

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

**MINUTES OF THE PRE-BID MEETING FOR HIRING THE AGENCY FOR CONDUCTING ONLINE
ADMISSION COUNSELLING PROCESS FOR THE UG AND PG PROGRAMMES**

Time and Date: 02.30 PM 19.08.2021

Venue : ONLINE AT ZOOM APPLICATION

The pre-bid meeting for hiring of Agency for assisting NIFT in conducting Online Admission Counselling process for The UG And PG Programmes of NIFT held on 19.08.2021 at 2:30 pm through Zoom application in the presence of following members and bidders

Participants:

1. M/s Datatec Methodex Pvt. Ltd.
2. M/s Bow and Baan Technology Solutions Private Limited
3. M/s. All India Management Association (AIMA), New Delhi
4. M/s Satvat Infosol Pvt Ltd,

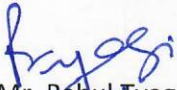
Committee Members:-

1. Ms. Rajbala, DD Admission, NIFT-HO
2. Mr. Rahul Tyagi, DD (F&A), NIFT-HO
3. Mr. Vikram Verma, AD(Purchase), NIFT-HO
4. Mr. Avinash Gupta, Sr. Asstt(Accounts), NIFT-HO


Director (HO) was also present for the meeting.

SI No.	NIT Document Reference	Details as per NIT	Clarification Sought	Clarification by Committee Members
M/s Datatec Methodex Pvt. Ltd.				
1	Page No. 12 Point No. IV	The Firm must have conducted two online counselling work of at-least 10,000 candidates in each process during the last 03 years in any reputed Institute / Organisations.	Agency doesn't has experience for conducting two online counselling work of 10,000 candidates in each process during the last 03 years in any reputed Institute / Organisations. Can we apply?	The request has been considered. The requirement amended to two online counselling work of at-least 5,000 candidates in each process during the last 03 years in any reputed Institute / Organisations..


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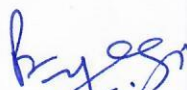

Mr. Avinash Gupta
Sr. Asstt. (Accounts)


OK with
point No. 1 of query
+ M/s. AIMA only.


point 27, 33, 34

M/s Bow and Baan Technology Solutions Private Limited				
1			How many candidates enroll for counselling?	Approx. 10,000-15,000 candidates
2			What is the total no. of the seats ?	Approx. 5000
3			When does UG and PG counselling happen? Will it be conducted one after the other or simultaneously.	UG and PG counselling conducted simultaneously.
4			What is the duration for which the counselling process takes place?	The counselling process takes 2-3 months depending on the number of candidates as well as number of counselling rounds.
5	8(iv) Terms and Conditions	The Firm must have ISO 27001/CMMI level 3/ CMMI level 5 certification for software security.	Will all three certification required or is anyone is sufficient.?	Any one of the certification is sufficient.
M/s AIMA				
1		Full Signature and Stamp of Tenderer	Being Covid situation, it is suggested that the documents to be digitally signed instead of putting stamp and signing manually. Kindly confirm.	Yes, documents can be signed digitally and uploaded.
2	Page 11, Para 7 ii	Documents Required (Technical Eligibility Criteria), Firm registered under the Company's Act, 2013. (Submit scanned copy online)	AIMA is a society registered under the Societies Registration Act XXI of 1860. The above constitution is requested to be included in the Bid Document. Further it is submitted that AIMA has rendered services to NIFT towards conduct of online counseling 2020 & 2021.	There is no change to the existing criterion.


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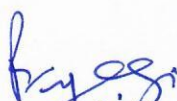

