



**National Institute of Fashion Technology, Chennai**  
**(A Statutory Institute under NIFT Act 2006)**  
**Ministry of Textiles, Government of India**  
NIFT Campus, Rajiv Gandhi Salai, Taramani, Chennai – 600 113

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**Invites Expression of Interest (EOI) for Engagement of Recruitment Agency - 2020**

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- |  |   |                      |
|--|---|----------------------|
| 1. Date of Issue of EOI                        | : | 18.09.2020           |
| 2. Last Date and Time of receipt of EOI        | : | 09.10.2020, 2.00 pm  |
| 3. Time and Date for opening of (EOI Document) | : | 12.10.2020, 11.00 am |

Note:1 - EOI conditions may be read properly & accordingly filled the EOI and enclosure may be submitted.

Note:2 -This EOI document contains 12 pages and participants are requested to sign on all the pages.

The EOI's should be submitted in sealed envelopes superscripted with "Expression of Interest (EOI) for Engagement of Recruitment Agency - 2020" and address:-

**The Director**  
**National Institute of Fashion Technology**  
**NIFT Campus, Rajiv Gandhi Salai,**  
**Taramani, Chennai – 600113.**

**Cost of Application:** Application form can be downloaded at NIFT website <http://www.nift.ac.in/Chennai>. Filled application form may be forwarded alongwith a Demand Draft of **Rs. 500/-** in favour of **NIFT, Chennai** payable at **Chennai**, to the above mentioned address.

**Earnest Money Required:** EMD shall be furnished in a sealed cover separately along with a Demand Draft for **Rs. 10,000 /-** from any Nationalized Bank in favour **NIFT, Chennai** payable at **Chennai**. Applications received without EMD shall be rejected.

If the Agency, after submission, revokes or modifies the terms and conditions thereof during the validity of it's except where NIFT, Chennai has given opportunity to do so, the earnest money shall be liable to be forfeited. NIFT may at any time cancel or withdraw the EOI without assigning any reason and in such cases the earnest money submitted by Agency will be returned without interest.

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After signing of contract with successful Agency, NIFT will return the EMD to all unsuccessful agencies.

**(The DDs of Application cost & Earnest Money both should be kept in separate envelop inside the Application cover)**

## **1. 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 16 centers. 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, Raibareli, Shillong and Srinagar.

## **INTRODUCTION OF NIFT CHENNAI CAMPUS**

National Institute of Fashion Technology (NIFT) is a premier educational institution set up under an Act of Parliament and functioning under the aegis of the Ministry of Textiles, Govt. of India. The Chennai center has been set up since 1995 with undergraduate and post graduate programmes. Textile and Apparel Industry has been viewed as an engine of growth in most economies of the world. It is in this context that Ministry of Textiles, Government of India, set up the National institute of Fashion Technology in 1986 as a Registered Society with the status of an Autonomous Body. The prime objective of this institute is to assist the apparel/fashion industry in meeting the industrial competitiveness on a global plane. Over the years NIFT has created a learning environment that encourages innovation, creativity and excellence.

Expression of interest is invited from professionally qualified and interested citizen of India for Engagement of "Recruitment Agency for Group C Staffs"

## **2. SCOPE OF WORK:**

- 1.1 The scope of the contract would be to organise the following:
  - a. Sending admit card to the shortlisted candidates
  - b. Conducting the Common Written Test, Skill test and assessment.

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- c. Handing over of the Merit Selection list with applicable reservations for SC, ST, OBC, PHP as per the GOI rules.
- d. Currently the following position will be recruited

S. No:	Application for the post of	Vacant Posts	Roaster
1.	Junior Assistant	5	UR – 4, OBC – 1
2.	Library Assistant	2	UR – 2
3.	Lab Assistant	6	UR – 3, OBC – 2, SC – 1
4.	Electrician	1	UR – 1
5.	Plumber	1	UR – 1
6.	Multi-Tasking Staff	4	UR – 1, OBC – 1, SC – 1, ST - 1
	<b>Total</b>	<b>20</b>	

