. 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.
67. 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 Agency.

.....

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Activities to be carried out for conduct of NLEA Examination

1. The Lateral Entry Written examination will be conducted with the Entrance Examination for UG/ PG entrance as per time table fixed by NIFT.
2. Incorporate all activities required for Lateral Entry on the Common Admission Entrance Exam.
3. General Ability Test (GAT) will be conducted for all Lateral Entry candidates (approx. 100) in the same manner and methodology with the exam for UG candidates.
4. Conduct of Studio Test for Bachelor of Design /Technology Aptitude Test (TAT) for Bachelor of Fashion Technology.
5. The Studio Test and TAT will be conducted at designated NIFT Campuses with the Situation Test for regular B Des candidates.
6. Incorporate all activities for Lateral Entry to the Common Admission Situation Test / TAT.
7. Agency will depute local official on the date of Interview & Studio Test/ Technical Ability Test at earmarked NIFT Campus for the conduct and coordination.
8. 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.
9. Agency observer/official will collect back and personally carry back the used answer sheets from test centres to New Delhi.
10. Agency will compile the marks of Studio Test/ TAT and Interviews for B. Des & BF Tech in hard and soft copy in Roll order containing Roll Number and Name etc.
11. 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, Technology Aptitude Test, Studio Test and Interview in the following order:
 - a. Roll Number wise list
 - b. Result by Name in Alphabetical order
 - c. Merit-wise list
 - d. Category-wise merit list
 - e. Common merit result

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Activities to be carried out for conduct of Artisan Examination

1. Artisan Examination includes a Studio Test and Interview.
2. Incorporate and include the candidates for Artisan Entry with the regular candidates for B Des for conduct of the Studio Test with the Situation Test.
3. Incorporate all activities for Artisan Entry (100 Candidates) with the Common Admission Entrance Exam.
4. Interviews for the candidates will be held separately at the same Campuses where Situation Test is conducted a day prior or a day after the conduct of the Situation Test.
5. Agency will depute local officials on the date of Studio Test at earmarked NIFT Campus for conducting of studio test. Agency will supervise the conduct of the test in one session.
6. Agency will compile the marks of Studio Test and hand over the results in the desired format of NIFT.
7. Hand over hard copy as well as soft copy of category wise results with merit list in respect of candidates appeared in the Studio Examination and Interview in the following order:
 - a. Roll Number wise list
 - b. Result by Name in Alphabetical order
 - c. Merit-wise list
 - d. Category-wise merit list
 - e. Common merit result

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Activities to be carried out for conduct of examination for Ph.D Candidates

1. Scrutinize applications forms and submit the list of eligible and non-eligible candidates to NIFT for approval. A second scrutiny may be undertaken if required.
2. Consolidation of application data / exam fee, roll number generation and upload status of application on admission web portal.
3. Allot Roll No. to the candidates eligible as per criteria decided in the admission process for the PhD written examination.
4. Design, generate and upload the admit cards for written exam on the portal created by Agency for NIFT.
5. Provide access to authorised representative of NIFT to the applications online (admin control).

Conduct of Written Test

1. Print Question Booklets in bilingual (i.e.. English and Hindi language) as per the pattern and scheme of Examination stipulated by NIFT in the required quantity.
2. Organise preparation of question paper for the Set I (which has 3 section viz - Research Aptitude, Communication Skills, Logical Reasoning). There will be 10 questions in each of the 3 sections, with all the questions carrying one mark each and will have 4 options to choose. The Question Paper will be approved by NIFT.
3. Design and print the OMR Answer Sheets in the required quantity.
4. Evaluate the OMR Answer Sheets by OMR Scanner (Set I).
5. Exam will be conducted at NIFT Delhi Campus, Agency will arrange centre superintendent, Invigilator and other staff at the NIFT Head Office, New Delhi to conduct of exam.
6. Pack and seal the test material.
7. Position the confidential test material containing question papers at the exam centre, personally escorted by its observers/officials.
8. Supervise the conduct of test for approx. 100 candidates as per the following pattern:-
9. Collect back examination material both used and unused directly from the NIFT Head Office, New Delhi.
10. Ensure complete confidentiality of the test material.
11. Facilitate the evaluation of the answer booklets for descriptive exam (Set II) at NIFT Head Office, New Delhi. Set II will be evaluated by a panel of NIFT faculty. Each descriptive answer booklet will be evaluated by two subject experts(Original booklets will be photocopied which will be checked by second expert)
12. Logistics of paper evaluation (stationery etc) will be organised by the agency.
13. Agency will compile and provide the result of the written Exam to NIFT in a mutually agreeable format.