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3	Page 11, Para 7 iii	The Firm must have working experience in handling online counselling work for admission in any reputed Institute / Organisations during the last three years 2017-2018, 2018-2019 and 2019-2020 in the relevant field (submit scanned copy of work order / completion certificate).	Online counseling evolved and became the preferred mode for admission during the pandemic, considering the same working experience in handling online counseling should also include FY 2020- 2021 and FY 2021 – till date as admission cycle is still going on. AIMA request to consider the working experience in handling online counselling work for admissions till date.	Online counseling has been practiced for all admissions. FY 2020-2021 will also be considered as working experience in handling online counselling work.
4	Page 12, Para 7 iv	The Firm must have conducted two online counselling work of at-least 10,000 candidates in each process during the last 03 years in any reputed Institute / Organisations. (Submit scanned copy of work order / completion certificate).	Pls clarify “during the last 03 years” does it mean last 03 Financial Years 2018- 2019, 2019 – 2020, 2020 - 2021.	Yes
5	Page 8, Point 4 c)	Collection of Fee is mentioned under Post Counselling Process	Collection of Fee is mentioned under Post Counselling Process but in Annexure VII registration fee collection is part of Counselling Process. Is it same or there is any difference in both? What all kind of payments we have to collection throughout the whole counselling process? Will NIFT's payment gateway has to be used? if yes, kindly share details of your payment gateway and provider.	Fees collected through payment gateway are:- <ul style="list-style-type: none"> ➤ Registration Fee ➤ Counselling Fee ➤ Fee for first semester ➤ Additional fees to be paid if NRI sponsored category is chosen. Registration and Counselling fee will be taken earlier during registration. Fee for first semester will be paid when candidate is offered provisional admission after a round of counselling.


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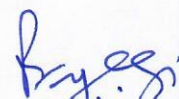

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6	Page 8, Point 5	Company should provide full support to NIFT for evaluation of the counselling process and software's cyber security which should be completed within two weeks from the start of Technical Evaluation.	Is this evaluation as part of tender response evaluation? What aspects of software's cyber security will be part of evaluation?	Yes, this evaluation is the part of tender evaluation process.
7	Page 13, Point 8 v	Firm will provide reports and data related to NIFT generated as part of the counselling process as and when required without any extra cost. The right to use of the customised / developed software must be vested to NIFT only.	It is expected that the reports required by NIFT will be defined before/during the customization phase. Kindly confirm	Yes, the reports required will be defined.
8	Page 13, Point 8 ix	Bidder who secured highest composite scores to whom contract is awarded will be required to deposit performance security	What will be the parameters to evaluate performance? What are the target values of these parameters?	These are given in the tender at page no. 9 to 11.
9	Page 14, Point 8 xv	30% payment after implementation of software and completion of registration.	There may be time gap between 'software implementation date' and 'registration completion date'. It is suggested that this milestone should be linked only to 'implementation of software'	The payment will be done after both the events i.e. Software implementation and completion of registration.
10	Page 14, Point 8 xv	30% on completion of admission process & commencement of Academic session.	There may be time gap between 'completion of admission process' & 'commencement of Academic session'. It is suggested that this milestone should be linked only to 'completion of admission process'	The payment will be made after both events i.e. Software implementation and completion of registration.


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11	Page 14, Point 8 xvi. (a)	The selected Firm should have an already-developed (off-the-Shelf) Online Counselling Software product which can be customised as per the requirement of NIFT with minimal changes in desired time frame OR the Firm will develop the required Software as per the Scope of Work within the period of 02 months and submit STQC certification (other equivalent as per GOI guidelines) in next 01 month from the date of receipt of Work Order	Please clarify that STQC certification is required on the as-is software or on the final, customized software implemented for NIFT? Also STQC certification is also dependent on the third party authority issuing the certification. While we can initiate the certification process as per NIFT's guidelines but firm should not be penalized incase there is delay due to dependency on third party authority	STQC certification is required for the final Customized software implemented. STQC certification should be completed in the time frame mentioned in the Tender. The firm is responsible for the same.
12	Page 14, Point 8 xvi. (c)	Vendor will deliver the same to NIFT after the process is completed and certify that it has been removed/deleted from all media with the vendor.	The data need to be delivered after the counselling process is completed or after the completion of contract i.e. 1 year from contract start date	Data will be delivered after completion of Counselling process. However, final deletion will be after completion of contract.
13	Page 14, Point 8 xvii. (i)	If delivery and STQC of the Software is not done within the stipulated time, performance security shall be revoked/ forfeited.	Delivery is dependent on the finalization of the requirements by NIFT so we assume that all requirements will be finalized by NIFT before the start of the timelines mentioned. Any modifications subsequently will follow change management process. Kindly confirm. STQC certification is also dependent on the third party authority issuing the certification. While we can initiate the certification process as per NIFT's guidelines but firm should not be penalized in case	STQC certification should be completed in the time frame mentioned in the Tender. The firm is responsible for the same.