- e. Hence you are requested to provide your competitive quote for the recruitment service for the scope of the work as said above for the selection of 20 Group C posts **(Annexure IV)**
- 1.2 The Pre and Post examination activities include activities right from sending of admit cards to the eligible candidate, setting & printing of Question paper and OMR, holding of examination and submission of result to the client organization as per the parameters given.
- 1.3 The activities should be range of recruitment and assessment services to the Client include sending admit card the eligible candidate, actual conduct of the examination for recruitment and assessment for Group C work force as stated above and any other category of Staff positions at NIFT Chennai, by conduct of written test, screening tests and final declaration of results.
- 1.4 Recruitment Agency will support client in recruitment and selection of staff by devising their activity plan as selection process is already laid down.
- 1.5 In addition to this, agency will follow the provisions of NIFT Recruitment Rule while executing recruitment in whichever posts it is applicable. While generating the provisional merit list for the interview, category wise (ST, SC, OBC and General) break up of vacancies with women reservation against in each category will be referred and separate merit list will be generated.
- 1.6 Similarly, provisional merit list for selection will be generated. Ex-servicemen, sports persons and persons with disability will be given reservation on horizontal basis against each category applicable roster points and other relevant up dated circulars will be referred.

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- 1.7 The Recruitment Agency will conduct recruitment process as per approved recruitment plan of NIFT.
- 1.8 NIFT will be in supervisory role for all recruitment and selection events conducted by the Agency. The NIFT may also involve its representative at any stage of recruitment and selection process undertaken by the Agency.
- 1.9 The Recruitment Agency is expected to maintain highest degree of transparency. The selection process should be scientific and transparent so as to substantially eliminate biases and unethical practices. The Agency will ensure selection of only those candidates who fulfill the eligibility criteria prescribed for the respective positions within the agreed/stipulated period of time.
- 1.10 The Recruitment Agency will follow a structured system of, sending admit card to the eligible candidate with necessary information on website.
- 1.11 It is expected that the selected agency will put in place a full time high caliber team consisting of a dedicated Team Leader; key senior HR and recruitment experts and sufficient number of administrative assistants. This team is expected to carry out the assignment with high degree of accountability and manage all necessary documentation for any obligations arising in future. It is further envisaged that the team, placed by agency, will have the profile of the best in the business.
- 1.12 During the course of selection and recruitment, the Recruitment Agency may be required to make arrangements for shortlisted candidates. Recruitment Agency will administer such costs as agreed in the contract.
- 1.13 Addition or deletion in number of position may be possible as per the actual requirements during the assignment period. This would be worked out mutually between the agency and NIFT.
- 1.14 The Recruitment Agency shall conduct the recruitment process as per the guidelines/instructions to be issued by NIFT after contract signing of the Agency with NIFT.

## **2. KEY TASKS AND DELIVERABLES**

- 2.1 Preparation of Recruitment Plan and strategy: Agency is expected to design the recruitment plan and strategy in consultation with NIFT, Chennai after going through posts to be recruited (advertisement detail), individual job profile and selection process and weightage. Plan should be designed in such a manner that the recruitment process will be completed in a period of **35 days** from the date of signing of the contract.
- 2.2 Issue of admit card and call letters: This is the responsibility of the agency that shortlisted candidates will be issued call letters by email and post to appear for the preliminary and subsequent rounds, by giving minimum 7 days of notification period of written test and skill test. As per the instruction of NIFT Authority. Reimbursement will be made based on the production of proof of postal expenses.
- 2.3 Organizing written test: This is the responsibility of the Recruitment agency that shortlisted candidates will be asked to appear the written test comprising subjective and

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objective questions. Detailed selection process will be handed over to the successful vendor. Necessary arrangements for smooth conducting of the test are:

