

राष्ट्रीय फैशन प्रौद्योगिकी संस्थान

National Institute of Fashion Technology

वस्त्र मंत्रालय, भारत सरकार
(Ministry of Textiles, Govt. of India)

निफ्ट कैंपस, हौज़ खास, निकट गुलमोहर पार्क, नई दिल्ली-११००१६
**NIFT Campus, Hauz Khas, Near Gulmohar Park,
New Delhi -110016.**

**Tender No. : 1312(24)/NIFT/Pur-HO/Hiring of External Agency for Rectt. of
Academic and Administrative posts/2020**

Tender Document for Hiring of External Agency for Recruitment of Academic and Administrative posts in NIFT

निविदा प्रक्रिया की समय सारिणी (Time Schedule for Tender Process):

Date& Time of Publication of Tender notification on official website / e-Portal / CPP Portal	13.05.2020 (Wednesday) at 3:00 P.M.
Download of Tender Document Commence from	13.05.2020 (Wednesday) at 4:00 P.M.
Last Date & Time of submission of e-Tender Document	03.06.2020 (Wednesday) upto 2:30 P.M.
Date and Time of the Opening of Technical Bids	03.06.2020 (Wednesday) at 3:00 P.M.
Date and Time of the Opening of Financial Bids	Will be notified to the technically qualified Tenderes

Note: This tender document contains 21 pages (Total no. of pages including Annexure) and Tenderers are requested to submit the signed/scanned all the pages.

I accept the above Terms & Conditions

(Full Signature & Stamp of the Tenderer)

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Introduction:

National Institute of Fashion Technology (NIFT) was set up by the Ministry of Textiles, Government of India in 1986 which has been accorded statutory status under the Act of Parliament in 2006 (NIFT Act 2006) for the promotion and development of education and research in field of Fashion Technology.

NIFT provides fashion business education across the country through its network of 17 Campuses. It provides four years under graduate (UG) program in design and technology, two years Post Graduate (PG) program in design, fashion management & fashion technology and short duration education program to address the specialized needs of professional and students in the field of fashion.

NIFT has its Head Office at New Delhi with its Campuses located at Bengaluru, Bhopal, Bhubaneswar, Chennai, Gandhinagar, Hyderabad, Jodhpur, Kangra, Kannur, Kolkata, Mumbai, New Delhi, Patna, Raebareli, Shillong, Srinagar and Panchkula.

1. Notice Inviting Tender:

National Institute of Fashion Technology (NIFT) – Head Office invites Online tenders under “Two Bid System” from interested registered agencies for “Hiring of External Agency for Recruitment of following Academic and Administrative Posts in NIFT” as per Scope of work attached at **Annexure-III** :-

S. No	Name of the Post	Number of Applications Received	Scope of Work
1.	Assistant Professor	1614	Scope of Work of all the 05 posts are attached at Annexure – III
2.	Assistant Database Administrator	27	
3.	Computer Engineer	1021	
4.	Junior Engineer (Civil)	246	
5.	Junior Engineer (Electrical)	355	
	Total	3263	

2. Process of Online Registration & Submission of Bids:

- a) The interested bidders should apply online and submit their tender and the bids along with scanned copies of all the relevant certificates, documents, etc. in support of their technical bid & price bids, all duly signed, on the <https://nifttenders.eproc.in> from **13.05.2020 (Wednesday)** at **4:00 P.M.** upto **03.06.2020** at **2:30 P.M.** Tender document is also available for viewing on the “tenders” link of the NIFT website i.e. <https://nifttenders.eproc.in> , [http:// www.nift.ac.in](http://www.nift.ac.in)
- b) Applications to this tender will be accepted only through the online mode through <https://nifttenders.eproc.in>. No other mode of application will be considered and application will not be accepted.

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- c) For applying online, the firm should get itself registered at <https://nifttenders.eproc.in> by paying online.

