

e-BID NOTICE

Bid No.1351(03)/NIFT/Pur-HO/ INDIAsize Project/ Event Management/2018

**e-BID DOCUMENT
FOR
THE EVENT MANAGEMENT AGENCY /COMPANY
For INDIAsize**



NATIONAL INSTITUTE OF FASHION TECHNOLOGY

(A statutory body governed by the NIFT Act 2006 and
Set up by the Ministry of Textiles, Govt. of India)

NIFT CAMPUS, NEAR GULMOHAR PARK, HAUZ KHAS,
NEW DELHI – 110016
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Website: www.nift.ac.in

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Notice Inviting E-Tender

Online bids under **Quality Cum Cost Based Selection (QCBS)** system are invited by the NIFT – Head Office, Hauz Khas, New Delhi from bonafide, experienced and *reputed Event Management Agency/ Company (Pvt. Ltd. Company/Partnership firm/ LLP/ Proprietorship firms)* for managing the *INDIAsize Project*.

Table – I: NIT & Eligibility Criteria Document Details.

Sl. No.	Description	Details
1.	NIT NO.	Bid No. 1351(03)/NIFT/Pur-HO/INDIAsize Project/Event Management/2018 Dated 03.01.2019
2.	Earnest Money Deposit (EMD)	The bidder shall furnish the EMD/Bid security of Rs. 20 lakhs in one of the following ways: - (a) In form of Demand Draft of any Indian Nationalized/ Scheduled Bank in favour of NIFT, Head Office, Hauz Khas, New Delhi payable at Delhi. Or (b) Bank Guarantee from any Indian Nationalized/ Scheduled Bank in favour of “ NIFT, Head Office, payable at Delhi ” shall be valid for minimum 180 days from the tender opening date. EMD in a sealed envelope have to be submitted to Purchase Officer, NIFT, Head Office, Hauz Khas, New Delhi-110016 before 14:00hrs of 24/01/2019 otherwise the Bid shall not be considered.
3.	Availability of Tender Document	i. A complete set of Bidding Document in English may be downloaded at free of cost from (URL: https://nifttenders.eproc.in) and NIFT, Delhi website (URL: https://www.nift.ac.in). Corrigendum/addendum, if any, shall be published only in the website and separate communication will not be sent for the same.

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		<p>ii. Instructions regarding submission of online bids are available at URL: https://niftenders.eproc.in</p> <p>iii. Bids shall be submitted through online only. Manual / physical bids will not be accepted.</p> <p>iv. On submission of online bid, please intimate the same to the e-mail ID: purchase.ho@nift.ac.in</p>
4.	Date of Publication of Bid notification on official website/e-Portal	03.01.2019 at 1700 Hours (IST)
5.	Download of Bid Document Commence from	03.01.2019 at 1800 Hours (IST)
6.	Pre-Bid Meeting	14.01.2019 at 1100 Hours (IST)
7.	Amendment of bid document	18.01.2019 at 1100 Hours (IST)
8.	Last Date of download of Bid Document	24.01.2019 at 1200 Hours (IST)
9.	Last Date for submission of duly filled in Bids	24.01.2019 at 1500 Hours (IST)
10.	Place of opening of Tender bids	Board Room, NIFT – Head Office, Hauz Khas, New Delhi – 110016
11.	Date and Time of the opening Technical Bids	24.01.2019 at 1600 Hours (IST)
12.	Presentation of the proposal by EMA	29.01.2019 at 1000 Hours (IST)
13.	Date and Time of the opening Price Bids	Will be notified to the technically qualified Bidders
14.	Eligibility Criteria	<p>The bidder must have following documents</p> <p>ELIGIBILITY CRITERIA</p> <p>A. Proof of Registration</p> <p>B. Taxpayer Information</p> <p>C. Turnover Certification & Income Tax Return</p> <p>D. Bidders Experience Certificate</p> <p>E. Earnest Money Deposit</p> <p>F. Reference Check</p> <p>G. CVs of Supervisor</p> <p>H. Tender Acceptance Letter</p>
15.	Rejection of Tender	Incomplete, ambiguous and Conditional rate, unsealed, late receipt tender shall be rejected.

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NOTE:

- i) The tendering authority reserves the right to accept / reject any or all tender without assigning any reason thereof or is not bound to accept the lowest tender.
- ii) Amendments, if any, to the tender documents will be notified in the above website as and when such amendments are notified particularly before **2200 Hours of 18/01/2019**. It is the responsibility of the bidders who have downloaded the tender document from the website to keep themselves abreast of such amendments before submitting the tender document.
- iii) Intending bidders are requested to register themselves with <https://nifttenders.eproc.in> through www.nift.ac.in/tender for obtaining user-id, Digital Signature etc. by paying Vendor registration fee and processing fee for participating in the above mentioned tender.
- iv) NIFT has decided to use process of e-tendering for inviting this tender and thus the physical copy of the tender would not be sold.
- v) Incomplete, ambiguous and conditional tender bids liable to be rejected.
- vi) The bidder shall furnish a declaration under their digital signature that no addition/deletion/corrections have been made in the downloaded tender document being submitted and it is identical to the tender document appearing on the website (www.nift.ac.in/tender).
- vii) In case of any correction / addition / alteration / commission in the tender document, the tender bid shall be rejected summarily.
- viii) All statutory taxes as applicable shall be deducted at source before payment.
- ix) The bidder should refer Clause 6.3 of this document for details of documents to be scanned and uploaded in the NIFT portal.
- x) All documents to be submitted shall be self attested by the bidder and all the pages of the bid document has to be essentially signed by the bidder.

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1. PART I- BACKGROUND ABOUT NATIONAL SIZING SURVEY OF INDIA

National Institute of Fashion Technology (NIFT)

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 the field of Fashion Technology. NIFT provides fashion business education across the country through its network of 16 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, Delhi, Gandhinagar, Hyderabad, Jodhpur, Kangra, Kannur, Kolkata, Mumbai, Patna, Raebareli, Shillong and Srinagar.

National Sizing Survey of India called INDIAsize

NIFT, New Delhi under the aegis of Ministry of Textiles, Govt. of India, is undertaking an extensive research study to develop a comprehensive size chart for ready to wear industry based on these body measurements of the Indian population. This is a scientific exercise where anthropometric data will be collected from a sample population to create a database of measurements that will culminate in a standardized size chart truly representative of the Indian population, which can be adopted by the entire apparel Industry.

1.1. Specific Objectives & Scope

The main objective of the INDIAsize project is to identify the body dimensions and proportions of India females and males using 3D body scanning technology and develop size chart based on body measurements of Indian population for better fitting of ready to wear garments. The INDIAsize project will also focus on collection of demographic and purchasing preference data using socio-demographic questionnaire.

1.2. Project Entails

The project approved by Government of India will entail measuring of 25000 (Twenty Five Thousand) male and female persons between the age group of 15 years and 65 years above in six different cities located in six regions of India i.e. Kolkata (East), Mumbai (West), New Delhi (North), Hyderabad (Centre), Chennai (South), and Shillong (North-East) using 3D whole body scanners.

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1.3. Technology used for Survey - 3D Whole Body Scanners

The 3D whole body scanners are non contact method of extracting body measurements and capture highly accurate 3D body maps in less than 10 seconds in one posture. It scans the body and creates a point cloud from where hundreds of body measurements are extracted automatically through computer programming eliminating manual measurement and transcription errors. This technology is quick, accurate and human safe and helps immensely reduce the time frame of the anthropometric surveys.

NIFT will procure 3 whole body scanners.

1.4. Geographical Coverage

The purpose of INDIAsize project is to collect a large set of anthropometric data representative of the overall Indian population. Therefore to collect this pan India data the 3D body scanners will be positioned at different locations in six geographical regions of India.

S. No.	Geographical Region	City
1	East	Kolkata
2	West	Mumbai
3	North	New Delhi
4	South	Chennai
5	Centre	Hyderabad
6	North-East	Shillong

1.5. Sampling Framework

Total sample size for the project is 25080.

There are in all 5 sampling frame works, which have to be adhered to by EMA for all scanners.

1.5.1. Sampling Framework 1- Region Wise Distribution of States

Geographical Region No.	Geographical Region	No. of Samples
1	East India	4180
2	West India	4180
3	North India	4180
4	South India	4180
5	Central India	4180
6	North-East India	4180
	Total	25080

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1.5.2. Sampling Framework 2 - Age Group

Geographical Region No.	Geographical Region	Target Sample - 190 male and 190 Female										Total		
		Age Group (Years)												
		15 ≤ 20	> 20 ≤ 25	> 25 ≤ 30	> 30 ≤ 35	> 35 ≤ 40	> 40 ≤ 45	> 45 ≤ 50	> 50 ≤ 55	> 55 ≤ 60	> 60 ≤ 65		> 65	
1	East India	380	380	380	380	380	380	380	380	380	380	380	380	4180
2	West India	380	380	380	380	380	380	380	380	380	380	380	380	4180
3	North India	380	380	380	380	380	380	380	380	380	380	380	380	4180
4	South India	380	380	380	380	380	380	380	380	380	380	380	380	4180
5	Central India	380	380	380	380	380	380	380	380	380	380	380	380	4180
6	North-East India	380	380	380	380	380	380	380	380	380	380	380	380	4180
		2280	2280	2280	2280	2280	2280	2280	2280	2280	2280	2280	2280	25080

1.5.3. Sampling Framework 3 - Sex

Geographical Zone No.	Geographical Zone	Target Sample – Male & Female (each)										Total		
		Age Group (Years)												
		15 ≤ 20	> 20 ≤ 25	> 25 ≤ 30	> 30 ≤ 35	> 35 ≤ 40	> 40 ≤ 45	> 45 ≤ 50	> 50 ≤ 55	> 55 ≤ 60	> 60 ≤ 65		> 65	
1	East India	190	190	190	190	190	190	190	190	190	190	190	190	2090
2	West India	190	190	190	190	190	190	190	190	190	190	190	190	2090
3	North India	190	190	190	190	190	190	190	190	190	190	190	190	2090
4	South India	190	190	190	190	190	190	190	190	190	190	190	190	2090
5	Central India	190	190	190	190	190	190	190	190	190	190	190	190	2090
6	North-East India	190	190	190	190	190	190	190	190	190	190	190	190	2090
		1140	1140	1140	1140	1140	1140	1140	1140	1140	1140	1140	1140	12540

1.5.4. Sampling Framework 4 - Income Wise Distribution of Sample Size

Geographical Region No.	Geographical Region	Below 1.5 lakh	1.5 to 3.4 lakh	3.4 to 17 lakh	Above 17 lakh	Total
1	East India	1045	1045	1045	1045	4180
2	West India	1045	1045	1045	1045	4180
3	North India	1045	1045	1045	1045	4180
4	South India	1045	1045	1045	1045	4180
5	Central India	1045	1045	1045	1045	4180
6	North-East India	1045	1045	1045	1045	4180
	Total	6270	6270	6270	6270	25080

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1.5.5. Sampling Framework 5 - Rural and Urban

Geographical Region No.	Geographical Region	Rural	Urban	No. of Samples
1	East India	1254	2926	4180
2	West India	1254	2926	4180
3	North India	1254	2926	4180
4	South India	1254	2926	4180
5	Central India	1254	2926	4180
6	North-East India	1254	2926	4180
	Total	7524	17556	25080

1.6. Movement of Scanner

3D Whole Body Scanner will be moved between the cities for data collection as per the following plan.