- i) Identify test venues in the NIFT Chennai Campus and detail schedule to accommodate to conduct the test.
  - ii) Allocation of candidates to test venue
  - iii) Plan for communicating standard instruction to all the invigilators
  - iv) Display board in all the test venue with standard instructions for the test
  - v) Any other arrangement as per the requirement.
- 2.4 Designing Questions for objective and subjective written test: Agency will frame questions and prepare answer sheet and confidentiality will be maintained. (two three sets of question paper kept ready)
- 2.5 Test evaluation: The Recruitment Agency will pull in resources in such a manner that evaluation for subjective and objective written test will be done systematically and with utmost confidentiality. Evaluation for written test will be done in prescribed days. Recruitment Agency should use innovative techniques in evaluation so that human error can be minimized.
- 2.6 Skill test: Suitable assessment tools will be developed for Selection Panel or Agency for skill test, based on the skill requirement to the post and conduct test to check the skill level of the candidates to enable to select right candidates for the post. Detailed selection process will be handed over to the successful vendor.
- 2.7 Preparing shortlisted list and sending call letters: list of candidates shortlisted for the final interview will be submitted to NIFT Authority for record and reference. Copy of the approved list will be sent back to the agency
- 2.8 Preparation of provisional merit list: On completion of written test and skill test, category wise provisional merit list will be prepared and submitted to the NIFT Authority. While preparing the merit list reservation for ST, SC, OBC, Women and general category and PWDs, ex-servicemen, sports persons on horizontal basis against the respective category will be kept in mind. After approval, the list will be published by NIFT in the web site.
- 2.9 Proceedings of the selection process: After completion, Agency will submit a signed copy of the proceedings of the entire selection process for each post to the NIFT Authority along with provisional merit list in sealed envelope.

### 3. TIME LINE

Sl. No.	Output	Timeline
1.	Preparation of Recruitment Plan and strategy	3 <sup>rd</sup> day from date the signing of contract
2.	Issue of call letters, uploading the admit card, framing and sharing model questions and answer sheets	7 <sup>th</sup> day from the date of signing of contract

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3.	Conducting written test and Skill test	30 <sup>th</sup> day from the date of signing of contract
4.	Declaration of result to Director NIFT Chennai in sealed envelop	35 <sup>th</sup> day from the date of signing of contract

Note: Payment will be phased out based on completion of agreed task and deliverables.

- 3.1 **MONITORING THE ASSIGNMENT:** The Authority approved Recruitment Committee shall monitor the assignment of the agency and shall appraise the Authority from time to time about the progress and achievement of the deliverables.
- 3.2 **REPORTING:** The agency will make available all reports and necessary documents in 3 electronic copies on compact Disks (CD) of all the drafts in MS word/excel/power point file format. The short-listed and final list of candidates with name of wait listed candidates will be delivered only to Director NIFT Chennai in a sealed envelope.
- 3.3 **OWNERSHIP:** This assignment is funded by NIFT Chennai and therefore ownership of this assignment will remain with the NIFT, Chennai. The agency will have no right of claim to the assignment once it is completed. Document/material or any part of it will never be used or reproduced by the agency without written permission of NIFT.
- 3.4 **DATA, SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT:** The agency will be given access to all relevant documents, correspondence, and any other information relating to recruitment and selection and deemed necessary from time to time to accomplish the agreed deliverables. The agency should develop conceptual clarity for job profile of each post to select suitable persons for NIFT Chennai.
- 3.5 **DURATION OF THE ASSIGNMENT:** The Contract will be for a period of three months specifically for this assignment from the date of the signing of contract. If the assignment is not completed in time, there will be no cost extension of the duration of this assignment. The contract is extendable for mutual agreed period as per the need of the NIFT and based on the performance of the agency.
- 3.6 **CONSULTANCY CHARGES:** Consultancy service charges for completing the recruitment process may be quoted by the agency, and they are free to quote according to their working and specify their working in Annexure - IV

**4. SCHEDULE OF TIME LINE AND PAYMENT IN TERMS:**

S. No:	Particulars	Time line	Payment
1	Preparation of Recruitment Plan and strategy	3 <sup>rd</sup> day from date the signing of contract	30% of the contract Amount
2.	Issue of call letters, uploading the admit card, framing and sharing model questions and answer sheets	7 <sup>th</sup> day from the date of signing of contract	

(Signature)

3.	Conducting written test and Skill test	30 <sup>th</sup> day from the date of signing of contract	70 % of the contract amount
4.	Declaration of result to Director NIFT Chennai in sealed envelop	35 <sup>th</sup> day from the date of signing of contract	

## 5. PENALTY CLAUSE

- 5.1 Agency has to complete the work as per the agreed schedule and strictly in accordance with the terms and conditions of the tender. A penalty @ 1% of total value of the contract per day of delay shall be imposed except due to any reasons beyond the control of the Agency (Force Majeure). Director NIFT Chennai 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. The agency will not challenge the satisfaction of Director NIFT, Chennai on these matters. In the event of failure to complete the work in the stipulated period, the NIFT reserves the right to get the work done from any other Agency at the risk and cost of the successful agency.