Please note that:

- i) The bidder needs to mention his Company Name, Address, User ID to register.
- ii) Registration Charges of Rs. 2,000/- + 360/- (18% GST) = Rs.2,360/- (Rupees Two Thousand Three Hundred Sixty only – Non refundable are to be borne by bidder).
- iii) Bid Processing Fee charges of Rs. 960/- + 173/- (18%GST) = Rs.1133/- (Eleven Hundred and Thirty Three only, non-refundable).
- d) The tender document can be downloaded from the NIFT’s official website i.e. www.nift.ac.in and also from e-portal i.e. <https://nifttenders.eproc.in>
- e) The basic requirements for registration and applying for tender online are as under: -
- i) Operating System should be atleast windows 7.
- ii) Java version : Java 8 update 25.
- iii) Use Internet Explorer atleast 8 and above.
- iv) All java add-ons must be enable in the system.
- v) Always use Class III B Digital Signature Certificates (DSC) having Signing and Encryption both.
- f) The bidder should ensure that it complies with the above requirements before applying for tender upto **03.06.2020 (Wednesday) at 2:30 P.M.**
- g) The EMD of **Rs. 60,000/-** in the form of Demand Draft/Banker Cheque/FD/ BG (Format of BG Attached at Annexure - IV) in favour of NIFT, payable at New Delhi shall be submitted in sealed envelope superscribing “**Hiring of External Agency for Recruitment of Academic and Administrative Posts**”and addressed to Asst. Director (Purchase), NATIONAL INSTITUTE OF FASHION TECHNOLOGY, 2ndFloor, B Block, NIFT Campus, HauzKhas, Near Gulmohar Park, New Delhi (HO) – 110016 on or before **03.06.2020 (Wednesday) at 2:30 P.M.** The bidder can submit the EMD online instead of above mentioned mode in NIFT account as per bank details given below : -

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

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NIFT GSTIN. - 07AAATN2067J1ZI

Online Technical Bids will be opened on the same day i.e. **03.06.2020 (Wednesday)** at **3:00P.M.** in the presence of such bidders who may wish to be present, either in person or through their authorized representatives (duly supported with authorization letter).

- h) Online submission of technical bid contained in prescribed Performa as per **Annexure-I** along with scanned copies of Demand Draft/Banker Cheque/FD/BG(Format enclosed at **Annexure-IV**)/Online (Bank details are mentioned above) of **Rs. 60,000/-** (Rupees Sixty Thousand only) in favour of **NATIONAL INSTITUTE OF FASHION TECHNOLOGY** and payable at New Delhi towards Earnest Money Deposit (refundable but non-interest bearing) with all relevant documents.
- i) The online financial bid will be opened on the date, which will be communicated to only those bidders who are found to be technically qualified after evaluation of technical bids.
- j) The interested bidders are advised to read carefully the entire tender document before submitting their tender and the tender documents not received online in prescribed format and/or are found incomplete in any respect will summarily be rejected.
- k) In case of any further clarification required relating to this tender, the same can be sought from the following officers of NIFT: -
- **(Query related to Scope of Work)** : -Asst. Director (Estt.) National Institute of Fashion Technology, Head Office, Near Gulmohar Park, HauzKhas, New Delhi –110016, Phone No. 011-26542011, 011-26542055, 9999003975, Email ID: establishment2.ho@nift.ac.in
 - **(Query related to Tender Document)** : -Assistant Director (Purchase), National Institute of Fashion Technology, Head Office, Near Gulmohar Park, HauzKhas, New Delhi – 110016. Phone No. 011-26542071/26542176, 9810136563 and email id : purchase.ho@nift.ac.in.
 - **(Query related to Online process)** : -Mr. Sandeep Bhandari, service provider for online submission of the tender on e-portal, Mob. No.: 8826814007, e-mail ID - sandeep.bhandari@clindia.com, Landline no. 0124-4302033/36/37& E-mail ID: niftsupport@clindia.com

3. Selection / Evaluation Criteria:

The selection of agency will be based as per following terms and conditions:

EMD	Rs. 60,000/- (Rupees Sixty Thousand only)
Validity of Proposal	90 days

- Technical Bid: The financial bid will be opened only of those bidders / companies / agencies who will qualify the technical bid.

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- Financial Bid: Each firm should quote a fee to provide all the deliverables. The quoted fee should not be a qualified or conditional one.

