



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान

सांविधिक संस्थान निफ्ट अधिनियम 2006

वस्त्र मंत्रालय, भारत सरकार

NATIONAL INSTITUTE OF FASHION TECHNOLOGY

A Statutory Institute under the NIFT Act, 2006

Ministry of Textiles, Government of India

Tender Document

“Hiring of Agency for Conduct of Entrance Examinations for

UG & PG Programmes (Regular, NLEA, Artisans) and Ph.D for

NIFT Admissions –2024”

NATIONAL INSTITUTE OF FASHION TECHNOLOGY

NIFT Head Office

Hauz Khas, Near Gulmohar Park

New Delhi – 110016

CPP Portal : <https://eprocure.gov.in/eprocure/app>

NIFT website: <https://nift.ac.in/tenders>

E-mail:- purchase.ho@nift.ac.in

Tele: 011-1126542071

EMD- Rs. 8,00,000/-

I accept the above Terms & Conditions

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Notice Inviting E - Tender

National Institute of Fashion Technology (NIFT) – Head Office invites e-tender on “Quality cum Cost Based Selection (QCBS)” from registered firms for “Hiring of Agency for Conduct of Entrance Examinations for UG & PG Programmes (Regular, NLEA, Artisans) and Ph.D for NIFT Admissions – 2024”. Manual bids will not be accepted. Tender documents may be downloaded from NIFT website www.nift.ac.in (for reference only) and CPP portal <https://eprocure.gov.in/eprocure/app>. Bids shall be submitted only online at CPP portal <https://eprocure.gov.in/eprocure/app> by the firms with all necessary statutory registrations, having experience of minimum three years in the relevant field who have provided related services to reputed educational institutes / organizations/department of Government of India/Autonomous Organizations/PSU etc.

SN	Description	Details
1.	NIT NO.	No.1667(78)/HO/Tender for hiring Examination Agency/2022
2.	Earnest Money Deposit (EM D)	The bidder shall furnish the EMD of Rs. 8,00,000/- (Rupees Eight Lakhs Only) in form of Demand Draft/Banker Cheque/FD of any Indian Nationalized/ Scheduled Bank/Bank Guarantee (Format enclosed at Annexure-XIX)/Online (Bank details are mentioned at clause No.4.3 in favour of NIFT, payable at New Delhi . It will be submitted in a sealed envelope super scribing “ Hiring of Agency for Conduct of Entrance Examinations for UG & PG Programmes (Regular,NLEA, Artisans) and Ph.D for NIFT Admissions – 2024 ” and addressed to Purchase Officer, NATIONAL INSTITUTE OF FASHION TECHNOLOGY, NIFT Head Office, 2ND Floor, B Block, Hauz Khas, Near Gulmohar Park, New Delhi - 110016.
3.	Availability of Tender Document	<p>i. A complete set of Bidding Document in English may be downloaded free of cost from CPP Portal (URL https://eprocure.gov.in/eprocure/app) and website of NIFT (URL: https://www.nift.ac.in). Corrigendum / addendum, if any, will be published only on the NIFT Website, CPP portal and separate communication will not be sent for the same.</p> <p>ii. Bids should be submitted online on CPP Portal only. Manual / physical bids will not be accepted.</p>
4.	Date of Publication of Bid notification on NIFT Website / CPP Portal	4th October, 2023 at 5.00 P.M.

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5.	Download of Bid Document Commence from	4th October, 2023 at 6.00 P.M. onwards
6.	Pre-Bid Meeting	13th October, 2023 at 3.00 P.M. at NIFT-Head Office, Hauz Khas, New Delhi.
7.	Amendment in bid document, if required	Will be published on NIFT Website and CPP portal only
8.	Last Date & Time for online submission of duly filled in Bids	25th October, 2023 upto 3.00 P.M.
9.	Place of opening of Tender Bids	In the Office of Purchase Officer, 2 nd floor, (Head Office), NIFT New Delhi
10.	Date and Time of the opening of Technical Bids	26th October, 2023 at 3.30 P.M.
11.	Date and Time of the Presentation / Demonstration	To be notified to technically qualified bidders
12.	Date and Time of the opening of Price Bids	Will be notified to the Technically qualified Bidders.
13.	Technical Eligibility Criteria	As per Annexure – I
14.	Rejection of Tender	In case of Incomplete, ambiguous and conditional clause/rates, late receipt of original EMD, the tender will be rejected.

NOTE:

- i) In case of any correction / addition / alteration / omission in the tender document, the tender bid shall be rejected summarily
- ii) All statutory taxes as applicable shall be deducted at source before payment
- iii) All documents to be submitted should be self-attested by the bidder. All the pages of the bid document have to be signed and stamped by the bidder.

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1. Introduction:

National Institute of Fashion Technology (NIFT) was set up in 1986 under the aegis of Ministry of Textiles, Government of India. It is a leader in fashion education with its unique ability to integrate knowledge, academic freedom, critical independence and creative thinking through its 18 professionally managed Campuses.

2. Notice Inviting Tender

2.1 National Institute of Fashion Technology (NIFT) - Head Office invites e-tender on “**Quality cum Cost Based Selection (QCBS)**” from registered firms for “**Hiring of Agency for Conduct of Entrance Examinations for UG & PG Programmes (Regular, NLEA, Artisans) and Ph.D for NIFT Admissions-2024**”. The agency should have all necessary statutory registrations, having experience of at least three years in the relevant field and should have provided related services to reputed organizations/Department of Government of India/Autonomous Organizations / Higher Educational Institutes etc.

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

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

Disclaimer:

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

3. Aims & Objectives of the Tender:

3.1 NIFT intends to select an agency to execute the “**NIFT Entrance Examination for Admissions - 2024**”, its administration, logistics, registration of candidates, processing of results and forward raw score & marks to the NIFT for composite declaration of results as per requirements of the NIFT. The system of Entrance Examination shall mainly comprise of the following activities:

- a. Online Registration of Candidates for Entrance Examinations.

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- b. The Agency should develop and host a registration portal for the registration of the Candidates for Entrance Exam. The design of these pages will be responsive and accessible through hand held devices also. The registration will be for all courses run by NIFT both UG and PG and for all modes of admission to the Institute. The registration form will be an exhaustive one, capturing all required details for Exam.
 - c. Designing interface/ mechanism for Mobile based application along with all interfaces as per the Admission Portal.
 - d. Document check and verification of various categories of candidates.
 - e. Application form shall be Aadhar verified the cost for Aadhar authentication will be borne by the Agency. All coordination regarding Aadhar authentication will be carried out by Agency. During examination candidates' identities will be verified from a Physical Aadhar Card.
 - f. Application form should capture all the details of the candidate.
 - g. LAN based CBT examination will be conducted at various Centers for the GAT Examination and a PBT (Paper Based Test) for CAT Examination.
 - h. Preparation of Question Papers as per NIFT guidelines for General Ability Test (GAT) Papers. Question Papers for Creative Ability Test (CAT) & Situation Test will be provided by NIFT.
 - i. Provision of suitable examination centres in cities as specified at **Annexure-V**
 - j. Allocation of Examination Centres to candidates based on recorded preferences of candidate in the application Form.
 - k. Management of Centres for conduct of Entrance Examination
 - l. Providing software as per requirement for Entrance – Examination process management including a Query system (Helpdesk) for candidates and suitable dashboards for authorized Admission personnel.
 - m. Conduct of Entrance-Examination process.
 - n. Preparation of Result
 - o. Customized report generation
 - p. Provide complete data of all candidates to seat allocation agency for further process.
- 3.2. The selected agency shall conduct the Entrance Examinations through two levels of selection. In Morning Session will be a General Ability Test (GAT) on Computer Based Test (CBT) for all programmes and Afternoon session is a Creative Ability Test (CAT) on Paper Based Test (PBT) for B.Des and M.Des in selected cities spread across India. The cities (indicative list) where the Test shall be conducted are given at **Annexure - V**.The examination for UG/ PG Programmes will be conducted in two sessions viz. Morning Session and Afternoon Session as per the following tentative scheduled, which may have 100 to 150 questions(GAT) and 03 questions (CAT) to be attempted:

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Programmes	Test	Test Timings
Bachelor of Design	GAT	9:30 am to 11.30 am
	CAT	01.30 pm to 04.30 pm
Master of Design	GAT	9:30 am to 11.30 am
	CAT	01.30 pm to 04.30 pm
Bachelor of Fashion Technology	GAT	9:30 am to 12.30 pm
Master of Fashion Technology	GAT	9:30 am to 12.30 pm
Master of Fashion Management	GAT	9:30 am to 12.30 pm

Number of candidates may vary from examination to examination. Total number of candidates across different examinations in a year will be approximately 20000. Level 2 of the Entrance Examination for Situation Test, the shortlisted UG candidates would be approx. 10000 candidates to be conducted at the 18 Campuses of NIFT. A Personal Interview for shortlisted PG candidates would be conducted offline for approx. 3200 candidates.

3.3.Pre-Bid Meeting. Pre Bid Meeting will be held on **13th October, 2023 at 03.00 P.M.** at NIFT-Head Office, Hauz Khas, New Delhi. Pre-Bid meeting minutes shall be uploaded on NIFT website. Bidders are requested to check the NIFT Website for the same. The prospective bidders may send in enquiries at least 48 hrs before the pre-bid meeting at the email-ID admissions@nift.ac.in. The mails should be clearly bearing the subject “Pre- Bid Meeting Queries”

3.4. Time Frame. The successful bidder should be ready to commence registration of candidates any time after 30 days of signing of contract and conduct exam within 60 days from the date of signing of the contract.

4.Process of Submission of Bids

4.1The interested firms should apply online and submit their tender and the bids along with scanned copies of all the relevant certificates, documents, etc. in support of their technical & price bids, all duly signed, on the <https://eprocure.gov.in/eprocure/app> from **4th October, 2023 at 05.00 P.M. upto 25th October, 2023 at 3.00 P.M.** Tender document is also available for viewing on the “tenders” link of the NIFT Website www.nift.ac.in

4.2 Bids will be accepted only online through <https://eprocure.gov.in/eprocure/app>. No other mode of tender will be considered. Tender submitted physically will not be considered.

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4.3 The **EMD of Rs. 8,00,000/-** in the form of Demand Draft/Banker Cheque/FD/ BG (Format of BG Attached at Annexure – XIX) in favour of **NIFT, payable at New Delhi** shall be submitted in sealed envelope superscribed “Hiring of Agency for Conduct of Entrance Examinations for NIFT Admissions – 2024 for UG & PG Programmes (**Regular**, NLEA, Artisans) and Ph.D” and addressed to Purchase Officer, NATIONAL INSTITUTE OF FASHION TECHNOLOGY, 2nd Floor, B Block, NIFT Head Office, Hauz Khas, Near Gulmohar Park, New Delhi-110016 on or before **25th October, 2023 upto 3.00 PM**. The bidder shall also submit the EMD online in NIFT account as per bank details given below : -

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

4.4 The bidders shall upload the proof of deposited the EMD through online mode in the Technical Bid on CPP Portal.

4.5 Bidders are required to submit all the requisite documents as per Annexures -I to XIX

5. Selection Criteria of Bidder:

The selection of the firm will be based on Quality cum Cost Based Selection (QCBS). There will be 60% weightage for technical evaluation and 40% for Financial Evaluation. The Company should provide full support to NIFT for evaluation of the Examination process and software’s cyber security.

a) Technical Eligibility Criteria: (As per Annexure – I) : All the relevant documents as asked in the Technical Bid as per **Annexure – I** should be submitted. Only those bidders will be evaluated for quality under QCBS who submit all required documents and clear preliminary screening specified in **Annexure – I**. The bidders who will secure 60% and above marks in the technical criteria and presentation as mentioned in the **Annexure - XVI** will be eligible for opening of their Price Bid.

b) Price Bid (As per Annexure – II) : Bidders securing 60 marks or above out of 100 marks will only be considered technically qualified for evaluation of their price bid.