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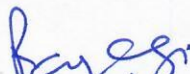

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			there is delay due to dependency on third party authority	
14	Page 15, Point 8 xviii	The losses to the Institute which are directly attributable to the firm shall be deducted from the bills/ adjusted from the Security deposit.	Kindly clarify on the term 'losses' for the context of this tender.	Any financial losses incurred by NIFT directly attributable to the firm.
15	Page 15, Point 8 xx	Failure to adhere to this deadline may result in summary termination of the work order and the balance / total work will be executed through other agencies at the firm's risk and cost and will be governed by the Penalty clause as mentioned in the tender document.	It is suggested that cost needs to be defined.	The work will be executed at the Bidder's risk and expense. Total penalty will be limited to 125% of the contract value.
16	Page 27 Annexure – 'VII', Point 1	System will be used for UG Courses & Master Programmes	Will this software be used for J&K AND Special NRI Counseling? Apart from that, we will require clarification regarding which part of counseling will be processed parallel & serial before going into development phase.	Yes Counselling for all courses UG/PG/NLEA/Artisan/Children of Artisan/Special test for Srinagar will be carried out simultaneously.
17	Page 27 Annexure – 'VII', Point 1 a. (iii)	Verification of the uploaded documents against standard guidelines of NIFT.	As mentioned in Page 29 Annexure – 'VII', Point II A (e) document verification will be done by NIFT only. Kindly confirm	Document verification will be done by the Bidder as per guidelines laid by NIFT. NIFT will examine and decide on cases which are ambiguous and referred to it.


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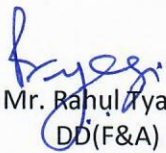

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				NIFT may also carry out random sample checks of documents verified.
18	Page 28 Annexure – 'VII', Point I a. (iv)	A team of personnel from NIFT should be able to undertake document verification online from remote locations based on unique and secure logins for rejected/contentions cases.	Assuming this refers rejected documents/fee review and take necessary action provisions. Kindly confirm.	Yes
19	Page 28 Annexure – 'VII', Point I a. (v)	At HO: A team of people from the NIFT Admission system. They are responsible for seat approval process, seat de-categorization, necessary reports generation and upload on NIFT website and coordination between all seventeen campuses.	Kindly detail out all the different roles that are required in the software and their access/privileges. Assuming seat allotment process will be automatic then what do we mean with seat approval process. Kindly confirm	It will be shared with successful agency.
20	Page 28 Annexure – 'VII', Point I a. (v)	At Campus: A team led by a nodal officer. They are responsible for document verification, query resolution if any.	In query resolution, do we need to develop a query management tool with provisions like searching specific candidates current status using registered email id, form no. or roll no.? If yes, then list of possible queries will be required while closing the system requirements. Also, will this be assigned to doc/fee verifier or need to define dedicated user role for same?	Yes, the details will be shared with the successful bidder.



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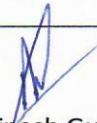
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21	Page 28 Annexure – 'VII', Point I a. (vi)	The firm should provide step by step audio and video tutorials for describing the usage of the modules to the students/end users.	Assuming demo/tutorials will be created for candidate and NIFT Users both. For Candidate, it will be focused on candidate panel provisions like registration, uploading documents, online fee payment, downloading receipts, seat confirmation, withdrawal processes etc. and for NIFT Users, complete admin panel provisions like seat matrix updation, verification, reports, query panel etc. Please confirm.	Yes
22	Page 28 Annexure – 'VII', Point I c	Admin panel login must be provided with secure passwords. The Admin's should be able to view the entire process in real time and as a series of reports (onscreen and printable) with customised panels for different officials.	Is this about reviewing the counselling process & NIFT users performance in report form? OR creating virtual environment for super admin to login as other users and review their activities?	The super admin should be able to review the entire process both real time and get inputs as reports.
23	Page 29 Annexure – 'VII', Point II A (b) i	The basic personal and academic details of the candidates will be captured.	Will there be separate option to capture personal and academic details other than document uploads? Kindly confirm. If yes, what all fields will be required?	Yes
24	Page 29 Annexure – 'VII', Point II A (b) ii	The candidate will upload the required documents and pay the registration fees to complete the registration. Candidates may opt to accept a seat under the NRI sponsored category subject to submission of requisite documents for	1. Will a candidate be allowed to delete an rejected document along with reupload? 2. Will a candidate be able to change his/her category filled during entrance registration process? If Yes, do we need to store both	No Yes