4. Documents Required with Bid : -

Tender shall be accompanied by the relevant documents with Technical Bid (Annexure – I) duly certified by the agency : -

- (i) The proof of annual turnover of the company / agency should be at least Rs. 50 Lakhs (Rupees Fifty Lakhs) during the last 03 (three) financial years i.e. 2016-17, 2017-18 & 2018-19 in the form of certificate duly certified by Chartered Accountant.
- (ii) Earnest Money Deposit (EMD) of **Rs. 60,000/-** only in the form of Demand Draft / Banker Cheque / Fixed Deposit receipt / Bank Guarantee (Format enclosed at **Annexure-IV**) and Online (Bank details are mentioned above) in favour of '**National Institute of Fashion Technology**' and payable at New Delhi (**Submit hard copy and proof of scanned copy online**).
- (iii) Those bidders exempted to pay EMD cost are required to submit the certificate issued by the concerned department (like-MESE, NSIC etc.) (Submit scanned copy online).
- (iv) The bidder must have working experience for recruitment of at least 5 years in the relevant field and should have provided related services in educational institutions / University / Government Sector / PSU / Corporate bodies / Private Sector. Bidder shall furnish documentary evidence i.e. work order / successfully completion certificate in this regard. (**Submit scan copy of work order and successfully completion certificate online**).
- (v) Bidder should have conducted 03 similar recruitment exams for at least 2000 candidates in each recruitment process during the last three years i.e. from 2017 to 2020 with using paper based / OMR technology. As a proof bidder should submit order copy and work completion certificate of paper based / OMR based work for recruitment process issued by concern department.
- (vi) List of clients in Educational Institute / University / Government Sector / PSU / Corporate bodies / Private Sector where agency has provided the similar services during the last 5 years. (**Submit the scanned list of the clients with their contact person and mobile No. online**).
- (vii) Copy of Registration Certificate in support of GST and PAN No. (**Submit scanned copy online**).
- (viii) The bidder / agency must be a registered firm from concerned authority. (Submit scanned copy of proof of registration).
- (ix) Declaration on the company / agency letter head 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-VI**. (Submit scanned copy online).
- (x) The agency should be ISO certified. (**Submit scanned copy of the same**).
- (xi) The agency has operational office in Delhi / NCR. (**Submit scanned copy of proof**).

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ALL DOCUMENTS SHOULD BE ENCLOSED SERIALIZED/ INDEXED IN BOLD AND AS MENTIONED ABOVE DULY SIGNED BY AUTHORIZED PERSON(S).

5. General Terms & Conditions:

- 5.1 Total 3263 Nos. of Candidates have applied for the posts of Assistant Professor, Assistant Database Administrator, Computer Engineer, Junior Engineer (Civil) and Junior Engineer (Electrical) in NIFT. The recruitment test of these candidates will be conducted in Delhi only as per Scope of Work attached at **Annexure - III**.
- 5.2 The bidder must enclosed adequate documents and if not enclosed, NIFT reserves the right to reject any or all the Bids either fully or partly without assigning any reasons and is not bound to accept the lowest bid. The decision of the NIFT will be final and shall be binding on bidders at any time and at its sole discretion.
- 5.3 Tender shall be submitted in prescribed tender form through online only. The tender shall be liable for rejection if not submitted in the prescribed format.
- 5.4 All the pages of the Tender document should be duly signed by the owner of the company or his Authorized Signatory as token of acceptance of Terms & Conditions.
- 5.5 Bids received after the specified date and time, due to whatever reason, shall not be considered for bidding.
- 5.6 Conditional Bids/Vague offers shall not be considered.
- 5.7 The losses to the institute which are directly attributable to the agency shall be deducted from the bills/adjusted from the Security deposit.
- 5.8 The tender work awarded is not transferable under any circumstances.
- 5.9 NIFT reserves the right to accept or reject any or all the tenders without assigning any reason.
- 5.10 TDS and other Taxes as applicable will be deducted from bidder / company bills as per Govt. instructions from time to time.
- 5.11 **Relaxation in turn over & Experience:** As per the Govt. of India policy circular No. 1(2)/2016/MA dated 10th March 2016 Provides relaxation to Startups in public procurement on prior experience & Turn over criteria subject to meeting quality and technical specifications.
- 5.12 Those bidders, who are exempted from submission of EMD cost, have to submit scanned copy of requisite certificate issued by the concerned authority like - "NSIC& MSME". The EMD shall be returned to the bidders except the successful bidder as soon as the tender for

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awarding the job is finalized. No interest shall accrue to this deposit, which will be returned after completion of the work and after adjusting dues, if any.

5.13 EMD shall be forfeited in case of the following: -

- a. The bidder withdraws their offer during the period of tender validity.
- b. After opening of tender, the bidder fails to honour the contract or refuses to comply with any or all terms and conditions of the tender.
- c. If the successful bidder failed to furnish the security deposit as required.