## 6. ESSENTIAL PREREQUISITE FOR THE AGENCY:

- 6.1 The Agency should be a Government Agency or registered as a Private or public Company and should have minimum experience of 5 years of conduct of examination work.
- 6.2 The Agency should not be blacklisted by any organization or educational institute as on the date of submission of the tender.
- 6.3 The Agency must have handled at least three similar kind of projects in the last three calendar/ financial years in external aided projects or government sponsored / projects. The Agency have more nos. of completed assignments will be given advantage.
- 6.4 Preference will be given to the agencies that have proven experience of conducting recruitment of office personnel engaging in Government of India/ State Governments / World Bank Projects
- 6.5 Ongoing/ incomplete assignments will not be taken into consideration.

## 7. JURISDICTION OF THE COURT

- 7.1 All unresolved disputes shall be subject to the jurisdiction of Court in Chennai only.

(Signature)

**ANNEXURE – I**

**Name of the Assignment: "ENGAGEMENT OF RECRUITING AGENCY FOR GROUP 'C' STAFF AT NIFT CHENNAI"**

**1. Name of the firm** :

**2. Office Address** :

Telephone No. :

Fax No. :

E-mail Address :

**3. Name of authorized representative(s)** :

(Contact Person name and  
designation with contract details)

**4. Registration Certificate copies enclosed for:**

Registered on (Date)

Legal Status ( for profit company; not for profit company;

Registered trust;

Others (specify)

**5. Details of Branch Offices:**

(Provide details of branch offices if any)

(Signature)



**6. Earnest Money Deposit** of Rs.10,000/- enclosed vide Demand Draft No. \_\_\_\_\_,  
Dated: \_\_\_\_\_, Bank \_\_\_\_\_ (place the DD in a different cover)

**7. Details of experience** in Central Governments Departments/ Organizations / Autonomous bodies / PSU / State Governments Agencies Private Sectors as per the attached format (**Please use separate sheet if required**). (**Minimum 3 years' experience is essential**).

Year	Name of the Project.	Name of the Client	Contact Details	Duration of Assignment and Status as on June 2020			Value of Contract ( in INR)
				Effective date of original contract	Closure date of contract	Whether contract closed or not	

The agency must provide the certificates from at least 3 Institutions where they are providing services certifying that their services are professional and to their satisfaction.

**8. Validity:** The offer shall be valid for a period of at least six calendar months from the date of opening of the Application and award of contract.

**NOTE:-**

- i) All the supporting documents should be enclosed along with this Application. If not enclosed the Application will not be considered.

**Date :-**

**Place:-**

(Signature)

**ANNEXURE II**

**COMPLIANCE STATEMENT**

**NAME OF WORK: "ENGAGEMENT OF RECRUITING AGENCY FOR GROUP 'C' STAFF AT NIFT CHENNAI".**

We hereby 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.

**Date :-**

**Place:-**

(Signature)

**ANNEXURE - III**

**DECLARATION**

**To whom so ever it may be concern**

I/ We hereby solemnly take oath that I/We am/are authorized signatory in the firms/ Agency/ Institute/ Company and hereby declare that "Our firms/ Agency/ Institute/ Company do not face any sanction or any pending disciplinary action from any authority against our firms/ Agency/ Institute/ Company or partners. Further, it is also certified that our firm has not been blacklisted by any government or any other donor/ partner organization in past.

In case of any further changes which affect of this declaration at a later date; we would inform the mission accordingly.

**Date :-**

**Place:-**

(Signature)

**ANNEXURE – IV**

Sl. No.	Process	No of Candidate	Cost per candidate	Any other charges (Please Specify)	Inclusive of GST or Service Tax (if any)	Total cost
1	Call letter	Around 400 ** candidates				
2	Written Test	Around 400 ** candidates				
3	Skill Test	Around 400 ** candidates				
4	Declaration of result to Director NIFT Chennai in sealed envelop					
<b>Grand Total</b>						
In Words Rupees:						

\*\* Note: 10% (Ten percent) plus or minus variation in candidates application may appear.

Date:

Competent Authority Signature

Place:

Full Name:

Designation:

Contact Details:

Email Id:

Official Stamp:

(Note: to be printed in the original document of the company and signed)

(Signature)