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14. NIFT will retain intellectual property rights on the confidential test material developed which will not be shared by the Agency with any outside agency.

Conduct of Research Proposal Presentation and Interview Activities

1. All candidates who were shortlisted (in the application scrutiny process) and were exempted from written test and those who qualified the written test will appear for Research Proposal Presentation & Interview.
2. Design and generate call letters online, for candidates who clear the written exam and those exempted from written exam and are eligible to appear for research proposal presentation and interview.
3. Issue admit card for RPP&I to all the candidates.
4. Send letters of intimation to all nominated panel members to confirm their availability (list to be provided by NIFT).
5. Arrange for a venue depending on the number of candidates for the conduct of Research Proposal Presentation & Interview at New Delhi.
6. Announce time slots to the candidates.
7. Panel for conducting the Research Presentation & Interview will be provided by NIFT.
8. Arrange for hospitality of panel members during the conduct.
9. Verify the original documents of all candidates on the day of the research proposal presentation before the allowing candidates into the presentation.
10. Compile the results of the written exam and interview for final merit list for PhD Programme. Compilation of result and the list of finally selected candidates should clearly indicate the selection of category. (NTF i.e NIFT Teaching Fellows, Full Time Study Leave, Part Time etc.)
11. In case due to unforeseen circumstances physical conduct of RPP&I cannot take place, the Agency will be prepared to conduct the same online:-
 - a. A portal will have to be developed with the marksheet format so that for each panel members may individually mark all candidates.
 - b. Orientation of the panel before the online RPP&I for checking the smooth conduct of the activity
 - c. Appointment of the host to verify the candidates and allow entry in online portal
 - d. Announcement of time slots to the candidates and sending them individual links and passwords.

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Tentative Timelines - Admission Process

Academic Programme	Nov' 2021	Dec' 2021	Jan' 2022	Feb' 2022	Mar 2022	April ' 2022
Bachelor of Design	Registration Commences	Registration Closes	Entrance Exam	Results of Written Exam	Situation test	Final Result (CMR)
Master of Design	Registration Commences	Registration Closes	Entrance Exam	Results of Written Exam	GD/PI	Final Result (CMR)
Bachelor of Fashion Technology	Registration Commences	Registration Closes	Entrance Exam	Results of Written Exam (CMR)		
Master of Fashion Technology	Registration Commences	Registration Closes	Entrance Exam	Results of Written Exam	GD/PI	Final Result (CMR)
NLEA Admissions	Registration Commences	Registration Closes	Entrance Exam	Results of Written Exam	Studio Test /Interview/ TAT	Final Result (CMR)
Artisan Admissions	Registration Commences			Registration closes	Studio Test/Interview	Final Result (CMR)
PhD Admissions	Registration Commences			Registration closes 1st Week	Screening	Written Test - 1st Week Results of Written Exam - Third Week

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Cities where NIFT Admission Entrance Examination is to Conducted

S. No.	Examination centre
1	New Delhi (East, Central, North, South and West Delhi) atleast one centre at each location
2	Nagpur
3	Pune
4	Mumbai
5	Kolkata
6	Chennai
7	Coimbatore
8	Madurai
9	Ahmedabad
10	Surat
11	Vadodara
12	Hyderabad
13	Vishakapatnam
14	Bengaluru
15	Dehradun
16	Lucknow
17	Kannur
18	Cochin
19	Ranchi

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20	Patna
21	Guwahati
22	Shillong
23	Raipur
24	Bhopal
25	Kangra
26	Bhubaneshwar
27	Jaipur
28	Udaipur
29	Jodhpur
30	Jammu
31	Srinagar
32	Chandigarh