5.14 The date of the Demand Draft / FDR / BG will be after the release of this tender.

5.15 The L1 bidder / company will be required to submit the Security deposit @10% of the work value in the shape of Demand Draft / FDR / Bank Guarantee (Copy of Format is enclosed at **Annexure-V**) / Online (Bank Details are mentioned above) in favour of NIFT payable at New Delhi. This Security amount must be deposited within 10 days from the date of receipt the work order. No interest shall be paid on the security deposit. Refund of Security deposit will be released after successful completion of works indicated in the Scope of Work.

5.16 EMD shall be returned to the successful Agency after it has furnished the full Security Deposit to NIFT.

6. PENALTY :

Agency will complete the work as per the agreed schedule, Scope of Work and strictly in accordance with the terms and conditions of the tender. A penalty @ 1% of total value of the work value per day subject to maximum of 10% of the total work value for delay will be charged except due to any reasons beyond the control of the Agency (Force Majeure). The Competent Authority of NIFT shall have the sole discretion to waive off such penalty or part of penalty as deems fit, provided further that the Agency provides a satisfactory explanation in writing giving the reasons which caused such delay. In the event of failure to complete the work in the stipulated period, the NIFT reserves the right to get the work done from any other Agency at the risk and cost of the successful agency.

7. BID VALIDITY:

Bid submitted by agency shall remain valid for a period of 03 (Three) Months from the date of opening of price bid. The Earnest Money Deposit (EMD) shall be forfeited in case of bidder / company withdraws his bid during the validity period.

8. TERMS OF PAYMENT:

The payment will be released after successful completion of recruitment process for respective posts on pro-rata basis calculated on the basis of number of candidates of that respective post as

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mentioned above at para '2' and after receipt of successful completion report from Establishment Department of NIFT-Head Office.

In case recruitment process for any of the above posts is scrapped by the Competent Authority of NIFT due to administrative reasons, payment will be released after deducting the amount of that particular post on pro-rata basis.

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

Encl.As above.

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(Full Signature & Stamp of the Tenderer)

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TECHNICAL BID for “Hiring of External Agency for Recruitment of Academic and Administrative posts in NIFT”

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

Eligibility Criteria for Selection:-

S No.	Document to be submitted	Proof Required
1.	The proof of annual turnover of the company / agency should be at least Rs. 50 Lakhs (Rupees Fifty Lakhs) during the last 03 (three) financial years i.e. 2016-17, 2017-18 & 2018-19 in the form certificate duly certified by Chartered Accountant.	(Submit Scanned copy online)
2.	Earnest Money Deposit (EMD) of Rs. 60,000/- only in the form of Demand Draft / Banker Cheque / Fixed Deposit receipt / Bank Guarantee (Format enclosed at Annexure-IV) and Online (Bank details are mentioned above) in favour of ‘ National Institute of Fashion Technology ’ and payable at New Delhi	(Submit hard copy and proof of scanned copy online).
3.	Those bidders exempted to pay EMD cost are required to submit the certificate issued by the concerned department (like-MESE, NSIC etc.)	(Submit scanned copy online).
4.	The bidder must have working experience for recruitment of at least 5 years in the relevant field and should have provided related services in educational institutions / University / Government Sector / PSU / Corporate bodies / Private Sector. Bidder shall furnish documentary evidence i.e. work order / successfully completion certificate in this regard.	(Submit scan copy of work order and successfully completion certificate online).
5.	Bidder should have conducted 03 similar recruitment exams for at least 2000 candidates in each recruitment process during the last three years i.e. from 2017 to 2020 with using paper based / OMR technology. As a proof bidder should submit order copy and work completion certificate of paper based / OMR based work for recruitment process issued by concern department.	(Submit scanned copy online).

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6.	List of clients in Educational Institute / University / Government Sector / PSU / Corporate bodies / Private Sector where agency has provided the similar services during the last 5 years.	(Submit the scanned list of the clients with their contact person and mobile No. online).
7.	Copy of Registration Certificate in support of GST and PAN No.	(Submit scanned copy online).
8.	The bidder / agency must be a registered firm from concerned authority.	(Submit scanned copy of proof online).
9.	Declaration on the company / agency letter head 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-VI .	(Submit scanned copy online).
10.	The agency should be ISO certified. (Submit scanned copy of the same).	(Submit scanned copy online).
11.	The agency has operational office in Delhi / NCR.	(Submit scanned copy of proof).

ALL DOCUMENTS SHOULD BE ENCLOSED SERIALIZED/ INDEXED IN BOLD AND AS MENTIONED ABOVE DULY SIGNED BY AUTHORIZED PERSON(S).