1.6.1. Intercity Movement of scanner

With 3 scanners data collection will be undertaken in 6 cities as follows

- Delhi to Mumbai - 3 scanners
- Mumbai to Chennai - 3 scanners
- Chennai to Hyderabad - 3 scanners
- Hyderabad to Kolkata - 3 scanners
- Kolkata to Shillong - 3 scanners
- Shillong to Kolkata - 1 scanner
- Shillong to New Delhi - 1 scanner
- Shillong to Mumbai - 1 scanner

1.6.2. Tentative time lines of data collection is as follows

Cities	Time of data collection
New Delhi	3 months
Mumbai	3 months
Chennai	3 months
Hyderabad	3 months
Kolkata	3 months
Shillong	3 months
Total	18 months

1.6.3. Intra-city Movement of Scanner

After intercity transport all the scanners will be in NIFT Campus from where two scanners move to two more locations for maximum coverage and data capturing.

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Movement of scanner within a city is as follows -

Scanner 1 - will be positioned in NIFT for the entire duration of data collection

Scanner 2 & 3 -will be moved to at least to two different locations within the city

INTRACITY Movement of Scanner on an average not more than 50 km per movement

	Scanner 1	Scanner 2	Scanner 3		Scanner 1	Scanner 2	Scanner 3
New Delhi	NIFT (3 months)	NIFT to Location 1 (1.5 months)	NIFT to Location 2 (1.5 months)	Hyderabad	NIFT (3 months)	Moves to Location 13 (1.5 months)	Moves to Location 14 (1.5 months)
		Moves to Location 3 (1.5 months)	Moves to Location 4 (1.5 months)			Moves to Location 15 (1.5 months)	Location 16 (1.5 months)
Mumbai	NIFT (3 months)	Location 5 (1.5 months)	Location 6 (1.5 months)	Kolkata	NIFT (3 months)	Location 17 (1.5 months)	Location 18 (1.5 months)
		Moves to Location 7 (1.5 months)	Moves to Location 8 (1.5 months)			Moves to Location 19 (1.5 months)	Moves to Location 20 (1.5 months)
Chennai	NIFT (3 months)	Location 9 (1.5 months)	Location 10 (1.5 months)	Shillong	NIFT (3 months)	Location 21 (1.5 months)	Location 22 (1.5 months)
		Moves to Location 11 (1.5 months)	Moves to Location 12 (1.5 months)			Moves to Location 23 (1.5 months)	Moves to Location 24 (1.5 months)
Total	6 NIFT locations + 24 Other locations = 30 locations in all						

EMA will be required to complete the sampling framework in each of the location before proceeding to next one with relaxation on each sampling framework as mentioned in Clause 5.21. However at the end of the project the total samples covered should be as per Clause 1.5.

1.7. Scanning and Indicative time per Activity

INDIAsize booth will have following members per scanner –

SUPPORT STAFF

1. Supervisor - 1 (to over all look at the smooth functioning of the booth and invite participants). Will be recruited by EMA.
2. Receptionist - 1 (to inform about the scanning process and take consent with fluency in English and local language). Will be recruited by EMA.
3. Regional Investigator - 1 (Computer personals for filling on line socio - demographic questionnaire with fluency in local language and English). Will be recruited by EMA.
4. MTS - 1 (to support the personals at the booth) will be recruited by EMA.

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SCANNING STAFF

5. Anthropologist - 1 for taking some manual measurements for validation and for ascertaining size of the participant and issuing scan suit. Anthropologist will also ascertain that the scan taken is of good quality will be recruited by NIFT and salary paid by NIFT.
6. Scanner Operations Executive - 2 (to scan the participant) will be recruited by NIFT and salary paid by NIFT.

Following activities will take place in the INDIAsize Booth in the listed sequence and approximately as per indicated time

Step 1 - On arrival at reception participant will be welcomed and briefed about the project and process of scanning by the receptionist in English or local language. Receptionist will assign a code to the participant and get Consent form filled and hand over a copy of the same to the subject (indicative time 5 minutes).

Step 2 - Regional Investigator will get the online Socio-demographic questionnaire filled by interacting with the participant in English or local language on computer or tab provided (indicative time 10 minutes).

Step 3 - Anthropologist recruited by NIFT will ascertain the participants size by taking few measurements by tape measure and identify the size of the participant for the scan suit and hand over the scan suit to subject (indicative time 2 minutes).

Step 4 - Participant will change into scanning suit and go to the scanning chamber (indicative time 5 minutes).

Step 5 - Scanner Operations Executive (1 male and 1 female recruited by NIFT) will scan participants in different poses (indicative time 15 minutes).

Step 6 - Anthropologist will check the scan for accuracy (indicative time 2 minutes).

Step 7 - Once the scanning process is complete participant will change back into their own clothes. Another person will hand over the gift take away with a thank you note to the participant (indicative time 5 minutes).

In all 45 minutes for first candidate which will go down for subsequent candidate as participants will be in different stages of listed steps and will take 15 minutes. In a day average of 26 participants can be covered in day. However, the number can vary on lot of factors and efficiency of the event management team.

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1.8. Time Period of the Contract

The over all duration of the contract is about 2 years duration and it starts from signing of the contract/ agreement with NIFT till submission of the Final Completion Report and handing over of all equipment's to NIFT Delhi. After awarding the contract the EMA needs to recruit manpower, and submit detailed action plans before starting actual scanning.

However the Scanning Duration of the project is 21 months i.e.1 month of training and pilot run at Delhi + 20 months of survey of which 18 months will be for actual scanning and data collection and 2 months will be for intercity & intra-city movement of scanners.

The data collection shall start from the day all 3 scanners are at their respective first locations i.e. NIFT Campus, Location 1 & 2 and data collection will finish the day activity is over for all scanners in their respective last location i.e. NIFT Campus, Location 23 & 24.

Within 15 days after completion of the activity, EMA shall be required to submit a detailed completion report recapping the coverage of the sample framework region wise and in totality. Additionally all the equipment's issued by NIFT have to be returned to NIFT Delhi.

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2. PART II - PURPOSE OF THE BID

The purpose of this bid is to appoint Event Management Agency (EMA) / Company for conducting the anthropometric survey for INDIAsize during 2019-2020 in the different states of India as per the proposed sampling framework in proposed timeline.

2.1. Recruitment of Event Management Agency (EMA)

NIFT will have the overall responsibility for the implementation of INDIAsize project. However, considering the magnitude of data collection work, reputed Event Management agencies will be hired for data collection work. The selection of these agencies will be done by inviting technical and price bids from all the interested agencies. Strength of personnel available and previous experience in carrying out pan India crowd mobilization events/ surveys will be important criteria for the selection. A committee comprising all stakeholders constituted for this purpose will evaluate the technical and price bid and recommend the selection of event management agencies for final acceptance by the Competent Authority.

2.2. Scope of Work of EMA

EMA is required to provide following support to the project. The proposal should be prepared on the basis of the following scope of work.

2.2.1. Booth – Preparation, Setting and Transfer

The scope of work of EMA would include preparation of the booth for scanner. This would entail construction of the booth with partitions, proper signage, front façade, office furniture and electrical connections and other related issues.

Fixtures would include clothes pegs and counters in changing rooms, electric sockets for all work stations, extension cords, lighting fixtures, display aids 4 standees/ easels and wall mounted soft boards around the reception area, etc.

EMA shall be responsible for setting up of booth and transferring the contents of the booth (except 3D whole body scanner) and its furniture fixture to new locations/ region after completion of data collection in a location or a region

The booth shall be lockable for safety reasons and EMA will be responsible for safety and protection of booth and its content

2.2.2. Identification of the Venue

EMA would be required to identify at least 4 venues in each city for the scanner No 2 & 3.

2.2.3. Construction of the Booth

The scope of work of EMA shall also include construction and designing with proper signage's of INDIAsize booth. The booth space of the dimensions minimum 18 feet by 18 feet would include earmarked area for

- Scanner with two changing rooms (approximately 18 feet X 6feet),
- Work station for scanning computer (approximately 6 feet X 6 feet),
- Socio-demographic survey filling area (approximately 6 feet X 6 feet),
- Registration and information desk (approximately 12 feet X 6 feet),
- Area for manual measurement with storing areas for scan suits and stationary etc. (approximately 6 feet x 6 feet),
- Pantry, gift coupon issuing desk and other allied structures (approximately 6 feet x 6 feet)

The booth shall be closed for effective cooling through air conditioning in case of open places. In case of enclosed air-conditioned spaces the changing room, scan chambers and manual measurement space shall be covered from all sides with enough lighting fixtures.

EMA shall be responsible for making the infrastructure available for installation of scanner on arrival. The infrastructure shall be ready before the arrival of the scanner to avoid any delays. Preferably the booth should be portable and reusable which can be easily dismantled and reassembled in the next location.

2.2.4. Setting Up of the Scanner

Once the booth is constructed and ready, the scanner shall be set up. The trained personnel from the scanner company shall install the scanner. The EMA shall ensure facilitation of the setting up of scanner.

2.2.5. Furniture and Fixture

The EMA shall be required to provide the appropriate furniture, lighting, equipment and fixtures in the booth area. The furniture required could include

Registration and information desk – for Reception/Consent section Scan suit handover section	(Approximately 12 x 6 feet)
	1 Desk
	1 lockable drawer for keeping personal stuff
	3 Chairs behind the desk and 6 in front for waiting
	1 lockable cupboard for keeping Fresh forms & Signed forms (Max Capacity of 3000 forms)
	1 lockable cupboard for storing Scan suits and storing Stationary (Max Capacity of 500 at any time)
Socio-demographic questionnaire section	(Approximately 6 x 6 feet)
	1 Desk

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	1 lockable drawer for keeping personal stuff
	2 Chairs
	1 Power point/ Extension box
Work Station for Scanning Operator	(Approximately 6 x 6 feet)
	1 Desk
	1 lockable drawer for keeping personal stuff
	2 Chairs
	1 Power point/ Extension box
Scanner room + Changing/Trial room	(Approximately 18 x 6 feet)
	1 Scanner
	Enclosed sub partition
	2 Changing/ Trial rooms with full length mirrors; Cloth pegs
	2 lockers for customers to keep personal valuables
	2 stools in changing room
Scanning Incentive distribution	(Approximately 6 x 6 feet)
	1 Desk
	1 lockable drawer for keeping personal stuff
	4 Chairs
	1 lockable cupboards

Apart from above the booth shall also have 2 Air Conditioners of 2 tons as per the INDIAsize booth size to maintain cooling of 24 degree centigrade, small refrigerator, water dispenser and electric kettles.

The materials such as wall panels, furniture, display aids etc. to be provided by the agency shall have to be sturdy and withstand transportation and usage hence of a very high quality. Chairs, tables, counters, display aids etc. provided shall be color coordinated and in accordance with NIFT color of grey, blue and red and should be aesthetically appealing in appearance. This shall be done in consultation with the team of NIFT on basic of design provided. It will be the responsibility of the agency for making all items available as per the layout plans and designs.