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Cities where NIFT Admission Situation / Studio Test to be Conducted at NIFT Campuses

S. No.	Examination centre
1	New Delhi
2	Mumbai
3	Kolkata
4	Chennai
5	Gandhinagar
6	Hyderabad
7	Bengaluru
8	Kannur
9	Patna
10	Shillong
11	Bhopal
12	Kangra
13	Bhubaneshwar
14	Jodhpur
15	Srinagar
16	Panchkula
17	Rae Bareli

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Requirements at Centres where Entrance Examination is to be conducted

1. The tentative list of Cities where the Test shall be conducted are given at **Annexure-V**. The service provider would identify suitable test centres in each of the cities where examination will be held.
2. Each of the identified centre will be vetted by authorised NIFT personnel. The selected bidder shall ensure that only those centres that are vetted and approved by the NIFT shall be used for the Examination.
3. 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 bidder, the bidder shall be liable to penalty. Any change necessitated by Govt. orders will be implemented without any penalty.
4. 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 will unconditionally agree to it.
5. The selected bidder, as per the requirements and directives from NIFT, shall make required arrangements at the Exam Centres.
6. The exam centre should be accessible from the key transport places with easily available public transport.
7. The exam centre should provide adequate comfort to the candidates, but not limited to toilet, water, cleanliness, parking(preferably), thermal, lighting, ventilation, etc.
 - a. The exam centre should provide basic life safety for the conduct of exams, but not limited to fire safety, fire fighting equipment, electrical (electricity, DG, UPS, wiring), first aid, emergency procedures, etc.
 - b. The exam centre should be safe to conduct fair exam including but not limited to personnel security.
 - c. The selected bidder shall ensure suitable drinking water and separate hygienic toilet facilities for both Boys and Girls at each examination centre.
 - d. The selected bidder shall securely deliver Question Papers (in English and Hindi for “Entrance -Examination”
 - e. The selected bidder shall ensure checking of original documents and admit card of the candidates at the entrance gate of the examination centre.
 - f. The selected bidder shall ensure that the candidates have pasted passport size photograph and Signature of the candidate is taken on the specific space in the attendance sheet and Verification of the signature and photograph in attendance sheet is done vis-à-vis the signature and photograph in the admit card
 - g. The selected bidder shall arrange/provide adequate displays and provide required instructions/ information to the candidates appearing for exam at Exam Centres.

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8. The selected bidder shall ensure availability of proper security, frisking (through Hand held Metal detector (HHMD) and Hand Pat) at the examination centres. Separate frisking facilities for Female candidates. Only Female staff will frisk the female candidates. However, female frisking process should be conducted in a three-side covered enclosure. Security Guards should be in proper uniform.
9. There must be adequate spacing between two adjacent seats.
 - a. The selected bidder shall obtain candidate's feedback through online Feed Back Form, after the examination is over. The candidate's feedback be taken through the registration portal
 - b. The selected bidder shall provide answer sheets for each candidate as required based on the sample provided by NIFT.
 - c. The selected bidder shall have a contingency plan for candidate management/ shifting in case of any emergency.
 - d. The selected bidder shall monitor and supervise Exam Centre activities. Real time data and feedback from each Exam Centre during the examination should be available.
 - e. Other hard copy documents such as attendance sheet, filled Proformas, Admit Cards, ID proofs, Rough Sheets, etc. (if any) should be collected and kept by the agency till the conclusion of the examination process. Bidder needs to collate all these documents in one place centrally from all centres. Bidder is also required to provide access to scan copies of these documents. NIFT should be able to search these documents with required identifier like Roll Number or Centre Number, etc. Bidder is required to maintain this data for 6 months from examination.
 - f. The examination centres should have all necessary amenities/facilities for PWD Candidates including wheel chair, ramp, toilet, etc.