5.1 The Technical Bids will be opened on **26th October, 2023 at 03.30 P.M.** in the presence of such bidders who may wish to be present, either in person or through their authorized representatives (duly supported with authorization letter).

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

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

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

Assistant Director (Purchase), National Institute of Fashion Technology, Head Office, Near Gulmohar Park, HauzKhas, New Delhi – 110016. Phone No. 011-26542071 / 26542176 and email id : purchase.ho@nift.ac.in

Deputy Director (Admissions) National Institute of Fashion Technology, Head Office, Near Gulmohar Park, HauzKhas, New Delhi – 110016. Phone No. 011-26542061 / 26542196 and email id : admissions@nift.ac.in

6. Scope of Work:-

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

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UG/PG Programmes (Regular)

S. No.	Programmes	Stage	Test	Approx. no. of candidate	Type of Exam	Question Paper to be prepared By
1	Bachelor of Design	1	General Ability Test (GAT)	15000	Entrance Examination - Computer Based Test (CBT)	Examination Agency
			Creative Ability Test (CAT)		Part-II:-CAT – Paper Based Test (Drawing)	NIFT
		2	Situation Test / Studio Test		10000	Practical (Hands-on skill test)
2	Master of Design	1	General Ability Test (GAT)	1600	Entrance Examination - Computer Based Test (CBT)	Examination Agency
			Creative Ability Test (CAT)		Part-II:-CAT – Paper Based Test (Drawing)	NIFT
					Agency will seal and pack the answer sheets of CAT exam for their premises. Further pseudo numbering will be used for CAT booklets which will be physically evaluated by NIFT at NIFT HO.	
					Agency will seal and pack the answer sheets of CAT exam for their premises. Further pseudo numbering will be used for CAT booklets which will be physically evaluated by NIFT at NIFT HO.	

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		2	Personal Interview	1500	Offline Interviews for candidates to attend	Agency
3	Bachelor of Fashion Technology	General Ability Test (GAT)		1500	Entrance Exam (Computer Based Test)	Agency
4	Master of Fashion Technology	1	General Ability Test (GAT)	200	Entrance Exam (Computer Based Test)	Agency
		2	Personal Interview	200	Offline Interviews for candidates to attend	Agency
5	Master of Fashion Management	1	General Ability Test (GAT)	1700	Entrance Exam (Computer Based Test)	Agency
		2	Personal Interview	1500	Offline Interviews for candidates to attend	Agency

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

NIFT Lateral Entry Admission Scheme (NLEA)

S. No.	Programmes	Test	Approx. no. of candidate	Type of Exam	Question Paper By
6	Bachelor of Design	General Ability Test	100	Entrance Exam (Computer Based Test)	Agency
		Studio Test/Situation Test	100	Practical (Hands-on skill test)	NIFT
		Interview	100	Physical (Candidates to give interview in person at	NIFT

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				NIFT campuses)	
7	Bachelor of Fashion Technology	General Ability Test	100	Entrance Exam (Computer Based Test)	Agency
		Technical Ability Test	100	Practical	NIFT
		Interview	100	Physical (Candidates to give Interview in person at NIFT Campuses)	NIFT

Artisan/Children of Artisan

S. No.	Programmes	Test	Approx. no. of candidate	Type of Exam	Question Paper By
8	Bachelor of Design	Studio Test/ Situation Test	100	Practical (Hands-on skill test at NIFT Campuses)	NIFT
		Interview	100	Physical (Candidates to give Interview in person at NIFT Campuses)	NIFT

Ph.D

S.No	Subject Area	Approximate No. of Candidate	Type of Exam	Question Paper by
Set I	Research Aptitude	100	Objective Type (MCQ)	Agency
	Communication Skills	100	Objective Type (MCQ)	
	Logical Reasoning	100	Objective Type(MCQ)	
Set II	Research Proposal Presentation and Interview	50	Descriptive	NIFT

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6.1 Project Manager: Agency will deploy a competent Project Manager who will be a single point contact for all actions with NIFT. He will be stationed at New Delhi and be available at NIFT(HO) during the entire admission process.

6.2 Allocation of Test Centres for Examination:-

- The location of Test centers/ venues should be easily accessible to the candidates within municipal limits which is less than 10 km from railway station and should be well connected to public transport i.e. Bus Stand, Metro Station, taxi, Auto etc.
- The finalization of the test centre will be subject to the verification by NIFT as per the parameters set for the test centre i.e. distance, infrastructure, CCTV, location, Ambiance etc and other facilities. There should be one test centre at one city/location as per list at Annexure - V
- Centers must be accessible by differently abled candidates (PwD).
- Choice of Centre for all candidates will be recorded during the registration for examination.
- The Bidder must allot 100% 1st preference of the test centre opted by candidate in the application form. In addition to the allotted seats, 20% extra seats along with computers will be reserved for the candidate at each test centre for any contingency for conduct of Entrance Exam.
- Admit cards are to be issued 15 days before start day of the exam(s).

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

7.1 Earnest Money Deposit (EMD) of Rs. 8,00,000/- only in the form of Demand Draft/Banker Cheque/Fixed Deposit receipt/Bank Guarantee(Format enclosed at Annexure – XIX) and Online (Bank details are mentioned above) in favor of 'National Institute of Fashion Technology' and payable at New Delhi (Submit hard copy as per clause 4.3 and proof of scanned copy online). Those bidders exempted from submission of EMD must submit certificate issued by Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) / NSIC etc. or Startups as recognized by Department of Industrial Policy and Promotion (DIPP). (Submit scanned copy online).

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

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

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- 7.4 The Proof of Annual turnover which should not be less than Rs. 100 Lakhs per year for the last three financial years i.e. 2020-21 2021-22& 2022-23 in the form of the Audited Financial Statement duly certified by Chartered Accountant. Copy of income tax return filed by agency during last 3 financial years (2020-21, 2021-22& 2022-23) (Submit scanned copy online)
- 7.5 Copy of registration certificate in support of GST No. / Copy of PAN No. & Validity. (Submit scanned copy online).
- 7.6 Declaration that the bidder has not been blacklisted/debarred from participating in Tender anywhere in NIFT HO and its Campuses and have not been blacklisted by any Govt. / Semi Govt./ Educational Institute / organization as per **Annexure - IX**. (Submitted scanned copy online). If, it is subsequently established or found that the bidder has given any false information or facts or has suppressed facts or manipulated the documents etc. The Earnest Money Deposit or the Security Deposit, as the case may be, will be forfeited and no excuse/grievances what so ever will be entertained thereafter.
- 7.7 Experience of conducting minimum three **Computer Based test (CBT) Entrance Examination** of at-least 20,000 candidates in three different years and in each admission process separately in any Govt. / Semi Govt./ Higher Educational Institute / Autonomous Bodies/PSUs organization during the period 2018 to 2023. (Copy of Work Order and successfully Completion Certificate to be attached). Experience in both private and government sectors are allowed subject to fulfillment of tender requirement.
- 7.8 Letters of reference from the previous Organizations with regard to work done (Successfully Completion Certificate) with complete contact details of concerned officials in those Organization / Institute with telephone numbers, address, email, etc. along with scope of work. (Submit scanned copy online).
- 7.9 Experience of conducting / handling Personal Interview for minimum 1500 candidates in three different years and in each admission process separately during the period 2018 to 2023.
- 7.10 The agency must have operational office in Delhi / NCR with required technical and operational manpower resources. (Submit details of offices in Delhi / NCR along with contact details and copy of shop and establishment certificate on the Delhi/NCR address)).
- 7.11 The Agency must have the facility for in-house scanning and processing of Answers sheets, if required. (Submit proof online). Self Certification may be provided by the agency
- 7.12 Copy of PF A/c No. and ESI No. In case Agency's establishment is not registered with PF & ESI Authorities, the Agency shall furnish an undertaking that in the event their establishment falls

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under the purview of PF & ESI Act during the execution of Contract, then the Agency shall get their establishment registered under PF & ESI and they shall also be solely responsible to fulfil all the statutory compliances at no extra cost to NIFT. (Submit scanned copy online).

7.13 The Agency has successfully executed / completed 03 Computer Based Test (CBT) entrance exams valuing not less than the amount of Rs. 50 Lakhs in each exam over the last 5 years. (Submit scanned copy of Work Order online).

OR

The Agency has successfully executed / completed 02 Computer Based Test (CBT) entrance exams valuing not less than the amount of Rs. 60 Lakhs in each exam over the last 5 years. . (Submit scanned copy of Work Order online).

OR

The Agency has successfully executed / completed 01 Computer Based Test (CBT) entrance exam valuing not less than the amount of Rs. 80 Lakhs over the last 5 years. (Submit scanned copy of Work Order online).

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

8. General Terms & Conditions:

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

However, the bidders are cautioned that not giving complete information called for in the tender forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the bidder being summarily disqualified. Bidder shall ensure submission of complete information / documents at the first instance itself. NIFT reserves the right to complete the evaluation based on the details furnished by the agency without seeking any additional information.

8.2 The bidder must enclose adequate documents and if not enclosed, NIFT reserves the right to reject any or all the Bids either fully or partly without assigning any reasons and is not bound to accept the lowest bid. The decision of the NIFT will be final and shall be binding on bidders at any time and at its sole discretion.

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- 8.3 Bid shall be submitted in prescribed tender form through online only.
- 8.4 The list of the services to be rendered should not be altered by the bidder. No paper shall be detached from the tender document.
- 8.5 Conditional Bids / Vague offers like “Duties as applicable” shall not be considered.
- 8.6 The losses to the Institute which are directly attributable to the agency shall be deducted from the bills / adjusted from the security deposit.
- 8.7 The hiring of agency will be for Admission Process for Admissions – 2024 only but can be extended further for Admission Process till 2024-2025 and 2025-2026 on mutual consent after reviewing the successful completion of admission process by the Competent Authority on the same terms and conditions.
- 8.8 Relaxation in turnover & Experience: - As per the Govt., of India policy circular 1(2)/2016/MA dated 10th March, 2016 relaxation shall be provided to Startups in public procurement on prior experience & Turn over criteria subject to meeting quality and technical specifications. (copy of startup Certificate is mandatory and to be uploaded with Technical Bid)
- 8.9 Reference, information and certificates from the respective clients certifying technical expertise, delivery and execution capability of the bidder should be signed and the contact numbers of all such clients should be mentioned. NIFT may also independently seek information regarding the performance from the clients.
- 8.10 The Bidder are advised to attach any additional information, which they think is necessary to establish that the bidder is capable in all respects to successfully complete the envisaged work. They are however, advised not to attach superfluous information. No further information will be entertained after submission of bid, unless NIFT calls for it.
- 8.11 Even though bidder may satisfy the qualifying criteria, they are liable for disqualification if they have a record of poor performance or not able to understand the scope of work etc.
- 8.12 Notwithstanding any other aspect even if bidders satisfy all the requirements, they may be disqualified for the following reasons:
- a. If misleading or false representation of facts are made or deliberately suppressed in the information provided in the forms, statements and enclosures of this document.
 - b. If they have a record of poor performance such as abandoning work, not properly completing the contract or financial failures / weaknesses.
 - c. If confidential inquiry reveals facts contrary to the information provided by the bidder.