2.2.6. Front/ Side Facade and Signage

All external walls of the booth shall carry INDIAsize logo, NIFT logo and project title for clear and easy identification. All creative's for the booth, standee, banners, posters, etc. will be provided by NIFT. They shall be put on display as per NIFT instructions. Facade shall be as per approved design only. EMA shall be responsible for printing, stretching and mounting of the banners, standees and other display material.

2.2.7. Power Supply, Main Electrical Connections and Internet Connectivity

It shall be the responsibility of the agency to provide the uninterrupted power supply required for the booth and the activities to be undertaken. In case of no power supply at the venue agency will have to make necessary arrangements through a power generator around 15

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KW and there shall be a person responsible for ensuring supply of the same throughout the data collection on all locations. EMA will be responsible for making internet connectivity available for live data transfer on NIFT procured Cloud services from the venue.

2.2.8. NOC's, Permissions and Parking Permits

The agency shall ensure that all municipal clearances/NOCs/permissions/ parking permits (wherever necessary) required by various enforcement/other government agencies in the state concerned are obtained to the satisfaction of the NIFT authority. The agency shall submit copies of all the NOCs, permissions, and clearances along with the receipts to the NIFT.

2.2.9. Insurance

The agency shall ensure that all necessary insurance for the booth, equipments and associated infrastructure are obtained to the satisfaction of the NIFT authority.

2.2.10. Security and Safety

The agency shall be responsible for security of the all equipment in the booth. The EMA shall have to process the required permissions and obtain the functioning guidelines from the Police Force etc. (wherever required).

EMA shall ensure necessary precautions for security, safety against theft, fire and other potential disruption. The booth shall have adequate number of Fire extinguishers as the first measure of precautions. Further, the booth shall be under CCTV surveillance for safety and security. The cleanliness and hygiene of the booth shall be maintained.

2.2.11. Transfer

The Event Management Agency shall be required to transfer the booth and its contents – furniture, fixtures etc. to new locations within the city or to next geographical location except 3 D whole body scanner. EMA shall be responsible for damage/ theft / loss/ beak-down of any stuff inside the booth and while transferring the goods to another location.

2.2.12. Manpower Requirement

The Event Management Agency shall be required to provide the manpower, which will be trained, from time to time by the Scanner Company and NIFT team.

The Event Management Agency shall be required to have or appoint the following manpower for each of the three scanners.

EMA shall be required to provide CVs of Supervisor they plan to deploy for the project. EMA will be at liberty to replace the person with one having similar profile on approval of NIFT.

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EMAs must also provide a copy of bio-data, proofs of identity and minimum qualification of the entire staff in the booth recruited well in advance to NIFT before starting of the data collection in the respective regions.

S. No	Name of the Position; No of people required; Sex; Required skills and Responsibility
1	<p>Supervisor – Total 3 - 1 per scanner either male or female. Person on this role is essentially required to be on site at all times.</p> <p>Education Qualification (Minimum) - Bachelor's Degree</p> <p>Experience - At least 2 years of experience out of which at least 1 years is in relevant profile of supervising event (conducting and coordinating) large-scale event and crowd management involving handling crowd of people, dealing with of masses, large level surveys involving human subjects, across country events of any kind involving human subjects etc.</p> <p>Proficiency in English and Hindi language.</p> <p>Required Skills</p> <ul style="list-style-type: none"> • Proven track record of organising medium to large size events, delivering on time with excellent customer service and quality • Should be able to prepare and provide reports on event performance matrix • Should be able to lead a team • Is aware and suitably able to identify and manage public health and safety practices • Must possess excellent verbal, written and presentation skills • Must be computer savvy and proficiency in MS Office • Must be self-motivated, creative, detail-oriented and excel in problem-solving skills • Has the ability to prioritize and manage multiple responsibilities • Ability to deal with sensitive information with a high level of trust and confidentiality • Good communication and customer service skills with the capacity to interact with diverse groups and work successfully in a collaborative, team-oriented environment • Ability to connect with people and engage others in the mission of the project

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<p>Responsibility</p> <p>Supervisor will be responsible for overall smooth functioning of the booth. Some of the expectations from Supervisor are</p> <ul style="list-style-type: none">• Allocation of area in booth where team members will be stationed• Make arrangements for travel and accommodations for team• Supervise and guide people in booth• Contact local authorities to inform them about the survey and to gain their support and cooperation• Arrange for all supplies, and equipment necessary for the team to complete its assigned interviews• Responsible for having enough consent form in English, Hindi and local language to ensure smooth flow of work• Responsible for having enough scan suits in booth for smooth execution of survey• Responsible for live data uploading through internet connectivity• Communicate any field problems to the Event Management Agency or Regional Project Coordinator from NIFT• In-charge of making paper available as and when required i.e. approvals, insurance paper, permits, NoCs, SoPs, etc• Storing all confidential consent forms safely and handing over to NIFT Project Center Coordinator at end of the day• Responsible for coordinating between all members in a booth and solving queries and problems if any• Responsible to keep booth, its equipment and team safe• Ensure that the event booth and location are maintained in hygienic and clean environment• Ensure timely completion of sample frame work• Responsible to manage medical emergencies or any unforeseen crisis in booth• Inviting participants• Managing and engaging participants in the booth and waiting area• Query solving of participants• Arranging for transportation of participants, in case required by EMA• Will file reports on progress of work as per the schedule of NIFT• Coordinate with NIFT team• Plan for meeting targets as per advice of NIFT team• To complete all commitments of EMA
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2	<p>Receptionist - Total 3 - 1 person per scanner - either male or female. Person on this role is essentially required to be on site at all times.</p> <p>Education Qualification (Minimum) - Bachelor's Degree with basic computer knowledge and proficiency in MS Office.</p> <p>Experience - At least 1 years of experience in relevant profile of handling front office in large-scale event and event requiring large crowd management involving handling crowd of people, dealing with of masses, large level surveys involving human subjects, across country events of any kind involving human subjects etc.</p> <p>Proficiency in English and Regional language.</p> <p>Required Skills</p> <ul style="list-style-type: none"> • Proven track record of managing front office in medium to large size events with success • Must possess multi-task handling ability • Knowledge of administrative procedures • Excellent Communication • Excellent people management skills • Ability to prioritizing work • Excellent Organization skills • Computer savvy with proficiency in MS Office • Initiative and problem-solving abilities • Patience and self reliance • Dependability <p>Responsibility</p> <p>Receptionist will be assisting the supervisors. He/she will be first person participant will be communicating with. Receptionist will be responsible for welcoming the participants, query solving and crowd management for smooth functioning of the booth.</p> <p>Some of the expectations from Receptionist are</p> <ul style="list-style-type: none"> • Welcoming the participants • Explaining the procedure in details to them if required in their regional language • Getting the consent form filled and handing over a copy to the participant • Issuing of the scan number on the consent form to make smooth integration of socio-demographic questionnaire, consent form and scan • Keeping filled consent form in safe custody to hand over to supervisor • Manage the waiting area and participants
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	<ul style="list-style-type: none"> • Keeping track of number of participants and assisting supervisor in making reports • Assist supervisor in managing and engaging crowd • Assist supervisor in keeping booth clean and well organised • Assisting supervisor in meeting the expectations of NIFT from EMA
4	<p>Regional Investigator - Total 3 - 1 per scanner preferably female. Person on this role is essentially required to be on site at all times.</p> <p>Education Qualification (Minimum) - BE/ B.Tech / B.Sc. in Computer Science/ software / Information Technology/ BCA OR equivalent from recognized university/ institute of repute.</p> <p>Experience -2 years experience out of which at least 1 year is in relevant field of data entry and management and using medium complexity computer applications. Proficient in Hindi, English and local language.</p> <p>Required Skills</p> <ul style="list-style-type: none"> • The data entry professionals will need to have fast typing speed • Proficiency in handling medium complexity computer applications • Extremely comfortable using all sorts of input devices like keyboard, ipad, scanners and other such devices used for data entry task • Excellent interpersonal skills • Excellent written and communication skills • Dependable with confidential data • Patience and concentration to spend long hours in the same seating position doing the same job • Excellent organization skills • Ability to prioritize work • Initiative and problem-solving abilities • Data entry assistant must possess certain essential software skills like using word processors, spread sheet, database, and other related record management software. • Maintaining proper information flow between receptionist, scanner operator and supervisor • Ability to enter, store and recover the data correctly <p>Responsibility</p> <p>Regional Investigator will be responsible for conducting socio-demographic survey of all eligible male and female participants. The survey is online so the investigator to have good working knowledge of computer.</p>

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	<p>Some of the expectations from Regional Investigator are</p> <ul style="list-style-type: none"> • Patiently interacting with participants and guiding them from one question to another • Capturing the data flawlessly • Helping participants in making selection from multiple options in a question by explaining each option • In case of confusion in selection of available options using common logic or escalating matter to Supervisor • Recording the anthropometric data if necessary and coordinating with Anthropologist for the same • Correct recording of scan number for smooth integration of socio-demographic questionnaire, consent form and scan data. • Uploading of data on NIFT procured cloud • Managing medium complexity of software in case of crisis • Keeping a record on the number of participants to counter check the records • Assisting supervisor to make reports • Recording, storing and retrieving data efficiently • Assisting supervisor in meeting the expectations of NIFT from EMA
4	<p>Multi Tasking Staff - Total 3 - 1 per scanner - preferably male. Person on this role is essentially required to be on site at all times.</p> <p>Education Qualification (Minimum) - Minimum of 10+2</p> <p>Experience – 1 year experience. Proficient in Hindi, English and local language.</p> <p>Required Skills</p> <ul style="list-style-type: none"> • Good interpersonal skill • Should decent personality • Should be fluent in local language • Should be able to multi task • Should be able to follow orders • Housekeeping skills • Supportive nature and ability to work in team <p>Responsibility</p> <p>MTS will be responsible for overall maintenance of the area and provide overall support. Some of the expectations from MTS are</p> <ul style="list-style-type: none"> • Opening and closing of the booth

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	<ul style="list-style-type: none"> • Maintaining hygiene and cleanliness in booth • Assisting during assembly and dismantling of scanner • To organize and secure materials and office supply cabinets as per direction of Supervisor • To deliver and pick-up mail, messages, documents, packages and other items to and from NIFT Offices, the post office, or any other location that may be required • To deal with basic administrative duties • To make photocopies of reports, forms and any other document as and when required by Supervisor • To coordinate the maintenance and repair of booth equipment • Assisting people in the booth both participants and team members • To direct participants to move in booth • To hand over incentives to participants and keep records of the same • Handing over water bottle to the participants • Assisting supervisor in smooth running of the booth by providing support
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Additionally there will be NIFT team for scanning that will not be in preview of the event manager. Other 3 members in the booth recruited by NIFT will be as follows

1. Anthropologist - 1 preferably female

For taking some manual measurements for validation and for ascertaining size of the participant for scan suit and ascertain that the scan taken is of good quality.