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Social Distancing Measures

1. Allocation of candidate at Exam Centres such that candidates maintain a space of at least 3 feet from each other with proper sanitization between 2 shifts.
2. **Changes in Admit card.** The following changes are to be made in the format of Admit card.
 - a. Specific instructions for social distancing for candidates.
 - b. Staggered Time Slot for the candidate's entry into the venue – to be printed on the Admit card.
 - c. Candidate self-reporting questionnaire for COVID-19 symptoms.
 - d. List of items permitted in exam labs be specified.
 - e. In case of candidate with scribe, both the candidate and the scribe must bring their own N95 mask A.
3. Each exam centre needs to have the following additional materials :
 - a. Masks for exam staff
 - b. Surgical gloves & masks for candidates as a mandatory requirement for admission into exam venue. Candidates will bring their own disposable mask and gloves.
 - c. Hand Sanitizer at entry and inside the exam venue as needed.
 - d. Spray bottles, sponges/ cloth for disinfecting items such as workstations, door handles, etc
 - e. Disinfectant liquid with 1% sodium hypochlorite for spraying in the venue
 - f. Disinfectant backpack spray machines for spraying floors, walls, etc
 - g. Additional cleaning material for washrooms to ensure increased hygiene
 - h. Water dispenser for hand wash at entry gate
 - i. Liquid hand wash soap at entry and washrooms for washing hands
 - j. Thermo guns (approved model) for temperature check of incoming candidates
 - k. Additional notice boards
 - l. Individual water bottles to be brought by the candidate.
 - m. Rope lines and Floor Marks to manage queues
4. Sanitize the Exam Centre venue.
At the Start on Exam Day.
 - a. Spray entire venue floors and walls, doors, gates, with disinfectant from backpack spray machines
 - b. Fresh surgical mask and surgical gloves to be used by exam functionary after staff verification is done
 - c. Replenish all sanitizer bottles at entry gate, labs, registration desks, server room, staff/observer room, etc
 - d. Replenish all liquid hand wash bottles in restrooms and entry gate.

5 Before each shift starts

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- a. Candidate Seating Area to be thoroughly sanitized.
- b. Clean and disinfect all the washrooms
- c. Disinfect all door handles, staircase railing, lift buttons, etc
- d. Disinfect wheelchairs if present at the venue
- e. Replenish all sanitizer and liquid hand wash bottles at the venue
- f. Clean all the trash bins

6 At end of the day

- a. Staff to take mask and gloves home and dispose them there
- b. Safely dispose of all used masks and gloves discarded at the venue and trash bin bags as per standard guidelines issued by health authority.

7 Exam Centre officials verification and self-declaration. This step needs to be done immediately at the staff entrance. Exam functionary must self-declare Covid status. Thermo gun check must be done at this point. If any person fails to meet the self-declaration criteria, or thermo gun check, he/she will be asked to leave the venue immediately. Exam functionaries to use the mask and gloves at all times.

8 Crowd management outside the venue

- a. Advisory notice boards to caution the candidates about Social Distancing precautions will be positioned at suitable locations within and near the venue
- b. Queue manager / ropes to be placed in a way to move candidates towards the entry gate in an orderly way without crowding. Draw circles within the roped area for people to stand.
- c. Loudspeaker to be used to call candidates as per their time slots

9 Managing Candidate Entry at the Gate

- i. Entry of Candidates as per Time Slot given in Admit Card. To avoid crowding at the venue entry due to candidates reaching all together, they will be given staggered time slots. The staggering of time slots will be done in such a way so as to ensure uniform distribution of candidates during entry at the venue. A prior communication on this process of staggered will be shared with the candidates through admit card.
- ii. The Room number will be displayed and informed to the candidate at this point.

10. The temperature of the candidates will be checked at the entry gate of the exam centre. Candidates with temperature greater than 99.14-degree Fahrenheit will be accommodated in the Isolation Lab. Separately set up isolation lab will be up to 5% of centre capacity. In exceptional cases where candidate is not feeling well, candidate will have to sign self-reporting questionnaire (to be part of the admit card), which will be viewed by the guard at a safe distance, and then candidate will drop it in a box (preferably ballot box type) kept at entry under CCTV coverage. In case, any person is observed to be having above normal temperature (> 99.14° F) or displaying any symptoms of the virus, they will not be allowed entry into the venue. Local Helpline Number for COVID-19 be displayed prominently at the venue and used when required. Regular announcements will be made urging candidates to maintain social distancing amongst them. Volunteers will also guide the candidates to maintain social distancing.