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- d. If confidential inquiry reveals unsatisfactory performance in any of the selection criteria.
 - e. If bidder is engaged in any activity which can influence the conduct of exam such as conducting of coaching classes etc.
- 8.13. The successful bidder shall obtain a declaration from their personnel, employed by them for the work in the concerned examination, that none of them have any near relations (such as children, brother, sister, nephew and nieces of self and spouse) as well as anyone on whom they may have any special interest appearing for the concerned examination.
- 8.14. The successful Bidder would be required to have an in-house quality assurance and product testing team with a robust quality management processes that are followed to test and certify the system used to conduct the exam.
- 8.15. The successful Bidder should be able to support the entire process in cities within India where the exam would be conducted.
- 8.16. At any time before the submission of bids, NIFT may amend the tender by issuing an addendum / corrigendum in writing or by standard electronic means. The addendum / corrigendum shall be sent to all bidders and will be binding on them. Bidders shall acknowledge receipt of all amendments/ corrigendum. If the amendment / corrigendum is substantial, successful Bidder(s) shall be given reasonable time to make amendment / corrigendum or to submit revised bid and the deadline for submission of bids will be extended by NIFT

9. Evaluation of Bids:

9.1 The selection of the agency will be based on Quality cum Cost Based Selection (QCBS). There will be 60% weightage for Technical Evaluation and 40% for Financial Evaluation. The bidder should provide full support to NIFT for evaluation of the exam process and software's cyber security.

9.2 Technical Evaluation:

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

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Examination as per the conditions specified in this document. The date of demonstration and presentation shall be notified separately to the technically qualified bidders. The venue for demonstration and presentation will be NIFT Head Office, New Delhi or as communicated by NIFT.

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

9.3. Financial Evaluation:

- a. The financial bid should contain only commercials. In case, any bidder encloses the financial bid within the technical bid, the same shall be rejected summarily.
- b. Bidders securing 60 marks or above out of 100 marks will only be considered technically qualified for evaluation of their price bid. The Financial bids of technically unsuitable / ineligible bidders will not be opened.
- c. The Financial Bids shall be opened in the presence of representatives of technically suitable / eligible Bidders, who may like to be present. NIFT shall inform the date, place and time for opening of the Financial Bid to the technically suitable / eligible bidder(s).
- d. The overall amount quoted for all Exam / activities as per the Price Bid attached at Annexure - II will be considered for evaluation of the financial bid.
- e. The financial scores (FS) would be normalised on a scale of 100 as per the formula given below, with lowest score being normalised to 100 and the rest being awarded a score on a pro-rata basis. This normalised score would be considered for the purpose of QCBS based evaluation.

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

FS is Normalised Financial Scores for Bidder under consideration

F_{min} is Lowest absolute financial quote received

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Fb is Absolute financial quote by the Bidder under consideration

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

Composite Score (CS) = TS * 0.60+ FS * 0.40

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

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

11. Performance Security : Bidder who secured highest composite scores to whom contract is awarded will be required to deposit performance security @ 10% of the contract value in form of Demand Draft in favour of "NIFT" payable at New Delhi / Pay Order / FD Receipt / Bank Guarantee (Copy of Format is enclosed at **Annexure - XIX**) / Online payment. This performance security must be deposited within 10 days of the award of the contract. No interest will be paid on the performance security. The performance security should be valid for a period of 90 days beyond the completion date of contract period.

12. Mode of Payment and Penalty:

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

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

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

12.2 In case of non- fulfillment of the service provider's specific obligation as under the contract, which non - fulfillment leads to loss / delay in planned activity / event the bidder shall indemnify NIFT to the extent of any loss suffered by NIFT.

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

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

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Examination for **each instance** of non-fulfillment of contractual obligation. In addition, the Performance Security may also be forfeited.

- 12.5 If the Bidder fails to complete the entire work / Service(s) before the completion date or the extended date or if the Bidder repudiates the Contract before completion of the Services, NIFT may without prejudice to any other right or remedy available to NIFT as under the Contract, recover from the Bidder, as ascertained and agreed liquidated damages over and above any penalty imposed. . In addition, the Performance Security may also be forfeited.
- 12.6 In case the bidder fails to execute the contract for reasons solely attributable to the Bidder, the NIFT shall have the liberty to get it done through any other agency at the cost of successful bidder.

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

14. Bid Validity. Bid submitted by agency shall remain valid for a period of 06 (Six) Months from the date of opening of offer. Agency shall not be entitled during this period to revoke or vary the content of Bid or any term thereof. In such event, the offer shall be treated as “REJECTED” and EMD shall be forfeited without any reference to the Agency. The bidders should satisfy themselves before submission of bid to NIFT that they meet the qualifying criteria and capability as laid down in the tender document.

15. Labour Welfare and Fair Wages

- a. During continuance of the contract, 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 the buyer by the competent authority on account of contravention of any of the provisions of any Act or rules made there under, regulations, by laws, amendments that may passed or notification that may be issued under any labour law in future either by the State or Central Government or local authority.
- c. The employees of the bidder/contractor in no case shall be treated as the employees of the NIFT at any point of time.
- d. The employer is bound to fulfill the terms and conditions for compliance of the provision of EPF & Misc. Provision Act 1952, and Employee Provident Fund Scheme 1952 by the bidder in respect of employees by him for performing works under the Contract.

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- e. Any failure to fulfil this requirement shall attract the penal provisions of this contract arising out of the resultant non-execution of the work.
 - f. No employee below the age of 18 years shall be employed on the work.
 - g. The Agency shall, notwithstanding the provisions of any contract to the contrary, cause to pay fair wage to labour indirectly engaged on the work.
 - h. The Agency shall indemnify NIFT against payments to be made under and for the observance of the Laws aforesaid without prejudice to his right to claim indemnity from Agencies.
 - i. The regulations aforesaid shall be deemed to be a part of this contract and any breach thereof shall be deemed to be a breach of this contract.
- 16. Information Security and Data Privacy.** The selected bidder will be responsible for providing secure systems. The selected bidder is expected to adhere to Information Security Management procedures as per acceptable standards with best practices. The selected bidder shall be responsible for guarding the Systems against virus, malware, spyware and spam infections using the latest Antivirus corporate / Enterprise edition suites which include anti-malware, anti-spyware and anti-spam solution for the entire system. The firms shall have to maintain strict privacy and confidentiality of all the data it gets access to. The firm will give an undertaking that all personal data pertaining to candidates is secure and not shared with any third agency. The data generated as a part of the admission process will not be monetized in anyway. Agency must ensure for non-involvement of any personnel of agency with personal interest in NIFT Admissions.
- 17. Fraudulent and Corrupt Practices:**
- 17.1 The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, NIFT shall reject a Proposal without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the “Prohibited Practices”) in the Selection Process. In such an event, NIFT shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Bid Security or Performance Security and debar the agency from participating in any Tender process of NIFT HO/Campus.
- 17.2 For the purposes of this Section, the following terms shall have the meaning hereinafter respectively assigned to them:
- a. “corrupt practice” means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process

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(for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of NIFT who is or has been associated in any manner, directly or indirectly with the Selection Process or the LOI or has dealt with matters concerning the Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of NIFT, shall be deemed to constitute influencing the actions of a person connected with the Selection Process); or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical consultant/ adviser of NIFT in relation to any matter concerning the Project;

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

18. Force Majeure:

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

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

18.2 The selected bidder or NIFT shall not be liable for delay in performing his/her obligations resulting from any force majeure cause as referred to and/or defined above. Any delay beyond

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30 days may lead to termination of contract by parties and all obligations expressed quantitatively shall be calculated as on date of termination. Notwithstanding this, provisions relating to indemnity, confidentiality survive termination of the contract. However, NIFT shall make payment for all the services rendered by the selected bidder till such date of termination of contract.

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

20. Dispute Resolution:

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

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

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

(Admission Department)
NIFT – Head Office

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TECHNICAL BID

“Hiring of Agency for Conduct of Entrance Examinations for UG & PG Programmes (Regular/NLEA / Artisan) & Ph.D for NIFT Admissions –2024”

SN	Technical Criteria	Docuement
1.	EMD as per details given below: EMD Value: Rs. 8,00,000/- Demand Draft / Pay Order/Banker Cheque /Fixed Deposit Receipt/Bank Guarantee (Format of BG enclosed at Annexure – XIX) & Online (Bank details are mentioned above) in favour of NIFT payable at New Delhi. The bidders shall upload the proof of deposited the EMD through online mode in the Technical Bid on CPP Portal.	(Submit scanned copy online and original in hard copy at NIFT).
2.	Those exempted from submission of EMD must submit certificate issued by Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) / NSIC etc. or Startups as recognized by Department of Industrial Policy and Promotion (DIPP).	(Submit scanned copy online).
3.	Firms registered under various acts including Societies Registration Acts.	(Submit self certified copy of relevant certificate online)
4.	Acknowledgement Letter of bidding document Annexure –VII	(Submit scanned copy online)
5.	Bid Compliance Statement in the format attached as Annexure - VIII	(Submit scanned copy online)
6.	Certification of ISO 9001, ISO 27001, Cmmi Level 5, Cert-In&STQC certification for security	(Submit scanned copy online)
7.	The Proof of Annual turnover which should not be less than Rs. 100 Lakhs per year for the last three financial years i.e. 2020-21, 2021-22 & 2022-23in the form of the Audited Financial Statement duly certified by Chartered Accountant. Copy of income tax return filed by agency during last 3 financial years (2020-21, 2021-22 & 2022-23)	(Submit scanned copy online)
8.	Copy of registration certificate in support of GST No. / Copy of PAN No. & Validity	(Submit scanned copy online).
9.	Declaration that the bidder has not been debarred from participating in Tender anywhere in NIFT HO and its Campuses and	(Submitted scanned

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	have not been blacklisted by any Govt. / Semi Govt./ Institute / organization as per Annexure - IX.	copy online)
10.	Experience of conducting minimum three Computer Based Test (CBT) Entrance Examination of at least 20,000 candidates in three different years and in each admission process separately in any Govt. / Semi Govt./ Higher Educational Institute / Autonomous Bodies/PSUs organization during the period 2018 to 2023. (Copy of Work Order to be attached / Copy of Successfully Completion Certificate to be attached). Experience in both private and government sectors are allowed subject to fulfilment of tender requirement.	(Submit scanned copy online)
11.	Letters of reference from the previous Organizations with regard to work done (Successfully Completion Certificate) with complete contact details of concerned officials in those Organization / Institute with telephone numbers, address, email, etc. along with scope of work	(Submit scanned copy online)
12.	Experience of conducting / handling Personal Interview for minimum 1500 candidates in three different years and in each admission process separately during the period 2018 to 2023.	(Submit scanned copy online)
13.	The agency must have an operational office in New-Delhi/NCR with required technical and operational manpower resources.	(Submit proof online)
14.	The Agency must have a facility for in-house scanning and processing of answer sheets to be uploaded on Computer (Self Certification)	(Submit proof online)
15.	Copy of PF A/c No. and ESI No. In case Agency's establishment is not registered with PF & ESI Authorities, the Agency shall furnish an undertaking that in the event their establishment falls under the purview of PF & ESI Act during the execution of Contract, then the Agency shall get their establishment registered under PF & ESI and they shall also be solely responsible to fulfil the obligation of PF & ESI at no extra cost to NIFT.	(Submit scanned copy online)
16.	The Agency has successfully by executed / completed atleast 3 Computer Based Test (CBT) entrance exams of value not less than the amount of Rs. 50 Lakhs in each exam over the last 5 years. OR The Agency has successfully executed / completed at least 2 Computer Based Test (CBT) entrance exams valuing not less than the amount of Rs. 60 Lakhs in each exam over the last 5 years. OR The Agency has successfully executed / completed at least 1	(Submit scanned copy of Work Order online)