Signature of Tenderer :-----

Name of the Authorized Signatory :-----

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

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

Address :-----

Contact No.:-----

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(Full Signature & Stamp of the Tenderer)

PRICE BID for "Hiring of External Agency for Recruitment of Academic and Administrative posts in NIFT"

NIFT Head Office GSTIN. - 07AAATN2067J1ZI

Recruitment TEST ACTIVITIES: {Activities as per Annexure-III: Scope of Work}

Rate for recruitment of all the posts mentioned above at para '2' and as per Scope of Work for 3263 Nos. of Candidates may be quoted in the table given below : -	
Rates for the entire works as per Scope of Work	Amount in Rs.
	Amount in Words
GST in percentage & amount	
Grand Total	

Note : - The work will be awarded to the bidder who will quote lowest rates.

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

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SCOPE OF WORK for “Hiring of External Agency for Recruitment of Academic and Administrative Posts”

SCOPE OF WORK TO BE EXECUTED BY NIFT- HEAD OFFICE, NEW DELHI

1. Pre-Written Test Activities

- 1.1. To handover the database of candidates to Agency.
- 1.2. To provide question papers for paper I and II (Competency - wise) at least 3 weeks before the scheduled test date as per structure shown below:

Paper Section	Name of the Paper Section	Maximum Marks	Duration of test
I	Comprehensive Test	50	120 minutes
II	Professional Aptitude (in concerned competency)	50	120 minutes
There will be no negative marking for the wrong answers.			

2. Post Written Test Activities

- 2.1. To identify panel of experts for the evaluation of the Professional Aptitude Competency wise Test paper.
- 2.2. To arrange for the evaluation of the Professional Aptitude (Competency - wise) Test paper at NIFT Head Office.
- 2.3. To hand over the evaluated Professional Aptitude (Competency - wise) Test paper and used question cum answer booklets to the Agency for tabulation.
- 2.4. To provide the criteria for shortlisting the candidates for Presentation / Interviews.
- 2.5. To organize and conduct the Presentation / Interviews at NIFT Head Office under NIFT supervision by NIFT officials.
- 2.6. To hand over the scores of Presentation / Interviews to the Agency’s official.
- 2.7. To thrash out expeditiously any minor details in respect of the above operations in concurrence with the Agency who will be expected to extend all possible co-operation and help in this regard.

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SCOPE OF WORK TO BE EXECUTED BY THE AGENCY, NEW DELHI

3. Application Data Processing

- 3.1. To receive database of the candidates from NIFT, Head Office.
- 3.2. To process the requisite information, from all the application forms and maintain the database of all the applications.
- 3.3. To generate reports as per the requirement of NIFT, Head Office by maintaining the confidentiality and integrity of the process.

4. Fixation / Liaisoning with the Test Centre

- 4.1. To arrange for venue at New Delhi as per the requirement with facilities of rooms, furniture, invigilation, supervision, drinking water, toilets etc.
- 4.2. To detail Centre Superintendents, Invigilators and other staff at the test centre.
- 4.3. To make all necessary arrangements at New Delhi for conducting of test in a smooth and fair manner.

5. Generation of Admit Cards for Written Test

- 5.1. To generate and allot unique roll number, test centre for all candidates.
- 5.2. To design Admit Cards for all provisionally eligible candidates.
- 5.3. To develop software for uploading of admit cards on the dedicated website with facility for candidates to download their admit cards online.

6. Development of Question Papers and Answer Sheets

- 6.1. To take over the question papers from NIFT for objective type General Aptitude question paper in English as per the structure.
- 6.2. To print required copies of question paper Part I as per registration.
- 6.3. To design and print the required no. of OMR Answer Sheets.
- 6.4. To receive the question paper for different 10 competencies from NIFT in word document.
- 6.5. To set the question paper in booklet form and print multiple copies competency wise as per registration.
- 6.6. To make sealed envelopes of question paper booklets.

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7. Conduct of the Written Test

- 7.1. To generate the attendance sheets.
- 7.2. To position the sealed question paper booklets and answer sheets at the test centre.
- 7.3. To design and print guidelines for conducting the written test, instructions for invigilators and centre superintendents and to hand over the same to the test centre.
- 7.4. To organize and conduct written examination simultaneously at the centre/ venue on the same day in two sessions as given below:

Test Name	Session	Timings	Type
Comprehensive Test	Morning	10:00 am to 12:00 noon	Objective
Professional Aptitude	Afternoon	2:00 pm to 4:00 pm	Subjective

- 7.5. To retrieve back test materials both used and unused directly from the test centre.