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2. Body pat frisking will not be done while Social Distancing is in effect.
3. Document verification.
 - a. A table of approx. 3 ft width should be kept at lab entrance so as keep distance between candidates and exam centre officials regulating entry of candidates.
 - b. Candidate will flash the documents for exam functionary to view.
 - c. Candidate will place the admit card on the table and exam functionary will stamp it with shift specific coloured stamp.

14. COVID 19 specific safety instructions will be displayed as part of initial instruction for the candidates. This will include declaration about the candidate's status with regard to COVID-19 symptoms. In case any candidate does not give this self-declaration, he/she would be shifted to isolation lab .

15. Washroom break management

- a. Candidate must take permission from Invigilator before going to washroom.
- b. Housekeeping staff manning the washrooms must insist that the candidates wash their hands before leaving the washroom.

16. Drinking water management

- a. The practice of water dispenser will be discontinued for Social Distanced PBTs.
- b. Personal Water Bottles will be permitted at the table and should be brought by the candidates. Provision upto 10% of candidate count per centre for small transparent Water Bottles (500 ml) to be kept .

Post Examination Phase Social Distancing measures

17. Candidate exit from venue

- a. On completion of a shift, the candidates should be permitted to move out in an orderly manner – One candidate at a time.
- b. Candidate must drop the Admit Card in a box at the exit. The box will be emptied after a suitable safe period advised by medical experts.
- c. Required distance will be maintained without crowding anywhere.
- d. Volunteers will be present along the exit path to ensure orderly movement of candidates.

18. Record of all exam functionaries

- a. Record of all exam functionaries will be maintained in the system for future reference and traceability
- b. Invigilator records are to be maintained in the system through staff verification process
- c. Name and number of other staff such as Housekeeping, Security Guards, etc will be maintained in a separate digital register by the Venue Head. No signature will be needed.

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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 Admission for UG & PG Programmes of NIFT/ / NLEA / Ph.D"

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 : _____
- (iv) E-MAIL ADDRESS : _____

B) Contact person at Delhi :

- (i) POSTAL ADDRESS : _____
- (ii) TELEPHONE NUMBER : _____
- (iii) CONTACT PERSON : _____
- (iv) E-MAIL ADDRESS : _____

Submitted By:

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

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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:.....

I accept the above Terms & Conditions

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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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Financial Information

Financial Analysis: Details to be furnished duly supported by figures in Balance Sheet/ Profit & Loss Account for the last three years i.e. 2018-19, 2019-20 & 2020-21 as certified by the Chartered Accountant, as submitted by the Bidder to the Income-Tax Department (copies to be attached).

Table-1 : Total Turnover

S. No.	Details	(1) 2018-19	(2) 2019-20	(3) 2020-21
i)	Gross annual turnover			
ii)	Profit/Loss			
iii)	Financial Position : Cash Current Assets Current Liabilities Working Capital (b-c) Current Ratio : Current Assets/Current Liabilities (b/c)			

Table-2 : Turnover from Paper Based Test Only

S. No.	Details	(1) 2018-19	(2) 2019-20	(3) 2020-21
i)	Gross annual turnover			

Please attach -

- Up to date Income Tax Clearance Certificate.
- Audited Balance Sheet. For the financial year 2020-21, the bidder may submit duly certified provisional balance sheet in case audited balance sheet is not available.
- Certificate of net worth from Bankers of Bidder.

Note:

- Attach additional sheets, if necessary.