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	Computer Based Test (CBT) entrance exams valuing not less than the amount of Rs. 80 Lakhs over the last 5 years.	
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(Signature and Seal of Bidder)

Name in Capital letter: _____

(in the capacity of: _____

Duly authorized to sign Bid for and on behalf of _____

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FINANCIAL BID

“Hiring of Agency for Conduct of Entrance Examinations for NIFT Admissions –2024 for UG & PG Programmes (Regular/NLEA / Artisan) &Ph.D”

S.N	Activity	Approximate no. of candidate	Rates in Rupees		
			Rate of Per Candidate	GST %	Total of per candidate including GST
1	Operational Cost for conduct of CAT & GAT for UG / PG courses as per the scope of work attached at Annexure – III (a), (b), & (c)	20200			
2	Operational Cost for conduct of Situation Test / Studio Test as per scope of work attached at Annexure – III (a), (b) & (c)	10000			
3	Operational Cost for conduct of PI for PG courses as per scope of work attached at Annexure – III (a), (b) & (c)	3200			
4	Operational Cost for conduct of Ph. D Entrance as per scope of work attached at Annexure – III (d)	100			
Total Amount (including GST)					

Note :

- The overall amount quoted for all four Exams/ activities per candidate as mentioned above will be considered for evaluation of the financial bid calculated with approximate numbers of candidates mentioned against each activity.
- The approximate number of candidates given is for reference only. Payment will be made on a pro-rata basis as per the actual number of admit cards issued to the candidates who appear in the

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Entrance Examination / Situation Test / Studio Test /Personal Interveiws / Ph.D.

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

(Signature and Seal of Bidder)

Name in Capital letter: _____

(in the capacity of: _____

Duly authorized to sign Bid for and on behalf of _____

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SCOPE OF WORK FOR UG & PG PROGRAMMES OF NIFT

Conduct of NIFT Entrance Examinations for Admissions –2024- Activities to be carried out

The selected Bidder shall be responsible for end-to-end examination management and undertake the below mentioned activities. However, the scope of work will not be limited to these activities and all related activities required to be taken to complete the Admission Process are deemed to be in the Scope of work. The selected Bidder shall take necessary precaution to safe-guard system data from all vulnerabilities/threats and maintain confidentiality and secrecy of all information related to people, process and data during all the three phases i.e. Pre Examination, Conduct of Examination and Post Examination. The selected Bidder shall deploy a Project Manager at Admissions Unit, NIFT Head Office who would be responsible for communicating the progress of work on the examination, team management, issue management etc. The Project Manager will be single point of contact and should be capable of handling all the issues pertaining to Admissions.

All examination phases'/processes shall be carried out by the selected Bidder in consultation with Admissions Department, NIFT-HO.

Pre-Examination Phase

Online Registration of Candidates

1. Conduct of the examination as per time table fixed by NIFT.
2. Provide dedicated manpower support to conduct all activities related to the Examinations.
3. Develop a dedicated web based portal exclusively for NIFT Admissions.
4. Have secure server services for data collection, hosting etc. along with requisite software licenses/certificates for the assignment(License and certificate for programming language, database software used as well as proprietary software, security audit certification as per requirement at the time of development of software).
5. Online hosting/display of admission advertisement, instruction, and other information related to examination, from time to time.
6. Online registration by the candidates including setting of password for individual login with facilities to upload scanned soft objects viz. photograph and signature in the application form and uploading of scanned copies of required documents. Application form should be able to capture all the details of the candidate and screening as per the QR Code.Candidates' Validation would be as per the Aadhar at the time of registration, as per rules and requirement specified.Any intermediately fees / charges to be borne by the Examination Agency.
7. Auto scrutiny of the candidates' information online, based on the criteria specified by NIFT. The application format should be designed in such a way that non-eligible candidates should not be

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able to proceed with registration, eliminated at the time of online submission of application. The reason for rejection should be clearly displayed.

8. On successful submission of online application by the candidate, a unique registration number and password of the candidate is required to be auto generated by the portal. The registration number will be the key number for candidates for all type of future correspondence/queries.
9. Provide payment gateway for online fee collection through Debit/ Credit Card, Net- banking etc.
10. Integrate the web based portal with the payment gateway of Bank.
11. A dedicated Account with cloud server needs to be created for the entire admission cycle of NIFT 2024 Admissions.
12. Facility to capture applicant payment data online.
13. Generation of fee receipt and filled up application form. Reconciliation of fee receipt after the close of the online application and refund to candidates who have made excess fee payment.
14. Provision for updating of application status based on successful fee receipt from candidates. Verify the transactions status made through payment gateway on regular basis.
15. Fees collected to be deposit in NIFT account not later than T+2 and provide reports on daily basis for necessary reconciliation.
16. Disable application form after close of application process on data as informed by NIFT.
17. Providing Facility to the candidates to review their applications and edit/make corrections in the entries they have made after the close of online application and submission of additional fee due to change in category or refund of excess fee.
18. System generated "Candidate Registration Report" detailing day-wise registration, gender/caste categorization, fee confirmation details and valid candidates enrolled for the CBT, etc.
19. Design, generate, upload and issue admit cards for written exam on the portal created.
20. Provide access to the authorised representative of NIFT to the application online (admin control) Authorised personnel to be able to access Portal/ software as admin., observe all process real time and generate MIS reports. A dashboard giving live status of the applications to be prepared and be available to nominated officials of NIFT Admission.
21. Generation of a printable version non-editable (PDF format) of application form with a unique application no. (Registration number) after successful submission of online application by the candidate.
22. The application shall be certified as "Safe to Host" by any CERT-in empanelled agency at least 30 days prior to the scheduled date of examination. Payment to CERT in certification will be borne by the successful bidder.
23. Arrangement for downloading of filled application form with computer generated unique Registration number and QR code (with Candidates information)
24. Sending e-mail and SMS to the candidates on all occurrences either specifically related to the Candidate or general information or announcement as decided by NIFT i.e. successful application, admit card, date, venue and result for all Test etc. The requirement of generation of

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sms/email alert will be on all major occurrences/events and changes as required. The cost & regulatory clearance for the same will be the responsibility of successful bidder.

25. Consolidation of application data / exam fee, roll number generation.
26. Update information on the web based portal regularly for information to candidates and maintain the web based portal till the completion of the Admission.
27. Maintain database of all the applications and generate various MIS reports as required by NIFT.
28. Ensure necessary connectivity with adequate bandwidth for conduct of exam.
29. Maintain the server for the total duration of the Admission Process till completion.
30. Ensure data integrity and security throughout the process.
31. Provide soft and hard copies of the list of applicants sorted on various criteria like Alphabetical, Registration number and further sorted out on State/City basis, category basis etc., once and registration process is over.
32. Hand over the list of appearing candidates in the examinations in order of generation of roll number generation city/Centre-Wise basis with columns of roll number name and test center to NIFT.

Test Centre Management and Examination Schedule

1. Arrangement and preparation of test-centres as per the requirement of the examination at least 5 weeks prior to the scheduled date of the examination, to ensure that centre is notified to a candidate at least 15 days prior to the date of conduct of Examination.
2. Provide the necessary details and seating capacity of the each test centre in advance.
3. Choice of Centre for all candidates will be recorded during the registration for examination.
4. Options of two preference should be given for test centre. The Bidder must allot 100% 1st preference of the test centre opted by candidate in the application form.
5. Distance between screens of two candidates taking the examination should be at least 2 feet (front and both sides) and wooden/hard board partitions to be installed on three sides of computer machine in such a manner that candidate cannot see other candidate's computer system. Cardboard, Transparent material and Thermocol, etc. are strictly prohibited for partitions.
6. Exam Centre verification using Capacity Estimation Process should be ensured. Number of seats/Nodes at a particular center along with 10% additional seat and 10% buffer capacity and other logistic arrangement i.e. DG set (Generator set/UPS), security, etc. may also be ensured.
7. Ensure availability of at least 2 additional servers (Network/LAN) switch at each Test Centre
8. Availability of separate toilet for Gents and Ladies, drinking water arrangement at all Test Centres.
9. Deployment of administrative resources at the Test centres hired by the agency like Test Centre Administrator, IT Manager, Exam Supervisors, Invigilators, Security, peon and other supporting staffs at each Test Centre to ensure successful completion of the examination. NIFT on its own

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discretion may deploy its functionaries at each test centre to oversee the overall examination process.

Minimum manpower deployment at each test centre must be as per the following scale. Each Test Centre of Capacity of 250 nodes should have the minimum following personnel to be deployed by the Selected Service Provider.

Test Centre Administrator	One (1) for each test Center
IT Manager/Expert	One (1) for each 150 Candidates
Invigilators	One (1) per 20 candidates
Support Staff	Two (2) per 100 candidates
Security Guards	Two (2) per 100 candidates
Electrician	One (1) One for each Centre
Peons	Two (2) per 100 candidates

Note: Above staff should be increased proportionately on the basis of candidates allotted to that centre. Payment of wages, medical, statutory contributions towards ESI, EPFO or any other allowances to /in respect of the manpower engaged by the bidder would be the sole responsibility of the bidder.

10. Thorough checking of all nodes, network equipment's, electrifications, CCTV Cameras & Web Camera at Registration Desk (for capturing photograph, videography & signatures of candidates) and other active / passive devices as per the test-centre worthiness assessment plan at each test centre location at least five (05) days prior to the scheduled date of examination.
11. Finalise the Examination Centres under intimation to NIFT. The final list of Exam Centres will be approved by NIFT at least 5 weeks in advance of the date of conduct of the examination. The tentative list of cities where examination may be conducted is mentioned at **Annexure- V** (may change). While fixing the examination centres as per choice of the candidates, pattern and demand of the test will be taken in to account.
12. Selection, finalization, registration and mapping of test centres in system along with the contact details/address of the Test Centre.
13. To ensure proper lighting, ventilation and cooling systems in examination halls/rooms.
14. To arrange/provide adequate displays and required instructions/ information to the candidates appearing for test at computer based test centres.
15. The location of Test centres/ venues should be easily accessible to the candidates and well connected to public transport i.e. Bus Stand etc. It should be centrally located within the City limits. Centres must be accessible by differently abled candidates (PwD).

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16. Soft copy of Candidates Application Master Data base having Roll No., Centre No., Shift, Subject Photographs, Signature etc. of registered candidates to be provided by the selected Bidderto NIFT before 15 days of Exam.

Centralized Help desk support services:

1. Set-up centralized help desk during entire process registration of application till completion of the scheduled examination. The help desk will function 24 X 7. The contact details of Help Desk will be notified in the Advertisement/Web site.
2. To provide Telephonic/email support to the candidates and guide them in taking print out of the Admission Cards, other Examination/Test Centre related queries etc.
3. Provide daily call-log details and intimate to the Admission Department, NIFT via email.
4. Intimate Admission Department, NIFT, whenever any candidate reports non-receipt of Admission Card/incomplete information provided to the candidate etc. (if required)
5. Admission Portal-based Query Management System- Helpdesk. Agency will develop Query Management System- Helpdesk on candidates dashboard to address all queries of the candidate till the end of admission process. Candidates will be able to raise queries from their Portal and need not to send the query through mail. A multi level of query management will be formed with a response time of 12 to 48 hours. There will be provision of escalation of the query to NIFT. The system will be completely integrated with the Admission system. A dashboard will be created for NIFT to see the daily-Weekly-Monthly Query raised and resolved. No email query will be taken up.
6. Helpdesk:- A dedicated IVR based helpline number for NIFT admissions will be deployed by the Agency with adequate no. of qualified & trained personnel and telephone lines to ensure minimal wait time. In any case wait time shouldnot be exceeded to 2 minutes. Personnel will be increased or decreased as per the requirements of NIFT. Timeline – response within 24 hours.