2. Scanning Operations Executive in charge - 2 (1 male and 1 female)

To scan the participant

The EMA shall be required to provide remuneration to all people employed by them for the project. EMA shall fulfill all the statutory requirements like Workers' Compensation, Pay Roll Tax, Industrial Relations Act, etc of the state in which the booth will be displayed. The agency is required to follow work health and safety procedure/system in respect of all personnel engaged by them as per the laws. EMA shall be fully responsible for financial, social and moral well being of the staff recruited by them and NIFT shall not be responsible for the same. EMA must make provision and pay for group insurance to all the Event Management staff deployed in INDIAsize project. It is mandatory for EMA to provide accidental and health insurance cover for all investigators personnel-

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2.3. Role and Responsibility of EMA

2.3.1. Compensation

2.3.1.1. Workmen's Compensation

It shall be the responsibility of the EMA to pay the workmen's compensation and comply to the laws of the land. However in every case in which by virtue of the provisions of Section 12, sub-section (i) of the Workmen's compensation Act, 1923 NIFT is obliged to pay compensation to a workman employed by the EMA, in execution of the works, NIFT shall recover from the EMA the amount of the compensation so paid; and without prejudice to the rights of the NIFT under Section 12 Sub-section (ii) of the said Act, NIFT shall be at liberty to recover such amount or any part thereof by deducting it from the Security Deposit or from any sum due by NIFT to the EMA whether under this contract or otherwise. Government shall not be bound to contest any claim made against it under Section 12 sub-section (i) of the said Act, except on the written request of the EMA and upon his giving to NIFT full security for all costs for which NIFT might become liable in consequence of contesting such claim.

2.3.1.2. Labour Welfare

- 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 NIFT indemnified in case of any action taken against NIFT by the competent authority on account of contravention of any of the provisions of any Act or rules made thereunder, regulations, by laws, amendments 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
- c. If NIFT is caused to pay, reimburse such amount as may be necessary to cause or observe, or for on observance of the provisions stipulated in the notification/ bylaws / Acts/ Rules/ regulations including amendments, if any, on part bidder, the NIFT shall have right to recover from the bidder any some required or estimated to be required for making good the laws or damage suffered by the NIFT.
- d. The employees of the bidder/contractor in no case shall be treated as the employees of the NIFT at any point of time.
- e. The employer is bound to fulfil the terms and condition 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.
- f. Any failure to fulfil this requirement shall attract the penal provisions of this contract arising out of the resultant non-execution of the work.
- g. No labourer below the age of eighteen years shall be employed on the work.

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2.3.1.3. Fair Wages

- a. The EMA shall pay to labour employed by him either directly or through his authorized representative, wages not less than fair wages as defined in the C.P.W.D. EMA's labour regulations or as per the provisions of the contract labour (Regulation and abolition) Act and the Contract Labour (Regulation and Abolition) Central Rules, wherever applicable.
- b. The EMA shall, notwithstanding the provisions of any contract to the contrary, cause to pay fair wage to labour indirectly engaged on the work.
- c. In respect of all labour directly or indirectly employed in the works for performance of the contract's part of this agreement, the EMA shall comply with or cause to comply with the Central Public Works Departmental EMA's Labour Regulation made by the NIFT from time to time in regard to payment of wages, wage period, deduction from wages, recovery of wages not paid and deduction unauthorized made, maintenance of wages book or wage slips, publication of scale of wages and other terms of employment, inspection and submission of periodical returns and full other matters of the like nature of as per the provisions of the Contract Labour (Regulation & Abolition) Central Rules 1977 wherever is applicable.
- d. The EMA shall comply with the provisions of the Payment of Wages Act 1936, Minimum Wages 1948, Employees Liability Act 1938, Workmen's Compensation Act 1923, Industrial Disputes Act, 1947, Maternity Benefits Act 1961, and the EMA's about (Regulation and Abolition) Act or the modifications thereof or any other laws relating thereto and the rules made thereunder from time to time.
- e. The EMA 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 EMAs.
- f. 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.

2.3.2. Training of Manpower at NIFT

Given the magnitude of the survey, number of people involved and type skills required to successfully implementation of the INDIAsize project, several types of training workshops will be held at different points of time. These training workshops will be conducted by NIFT and the schedule and timings will be informed by NIFT as and when required. The training will cover protocols and methods of data collection, different subject components of the socio-demographic survey, question-by-question discussion, guidelines for training staff and roles of various people participating in the survey.

EMA shall be required to send all supervisors, receptionists and regional coordinators for training 1 month prior to the start of data collection period.

2.3.3. Promotion of the Event

This work includes Promotion and creating awareness about the project and the same shall be the part of the EMA's work. This would include designing a publicity plan, developing material for the same, execution of the same, and creating the buzz about the programme. The medium can be

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newspaper, internet, social media, television, pamphlets, blogs, etc. The cost will be borne by the agency. NIFT Website could be utilized for registering the participants for the scanning.

2.3.4. Mobilizing of People for participating in survey

The most important work of the EMA shall be to mobilize people for scanning. This would involve them to promote INDIAsize survey, create awareness amongst people, register them on website or venue, fix appointments, scheduling appointments, reminding them of activity, transporting them to venue if required. EMAs must publicize about the survey and its purpose through newspapers/electronic media in the state, before initiating the Event Management work. The published materials/ documents/newspaper cutting must be submitted to NIFT.

They shall be required to mandatorily get the right kind of participants for the survey according to the Sampling Framework as in clause 1.5. This would include people from pan India, different sex, age group, income groups, regions, urban & rural population. **It is mandatory to meet the sampling framework per region in provided time frame.** As much as possible widest range of people shall be covered in the survey. In case EMA is to get people from nearby areas, they shall arrange for vehicles for transportation of the participants. EMA shall obtain the permissions required from the Concerned Authority.

2.3.5. Engaging the Participants

EMA shall be required to plan activities for attracting the participants, keeping them engaged while they are waiting for their turn, and managing the crowd.

2.3.6. Coordinate with NIFT Team

EMA shall be required to coordinate with the NIFT Team at different levels. NIFT team includes the Project Monitor Team (PMT) which includes INDIAsize Core team who would be overall incharge of the project, NIFT Project Center Coordinator who will be incharge of that particular state. Scanner Operations Executive and Anthropologist appointed by NIFT for managing the scans, and monitoring the scan.

2.3.7. Mapping of the Sample framework Coverage

The EMA shall be required to keep a record of the number of participants being scanned on daily basis and generate report every fortnight basis as per the table provided below. This shall be submitted to the NIFT Project Center Coordinator on Sunday of the second week.

FORM FOR MAPPING OF COVERAGE OF SAMPLING FRAMEWORK						
1. Time Period for the Region (Circle the selection)						
Duration	0 to15 days	16 to 30 days	31 to 45 days	46 to 60 days	61 to75 days	76 to 90 days
2. Region Frame Work (Circle the selection)						
Region	North	South	East	West	Central	NE

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3. Age & Sex Frame Work - Number of Samples Scanned												
Age	15 ≤ 20	> 20 ≤ 25	> 25 ≤ 30	> 30 ≤ 35	> 35 ≤ 40	> 40 ≤ 45	> 45 ≤ 50	> 50 ≤ 55	> 55 ≤ 60	> 60 ≤ 65	> 65	Total
Male												
Female												
Total												

4. Income Categories Frame Work - Number of Samples Scanned					
No of Samples Scanned	Below 1.5 lakh	1.5 to 3.4 lakh	3.4 to 17 lakh	Above 17 lakh	Total

5. Area Frame Work – Number of Samples Scanned			
No of Samples Scanned	Rural	Urban	Total

Mapping of the requirement and actual scans done shall have to be monitored on fortnightly basis by NIFT and the gap areas identified. NIFT Project Center Coordinator will issue this gap on Monday by end of the day of starting of the subsequent week to EMA. This shall be required to be fulfilled on priority basis.

All Sampling Framework as defined by NIFT shall have to be preferably completed in each state, with permitted range of missing the target as mentioned in Clause 5.21. However at the end of the project the total samples covered shall be as per Sampling Framework in Clause 1.5. In case of extreme circumstances the matter can be discussed with NIFT, but decision of NIFT would be final.

2.3.8. Activity in Booth

Ref clause 1.7 further to that

- EMA shall be required to ensure that any activity like filling of questionnaire, body scan etc is done **only** after obtaining the informed consent of the respective respondent. EMA to make sure that a copy of consent form is handed over to the participant. EMA shall also ensure that investigators keep all the information strictly confidential.
- EMA shall be solely responsible of identifying correct scan number on the socio demographic survey for flawless integration of said data with scan data.
- Arrangements shall be made by EMA for transfer of the data from the field sites to NIFT server.

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2.3.9. Other Consideration of EMA

Apart from the activities listed in clause 2.2 EMA shall also be responsible for following

1. EMA shall translate the entire instrument – Socio-demographic survey, consent form, information sheet of INDIAsize project in the state specific local language through certified professional language translators. The translated version shall be sent to NIFT for review and approval.
2. EMAs are responsible to submit translated documents to NIFT at least one month in advance before the start of main survey. All the corrections and suggestions made by NIFT must be incorporated within a week. EMAs will shall be responsible for printing the required number of survey manuals and survey instruments for the main survey.
3. EMA is required to print sufficient number of copies of survey schedules, survey SoPs, consent form, information sheet for training and field practice. Each investigator must be provided a copy of Interviewer's SoP and each supervisor must additionally receive a Supervisor's SoP.
4. NIFT Project Centre Coordinator will be a faculty from regional NIFT appointed by NIFT Head Office for each state and will be trained and stationed in the state to monitor and supervise the fieldwork operations of the project. EVM supervisor shall report to him.
5. EMA shall undertake cleaning of entire space on daily basis and maintain cleanliness throughout the day including removal and disposal of garbage bags in dustbins.
6. The agency shall ensure presence of sufficient number of technical manpower (decorators, electrical, civil) available on call throughout the event for attending to any complaints/contingencies.
7. Standby vehicles for urgent requirement of items to be procured for the booth, as and when needed, to be included and may be available with EMA to avoid the downtime of execution, if necessary.
8. The EMA shall obtain adequate insurance cover for the equipment, booth and associated infrastructure, including Civil Responsibility Insurance and other insurance for compliance with rules and regulations of the venue authorities.
9. Ambulance or paramedical personnel. The agency shall make necessary arrangements for these services during the full duration of the event and in all states.
10. The agency shall have to settle all bills of the venue authority and other vendors, if any, before vacating the venue, in case these services are availed of.
11. EMA to make provision for water bottles for the participants on the booth.
12. EMA shall be responsible for all activities relating to booth management and data collection which is specified by NIFT Core team.
13. EMA shall required to extend full cooperation to the monitoring personnel from the NIFT HO/NIFT Campuses or third party appointed by NIFT for this purpose.
14. A set of field and data quality check tables shall be produced frequently by NIFT to assess quality of data collected by the Event Management Agencies in real time. EMAs are required to comply with the feedback and reorient the investigators if needed.