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		document verification. The option to exercise this must be confirmed while filling the counselling application.	previous and new category for record keeping. Also, will this action need approval from NIFT team. Please confirm. 3. Will the registration Fee be collected online or offline or in both modes? For Online Mode, what type of Payment gateway (PG) will be used? Who will own PG ownership? What will be payment collection logic? Will payment be collected at NIFT end directly or first will be collected at AIMA end and then will be transferred to NIFT at specific time? 4. Considering NRI academic fee varies with different campuses. What will be fee structure for NRI seat choice preferences?	Yes Yes, only online. Online * Payment from candidate will be collected directly through our banking partner Payment Gateway  Fee structure of NRI campus wise is available at NIFT website.
25	Page 29 Annexure – 'VII', Point II A (c)	Choice/Preference	Assuming a candidate 1. has to fill his/her choices in terms of Academic program/course, category and campus. 2. will be allowed to choose multiple combinations for NRI category also Kindly confirm	Yes, same preference as above. Only category changes of the candidate will change if he opts for NRI sponsored.
26	Page 29 Annexure – 'VII', Point II A (d)	Choice Locking	Assuming there will be only 2 ways to lock the choices i.e automatically and manually by the candidate at any time before the last date. Kindly confirm.	Choice locking is manually done by the candidate any time before the counselling.


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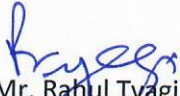
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			<p>Is there any possibility where we have to allow specific candidate to edit or fill choices after scheduled timelines?</p> <p>If no, then what will be the way of action to handle such queries/requests?</p>	<p>No</p> <p>Not possible</p>
27	Page 29 Annexure – 'VII', Point II A (f)	Seat Allotment:- Based on the candidate's choice of academic program, merit, category and availability of the seats, automatic, software driven allotment of the highest possible academic program is to be made to the candidate.	<p>1. Assuming seat will be allocated as per candidate's CMR and their choices filled during registration.</p> <p>2. Assuming this process will start after successful closing of Registration & Verification Phase at a specific date</p> <p>3. Assuming the seat allotment process will be fully automated and will not required any kind of approval after generating the seat and confirming the same to candidate. Kindly confirm.</p>	<p>Yes</p> <p>Yes</p> <p>No, seat allotment may be checked and verified before communication to candidate.</p>
28	Page 29 Annexure – 'VII', Point II A (g)	Acceptance of Seat	<p>1. Assuming candidate will accept the seat using ""FREEZE, FLOAT AND SLIDE OPTIONS"". Kindly confirm</p> <p>2. Is this a time bound activity?</p> <p>If Yes, then what will happen if a candidate doesn't take any action in provided time period?</p> <p>3. Assuming Allotment Letter is the only receipt candidate will be allowed to</p>	<p>Yes</p> <p>Yes</p> <p>The seat will be automatically locked as per the last selection.</p> <p>Allotment Letter and fee receipt. Details will be shared with the selected Agency.</p>