Environment Check at Test Centre and Conduct Mock Drills / Mock Tests

1. Checking environment based on test centre readiness check-list and ensure readiness of individual test centre.
2. Verify working condition of the available/allocated node / terminals to undertake the test with the required configurations, system scanning, operating system / web browser compatibility assessment etc.
3. Verification of network configuration and internet bandwidth/LAN connectivity availability check
4. Conduct a Mock Test (dry run) online at least 5 days prior to the scheduled date of examination.
5. Conduct Final Mock Test (dry run) in the presence of NIFT designated representatives at least 1 day prior to the scheduled date of examination.

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6. Certification of the nodes eligible for conducting the CBT and sealing of the Test Centre after conducting final mock test.
7. Getting test centers ready in compliance with test requirements including installation of CCTV cameras at all test centers (one CCTV camera per ten candidates) installed in such a manner that it covers faces of all candidates and recording throughout the examination process which is to be handed over to NIFT after completion of examination. CCTV cameras in all the corridors of exam centre, Frisking of candidates who are to take the test as per law. All trained invigilation staff and security guards as per needs of NIFT will be provided by the selected service provider.
8. On the day of the test, centre should be ready in all respects as per the scheduled for commencement of Exam.

Video Surveillance system must also cover the following areas:

1. Entry point of the Examination venue (Entry refers to the location from where the entry to computer lab starts).
2. Exit points of the venue, if the entry and exits are separate.
3. Server Room.
4. Pathway to washrooms.
5. Atop the water cooler and other convenience facilities.
6. The room of the venue manager (if any).
7. The front area and the back area of the Examination Venue.
8. Any points specifically indicated by the NIFT for comprehensive surveillance coverage of the Examination venue.

Conducting Examination Phase (GAT and Creative Test (CAT)

Test Centre Administration to conduct Examination

Sufficient number of Desktops Computers 10% additional Desktops and 10% buffer capacity for CBT Entrance Exam in good working conditions with the minimum configuration as mentioned below:

Screen Resolution	1024 X 768
Operating System	Windows 7 or higher version with appropriate Service Pack
Browser	Internet Explorer 7.0 or higher version as supported by above Operating Systems
Browser settings	Java Script enabled
	Pop-up blocker disabled
	Under 'Settings' of 'Temporary Internet Files', set 'Check for newer versions of stored pages' to 'Every visit to the page'

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	Proxy disabled (Direct Internet)
	USB disabled, Keyboard disabled during exam after login

Minimum Exam Centre Server Pre-requisites:

Processor	CPU Speed: 1.5 GHz or above.
RAM	4 / 8 GB or higher
Screen resolution	1024 X 768
Operating system	Compatible for candidates systems as clients, must meet the performance criteria
Performance Criteria	Must support at least 100 clients without any perceivable de-gradation in performance. All mouse/key clicks are to be recorded for each client with time stamp for audit purposes.
	Response time for question/page loading must be less than one second.
	All responses to be acted upon in real time.

1. Design question papers in English and Hindi language as per the pattern and scheme of Examination stipulated by NIFT in the required quantity.
2. Test will be delivered only over the intranet at a Test Centre and the candidates will access the test through a computer. The Delivery should only be done on distributed model (i.e. through local intranet based servers). Centralized internet delivery model will not be accepted.
3. Selected Bidders shall provide adequate mechanism to securely transfer bilingual question sets for upload at central server and secure link to transfer the test papers at test centres.
4. Ensure readiness of the Server available both at Test Centre and Examination control Unit (ECU) along with availability of the required internet bandwidth/connectivity and necessary power backup at Test Centres to ensure smooth conduct of the entire examination process
5. Download the candidates list who are going to undertake test at the designated test centres
6. Ensure download/upload / push question papers to Test centres from ECU through 256 bit AES + RSA Encrypted data transfer to various Nodes.
7. Application Portal / software shall provide secured access to the participants/candidates based on the provided login ID/Password to allow the candidates to login to the application and undertake the Computer Based Test.
8. Application Portal /software shall have the provision to display same question in jumbling manner to various candidates with various options configured for the questions (questions to be jumbled ensuring that no two candidates are having same sequence of questions at the same point of time)

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9. Application Portal /software shall display only one question on screen at a time with various Options
10. Ensure availability of the roll number wise sheet and attendance sheet in all the Test Centres along with the list of candidates who would undertake examination in the designated Test Centre.
11. Candidate identification, admission card authenticity check and verification of candidates at the Test Centre entrance gate at least 60 minutes prior to the commencement of Examination.
12. Allocation of seats and allotment of terminals to all eligible candidates should be completed at least 30 minutes prior to the commencement of Examination.
13. Assigning login credentials to the candidates to undertake the test.
14. Circulate attendance sheet in all the Test Centres and capture signature of all the Candidates on the attendance sheet during conduct of the examination.
15. Once the candidates' signatures are captured, the Selected Bidders shall submit the signed attendance sheet to the functionaries deputed by NIFT who will counter-sign on the attendance sheet .
16. Each venue must have 10% additional spare working computer nodes. For instance if 100 candidates are appearing at a venue then there must be at least 10 spare computer nodes. Provision to allot new Desktop /Terminal to candidate in case of failure of any Node and assist them to undertake the examination with minimum delay.
17. The Selected Bidder would arrange for the necessary servers to conduct the examination at each test centre. One main server and one backup server will be available for every 250 candidates at a test centre.
18. Entrance Exam will be held in two sessions. In first half General Ability Test (GAT) will be conducted in online mode through Computer Based Test (CBT) at the test centre. In second half Creative Ability Test (CAT) will be conducted in the Paper Based Test (PBT) at the test centre. Agency will seal and pack the answer sheets of CAT Exam at Examination centre. Evaluation of CAT Answer Booklet will be done in the premise of the NIFT(HO) in multiple days (approx. 2-3 weeks). Supervise the conduct of the test in two sessions' morning and afternoon.
19. The furniture of the exam centre should be suitable for NIFT Examination, particularly for Creative Ability Test (CAT). The table/desk provided for the students should be stable, flat and minimum 2.5 feet x 2.00 feet with smooth surface as the students are required to draw and use color during the test. The chair / bench should be comfortable and without wheels.
20. Application Portal /software shall have secured storage for answers to questions by candidates as per the scheme of the subject provided by the Admission Department, NIFT.
21. Application Portal/ software shall have the facility for instant display of attempted questions anytime during the examination and provision for different colour coding for attempted, not attempted, mark for review. Availability of colour blind feature at the time of examination, so that colour blind people can take the test, if needed.

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22. Application Portal/ software shall have the ability to trace candidates requested questions from test centre and maintain system audit trail.
23. Application Portal/ software shall have the facility to generate monitoring log/system click by click audit trail on the server for every candidate with his/her IP and Complete traceability of any single candidate's node
24. The Computer Based Test shall stop automatically after expiry of the scheduled examination duration. Additional time if any to any candidate should only be possible after written approval of NIFT
25. Uploading of responses along with audit trail to ECU from the test server after completion of the examination.
26. Scheduling Backup Server to take continuous backup from Main Server at each Test Centre and availability of continuous Back-Up and restoration facility for Business continuity Planning/Disaster Recovery purpose
27. Restart / Resume of Test (in case of node / power / network / application failure etc.)
28. In case of Machine, Power or Network Failure, Portal/ software shall be able to retrieve candidates attempted questions and its responses entered by the candidate fully along with creation of incident report and system audit trail (downtime details, additional time taken by the candidate etc.)
29. Acknowledgement of Exam progress to ECU from Test Centre Superintendent/Technical team
30. For all categories of PwD Candidates, while providing computers and relevant Portal/ software with necessary security systems, the selected Bidders shall keep in view the requirements of PwD candidates and a minimum of 5 terminals at each centre, which should be PwD friendly. The question papers for the PwD candidates (as per the city wise PwD list) shall be configured in a format to facilitate them to undertake the test.
31. Computer based exam Portal/ software should support standard features such as display of details of candidates, detailed instruction upon login, start and closure of examination at scheduled time, time left, flag questions for review, marking/unmarking of question, display of status of questions with different colour and symbols, switching between sections, switching between Hindi and English languages, provision for enlargement of font, navigation to unanswered questions and prompt submission.
32. No browser/window other than the exam should be accessible.
33. Provision to download / save / burn the participants list at all the test centres, CCTV footage, system audit trail in hard disc (single session hard disc / non-writable hard disc, which cannot be overwritten in future) at the Test Centre as well at the ECU after completion of the examination. Submit three sets of hard disc (single session disc / non-writable hard disc which cannot be overwritten in future), in signed & sealed envelope to NIFT on the date of examination.

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34. The candidate's responses, photograph, audit trails should be uploaded automatically from the local server to the Selected Bidder data center in a secured manner. There should not be any traces of any data pertaining to candidate whatsoever post uploads left on the exam server.
35. The selected Bidder should be able to send to each of the candidates its own response and used question paper/ID through email after the conduct of examination (within 48 hours).
36. The Bidder must have the requisite MOU's with the colleges/test centres and who would arrange for the nodes necessary for the conduct of examination at each test centre. There should be at least 20% reserve pool of nodes of the total number of registered candidates in a session at each test centre.
37. The selected Bidder shall provide blank paper sheet/s, pens and pencils to the candidates as per requirement and all examination material will be collected after the exam.
38. The selected Bidder shall have a contingency plan for candidate management/Shifting in case of any emergency.
39. Agency observer/official will collect back and personally carry back the CAT answer sheets from test centres to New Delhi.
40. All adverse events will be recorded and a feedback report submitted to NIFT within 24 hours of completion of the exam.

Conduct of Situation Test (including Technology Aptitude Test (TAT), Studio Test)

1. Situation Test is a crucial component of examination system for Bachelor of Design programme and is conducted by Agency for approximate 10,000 candidates may appear for the test at 18 NIFT Campuses on multiple days (approx. 2-3days) simultaneously at all or assigned NIFT Campuses by deputing its own team. If required the Agency will hire additional centres for conduct of the exam.
2. Situation test / Studio is a hands-on test to evaluate the candidate's skill for material handling and innovative ability on a given situation with a given set of materials.
3. Technology Aptitude Test (TAT) is a practical test conducted for NLEA, Bachelor of Fashion Technology. It includes the following three components:-
 - Textile Appreciation
 - Geometry
 - Corporate Social Responsibility, Intellectual Property Rights, Professional Practices (combined)

The level of questions for TAT is based on the knowledge expected of students after having completed Foundation Programme of NIFT.

1. Studio Test is conducted for Bachelor of Design /Technology Aptitude Test (TAT) for Bachelor of Fashion Technology for NLEA.
2. The Studio Test and TAT for NLEA will be conducted at designated NIFT Campuses with the Situation Test for regular B Des candidates.
3. Artisan Examination includes a Studio Test and Interview.