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15. EMA is strictly advised to refrain from extending any undue favours to any staff of NIFT or other monitoring staff. NIFT reserves the right to take appropriate action if any such incidents are brought to the notice of NIFT. Any direct or indirect interference that hinders the monitoring and supervision work can amount to termination of the contract along with suitable penalty. NIFT may blacklist the agency if it is found to be involved in any such malpractices.
16. EMA shall maintain proper records of scanning incentive given to the participants.
17. EMAs must sign a separate undertaking (Annexure V) with NIFT before receiving the required number of IT equipment's, measurement instruments and other equipment's.
18. The cost related to transporting any materials from NIFT to EMA or back after completion of the survey must be borne by EMA.
19. NIFT will be providing instructions/suggestions from time to time to maintain the quality of data. These instructions must be strictly followed by EMA for the smooth conduct of the survey.
20. NIFT reserves the right to terminate the contract or to take appropriate action against EMA if it is found not adhering to the survey protocols or roles and responsibilities as specified at any stage of the execution of the INDIAsize project.
21. All Sampling Framework as defined by NIFT have to be preferably completed in each geographical region, with permitted range of missing the target in a Geographic region, and not more than the subjects deficit in an individual category respective to that particular region mentioned in below table.

Clause No.	Sampling Framework	Maximum Overall Deficit allowed	Maximum allowed Deficit in an individual category
1.5.1	Region Wise Distribution	300	300
1.5.2	Age Group	300	80
1.5.3	Sex	150 male 150 female	40 for male 40 female each
1.5.4	Income-wise Distribution	300	220
1.5.5	Rural-Urban	300	Rural -100 Urban - 200

EMA is mandatorily required to adhere to the given time while meeting the sampling framework. In case of non-adherence to time frame penalty will be levied on the EMA.

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3. PART III- GUIDELINES FOR SUBMITTING THE BID

3.1. Information on Bid

1. The Bid document in English may be downloaded free of cost from CPP Portal <https://nifttenders.eproc.in> and NIFT website www.nift.ac.in, from 03.01.2019 at 1800 Hours (IST).
2. A Pre-bid meeting to explain the exact scope of the work and to resolve queries of the participating agencies will be organized by NIFT on 14.01.2019 at 1100 Hours (IST) in the Boardroom of NIFT HO, Hauz Khas, New Delhi.
3. Interested agencies will be required to register online as indicated in Clause 3.3 Process of Online Registration.
4. The Bids (both Technical and Price bid), have to be submitted through online only. The responsibility to ensure this lies with the Bidder.
5. The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents. Failure to furnish all information required by the tender or submission of a bid not substantially responsive to the tender [in every respect] will be at the Bidder's risk and may result in rejection of bid.
6. Last Date and Time for submitting the Bids: on 24.01.2019 at 1500 Hours (IST).
7. Bidder will be making presentation of the proposal on 29.01.2019 at 1000 Hours (IST)

3.2. Preparation of the Bid

1. After downloading the bid document, the Bidder should go through it carefully to understand the documents required to be submitted as part of the bid.
2. Bidder shall take into account any corrigendum published on the bid document before submitting their bids.
3. It is construed that the bidder has read all the terms and conditions before submitting their offer.
4. Bidders must ensure that all the pages of the documents must be signed & stamped by authorised signatory and serially numbered.
5. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the bid document and generally, they can be in PDF / XLS / RAR / DWF/JPG formats.
6. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

3.3. Process of Online Registration

1. Applications to this tender shall be accepted only through the online mode through <https://nifttenders.eproc.in>.

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2. No other mode of application shall be considered.
3. For applying online, the firm shall get itself registered at <https://nifttenders.eproc.in> by paying online.
4. As part of the enrolment process, the bidders shall be required to mention his Company name, address, choose a unique username and assign a password for their accounts.
5. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
6. Registration Charges of Rs. 2000/- + 360/- (18%GST) = Rs. 2,360/- (Two Thousand Three Hundred Sixty only – Non refundable are to be borne by Bidder) to be made through NEFT.
7. Bid Processing Fee charges of Rs. 5000 + 900 (18%GST) = Rs. 5,900 (Five thousand and nine hundred only, non refundable).
8. Upon enrolment, the bidders shall be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
9. A bidder shall register only one valid DSC. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others, which may lead to misuse.
10. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.
11. The basic requirements for registration and applying for bid online are as under:
 - Operating System should be Windows 7 and above.
 - Java version: Java 7 update 51.
 - Internet Explorer 8 and above or Mozilla Firefox.
 - All java add-ons must be enabled in the system.
 - Use Class III B Digital Signature Certificates (DSC) having Signing and Encryption both.

3.4. Online Submission of Bid

1. The interested bidders are required to apply online and submit soft copies of their bids along with scanned copies of all the relevant documents in support of their technical & price bids electronically, all duly signed, using valid Digital Signature Certificates, on the <https://nifttenders.eproc.in> from 03.01.2019 at 1800 Hours (IST) up to 24.01.2019 at 1500 Hours (IST).
2. Bid document would also be available for viewing on the "bids" link of the NIFT website i.e. <https://nifttenders.eproc.in>; <http://www.nift.ac.in>.
3. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder shall be responsible for any delay due to other issues.
4. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the bid document.

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5. Bidder shall prepare the EMD as per the instructions specified in the tender in Clause 4.2 on EMD. The original shall be posted/couriered/given in person to the concerned official, latest by before bid opening date/time as mentioned in date sheet or as specified in the tender. The details of the DD/any other accepted instrument, physically sent, shall tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid shall be rejected.
6. The bidder is advised to attach any additional information that is considered necessary to establish its capabilities.
7. No further information shall be entertained after submission of Bid application unless it is required by NIFT. However, NIFT reserves the right to call for clarification on information and documents submitted by the bidders.
8. The server time shall be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders shall follow this time during bid submission.
9. Online price bid shall be filled only as per Annexure - IV.
10. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.
11. Proposals received after the due date and time specified shall be automatically rejected.
12. Any further clarifications can be sought from the service provider for online submission of the bid on e-portal i.e. Mr. Sandeep Bhandari Mobile No. +91 8826814007, alternate number +124 4302033/ 36/ 37.
13. This tender is being issued with no financial commitment and the NIFT reserves the right to change or vary any part thereof or foreclose the procurement case at any stage. The NIFT also reserves the right to disqualify any vendor, should it be necessary, at any stage on grounds of National Security.
14. In case of any query you may contact The Purchase Officer, National Institute of Fashion Technology, NIFT Campus, Near Gulmohar Park, Hauz Khas, New Dlehi-110016, Mobile No. +91 9810136563 Phone No. +91 11 26542071/2176, email - purchase.ho@nift.ac.in for grievance related to bidding condition, bidding process, rejection of bid and/or any other clarifications. With regards to bidding condition, this shall be done in writing at least 10 days in advance of the stipulated date of submission of bid.

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(Full Signature & Stamp of the Bidder)

4. PART IV - PAYMENT TERMS

4.1. Payment Schedule

Payment will be released after completion of the data collection in each region. The payment schedule for EMA in INDIAsize Project respectively is provided in the table given below.

S. No.	Conditions for Disbursement of Installment	% of the Amount to be released
Advance Payment		
1	Booth - Construction setting and transfer	30% of the amount approved for the Booth -Construction setting and transfer will be released as advance on receipt of the following 1. Receipt of signed agreement. 2. Physical receipt of the Performance Bank Guarantee at NIFT and verification. 3. Translated version of the survey schedules for first phase. 30% after completion of first 3 locations – New Delhi, Mumbai & Chennai Remaining 40% will be released after submission Final Completion Report and safe return of all the equipment's issued
2 Payment Schedules		
2A	Hiring of Venue Bill to be raised for hiring of Venue for 2 scanners (Scanner 1 will be in NIFT)	Payment will be made on Pro-rata basis for each region. This relates to Item No 2. Bidder will submit the part bills for this item after completion of the specified task in a said region or 3 months which ever is later. However the payment will be restricted to 80% of the total amount due of that region. Remaining 20% of each region will be released after submission of the Final Completion Report and safe return of all the equipment's issued.
2B	Manpower Bills to be raised for Remuneration of manpower (as per clause 2.2.12) for all 3 scanners after completion of data collection.	
2C	Promotions Bill to be raised for promotion activity undertaken	
Actual payment		
3	Scanning Incentive	To be reimbursed in full after completion of data collection in a geographical region @ Rs. 500/- per scan undertaken to the <i>Maximum of 5000 scan per region and limited to total of 30,000 scans</i>

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4.2. Earnest Money Deposit

The bidders shall furnish an Earnest Money Deposit (EMD) of Rs. 20,00,000/- (Rupees Twenty Lakhs) by means of Demand Draft drawn on any Nationalized Bank / Scheduled Bank payable in favour of the National Institute of Fashion Technology payable at New Delhi. EMD can also be submitted in form of Bank Guarantee with validity for 180 days. Scanned copy of EMD should be submitted along with the technical bids online and original form of EMD should reach NIFT by the day of opening of bid at NIFT, Hauz Khas, New Delhi. Cheque, Cash payment, Money Order, Fixed deposit etc. will not be accepted as EMD. The Bid received without the Earnest Money Deposit shall be summarily rejected by the Accepting Authority as non-responsive.

The Earnest Money Deposit will be refunded after the completion of the selection process as per the GFR 170. The amount remitted towards Earnest Money Deposit is liable to be forfeited in case the bidder retracts its offer after submission of the bid or after the acceptance of the offer by NIFT or fails to sign the contract or to remit the Security Deposit. No interest shall be payable by the NIFT on the Earnest Money Deposited / remitted.

Successful bidder's EMD will be returned after submission of Performance Bank Guarantee and the bidder's acceptance of the Letter of Intent (LOI). NIFT will discharge EMD to each unsuccessful Bidder after completion of tendering process.

Note: Exemption to SSI Units

The bidders (small scale units who are registered with National Small Scale Industries Corporation UNDER SINGLE POINT REGISTRATION SCHEME are exempted from payment of bid security upto the amount equal to their monetary limit or Rs. 50 lakhs which ever is lower. In case of bidders having monetary limit as "NO LIMIT" or "Without Limit" or exceeding 50 lakhs, the exemption will be limited to Rs. 50,00,000 (Rupees Fifty Lakhs) only. A proof regarding current registration with NSIC for the TENDERED items will have to be attached along with the bid.

4.3. Performance Bank Guarantee (PBG)

Selected bidder shall have to deposit 5% of the contract value (including all taxes) as Performance Bank Guarantee (PBG) at the time of signing the contract. The selected bidder shall at his own expense deposit the PBG with NIFT, within fourteen (14) working days of the date of issuing notice of award of the contract or prior to signing of the contract whichever is earlier. An unconditional and irrevocable Performance Bank Guarantee from a Nationalized/ Scheduled bank acceptable to NIFT, payable on demand, for the due performance and fulfillment of the contract by the bidder. This PBG should be valid for 3 years or completion of the project whichever is later. All incidental charges whatsoever, such as premium, commission, etc., with respect to the PBG shall be borne by the bidder/EMA. The performance bank guarantee may be discharged/returned by NIFT upon being satisfied that there has been due

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performance of the obligations of the bidder under the contract. However, no interest shall be payable on the Performance Bank Guarantee. In case of delay on completion of project the successful bidder shall have to extend the period of bank guarantee till the completion of project.

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5. PART V - GENERAL TERMS AND CONDITIONS

5.1. Language of Bid

The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the NIFT shall be written in the English language.