(Signature with date and Seal of Bidder)

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ANNEXURE-XII

Details of Similar Work Executed

S. No.	Name of work/ Project & Location	Owner/ Sponsoring organization	Total No. of Candidates Handled	Total No. of Shifts taken for completion	Date of commencement as per contract	Actual Date of completion	Litigation/ Arbitration/ pending in progress with details	Name, Designation and address/ telephone number of officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9	10

(Signature with date and Seal of Bidder)

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ANNEXURE – XIII

Details of work under Execution or Awarded

S NO	Name of work/Project & Location	Owner/ Sponsoring organization	Total No. of Candidates to be handled	Date of commencement as per contract	Stipulated date of completion	Upto date percentage progress of work	Slow progress if any, and reasons thereof	Name, Designation and address/ telephone number of officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9	10

(Signature with date and Seal of Bidder)

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Performance Report of Works Referred in Annexure XII & XIII

(Furnish this information for each individual work done by the bidder for whom the work was executed)

1. Name of Work/Project & Location : _____

2. Owner or sponsoring Organization : _____
Address : _____
Contact Person : _____
Email : _____
3. Agreement No. : _____
4. Estimated Cost : _____
5. Tendered Cost : _____
- 6 (a) Date of Start : _____
(b) Stipulated date of completion : _____
(c) Actual date of completion : _____
7. Amount of compensation : _____
Levied for delayed completion,
Or any other damages, if any
8. Performance reports/assessment by clients (Supported by documentary evidence, if any)
(a) Quality of work - Excellent/ Very Good/ Good/ Fair: _____
(b) Resourcefulness - Excellent/ Very Good/ Good/ Fair: _____

(Signature with date and Seal of Bidder)

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Structure of the Organization

1. Name and address of bidder: _____

- 2 (a) Telephone No. _____
(b) Fax No. _____
(c) Email address _____

- 3 Legal Status (Attach copies of original document defining the legal status).
(a) An Individual/Consortium: _____
(b) A Proprietary/Partnership agency: : _____ A Limited
Company or Corporation: : _____

- 4 Particulars of Registration with various Government bodies & Statutory Tax Authorities: (Attach attested photocopy)
(a) Registration Number : _____
(b) Organization/Place of registration: _____
(c) Date of validity : _____

- 5 Names and titles of Directors & Officers with Designation to be concerned with this work with Designation of individuals authorised to act for the organisation:

- 6 Were you or your company ever required to suspend the work for a period of more than six months continuously after you commenced the works? If so, give the name of the project and reason for not completing the work.

7. Have you or your constituent partner(s) ever left the work awarded to you incomplete? If so, give name of the project and reason for not completing the work.

8. Have you or your constituent partner(s) been debarred/black listed for tendering in any organization at any time? If so, give details.

9. Area of specialization and Interest : _____

10. Any other information considered necessary but not included above.

(Signature with date and Seal of Bidder)

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ANNEXURE XVI

Details of Technical & Administrative Personnel to be employed for this work

TABLE-1:

Category	Total Number of regular employee	Number available for this work	Minimum Qualification	Remarks
Technical				
Administrative				

TABLE-2:

S No	Designation	Total number of employees in the category	Number available for this work	Minimum Qualification	Professional experience and details of work carried out	In what capacity these would be involved in this work	Remarks
1	2	3	4	5	6	7	8

(Signature with date and Seal of Bidders)

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Criteria for Technical Evaluation of Bids

Following Scoring Model will be followed for technical evaluation of the bids for conduct of examinations:

S. No	Description of Marking Scheme	Supporting Document	Maximum Marks	Marks evaluated by Technical Evaluation Committee
1	Bidder's Profile		06 Marks	
1.1	Overall staff strength ((Project Management / Development / Quality Assurance / Implementation / Operations)	EPF Registration Certificate and Self Declaration from the Authorized Signatory / HR Head	03 Marks	
	1-25		01	
	26 – 50		02	
	51 & above		03	
1.2	Software / Solution		03 Marks	
	Organization should own the source code of the application software and should be capable to modify as per security requirement of NIFT	Self-Declaration from the authorized signatory for ownership of source code & capability / willingness to change	02	
	The organization should have in-house technical personnel to maintain software and data used to conduct the exam	Self-Declaration from the authorized signatory / Departmental Head for required Technical Manpower	01	
2	Bidder's certification		04 Marks	
2.1	CMMI level (Organisation-Development / Services)	Submit relevant documents	02	
2.2	ISO 9001 & ISO 27001 Certifications	Submit relevant documents	02	

I accept the above Terms & Conditions

(Full Signature & Stamp of the Tenderer)