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4. Design and generate Call Letters online for Short-listed candidates for Bachelor of Design (B.Des) as per the list provided by NIFT. The system of online selection of test venue and date for the candidate will be prepared and activated by the agency.
5. Question Papers for the situation test will be provided by the NIFT.
6. The guidelines for papers setters and evaluators for the Situation Test will be made available by NIFT to Agency well in advance to enable Agency to understand and follow the same.
7. The situation test will be conducted at NIFT Campuses as per Annexure V or at such centres as finally decided by NIFT.
8. Procure and prepare kits (minor items for making of model by candidate) containing the material for the situation test and position the confidential test material containing question papers at all the test centres. The test material is to be carried by agency observers/officials to the test centres.
9. Depute Centre Superintendents, Invigilators and other operational staff at all NIFT Campuses earmarked as Test centres for the conduct of Situation Test.
10. The evaluation criteria for the Situation Test will be developed by the design experts suggested by NIFT and will be implemented by Agency. It will be evaluated by a panel consisting of minimum three members two (2) internal and one (1) external experts nominated by NIFT. Based on the number of candidates multiple panels will be required for evaluation at each day at various test venues. The payment to the external evaluators will be made by the agency at the following rates as Rs.2500/- per day.
11. Pseudo number the models created for the situation test by candidate and make them ready for on the spot evaluation on daily basis by NIFT evaluators. Agency will make sure that candidate identity is not disclosed to the NIFT Evaluators. The evaluation sheets will carry only the pseudo numbers. The size of the sticker should be adequate, for hiding the identity of the candidate, if required.
12. As per past practice, candidates who have disclosed their identity by writing any personal details other than in the space provided for the same on the front cover page or place any identification mark, on the Question-cum-Answer Booklet shall be considered "Disqualified" and the result of those candidates shall not be declared". Therefore, the Agency may ensure that the answer sheet / Model will be coded & hide all identification by pasting stickers of good quality on it for evaluation.
13. Compile the results of the written test and situation test for final merit list for Bachelor of Design (B.Des).
14. Arrange for water/tea/ hospitality for all staff on the day of the exam will be made by the Agency.

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Conduct of Personal Interviews

1. Conduct Personal Interviews in Delhi on multiple days (approx. 15 days) in a suitable place approved by NIFT within the radius of 10 K.M from NIFT HQ having proper infrastructure for conduct of Personal Interviews. All costs pertaining to the same will be borne by the Agency. All arrangements will be done by Agency as per the approval of NIFT from 2 weeks in advance.
2. NIFT will give a list of industry representatives, persons known for their academic excellence to Agency along with a list of active alumni members and NIFT faculty so that there is broad representation of members in the interview panel. The nominated panel members will directly be invited by the agency. Each panel consist 3 members and there will be at least 6 panels on each day. The honorarium of Rs.2500/- per day will be paid by the agency to the each external panel members. The hospitality arrangements i.e. tea, coffee, snacks, water, etc. along with a working lunch for Panel Members will be arranged by the agency during the conduct of Interviews.
3. In case of pandemic situation and restrictions on physical conduct the agency should be able to conduct the Interviews online.
4. Design and generate Call Letters online for Short-listed candidates for PG program in Design Management and Technology as per list /schedule provided by NIFT.
5. Calculate marks obtained by each candidate as per the requirement and marking scheme to be provided by NIFT and prepare the common merit and category wise merit lists as per the requirement of NIFT for each set / stage of examination conducted.
6. Compile the results of the Written Test and Interview for final merit list for PG program in Design, Management and Technology.
7. Ensure no discrepancy/irregularity in tabulated results, or any legal issues arising thereof.
8. To handle the entire above-mentioned operation with utmost confidentiality, with precautions and in a professional way of high standard.
9. To retain the exam related documents (all) for a period of one year from the date of declaration of final Result and to provide any clarification sought by NIFT.

Setting and Printing of Question Papers

1. Setting up of Question Papers: For maintaining absolute secrecy of the question papers, four multiple paper setters would be appointed in each component of the examination. These paper setters would work independently for setting up of the question papers. All the question papers setters will be provided with proper guidelines specially about the level of examination and the competency expected as well as to ensure that marks allotted to each questions is tallied with marks of the component of the question paper. Agency will not reveal to the paper setters the purpose for paper setting.

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2. Agency will get the papers moderated from competent moderators to avoid any error/typographical mistakes. The moderators will give an undertaking for maintaining absolute confidentiality of the assignment.

Security of Question Papers

GAT (General Ability Test) Question Paper (Computer Based Test)

1. Agency will conduct the test only over the intranet at a Test Center and the candidates will access the test through a computer.
2. Ensure download/upload / push question papers to Test centers from ECU through 256 bit AES + RSA Encrypted data transfer to various Nodes and not to be downloaded prior to the exam.
3. Login ID/Password to allow the candidates to login to the application and undertake the Computer Based Test.

Printing of Question Papers (CAT -Paper Based Test) -Part-B:

1. **Choosing the press:** Agency will get the papers printed only from Confidential Press without misprinting.
2. **Selection of Question Papers:** There will be only one source of contact between the press and Agency. The question papers as approved by NIFT will be handed over to the Project Manager in a sealed confidential envelope for printing in the confidential press. The guidelines will be specifically laid down about the number of question papers to be printed, the format, the quality of paper as well as the method of proof reading etc. by Agency. During the course of printing no intervention from any quarter will be entertained.
3. **Jumbling of question papers:** The set of questions to be printed will be jumbled up and Question Papers will be got printed in A,B,C,D sets. Only the descriptive Question Paper of UG (Design) Creative Ability Test(CAT)-UG will not be got printed in A,B,C,D due to practical reasons.
4. **Easy identification of question papers:** The question papers will be coded for different programmes and the guidelines which will be given to observers will also carry the paper code of the question papers so that the packets can be easily identified by the observers at the time of conduct of examination.
5. **Setting up of CAT question papers:** The CAT question papers will be set up in a very confidential manner in consultation with NIFT. Agency will follow the procedure prescribed under the setting up of question papers or written examination as mentioned above. CAT (Creative Ability Test) question paper to be printed on 110 gsm paper. It will contain a set of three pages of A4 size and will be used for drawing and coloring. It will be 8 pages booklet.
6. **Packing:** The question papers printed will be packed confidentially without any external marking or name of Agency. The sealed carton will contain only the coded identifications for destination and code of content for identifications by Agency officials only. The question papers will be packed in the inner envelop which will then be sealed. All sealed packed of question papers will be wrapped in a polythene sheet to avoid any moisture. The carton so prepared will then be packed with a thick plastic sheet and the carton so prepared will have only the code numbers of the centres. All the question papers packets will be sealed with good quality seal of security press. All the packed examination material will be dispatched under close supervision

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of the Project Manager from the premises of Agency. Under no circumstances the question papers will be handed over to Agency officials, deputed for duty, from the printing press. Packing is strictly required in metal boxes with material packed in water proof packing and with two locks for secrecy and confidentiality.

7. **Examination invigilators/Supervisors:** NIFT officials may associate with the examination. The agency will place required invigilators/ observers. NIFT will intimate to Agency in advance the names of such officials. These officials will act in the capacity of observers only while the execution and direction etc. will be provided by Agency's officials who will act as representative of Examination authority.
8. **Evaluation of CAT (Creative Ability Test) question paper:** Evaluation of CAT Answer Booklet will be done in the premise of the NIFT(HO) in multiple days (approx. 2-3 weeks). NIFT will give a list of Design experts who will be invited by Agency to evaluate the same including the NIFT faculty. Payment to the expert will be made by the agency. At present evaluators have been paid Rs.20/- for the evaluation of each CAT Answer Booklet.
9. **Coding and decoding of CAT papers for evaluation:** The coding and decoding of CAT papers will be done by Agency prior of evaluation of CAT papers. The answer sheets will be coded by removing all identifications marks, if any disclose by the candidate, shall covered with the thick sticker before evaluation.
10. **Guidelines for evaluation of CAT papers:** The guidelines for evaluation of CAT papers will be clearly laid down to enable the examiners to evaluate objectively. The guidelines will be prepared by Agency as recommended by NIFT.
11. After evaluation of the answer sheets the marks will be decoded and result compiled.
12. **Authenticity of declared results:** Agency prior to declaring the results, will verify through manual checking by sampling method the authenticity of results to avoid any inadvertent mistake and to ensure authenticity of results.
13. **Declaration of results and intimation to selected candidates:** The combined results of the written test/Studio test/interview programme wise, category wise, rank wise will be provided by Agency in time, as per schedule approved by NIFT. The same will be put up on the NIFT website. Further, individual communication to the selected candidates will be sent by Agency.

Post Examination Phase

Candidate's Response Evaluation and Result publication

1. Application **Portal/** software for uploading the Answer key with questions on the website for candidate's objections/comments, if any, and compilation of all objections received from the candidates and disposal of the same in consultation with NIFT authorities. The information to this effect will be incorporated in the schedule of activities. The selected Bidder will also receive the objections from the candidates on the payment of Rs. 500/- per objection/question (non-refundable). Agency will develop the process and implement the same. Payment of Rs. 500/- (non-refundable) per objection/question would be deposited in NIFT's Account.
2. Question-wise detailed evaluation of the candidate responses/ item analysis.
3. Apply scoring rules and cut-off to arrive at final merit list.
4. Provide results in hard and soft copy in Roll order containing Roll Number and Name etc as per format provided by NIFT.

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5. Generation/compilation of results and preparation of various reports as per requirement of NIFT.
6. Submission of three sets of hard disc (single session hard disc / non-writable hard disc, which cannot be overwritten in future), in signed & sealed envelope to NIFT authorities containing Result / Merit list.
7. Hand over to NIFT audit trails of all candidates & CCTV footage / video recording of entire exam process within 48 hrs. of completion of examination and keep a back up copy of the same so as to provide information as & when required by NIFT.
8. The evaluation of each subject may vary, accordingly the selected Bidder has to design the application Portal/ software for result to ensure compatibility.

MIS Reports and other support activities

1. Analysis of the candidate results and provision for generation of various MIS reports (hard and soft copy):
 - Subject & specialization- wise /Category-wise/Gender- wise/Test Centre-wise
 - Result folders of all qualified candidates along with complete application and their uploaded documents (soft copy)
2. Hand over hard copy as well as soft copy of category wise results with merit list in respect of candidates appeared in the Written Examination, Situation Test in the following order:
 - i. Roll Number wise list
 - ii. Result by Name in Alphabetical order
 - iii. Merit-wise list
 - iv. Category-wise merit list
 - v. Common merit result
 - vi. Customized reports
4. Analyse the test pattern and answering pattern and submit reports on the answering pattern and feedback on question patterns / difficulty level.
5. Preparation and submission of Incident reports (if any) within 24 hours of occurrence.
6. Provide support to NIFT team in preparation of Court cases, RTI, candidates queries, press queries and other related activities.
7. Calculate marks obtained by each candidate as per the requirement and marking scheme to be provided by NIFT and prepare the common merit and category wise merit lists as per the requirement of NIFT for each set / stage of examination conducted.
8. To handle the entire above-mentioned operation with utmost confidentiality, with precautions and in a professional way of high standard.
9. To retain the exam related documents (all) for a period of two years from the date of declaration of final Result and to provide any clarification sought by NIFT.

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Activities to be carried out for conduct of NLEA Examination

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

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ANNEXURE - III (c)**Activities to be carried out for conduct of Examination for Artisan/ Children of Artisan**

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

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ANNEXURE – III (d)**Activities to be carried out for conduct of examination for Ph.D Candidates**

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

Conduct of Written Test

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

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13. Agency will compile and provide the result of the written Exam to NIFT as per format given by NIFT.
14. NIFT will retain intellectual property rights on the confidential test material developed which will not be shared by the Agency with any outside agency.