5.2. Clarification of Bidding Documents

A prospective Bidder requiring any clarification of the Tender Documents shall notify NIFT in writing by e-mail: purchase.ho@nift.ac.in two days prior to the Pre-bid meeting on 14.01.2019. Written copies of the NIFT's response (including an explanation of the query but without identifying the source of inquiry) will be notified on the NIFT website. No change in the prices or substance of the Bid shall be sought, offered, or permitted. No clarification shall be issued after opening of the bid.

5.3. Amendment of Bidding Documents

NIFT may amend the Bid Conditions up to 05 days prior to the time fixed for last date of the Bid submission. Amendment to the bid, in response to clarifications sought by prospective Bidder's, is solely at the discretion of NIFT. Such amendments will be notified on e-procurement CPP portal and NIFT's website. NIFT, at its discretion, may or may not extend the due date and time for the submission of bids on account of amendments. Extension of time, if any, will be notified on e-procurement CPP portal and NIFT's website. All the Bidder's are advised to periodically browse NIFT website <http://www.nift.ac.in> and e-procurement CPP Portal ([URL: https://eprocure.gov.in/eprocure/](https://eprocure.gov.in/eprocure/)) for any amendments or corrigenda issued in connection with this Bid. NIFT will not be responsible for any misinterpretation of the provisions of this bid document on account of the Bidder's' failure to update the bid documents based on changes announced through the website.

5.4. Modification/ Substitution/ Withdrawal of Bids

A bidder may modify or withdraw his Bid online on the portal till the date of submission of the bid. No bid shall be modified after submission of the bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the specified period of bid validity.

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5.5. Pre-Bid Meeting

A Pre Bid meeting to explain the exact scope of the work and to resolve queries of the participating agencies will be organized by NIFT on 14.01.2019 at 1100 Hours (IST) in the Boardroom of NIFT HO, Hauz Khas, New Delhi.

5.6. Technical Bid Opening

1. NIFT will open all the Bids received, in the presence of the Bidders or their representatives who choose to attend the bid opening at 1600 Hours (IST) on 24.01.2019 at National Institute of Fashion Technology (NIFT), Hauz Khas, New Delhi, India.
2. In the event of the specified date of the opening being declared a holiday by the Employer, the Bids will be opened at the appointed time and location on the next working day.
3. NIFT reserves the right to postpone or cancel a scheduled bid opening at any time prior to its opening. Information of the same will be displayed at NIFT website.
4. Opening of bids will be done through online submission process.
5. The bidder's representatives, who are present, shall sign in an attendance register.
6. NIFT shall subsequently examine and evaluate the bids in accordance with the provision set out in the bid document.
7. The bids will be evaluated for qualifying criteria as mentioned in Clause 6.3. NIFT shall not be responsible for any postal delay in receipt of all documents and EMD. In case of non-receipt of these documents within the aforesaid period, the bid shall be treated as non-responsive
8. The bids which qualify will be notified through email and on NIFT website on or before 28.01.2019.
9. The qualified bidders need to present their plan of action as per the tender document as per Clause 6.5. Date of presentation of the qualified bidders will be on 29.01.2019 starting at 1000 Hours.
10. It shall be the bidder's responsibility to check the status of their Bid on-line regularly after the opening of bid till award of work.
11. The online price 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.

5.7. Place of Opening of Bid

Bid will be opened at Board Room, National Institute of Fashion Technology, Head Office, Hauz Khas, New Delhi-16. The Bidders may depute their representatives, duly authorized in writing to attend the opening of Bids on the due date and time. This event will not be postponed due to non- presence of representative of any bidder.

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5.8. Time and Date for Opening of Technical Bids

Opening of Technical Bid date and time: 24.01.2019 at 1600 Hours (IST).

Date of Presentation of the qualified bidders will be on 29.01.2019 starting at 1000 Hours (IST)

If due to any exigency, the due date for opening of the bids is declared a closed holiday, the bids will be opened on the next working day at the same time or on any other day/time, as intimated by NIFT.

5.9. Opening of Price Bid

The online price bid shall be communicated to only those bidders who are found to be technically qualified after evaluation of technical bids.

5.10. Period of Validity of Bids

Bids shall remain valid for the period of 180 days after the date of technical bid opening prescribed by NIFT. A bid valid for a shorter period shall be rejected by NIFT as non-responsive.

5.11. Nonconformities, Errors and Omissions

Once technical bid is opened, no correspondence shall be entertained.

5.12. Contacting the NIFT

Any bidder wishes to contact NIFT on any matter related to the bid during the interval of technical bid opening to the time of award of contract award, it should do so only in writing.

5.13. Rejection of Bid

- a) Effective competition is lacking
- b) All bids are not substantially responsive to the requirement of the tender condition
- c) Bid price are substantially higher than that of the estimated cost/ available budget
- d) None of the technical proposals meets the minimum technical qualifying score
- e) Canvassing by the bidder in any form including unsolicited letter and post-bid correction may invoke summarily rejection with forfeiture of EMD.
- f) Conditional bids shall be rejected.

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5.14. Right to Accept Any Bid and to Reject Any or All Bids

The tendering authority reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract, without assigning any reasons whatsoever and without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders on grounds of such action.

5.15. Bids of Debarred/ Blacklisted Firms

Bids of debarred / blacklisted firms will not be considered for evaluation.

5.16. Issue of Letter of Intent (LoI)

Issue of LoI shall constitute the intention of tendering authority to enter into the contract with the bidder. The bidder shall within 07 days of issue of LoI give his unconditionally acceptance to the terms and conditions of the tender in writing along with performance security in form of bank guarantee for an amount of 5% of contract value for a period of 3 years or completion of the project whichever is earlier.

5.17. Contract Amendments

No variation in or modification of the terms of the Contract shall be made.

5.18. Penalty for Use of Undue Influence

The bidder undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of NIFT or otherwise in procuring the Contract or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the Contract or any other contract with the Government of India for showing or forbearing to show favour or disfavour to any person in relation to the Contract or any other contract with the Government of India. Any breach of the aforesaid undertaking by the Bidder or anyone employed by him or acting on his behalf (whether with or without the knowledge of the Bidder) or the commission of any offence by the Bidder or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle NIFT to cancel the contract and all or any other contracts with the Bidder and recover from the Bidder the amount of any loss arising from such cancellation. A decision of the NIFT or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Bidder. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Bidder towards any

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officer/ employee of the NIFT or to any other person in a position to influence any officer/ employee of the NIFT for showing any favour in relation to this or any other contract, shall render the Bidder to such liability/ penalty as NIFT may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by NIFT.

5.19. Access to Books of Accounts

In case it is found to the satisfaction of the NIFT that the Bidder has engaged an Agent or paid commission or influenced any person to obtain the contract as described in clause relating to Penalty for Use of Undue Influence (Clause 5.16), the Bidder, on a specific request of the NIFT, shall provide necessary information/ inspection of the relevant financial documents/information/Books of Accounts.

5.20. Non-disclosure of Contract Documents

Except with the written consent of the NIFT/ Bidder, no other party shall disclose the Contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.

5.21. Withholding of Payment

In the event of the EMA's failure to return the equipment's detailed in Annexure V, submit the Bonds, Guarantees and Documents, building of the booth, promotion & crowd mobilization, meeting of sampling frame work, supplying of appropriate manpower requirement, as specified in the Contract, the NIFT may, this discretion, withhold / deduct/ adjust from the final payment due to the bidder.

5.22. Transfer and Sub-letting

The EMA has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part there of.

5.23. Liquidated Damages

The selected agency must ensure compliance with the given schedule and sampling framework, failing which payment will be made to the agency after deducting the amount of penalty imposed due to delay.

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The assessment will be made after each geographical Region. All Sampling Framework as defined by NIFT have to be preferably completed in each geographical region, with permitted range of missing the target in a Geographic region, and not more than the subjects deficit in an individual category respective to that particular region mentioned in below table.

Clause No.	Sampling Framework	Maximum Overall Deficit allowed	Maximum allowed Deficit in an individual category
1.5.1	Geographic Region	300	300
1.5.2	Age group	300	80
1.5.3	Sex	150 male 150 female	40 for male 40 female each
1.5.4	Income-wise distribution	300	220
1.5.5	Rural-Urban	300	Rural -100 Urban - 200

EMA is mandatorily required to adhere to the given time while meeting the sampling framework. In case of non-adherence to time frame penalty will be levied on the EMA.

2 weeks grace will be extended to the EMA in the total contract period but beyond that the successful bidder is required to pay 0.05% per week of the value of the contract upto the period of 8 weeks and subsequently 0.1% per week upto next 8 weeks.

Beyond that the work will be resigned at the cost of the successful bidder.

In case of downtime because of the fault of scanner / equipment failure, downtime will not be accounted for in the timeframe of data collection in a geographical region.

5.24. Termination for Default

NIFT, without prejudice to any other remedy for breach of contract, by written notice of default sent to the EMA, may terminate this Contract in whole or part,

- a) If the bidder does not complete the work within the time frame as specified in the tender or any extension thereof granted by the NIFT, after examination of progress fortnightly and on completion of a geographical region,
- b) If the bidder fails to perform any obligation/s under the contract and
- c) If the bidder in either of the above circumstances, doesn't remedy its failure within period of 15 days (or such longer period as the NIFT may authorise in writing) after receipt of the default notice from the NIFT.

Beyond that the work will be reassigned at the cost and risk of the successful bidder.

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5.25. Termination for Insolvency

NIFT may at any time terminate the Contract by giving written notice to the EMA if the EMA becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the EMA, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the NIFT.

5.26. Force Majeure

Force Majeure shall mean any cause which is beyond the control of a Party or Parties or the Party invoking force majeure, including but not limited to the following: any law, decree, regulation, order, or request of any governmental authority, nationalization, expropriation, confiscation, requisition, riot, war, hostilities, public disturbance, act of the public enemy, strike, lock out, or other labor dispute, fire, flood, earthquake, storm, explosion, or Act of God.

If either Party is prevented from or delayed in carrying out any provision of this Agreement by reason of Force Majeure the Party whose performance is so prevented or delayed, upon prompt written notice thereof to the other Party, shall be excused from such performance to the extent and during the period of such prevention or delay.

This clause shall not be available to a Party if such Party fails to use reasonable diligence to remedy by the applicable situation described in above clause hereof with reasonable dispatch or if such applicable situation is caused by such Party.

The party for which it becomes impossible to meet obligations under the Contract due to Force Majeure conditions, is to notify in written form to the other party of the beginning and cessation of the above circumstances immediately, but in any case not later than 10 (Ten) days from their commencement.

Certificate of a Chamber of Commerce (Commerce and Industry) or other competent authority shall be considered as sufficient proof of commencement and cessation of the above circumstances.

If the impossibility of complete or partial performance of an obligation lasts for more than 2 (two) months, either party here to reserves the right to terminate the Contract totally or partially upon giving prior written notice of 30 (thirty) days to the other party of the intention to terminate without any liability other than reimbursement on the terms provided in the contract.

Force Majeure will be applicable throughout the contract period.