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			download post acceptance of seat. Kindly confirm.	
29	Page 30 Annexure – 'VII', Point II	FREEZE, FLOAT AND SLIDE OPTIONS	Is this a time bound activity? If Yes, then what will happen if a candidate doesn't take any action in provided time period?	Yes The seat will be Freeze if the candidate has submitted all the required documents and paid fee. If not, then the seat will get cancelled.
30	Page 30 Annexure – 'VII', Point II B	Vacant Seat Generation	1. Whole counselling process is automated then what do we mean with failure of any candidate to appear for admission in the given time frame 2. Need List of possible reasons for admission cancellation.	In case when candidate doesn't give any response after provisional allotment with regard to remaining fee or seat confirmation .
31	Page 30 Annexure – 'VII', last para	The process may be changed at any time, if required, with the approval of the competent authority.	Need clarity on nature of possible changes like content change, schedule updations etc. and what will be way forward to execute the same? Will there be development changes also? Any change in the process/software after the customization phase will follow Change Management Process. Kindly confirm	Changes if any will be limited and dictated by the process and rules in place.
32	Page 31 Annexure – 'VII', Point III 1	The software should generate customized reports.	It is expected that the reports required by NIFT will be defined before/during the customization phase. Kindly confirm	It will defined to the successful bidder during customization phase.



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33	Page 31 Annexure – 'VII', Point III 3	i. Money transfer and reconciliation report to be provided within 24 hours	Kindly share report format for this. Are we talking about co-ordination with Payment Gateway team and processing the successful payments in NIFT account and auto refund settlements? Kindly confirm.	A payment collection report is required from the vendor including auto refund report through API.
34	Page 31 Annexure – 'VII', Point III 3	ii. Online payment of fees. Generation of receipts, invoices, accounting and reconciliation.	Need clarity regarding Accounting and Reconciliation activities.	A Bill of Supply invoice as per GST format is required to be given.
35	Page 31 Annexure – 'VII', Point III 3	vi. The system should also send alerts through email and SMS to all the concerned candidates for all crucial events.	Kindly define 'all crucial events' for this purpose.	Crucial events like changes in dates, any amendment to the uploaded Notification etc., bulk email and SMS has to be sent in a short period of time.
36	Page 31 Annexure – 'VII', Point III 3	vii. Auto up gradation, as per requirement, for the next round of Counselling	Kindly clarify what is meant by 'auto up gradation'?	It's a part of NIFT' Counselling Rules, which will be shared with successful Bidder.
37	Page 31 Annexure – 'VII', Point III 3	ix. Preparation of Vacant Seat Matrix for next phase of Seat allotment.	How will this be done? Will this be automated or manual?	
38	Page 31 Annexure – 'VII', Point III 3	xi. Preparation of various rank lists for different categories as per the counselling rules.	Kindly share details of the lists that need to be prepared	
39	Page 31 Annexure – 'VII', Point III 3	xii. Assign each Candidate with a state code of eligibility based on the counselling rules.	Please define 'state code' and 'counselling rules'	
40	Page 31 Annexure – 'VII', Point III 3	xv. Candidates should be able to change preference of academic program after mock allotments.	What is mock allotments?	A window opens on the specifics days in which candidates fills their choices.
41	Page 31 Annexure – 'VII', Point III 3	xvii. Provision of up gradation of seats for reserved category candidates.	Please provide detail process, rules and course of action expected for this.	The details are in the counselling rules which will be discussed later with successful bidder
42	Page 31 Annexure – 'VII', Point III 3	xviii. Merging of all unfilled reserved category seats i.e. OBC, EWS and Domicile with the open seats for final allotment in the last	Please provide detail process, rules and course of action expected for this.	


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		round of counselling.		
43	Page 31 Annexure – 'VII', Point III 3	xx. Allotment of Artisan Category seats based on defined rules.	Please provide detail process, rules and course of action expected for this.	
44	Page 32 Annexure – 'VII', Timeline	Completion of Customization of the Online Counselling software - T + 60 days	It is expected all features as required by NIFT will be finalized at the start i.e on 'T'. Any change in the process/software after the customization phase will follow Change Management Process. Kindly confirm (The online counseling process may take maximum 04 months to complete the work and no further cost will be incurred in case of request to increase in time Page 15, Point 8 xxiv.)	Yes Process is automated
45	Page 33 Annexure – 'VII', v.	It is the responsibility of Firm to provide documented inputs and support for handling	What kind of documented inputs is expected here?	This pertains to RTI queries, Court case, any representation by the candidates etc. to support answer to the query raised by the candidate.


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