Conduct of Research Proposal Presentation and Interview Activities

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

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ANNEXURE -IV

Tentative Timelines - Admission Process

Academic Programme	Dec' 2023	Jan' 2024	Feb' 2024	Mar 2024	April ' 2024
Bachelor of Design	First week of December:- Registration Commences	2 nd week of January:- Registration Closes 3 rd week of January:- Issue of admit card	First week of February:- Entrance Exam	2 nd week of March:- Results of Written Exam Last week of March:- Issue of admit card for Situation test&	2 nd week of April:- Situation test Last week of April:- Final Result (CMR)
Bachelor of Fashion Technology	First week of December:- Registration Commences	2 nd week of January:- Registration Closes 3 rd week of January:- Issue of admit card	First week of February:- Entrance Exam	2 nd week of March:- Results of Written Exam i.e. final result (CMR)	--
Master of Design	First week of December:- Registration Commences	2 nd week of January:- Registration Closes 3 rd week of January:- Issue of admit card	First week of February:- Entrance Exam	2 nd week of March:- Results of Written Exam Last week of March:- Issue of admit card for Personal Interview	1 st week of April:- Personal Interviews Last week of April:- Final Result (CMR)
Master of Fashion Management	First week of December:- Registration Commences	2 nd week of January:- Registration Closes 3 rd week of January:- Issue of admit card	First week of February:- Entrance Exam	2 nd week of March:- Results of Written Exam Last week of March:- Issue of admit card for Personal Interview	1 st week of April:- Personal Interviews Last week of April:- Final Result (CMR)
Master of Fashion Technology	First week of December:- Registration Commences	2 nd week of January:- Registration Closes 3 rd week of January:- Issue of admit card	First week of February:- Entrance Exam	2 nd week of March:- Results of Written Exam Last week of March:- Issue of admit card for Personal Interview	1 st week of April:- Personal Interviews Last week of April:- Final Result (CMR)

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NLEA Admissions	First week of December:- Registration Commences	2 nd week of January:- Registration Closes 3 rd week of January:- Issue of admit card	First week of February:- Entrance Exam	2 nd week of March:- Results of Written Exam Last week of March:- Issue of admit card for Studio Test / TAT /Interview	2 nd week of April:- Studio Test / TAT /Interview Last week of April:- Final Result (CMR)
Artisan Admissions	First week of December:- Registration Commences	-	Last week of February:- Registration Closes	Last week of March:- Issue of admit card for Studio Test /Interview	2 nd week of April:- Studio Test /Interview Last week of April:- Final Result (CMR)

Academic Programme	Dec' 2023	Feb' 2024	Mar 2024	April ' 2024	May' 2024	June' 2024	July'2024
PhD Admissions	First week of December:- Registration Commences	Registration closes 1st Week of February	Screening	Issue of Admit card	1st Week of May:- Written Test & Last week of May:- Result of Written test	3rd week of June:- Research Proposal and Interview	Final Result

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ANNEXURE – V**Tentative list of the cities where NIFT Admission Entrance Examination will be conducted**

S No.	Examination City	State
1.	New Delhi (East, Central, North, South and West Delhi) atleast one centre at each location	Delhi
2.	Faridabad	Haryana
3.	Gurugram	Haryana
4.	Noida	Uttar Pradesh
5.	Ghaziabad	Uttar Pradesh
6.	Nagpur	Maharashtra
7.	Pune	Maharashtra
8.	Mumbai	Maharashtra
9.	Kolkata	West Bengal
10.	Chennai	Tamil Nadu
11.	Coimbatore	Tamil Nadu
12.	Madurai	Tamil Nadu
13.	Ahmedabad	Gujarat
14.	Surat	Gujarat
15.	Vadodara	Gujarat
16.	Hyderabad	Telangana
17.	Vishakapatnam	Andhra Pradesh
18.	Bengaluru	Karnataka
19.	Dehradun	Uttarakhand
20.	Lucknow	Uttar Pradesh
21.	Kannur	Kerala
22.	Cochin	Kerala
23.	Ranchi	Jharkhand
24.	Patna	Bihar
25.	Guwahati	Assam

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26.	Varanasi	Uttar Pradesh
27.	Raipur	Chhattisgarh
28.	Bhopal	Madhya Pradesh
29.	Rajkot	Gujarat
30.	Bhubaneswar	Odisha
31.	Jaipur	Rajasthan
32.	Udaipur	Rajasthan
33.	Jodhpur	Rajasthan
34.	Jammu	Jammu & Kashmir
35.	Srinagar	Jammu & Kashmir
36.	Chandigarh	Punjab
37.	Daman	Gujarat

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2nd level Entrance Examination i.e. Situation / Studio Test / TAT will be Conducted at following 18 NIFT Campuses:

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

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ANNEXURE –VI**Checklist / Requirements at Centres where Entrance Examination is to be conducted**

1. The tentative list of Cities where the Test shall be conducted are given at **Annexure-V**. The Bidder would identify suitable test centres in each of the cities where examination will be held.
2. The location of Test centers/ venues should be easily accessible to the candidates and well connected to public transport i.e. Bus Stand, Metro Station, etc. It should be centrally located within the City limits. Centers must be accessible by differently abled candidates (PwD).
3. Each of the identified centre will be vetted by authorised NIFT personnel. The selected bidder shall ensure that only those centres that are vetted and approved by the NIFT shall be used for the Examination.
4. The selected bidder shall ensure that the final list of Centres with Centre details is provided to the NIFT at least 4 weeks before the actual date of conduct of examination. Thereafter no change shall be made by the selected bidder in the list. In case of changes, by the selected bidder, the bidder shall be liable to penalty. Any change necessitated by Govt. orders will be implemented without any penalty.
5. For fair and smooth conduct of examination, NIFT is authorised to take any step as deemed fit in the test centre(s) and the selected bidder will unconditionally agree to it.
6. The selected bidder, as per the requirements and directives from NIFT, shall make required arrangements at the Exam Centres.
7. The exam centre should be accessible from the key transport places with easily available public transport.
8. The exam centre should have proper lighting, ventilation and cooling systems in examination halls/rooms.
9. The exam centre should provide adequate comfort to the candidates, but not limited to toilet, water, cleanliness, parking(preferably), thermal, lighting, ventilation, etc.
10. The exam centre should provide basic life safety for the conduct of exams, but not limited to fire safety, fire fighting equipment, electrical (electricity, DG, UPS, wiring), first aid, emergency procedures, etc.
11. The exam centre should be safe to conduct fair exam including but not limited to personnel security.
12. There should not be any type of event/activity other than the NIFT entrance exam at the Examination Centre on the day of exam.
13. The selected bidder shall ensure suitable drinking water and separate hygienic toilet facilities for both Boys and Girls at each examination centre.
14. The selected bidder shall securely deliver Question Papers (in English and Hindi for “Entrance - Examination”

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15. The selected bidder shall securely deliver the roll number wise sheet and attendance sheet in all the Test Centers along with the list of candidates who would undertake examination in the designated Test Center.
16. The selected bidder shall ensure checking of original documents and admit card of the candidates at the entrance gate of the examination centre.
17. The selected bidder shall ensure that the candidates have pasted passport size photograph and Signature of the candidate is taken on the specific space in the attendance sheet and Verification of the signature and photograph in attendance sheet is done vis-à-vis the signature and photograph in the admit card
18. The selected bidder shall arrange/provide adequate displays and provide required instructions/information to the candidates appearing for exam at Exam Centres.
19. The selected bidder shall ensure availability of proper security, frisking (through Hand held Metal detector (HHMD) and Hand Pat) at the examination centres. Separate frisking facilities for Female candidates. Only Female staff will frisk the female candidates. However, female frisking process should be conducted in a three-side covered enclosure. Security Guards should be in proper uniform.
20. There should be Notice informing the following is to be displayed at the main entrance:
“Non-permissibly of mobile phone, Bluetooth device, ear buds or any electronic gadgets / equipment, digital/smart watch, bag, handbag, papers, notes, books, calculator, non-transparent water bottle, etc.”
21. Seating plan to be displayed at the prominent place i.e. main entrance and outside of the examination hall at the test centre
22. There must be adequate spacing between two adjacent seats.
23. The selected bidder shall obtain candidate’s feedback through online Feed Back Form, after the examination is over. The candidate’s feedback be taken through the registration portal
24. The selected bidder shall provide answer sheets for each candidate as required based on the sample provided by NIFT.
25. The selected bidder shall have a contingency plan for candidate management/ shifting in case of any emergency.
26. The selected bidder shall monitor and supervise Exam Centre activities. Real time data and feedback from each Exam Centre during the examination should be available.
27. Other hard copy documents such as attendance sheet, filled Proformas, Admit Cards, ID proofs, Rough Sheets, etc. (if any) should be collected and kept by the agency till the conclusion of the examination process. Bidder needs to collate all these documents in one place centrally from all centres. Bidder is also required to provide access to scan copies of these documents. NIFT should be able to search these documents with required identifier like Roll Number or Centre Number, etc. Bidder is required to maintain this data for two years from examination.
28. The examination centres should have all necessary amenities/facilities for PWD Candidates including wheel chair, ramp, toilet, etc.

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ANNEXURE- VII

**PROFORMA FOR ACKNOWLEDGEMENT LETTER OF BIDDING DOCUMENT
(TO BE SUBMITTED IN AGENCY’S OWN LETTER HEAD)**

Subject : “Hiring of Agency for Conduct of Entrance Examinations for UG & PG Programmes (Regular/NLEA / Artisan) &Ph.D for NIFT Admissions – 2024”

We undertake that the contents of the above Bidding Document shall be kept confidential and further that specifications and documents shall not be transferred and that the said documents are to be used only for the purpose for which they are intended.

We intend to bid as requested for the subject works and furnish following details with respect to our quoting office:

- (i) POSTAL ADDRESS : _____

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

B) Contact person at Delhi :

- (i) POSTAL ADDRESS : _____

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

Submitted By:

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

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BID COMPLIANCE STATEMENT

NAME OF WORK:

We hereby confirm that our Bid complies with the total technical requirements/ terms and conditions of the bidding document and subsequent addendum/corrigendum (if any) without any deviation/ exception/ comments/ assumptions.

We also confirm that we have quoted for all items of schedule of rates and prices have been filled without any condition and deviation.

We further confirm that additional terms and conditions, if any, mentioned in our bid (Un-priced as well as Schedule of Rates) shall not be recognized and shall be treated as null and void.

Submitted By:

Signature:.....

Name

Designation.....

Agency Address:

Agency Seal:.....

I accept the above Terms & Conditions

(Full Signature & Stamp of the Tenderer)

Declaration by Bidder

1. I Son / Daughter / wife / of Sh..... authorized signatory of the agency hereby declare that I am competent to sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

3. I declare that neither the agency nor myself are debarred / blacklisted by any of the Govt./ PSU organization/ Educational Institutes / NIFT Campuses.

4. The information / documents furnished along with the technical and financial bids are true and authentic to the best of my knowledge and belief. I have no objection to NIFT verifying any or all the information furnished in this document with the concerned authorities, if necessary. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature the authorized signatory of the agency: -----

Name of the Authorized Signatory: -----

Name of the Agency: -----

Seal of the Agency: -----

Address:-----

Contact No. -----

Date:

Place:

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Financial Information

Financial Analysis: Details to be furnished in the following format duly supported by figures as per the Audited Balance Sheet/ Profit & Loss Account for the last three years i.e. 2020-21, 2021-22 & 2022-23 as certified by the Chartered Accountant, as submitted by the Bidder to the Income-Tax Department (copies to be attached).