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5.27. Settlement of Disputes through Arbitration

All disputes or differences arising out of or in connection with the Contract shall be settled through mutual consent between the parties. Any dispute, disagreement or question arising out of or relating to the Contract or relating to product or performance, which cannot be settled amicably, shall be resolved by arbitration as follows-

1. The case of arbitration may be referred to Director General of NIFT or a person appointed by him/her who will be the sole arbitrator and the arbitration proceeding shall be in accordance with the prevailing Arbitration and Conciliation Act, 1996 and Laws of India as amended or enacted from time to time being in force shall be deemed to apply to the arbitration proceeding under this clause.
2. The venue of the arbitration shall be New Delhi, India & the language of arbitration shall be English. The fee & other charges of Arbitrator shall be determined by the arbitrator in terms of the Act and shall be shared equally between the parties.
3. The arbitrator shall have powers to award only such remedy as is contemplated by this Agreement, including as appropriate, injunctive relief.
4. The parties shall not be entitled to any pendent-lite interest during arbitration proceedings.

5.28. Court Jurisdiction

Any dispute arising out to tender/ bid document / evaluation of bids / issue of Lol shall be subject to the jurisdiction of competent court at New Delhi only.

5.29. Notices

Any notices given by one party to the other pursuant to this Contract shall be sent to the other party through email and written notice. A notice shall be effective when delivered or on the notice's effective date, whichever is later.

5.30. Taxes and Duties

A EMA shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed during the execution of the project.

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6. PART VI - ELIGIBILITY CRITERIA FOR BID EVALUATION

The eligibility criteria for the Event Management Agency to qualify for the Bid evaluation have been provided below.

6.1. Bid System & Evaluation

The selection of Field agencies will be based on Quality-Cum-Cost-Based–System (QCBS).

6.2. The Bid Evaluation Process

The bid evaluation process has two stages

This stage consists of evaluation of

Stage 1

1. Pre-Qualification Eligibility – Clause 6.3 & 6.4
2. Technical Bid - Clause 6.5 & 6.6

Stage 2

3. Price Bid - Clause 6.7 & 6.8

6.3. Pre-Qualification Eligibility Criteria for Selection

The Bidder's shall meet the following Eligibility Criteria for quoting the bid and the proof for the Eligibility should be provided.

Documents required for Eligibility Criteria:

NO.	ELIGIBILITY CRITERIA	DOCUMENTS REQUIRED TO SUBSTANTIATE THE SAME	Tick
A	Proof of Registration The bidder should be an exclusively registered Event Management Agency /Company (Pvt./ Ltd. Company/ Public Ltd./ Partnership firm/ LLP/ Proprietorship firm) for not less than 5 years on the date of opening of the Technical Bid.	a. Registration certificate of the firm/ Partnership deed/ Certificate of incorporation etc. as applicable b. Article of Association & Memorandum of Association (If applicable)	

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B	Taxpayer Information The bidder firm should have been in existence and should have been registered with the Tax Department.	a. Income Tax Registration (PAN No/ TAN No.) b. GSTIN Registration	
C	Turnover Certification & Income Tax Return The Bidder's average annual gross turnover should not be less than Rs. 2.55 Crores at least for 3 years during the last five financial years.	a. Copy of audited balance sheet and profit & loss account must also be attached for the F.Y. 2013-14, 2014-15, 2015-16, 2016-17 & 2017-18. b. Income tax return along with income computation sheet for last 5 years (A.Y. 2014-15, 2015-16, 2016-17, 2017-18 & 2018-19).	
D	Bidders Experience Certificate The bidder should have successfully executed at least 6 projects of minimum value 10 Lakhs or greater and at least 1 project among them having value greater than or equal to 25 Lakhs in at least for 3 years during the last five financial years on turnkey basis of similar nature involving handling crowd of people, dealing with of masses, large level surveys involving human subjects, across country events of any kind involving human subjects etc.	a. A List of organizations where the supplier has worked covered in bid (F.Y. 2013-14, 2014-15, 2015-16, 2016-17 & 2017-18). b. Copies of the work order should be submitted duly signed by the bidder in support of eligibility and qualification. Bidders experience to be provided in the Table 1 given in Annexure III	
E	Earnest Money Deposit	Earnest Money Deposit of Rs. 20 lakhs in the form of Demand Draft/ Bank Guarantee. Annexure – II. (Not exempted in any case except those bidders exempted from EMD, submit the certificate issued by the concerned department i.e. NSIC).	
F	Reference check	Provide details of 3 clients for whom project was completed successfully for reference check.	
G	3 CVs each of Supervisor	Bidder will be required to provide CVs of the people they plan to deploy for the	

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		project preferably under their employment. Bidder will be at liberty to replace the person with one having similar profile on approval of NIFT.	
H	Tender Acceptance Letter	To be given on company's letterhead. Annexure VI duly signed by authorized signatory.	
i	Price Bid Ref Clause 6.7 & 6.8	To be filled Online in the specified format as per Annexure IV.	
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.			

6.4. Pre Qualification Eligibility Evaluation

1. Bidders fulfilling the pre-qualification criteria shall be shortlisted.
2. NIFT will examine the Bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed & stamped and whether the bids are generally in order.
3. The bids will be scrutinized to determine whether they are complete and meet the essential and important requirements, conditions etc. as prescribed in the bid document. The bids, which do not meet the basic requirements, are liable to be treated as non – responsive and will be rejected.
4. The following are some of the important aspects, for which a bid shall be declared non – responsive during the evaluation and will be rejected:
 - a) EMD not deposited
 - b) Bid is unsigned or undertaking provided
 - c) Bid validity is shorter than the required period
 - d) Poor/ unsatisfactory past performance
 - e) EMA is not eligible as per eligibility criteria
 - f) Incomplete information
 - g) Lack of required documents
 - h) Failure in arrangement of documents
5. The tender opening committee scrutinizing the pre qualifying eligibility will submit there report to the Bid Evaluation Committee either on the same day or maximum next day without fail after signing of all the members along with the documents.

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6.5. Technical Bid Evaluation

1. The bidders who clear the prequalification norms shall be considered for technical evaluation.
2. Proposal for execution of the project. Bidders shall submit a proposal of executing the project with the bid. Bidders will also be given opportunity to present the proposal indicating their plan of execution to NIFT committee through a AV presentation for duration of 30 minutes.

Technical bids will be evaluated by Bid Evaluation Committee constituted for the purpose. An evaluation criteria is enclosed for ready reference Clause 6.3. The committee will record in detail the criteria adopted for acceptance or rejection of the technical proposals.

The bid committee will evaluate the price bids of only those bidders who qualify by securing 50 marks in the Technical evaluation by the Committee. Price proposal will be evaluated for completeness, justification for each item, appropriateness, rational and other criteria as considered by the evaluating committee and enclosed for ready reference in clause 6.8.

3. Technical bid will be examined to determine the completeness of each document submitted
4. If any of these documents or information is missing, the offer shall be rejected
5. The technical evaluation will consist of profile of the bidder and proposal.
6. AV presentation of the proposal will be undertaken on 29.01.2019 at 1000 Hours of qualified bidders and will be intimated to the bidder separately by purchase officer and on the CPP Portal and NIFT's website.
7. The rating sheet for evaluation and marks allocation of technical bid is in Clause 6.6
8. Bidders securing 50 marks or above will only be considered technically qualified.

6.6. Evaluation of Technical Bid (The Rating Sheet)

The bidder will be evaluated as per the following Rating sheet

S.No.	Criteria	Maximum Marks
Profile		80 Marks
Turnover The Bidder's average annual gross turnover during three financial years in the last five financial years (F.Y. 2013-14, 2014-15, 2015-16, 2016-17 & 2017-18).	Rs. 6 Crores and above - 16 marks	16
	Rs. 4 to less than 6 Crores- 12 marks	
	Rs. 2 to less than 4 Crores - 8 marks	
Experience with medium value projects Number of successfully executed projects having minimum value of 10 Lakhs or greater in at least 3	10 Projects and above - 16 Marks	16

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years during the last five financial years on turnkey basis of similar nature involving handling crowd of people, dealing with of masses, large level surveys involving human subjects, across country events of any kind involving human subjects etc. (F.Y. 2013-14, 2014-15, 2015-16, 2016-17 & 2017-18).	8-9 Projects - 12 Marks	
	6-7 Projects - 8 Marks	
Experience with high value projects Number of successfully executed projects having value equal to or more than 25 lakhs executed in at least 3 years during the last five financial years on turnkey basis of similar nature involving handling crowd of people, dealing with of masses, large level surveys involving human subjects, across country events of any kind involving human subjects etc. (F.Y. 2013-14, 2014-15, 2015-16, 2016-17 & 2017-18).	3 Project or more - 16 Marks	16
	2 Projects – 12 Marks	
	1 Project – 8 Marks	
Locations Experience of handling projects in the data collection locations of INDIAsize project (i.e. New Delhi, Mumbai, Chennai, Hyderabad, Kolkata & Shillong) captured in Annexure III	5-6 locations- 16 marks	16
	3-4 locations – 12 marks	
	1-2 locations – 8 marks	
Manpower Identified- Supervisors – three proposed supervisors with each having at least minimum experience of 2 years out of which at least 1 year is in relevant profile of undertaking supervisor work	More than 3 years - 16marks	16
	2-3 year - 12 marks	
	1 year - 8 marks	
Proposal & AV Presentation – 20 marks		20
Detailed and granularity of the operating plan	4 marks	
Design of the booth	4 marks	
Innovative ideas for crowd mobilization	4 marks	
Innovative ideas for crowd engagement	4 marks	
Branding and promotion plan	4 marks	
Total Marks		100

6.7. Price Bid

Price Bid Submission Online Form

Heads	Total to be quoted inclusive of taxes/ duties/ overheads/ other costs (in Rs)
1. Booth - Construction Setting and Transfer	

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(Full Signature & Stamp of the Bidder)

2A - Hiring of Venue 4 venues for 2 scanners in each of the 6 geographical location	Total to be quoted for hiring of venue
2B- Manpower Remuneration of manpower (as per clause 2.2.12) for all 3 scanners	Total to be quoted for hiring of manpower for all the 3 scanners for the entire duration of project
2C-Promotions	Total to be quoted for undertaking promotion in all 6 geographical regions
3- Scanning Incentive To be reimbursed in full after completion of data collection in a geographical region @ Rs. 500/- per scan undertaken to the <i>Maximum of 5000 scan per region and limited to total of 30,000 scans</i>	Rs. 1,50,00,000/- fixed not to be quoted

For release of payment refer to 4.1.

6.8. Price Bid Evaluation

1. The date and time of opening the price bid will be intimated to technically qualified bidders separately and on the CPP Portal and NIFT's website.
2. Likewise, following the evaluation of technical Bid, NIFT shall examine the Online Price Bid as per Annexure IV.
3. If any of the information is missing, the offer shall be rejected.

6.9. Final Combined Evaluation Process of the Bids

The Technical and Price Bid shall be evaluated separately. Tendering evaluation shall be done on marks scored by the Bidder on both Technical and Price Criteria. (As per GFR rules 192).

The weightage for Technical Bid is set at 70% whereas the weightage for Price Bid is set at 30%.

Technical Bid Evaluation Criteria - All qualified bids will be evaluated as per the score provided in clause 6.4 & 6.5.