3	Bidder's Financial Turnover		<u>08 Marks</u>	
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 years ending 31 March 2021 (Pl submit proof)	Audited Balance Sheet or CA Certificate		
	>= 1 Cr and < 5 Cr		04	
	>=5 Cr and above		08	
4	Bidder's experience in Paper Based Test (PBT) in INDIA		<u>14 Marks</u>	
4.1	No of Years in conducting Entrance Exam	Customer Experience Certificate / Work Order	<u>07 Marks</u>	
	Three to 5 years		04	
	More than 5 Years		07	
4.2	Maximum No. of candidates appeared in PBT in single shift during the period 2017 to 2021.	Customer Experience Certificate / Work Order	<u>07 Marks</u>	
	<10,000 Candidates		00	
	≥10,000 -< 15,000 Candidates		03	
	≥15,000-<20,000 Candidates		04	
	≥20,000Candidates		07	
5	Number of Academic Assignments completed with 10,000 or more candidates in INDIA during the period 2017 to 2021	Customer Experience Certificate / Work Order	<u>08 Marks</u>	
	1 assignment		01	
	2 assignments		02	
	3 to 5 assignments		04	
	More than 5 assignments		08	

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6	<p>Presentation:</p> <p>The marks for Approach and Methodology will be given by the Committee based on the Presentation& Demonstration made by the bidder.</p>	<ul style="list-style-type: none"> > Company Profile and experience, > Plan to execute the Admission process of NIFT, > Innovativeness, quality of software deliverables, timelines, past history, > Software development and execution of the software, Approach and methodology, Software system proposed. > Assesment of the exam procedure 	60 Marks	
Total Score			100	

Bidders scoring 70% or more scores as per above criteria will be considered technically qualified for opening of their Price Bid.

Signature of Bidder

I accept the above Terms & Conditions

(Full Signature & Stamp of the Tenderer)

Tender Acceptance Letter

(To be given on Company Letter Head)

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: -

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s).
namely: _____

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to (including all documents like annexure(s), schedule(s), etc. ..), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too has 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 its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

I accept the above Terms & Conditions

(Full Signature & Stamp of the Tenderer)

6. I / We hereby unconditionally accept that for conduct of NIFT examinations, I/We will abide by the directions/instructions issued by NIFT from time to time.

7. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract , without prejudice to any other rights or remedy.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

I accept the above Terms & Conditions

(Full Signature & Stamp of the Tenderer)

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, HuazKhas, 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 ----- shall unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns), do hereby guarantee and undertake to pay NIFT, on demand any and all money payable by the Contractor to the extent of Rs.------(Rupees-----only) as aforesaid at any time upto without any 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 reason of any other acts of omission or commission on the part of NIFT or any other indulgence shown by NIFT or by any other matters or thing whatsoever which under law would , but for this provision have the effect of relieving the Bank.
4. The Bank also agrees that NIFT and its option shall be entitled to enforce this guarantee against the Bank as a principal debtor, in the first instance without processing against the Contractor and notwithstanding any security or other guarantee that NIFT may have in relation to the Contractor’s liabilities.
5. This guarantee shall not be affected by any changes in the constitution of Contractor nor shall it be affected by any charges in the constitution of NIFT or by any amalgamation or absorption thereof or therewith but will ensure for and be available to and enforceable by absorbing or amalgamated company or concern.

I accept the above Terms & Conditions

(Full Signature & Stamp of the Tenderer)

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)

Bid Securing Declaration Form

Date: _____

Tender No. _____

To(insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am/We are in a breach of any obligation under the bid conditions, because I/We

- a) Have withdrawn /modified/ amended, impairs or derogates from the tender, my/ our Bid during the period of bid validity specified in the form of Bid;
or
- b) Having been notified of the acceptance of our Bid by the purchaser during the period of bid validity
 - (i)fail or reuse to execute the contract, if required,
or
 - (ii)fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/ we are not the successful Bidder, upon the earlier of

- (i) the receipt of your notification of the name of the successful Bidder ;
or
- (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)

in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on _____ day of _____(insert date of signing)

Corporate Seal(where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

I accept the above Terms & Conditions

(Full Signature & Stamp of the Tenderer)