Table-1: Total Turnover

S. No.	Details	(1) 2020-21	(2) 2021-22	(3) 2022-23
i)	Gross annual turnover			
ii)	Profit/Loss			
iii)	Financial Position :			
	Cash			
	Current Assets			
	Current Liabilities			
	Working Capital (b-c)			
	Current Ratio :			
	Current Assets/Current Liabilities (b/c)			

Please attach -

- Income Tax Return for the years 2020-21, 2021-22 & 2022-23.
- Audited Balance Sheet for the financial years 2020-21, 2021-22 & 2022-23.. The bidder may submit duly certified provisional balance sheet in case an audited balance sheet is not available.
- Certificate of net worth from Bankers of Bidder.

Note:

- Attach additional sheets, if necessary.

(Signature with date and Seal of Bidder)

I accept the above Terms & Conditions

(Full Signature & Stamp of the Tenderer)

ANNEXURE-XI**Details of Similar Work Executed (Computer Based Test)**

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

(Signature with date and Seal of Bidder)

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ANNEXURE – XII

Details of work under Execution or Awarded (Computer Based Test)

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

(Signature with date and Seal of Bidder)

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ANNEXURE- XIII

Performance Report of Works Referred in Annexure XI & XII

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

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

(Signature with date and Seal of Bidder)

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ANNEXURE XIV

Structure of the Organization

1. Name and address of bidder: _____
- 2 (a) Telephone No. _____
 (b) Mobile No. _____
 (c) Email address _____
- 3 Legal Status (Attach copies of original document defining the legal status).
 (a) An Individual/Consortium : _____
 (b) A Proprietary/Partnership agency: _____
 (c) A Limited Company or Corporation: _____
- 4 Particulars of Registration with various Government bodies & Statutory Tax Authorities: (Attach attested photocopy)
 (a) Registration Number : _____
 (b) Organization/Place of registration: _____
 (c) Date of validity : _____
5. Names and titles of Directors & Officers with Designation to be concerned with this work with Designation of individuals authorised to act for the organisation:

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

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

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

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9. Area of specialization and Interest : _____

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

(Signature with date and Seal of Bidder)

I accept the above Terms & Conditions

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ANNEXURE XV

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

TABLE-1:

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

TABLE-2:

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

(Signature with date and Seal of Bidders)

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ANNEXURE- XVI

Criteria for Technical Evaluation of Bids

The following Scoring Model will be followed for technical evaluation of the bids for the conduct of examinations. **Bidders shall submit the supporting documents (duly annexed) as mentioned below in addition to the documents required in the Technical Bid (Annexure-I) for Technical evaluation:**

S. N.	Description of Marking Scheme	Supporting Document	Maximum Marks	Marks evaluated by Technical Evaluation Committee
1	Bidder's Profile		18 Marks	
1.1	Overall staff strength (Project Management / Development / Quality Assurance / Implementation / Operations)	EPF Registration Certificate and Self Declaration from the Authorized Signatory / HR Head	08 Marks	
	1-25		03	
	26 – 50		06	
	51 & above		08	
1.2	Software / Solution		10 Marks	
	Organization should own the source code of the application Portal/software and should be capable to modify as per security requirement of NIFT	Self-Declaration from the authorized signatory for ownership of source code & Capability / willingness to change	07	
	The organization should have in-house technical personnel to maintain software and data used to conduct the exam	Self-Declaration from the authorized signatory / Departmental Head for required Technical Manpower	03	
2	Bidder's certification		10 Marks	
2.1	ISO 9001	ISO 9001	2	
2.2	ISO 27001	ISO 27001	3	
2.3	Cmmi Level 5	Cmmi Level 5	2	
2.4	Cert-In/STQC certification for security	Cert-In/STQC certification for security	3	
3	Bidder's Financial Turnover		12 Marks	
3.1	Average annual turnover in INR during 2020-21 2021-22 and 2022-23 in INDIA. Organization must be profitable in at least last 3 financial years ending 31 March 2023 (PI submit proof)	Audited Balance Sheet or CA Certificate		
	>= 1 Cr and <3 Cr		06	
	>3 Cr and <5 Cr		08	
	>5 Cr and above		12	

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4	Bidder's experience in Computer Based Test (CBT) in INDIA		26 Marks	
4.1	No of Years in conducting Entrance Exam during the period 2018 to 2023.	Customer Experience Certificate / Completed Work Order	/13 Marks	
	03 to 4 years		06	
	More than 4 years upto 5 years		09	
	More than 5 Years		13	
4.2	Maximum No. of candidates appeared in CBT in single shift during the period 2018 to 2023.	Customer Experience Certificate / Completed Work Order	/13 Marks	
	<10,000 Candidates		00	
	≥10,000 -< 15,000 Candidates		04	
	≥15,000-<20,000Candidates		07	
	≥20,000-< 40,000 Candidates		09	
	>40,000 Candidates		13	
5	Number of Academic Assignments completed with 10,000 or more candidates in INDIA during the period 2018 to 2023.	Customer Experience Certificate / Work Order	24 Marks	
	1 assignment		05	
	2 assignments		10	
	3 to 5 assignments		15	
	5 to 10assignments		18	
	More than 10 assignments		24	
6.	Presentation: The marks for Approach and Methodology will be given by the committee based on the Presentation & Demonstration made by the bidder.	Approach and Methodology for the Presentation & Demonstration made by the bidder	10 Marks	
	Company Profile and experience,			
	Plan to execute the Admission process of NIFT,			
	Innovativeness, quality of software deliverables, timelines, past history,			
	Software development and execution of the software, Approach and methodology, Software system proposed.			
	Assessment of the exam procedure			
Total score			100	

Bidders scoring 60% or more scores as per above criteria will be considered technically qualified for opening of their Price Bid.

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c) Procedure for ranking:

- i. The total marks obtained by a bidder shall be allocated 60% weightage for the Technical bid and 40% weightage will be assigned to the financial bid.
- ii. Financial Bid with lowest cost will be assigned a financial score of 100 and other bids will be given marks inversely proportional to the increase in cost over the lowest bids.
- iii. The total score, both technical and financial, shall be obtained by weighing the quality and cost scores and adding them up.
- iv. The bid with the highest marks on combination of marks from the technical and financial bids will be awarded the contract for conducting the Entrance Examination of NIFT for Admissions –2024

EXAMPLE : Minimum qualifying marks for technical qualifications as 60. The weightage of the technical bids and financial bids was 60:40. Three proposals i.e. A, B and C were received and marks awarded by the committee were 70, 74 and 79 marks respectively in the technical evaluation. All the three proposals found technically qualified and their financial proposals were opened and quote price as under : -

- A. Rs.120
- B. Rs.100
- C. Rs.110

Formula

FS = (Fmin/Fb) x 100 (rounded off to 2 decimal places), where

FS = Normalized Financial Scores for the bidder under consideration

Fmin = Lowest absolute Financial quote received

Fb = Absolute financial quote by the bidder under consideration

A. $(100/120) \times 100 = 83$ points

B. $(100/100) \times 100 = 100$ points

C. $(100/110) \times 100 = 91$ points

Combined Technical and Financial Score (TS x 60 + FS x 0.40):-

Proposal A : $70 \times 0.60 + 83 \times 0.40 = 75.20$ Points

Proposal B : $74 \times 0.60 + 100 \times 0.40 = 84.4$ Points

Proposal C : $79 \times 0.60 + 91 \times 0.40 = 83.8$ Points

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

Signature of Bidder

I accept the above Terms & Conditions

(Full Signature & Stamp of the Tenderer)

ANNEXURE – XVII

Tender Acceptance Letter
(To be given on Company Letter Head)

Dated: _____

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: _____

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s).
namely: _____
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. to (including all documents like annexure(s), schedule(s), etc. .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organisation too has also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking/ Educational Institutes.

I accept the above Terms & Conditions

(Full Signature & Stamp of the Tenderer)

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

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

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

I accept the above Terms & Conditions

(Full Signature & Stamp of the Tenderer)

Bank Guarantee Format for Furnishing Security Deposit

1. In consideration of National Institute of Fashion Technology, having its Head Office at NIFT Campus, Near Gulmohar Park, HuazKhas, New Delhi – 110016
2. (hereinafter referred to as NIFT which expression shall unless repugnant to the context or meaning thereof include its successors, administrators and assigns) having awarded to-----
-----with its Registered / Head Office at -----(hereinafter referred to as the 'Contractor' which expression shall unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns), a contract by issue of NIFT's Letter of Intent No.-----dated-----and the same having been unequivocally accepted by the contractor resulting in a 'Contract' bearing No.-----dated-----valid at Rs.------(Rupees-----only) for -----and the Contractor having agreed to provide a Contract Performance Guarantee for the faithful performance of the entire Contract equivalent to Rs.------(Rupees-----value of the contract to NIFT, we -----having its Head Office at presson shall unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns), do hereby guarantee and undertake to pay NIFT, on demand any and all money payable by the Contractor to the extent of Rs.------(Rupees-----only) as aforesaid at any time upto without any demand reservation contest, recourse for protest Bank shall be conclusive and binding notwithstanding any difference between NIFT and Contractor or any dispute pending before any Court, Tribunal or any other authority.
3. We, the -----Bank undertake not to revoke with guarantee during its currency without previous consent of NIFT and further agree that the guarantee herein contained shall continue to be enforceable till NIFT discharges this guarantee or -----which is earlier.
4. NIFT shall have the fullest liberty without affecting in any way the liability of the Bank under this guarantee from time to time to extend the time for performance of the contract by the Contractor. NIFT shall have the fullest liberty, without affecting this guarantee, to postpone from time to time the exercise of any powers vested in them or of any right which they might have against the Contractor, and to exercise the same at any time in any manner and either to enforce or two forbear to enforce any covenants, contained or implied, in the Contract between NIFT and the Contractor or any other course or remedy or security available to NIFT. The Bank shall not be released of its obligations under this guarantee by any exercise by NIFT of its liberty with reference to the matter aforesaid or any of them or by reason of any other acts of omission or commission on the part of NIFT or any other indulgence shown by NIFT or by any other matters or thing whatsoever which under law would , but for this provision have the effect of relieving the Bank.
5. The Bank also agrees that NIFT and its option shall be entitled to enforce this guarantee against the Bank as a principal debtor, in the first instance without processing against the Contractor and notwithstanding any security or other guarantee that NIFT may have in relation to the Contractor's liabilities.

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

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BANK GUARANTEE FORMAT FOR FURNISHING EMD

Whereas.....
(hereinafter called the “tenderer”)

has submitted their offer datedfor -----
(hereinafter called the “tender”)

against the purchaser’s tender enquiry No.
KNOW ALL MEN by these presents that WE
of..... having our registered office at are bound unto
National Institute of Fashion Technology (hereinafter called the “Purchaser”) in the sum of -----
-----for which payment will and truly to be made to the said Purchaser, the Bank binds itself,
its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this
..... day of 2023

THE CONDITIONS OF THIS OBLIGATION ARE:

- (1) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
- (2) If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity : -
 - a) If the tenderer fails to furnish the Performance Security for the due performance of the contract.
 - b) Fails or refuses to accept / execute the contract.

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

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

.....
.....

Name and designation of the officer

.....

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

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(Full Signature & Stamp of the Tenderer)