Price Bid Evaluation Criteria - After the cost comparison and bringing all costs to a standard evaluation number the price proposal will be evaluated using QCBS. The lowest

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evaluated Price Proposal will be given the maximum price score of 100 points. The price scores of the other Price Proposals will be computed on relative scale.

Combined and Final Evaluation - Proposals will finally be ranked according to the total score (Technical Score + Price Score).

Formula for Determining the Price Scores

- 70% weightage will be awarded for Technical Evaluation and 30% weightage will be awarded for Financial Evaluation.
- Technical Bid will be assigned a Technical score (Ts) out of a maximum of 100 points, as per the Scoring Model provided in the previous section.
- The Price bid would be normalized on a scale of 100, with lowest score being normalized to 100 and the rest being awarded on a pro-rata basis. Such normalized scores would be considered for the purpose of QCBS based evaluation, explained in section below.

- **Final Evaluation Criteria Quality and Cost based selection (QCBS)**

The individual Bidder's Price bid are normalized as per the formula below:

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

F_n = Normalized commercial score for the Bidder under consideration

F_b = Absolute financial quote for the Bidder under consideration

F_{min} = Minimum absolute financial quote

$$\text{Composite Score (S)} = T_s * 0.7 + F_n * 0.3$$

The Bidder with the highest Composite Score (S) would be awarded the contract.

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ANNEXURE I - Pre-Qualification Eligibility Criteria

1.	Name of the Agency	:
2.	Name of the authorized person (Who signs on the bid document):	
3.	Address of the Agency	:
4.	Phone No	:
5.	Email- address	:
6.	Mobile No.	:
7.	Fax	:

Eligibility Criteria for Selection:-

NO.	ELIGIBILITY CRITERIA	DOCUMENTS REQUIRED TO SUBSTANTIATE THE SAME	Proof Required
A	Proof of Registration The bidder should be an exclusively registered Event Management Agency /Company (Pvt./ Ltd. Company/ Public Ltd./ Partnership firm/ LLP/ Proprietorship firm) for not less than 5 years on the date of opening of the Technical Bid.	a. Registration certificate of the firm/ Partnership deed/ Certificate of incorporation etc. as applicable b. Article of Association & Memorandum of Association (If applicable)	Scanned copy of the document submitted online
B	Taxpayer Information The bidder firm should have been in existence and should have been registered with the Tax Department.	a. Income Tax Registration (PAN No/ TAN No.) b. GSTIN Registration	Scanned copy of the document submitted online
C	Turnover Certification & Income Tax Return The Bidder's average annual gross turnover should not be less than Rs. 2.55 Crores at least for 3 years during the last five financial years.	a. Copy of audited balance sheet and profit & loss account must also be attached for the F.Y. 2013-14, 2014-15, 2015-16, 2016-17 & 2017-18. b. Income tax return along with income computation sheet for last 5 years (A.Y. 2014-15, 2015-16, 2016-17, 2017-18 & 2018-19).	Scanned copy of the document submitted online
D	Bidders Experience Certificate The bidder should have successfully executed at least 6 projects of minimum value 10 Lakhs	a. A List of organizations where the supplier has worked covered in bid (F.Y. 2013-14, 2014-15, 2015-16, 2016-17 & 2017-18).	Scanned copy of the document submitted

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	or greater and at least 1 project among them having value greater than or equal to 25 Lakhs in at least for 3 years during the last five financial years on turnkey basis of similar nature involving handling crowd of people, dealing with of masses, large level surveys involving human subjects, across country events of any kind involving human subjects etc.	b. Copies of the work order should be submitted duly signed by the bidder in support of eligibility and qualification. Bidders experience to be provided in the Table 1 given in Annexure III.	online
E	Earnest Money Deposit	Earnest Money Deposit of Rs. 20 lakhs in the form of Demand Draft/ Bank Guarantee. Annexure – II. (Not exempted in any case except those bidders exempted from EMD, submit the certificate issued by the concerned department i.e. NSIC).	Scanned copy of the document submitted online and original bank guarantee should reach by 24.01.2019 at 10.30 Hours
F	Reference check	Provide details of 3 clients for whom project was completed successfully for reference check.	Contact Data of 3 clients
G	3 CVs each of Supervisor	Bidder will be required to provide CVs of the people they plan to deploy for the project preferably under their employment. Bidder will be at liberty to replace the person with one having similar profile on approval of NIFT.	3 CVs each of supervisor
H	Tender Acceptance Letter	To be given on company's letterhead. Annexure VI duly signed by authorized signatory.	Scanned copy of the document submitted online
i	Price Bid Ref Clause 6.7 & 6.8	To be filled Online in the specified format as per Annexure IV.	
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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(Full Signature & Stamp of the Bidder)

ANNEXURE II - Details of Earnest Money Deposit

Details of Earnest Money Deposit (Bid No. 1351(03)/NIFT/Pur-HO/INDIAsize Project/Event Management/2018)

S. No.	Title	Details
1	Name and Address of the Company	
EMD		
2	Details of Interest free Earnest Money Deposit (EMD). The demand draft of Earnest Money Deposit (EMD) has to be physical and encashable No.	Amount: TT/NEFT/RTGS Details/Demand Draft No.: Date: Bank Name:

Date : _____ SIGNATURE OF AUTHORISED REPRESENTATIVE
 Place : _____ NAME
 _____ COMPANY SEAL

(Please attach Authorization letter for signatory)

I accept the above terms & conditions

 (Full Signature & Stamp of the Bidder)

ANNEXURE III - Bidders Experience Certificate

TABLE 1: BIDDERS EXPERIENCE

Number of successfully executed projects in at least 3 years during the last five financial years on turnkey basis of similar nature involving handling crowd of people, dealing with of masses, large level surveys involving human subjects, across country events of any kind involving human subjects etc. (F.Y. 2013-14, 2014-15, 2015-16, 2016-17 & 2017-18). Copies of the work order should be submitted.

Experience with medium value projects *having value equal to or above 10 lakhs and less than 25 lakhs executed -*

Sl. No.	Full address of Client with names of contact persons, Fax & Phone No.	Project title	Purpose of project	Description of project - <i>emphasis on handling crowd of people, dealing with of masses, large level surveys involving human subjects, across country events of any kind involving human subjects etc</i>	Duration and year of execution	Location City where project was undertaken <i>Mention the target cities clearly ie New Delhi, Mumbai, Chennai, Hyderabad, Kolkata & Shillong</i>	Value of project	Number of subjects handled as part of project

Experience with high value projects *having value equal to or more than 25 lakhs*

Sl. No.	Full address of Client with names of contact persons, Fax & Phone No.	Project title	Purpose of project	Description of project - <i>emphasis on handling crowd of people, dealing with of masses, large level surveys involving human subjects, across country events of any kind involving human subjects etc</i>	Duration and year of execution	Location City where project was undertaken <i>Mention the target cities clearly ie New Delhi, Mumbai, Chennai, Hyderabad, Kolkata & Shillong</i>	Value of project	Number of subjects handled as part of project

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(Full Signature & Stamp of the Bidder)

ANNEXURE IV - Price Bid

NIFT Head Office GSTIN. - 07AAATN2067J1ZI

Heads	Total to be quoted inclusive of taxes/ duties/ overheads/ other costs (in Rs)
1. Booth - Construction Setting and Transfer	
2A - Hiring of Venue 4 venues for 2 scanners in each of the 6 geographical location	Total to be quoted for hiring of venue
2B- Manpower Remuneration of manpower (as per clause 2.2.12) for all 3 scanners	Total to be quoted for hiring of manpower for all the 3 scanners for the entire duration of project
2C-Promotions	Total to be quoted for undertaking promotion in all 6 geographical regions
3- Scanning Incentive To be reimbursed in full after completion of data collection in a geographical region @ Rs. 500/- per scan undertaken to the <i>Maximum of 5000 scan per region and limited to total of 30,000 scans</i>	Rs. 1,50,00,000/- fixed not to be quoted
Total Amount (1+2+3) (in figure)	
Total Amount (1+2+3) (in words)	

In case of difference in quoted price in figures and words, price quoted in word will prevail.

I accept the above terms & conditions

(Full Signature & Stamp of the Bidder)

ANNEXURE V - Undertaking for Receiving Equipment's

Affidavit on stamp paper of requisite value to be given by Bidder

This UNDERTAKING is made on ____ day of _____, 2019 **BETWEEN** the Purchase officer, National Institute of Fashion Technology, Delhi, (Here in after called NIFT) in the first Part.

AND _____, Event Management Agency, (hereinafter called EMA) which expression shall, subject to the contract, include its successors business and permitted assignees of the second part.

OBJECTS OF THE UNDERTAKING

1. THAT WHEREAS:

A) The Party of the Second Part, M/s. _____, is awarded contract to conduct National Sizing Survey INDIAsize Project field work.

B) That the following items will be supplied to the party for using during data collection by NIFT.

S. No.	Items	Quantity
A. Computer Related		
1	Tablets/ COMPUTERS	6
2	Chargers (Power Adaptors)	6
3	UPS stabilizers	3
4	Optical Mouse	6
5	External Drives	6
B. Equipment		
1	3D whole body scanner with changing rooms	3 set
2	Weighing Scale	3
3	Anthropometric kit	3
C. Consumables		
1	Scanning Suit Sets	4000 per region

The bidder has to bear the cost of transportation for returning all the items mentioned in the clause 2.3 to NIFT INDIAsize Project, Delhi.

C) However, if any of these items are damaged/ lost / stolen during the project, EMA shall replace the said equipment.

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D) Tentative Cost details of Computers and equipment's and Supplies:

S. No.	Tentative Items	Quantity	Per – Unit Cost (in Rs.)	Approx. Total (in Rs.)
A. Computer Related				
1	Tablets/ Computer	6	80000	4,80,000
2	Chargers (Power Adaptors)	6	3000	18,000
3	UPS stabilizers	3	100000	300000
4	Optical Mouse	6	1000	6,000
5	External Drives	3	1000	3,000
B. Equipment				
1	3D whole body scanner with changing rooms	3 set	2400000	72,00,000
2	Weighing Scale	3	5000	15,000
3	Anthropometric kit	3	300000	9,00,000
Total Cost (A+B)				89,22,000
C. Consumables				
1	Scanning Suit Sets (Not returnable)	30000	1000	3,00,00,000

Note: In the event of non-return of issued equipment's (mentioned under A & B above) the value will be settled as per the clause 5.19 on completion of the project.

I accept the above terms & conditions

(Full Signature & Stamp of the Bidder)

ANNEXURE VI – Tender Acceptance Letter

(To be given on Company's Letter Head)

Date:

Sub: Acceptance of Terms & Conditions of Tender

Tender Bid No. 1351(03)/NIFT/Pur-HO/INDIAsize Project/Event Management/2018

Name of Work: Event Management Agency Tender

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. 01 to 58 (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 do hereby declare that our Firm has not been blacklisted/ debarred by any Government Department/Public sector undertaking.
6. I/We do hereby declare that our firm has not been part of cartel with other vendors and will quote competitive rates in the bids.
7. 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 therefor, 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)

Name of the Authorized Signatory:

Designation:

Contact details (including E-mail):

Date:

Place:

I accept the above terms & conditions

(Full Signature & Stamp of the Bidder)