POST WRITTEN TEST ACTIVITIES

8. Result Processing

- 8.1. To evaluate the OMR Answer Sheets by scanning.
- 8.2. Handover the scores of Paper I in sealed envelope to NIFT Head Office.
- 8.3. After setting the cut off qualifying marks segregate the candidates qualified for evaluation of Paper II.
- 8.4. To give pseudo numbers to the used question cum answer booklets of Professional Aptitude Competency wise test before handing over to designated NIFT Official for evaluation at NIFT, Head Office.
- 8.5. To receive the evaluated used question cum answer booklets from designated NIFT official.
- 8.6. To compile the marks of General Aptitude Test (Objective type) and Professional Aptitude Competency wise test (written) and prepare the results.
- 8.7. To provide the results to NIFT in a mutually agreeable format.

9. Presentation / Interviews

- 9.1. To arrange for the scrutiny of applications of candidates qualifying in paper – II in consultation with NIFT.
- 9.2. To prepare the list of shortlisted candidates for the Presentation/Interview as per criteria provided by NIFT Head Office.
- 9.3. To verify the data/information of the shortlisted candidates for the Presentation/Interview in consultation with NIFT representative.
- 9.4. To prepare the list of shortlisted eligible candidates for the Presentation/Interview as per criteria provided by NIFT, Head Office.

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- 9.5. To develop software for uploading of Presentation / Interview call letters on the dedicated website linked with NIFT website with facility for candidates to download their call letters.
- 9.6. To send the information of Presentation / Interview through SMS / email to the shortlisted candidates.
- 9.7. To prepare attendance sheets for Presentation / Interview.
- 9.8. To depute official on the date of Presentation / Interview at NIFT Head Office for facilitating the conduct of Presentation/Interview.
- 9.9. To collect the marks of Presentation / Interview from NIFT Head Office.
- 9.10. To compile the marks of GAT, Professional Aptitude Competency wise Test and Presentation / Interview and hand over the results in the desired format to NIFT Head Office.

10. To retain all test related documents for a period of 3 years from the test date.

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(Full Signature & Stamp of the Tenderer)

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BANK GUARANTEE FORMAT FOR FURNISHING EMD

Whereas.....

(hereinafter called the “tenderer”)

has submitted their offer

datedfor(hereinafter called the “tender”)

against the purchaser’s tender enquiry No.

KNOW ALL MEN by these presents that WE

of..... having our registered office at

are bound unto **National Institute of Fashion Technology** (hereinafter called the “Purchaser”) in the

sum of -----for which payment will and truly to be made to the said

Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the

Common Seal of the said Bank this day of

2019

THE CONDITIONS OF THIS OBLIGATION ARE:

(1) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.

(2) If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity : -

a) If the tenderer fails to furnish the Performance Security for the due performance of the contract.

b) Fails or refuses to accept / execute the contract.

WE undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

.....
(Signature of the authorized officer of the Bank)

.....
Name and designation of the officer

.....
Seal, name & address of the Bank and address of the Branch

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Bank Guarantee Format for Furnishing Security Deposit

1. In consideration of National Institute of Fashion Technology, having its Head Office at NIFT Campus, Near Gulmohar Park, HauzKhas, 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.

I accept the above Terms & Conditions

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

I accept the above Terms & Conditions

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:

I accept the above Terms & Conditions

Tender Acceptance Letter

(To be given on Firm's Letter Head)

Date:

Sub.: Acceptance of Terms & Conditions of Tender.

Tender Bid No.

NAME OF WORK:

1. I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender' from the web site(s) namely: <https://nifttenders.eproc.in>.
2. I/We hereby certify that I/We have read entire terms and conditions of the tender documents from Page No. **1to21** (including all documents like annexure, schedule(s), etc.), which form part of the Tender and I/We shall abide hereby the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your organization too have also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in totality/entirely.
5. I/We certify that all information furnished by me/us our firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your organization shall without giving any notice or reason thereof, summarily reject the bid, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely. We shall not have any claim/right against organization in satisfaction of this condition.

Yours faithfully

(Signature of the Bidder, with Official Seal)

I accept the above Terms & Conditions

(Full Signature & Stamp of the Tenderer)