



## राष्ट्रीय फैशन प्रौद्योगिकी संस्थान

वस्त्र मंत्रालय, भारत सरकार  
सिडको, इलेक्ट्रॉनिक काम्प्लेक्स रंगरेट  
श्रीनगर 191132, जम्मू कश्मीर

**National Institute of Fashion Technology**

Ministry of Textiles, Govt. of India

SIDCO Electronic Complex Rangreth, Srinagar-191132 J&K

**Tender No. 16405(3)/NIFT/Sgr/Estt./Recruitment Group C/2019/1593**

**Dated: 18-06-2022**

## **Tender for Hiring of Professional Agency for Recruitment of Staff**

**(Time Schedule for Tender Process):**

<b>Date of Publication of Tender notification on official website / CPP Portal</b>	<b>18-06-2022</b>
<b>Download of Tender Document Commence from</b>	<b>18-06- 2022 (19:00 hrs)</b>
<b>Last Date &amp; Time for submission of e-Tender Document</b>	<b>09-07- 2022 (17:30 hrs)</b>
<b>Date and Time of the Opening of Technical Bids</b>	<b>11-07-2022 ( 11:00 hrs)</b>
<b>Date and Time of the Opening of Financial Bids</b>	<b>To be informed to technical qualified bidders</b>

**Note: Bidders are requested to submit the signed/scanned copy of all the pages**

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(Full Signature & Stamp of the Tenderer)

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## 1. Introduction:

National Institute of Fashion Technology (NIFT), set up in 1986 by the Ministry of Textiles, Government of India, is a statutory institute by virtue of an Act (2006) of the Indian Parliament with the President of India as “Visitor”. NIFT has 17 professionally managed full-fledged campuses including one at Srinagar J&K.

## 2. Notice Inviting Tender (NIT):

National Institute of Fashion Technology (NIFT) Srinagar invites online tenders under the “Two Bid System” from interested agencies for “**Hiring of Professional Agency for Recruitment of Staff**” for the following Group C Posts at NIFT Srinagar as per the Scope of work attached at **Annexure- III**:

S. No	Name of the Post	No of Eligible Candidates	Selection Criterion	
			Skill Test	Written Test
1.	Assistant (Administration)	17	Yes	Yes
2.	Assistant (Finance & Accounts)	15	Yes	Yes
3	Library Assistant	13	NA	Yes
4	Junior Assistant	911	Yes	Yes
	<b>TOTAL</b>	<b>956</b>		

Note: The number of eligible candidates may increase.

## 2. Process of Online Registration & Submission of Bids:

- a) The interested bidders should apply online and submit their tender and the bids along with scanned copies of all the relevant certificates, documents, etc. in support of their technical bid & price bids, all duly signed, on the <https://eprocure.gov.in> . Tender document is also available for viewing on the “Tenders” link of the NIFT Srinagar website i.e. <https://www.nift.ac.in/srinagar/>
- b) Bids to this tender will be accepted only through the online mode through Central Public Procurement Portal (CPP portal) <https://eprocure.gov.in>. No other mode of application will be considered, and the application will not be accepted. However, hard copy of the bid along with EMD instrument must be sent by post to **National Institute of Fashion Technology Ministry of Textiles, Govt. of India SIDCO Electronic Complex Rangreth, Srinagar-191132 J&K.**
- c) For applying online, the firm should get itself registered at <https://eprocure.gov.in> .
- d) The tender document can be downloaded from the NIFT Srinagar official website i.e.

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<https://www.nift.ac.in/srinagar/> and also from CPP portal i.e. <https://eprocure.gov.in>

- e) The bidder should ensure that it complies with the above requirements before applying for tender 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).
- f) The bidder shall submit technical bid contained in prescribed Performa (online) as per **Annexure-I** along with scanned copies of all relevant documents.
- g) The online financial bid will be opened on the date, which will be communicated to only those bidders who are found to be technically qualified after evaluation of their technical bids.
- h) The interested bidders are advised to read carefully the entire tender document before submitting their tender and the tender documents not received online in prescribed format and/or are found incomplete in any respect will summarily be rejected.
- i) The bidders shall have to enclose all relevant documents (self-attested) to the Technical Bid in softcopy only. Bids not supported by the documents as mentioned in the detailed Tender Document are liable to be rejected.
- j) Amendments/Clarifications to the tender, if any shall be published on the website of NIFT Srinagar only. Bidders must remain in touch with the website.
- k) In case of any further clarification required relating to this tender, the same can be sought from the following officers of NIFT, Srinagar : -
  - National Institute of Fashion Technology Ministry of Textiles, Govt. of India SIDCO Electronic Complex Rangreth, Srinagar-191132 J&K (Phone No. 0194-2300994, Email ID: [jointdirector.srinagar@nift.ac.in](mailto:jointdirector.srinagar@nift.ac.in))

### 3. **Eligibility Criteria & Documents Required with Bid:** -

The tender shall be accompanied by the relevant documents with Technical Bid (Annexure – I) duly certified by the agency as mentioned above: -

- a) The annual turnover of the company/agency should be at least **Rs. 50 Lakhs** (Rupees Fifty Lakhs) during each last 03 (three) financial years i.e. 2018-19, 2019-20 & 2020-21. Copies of Audited Balance sheet, Profit & Loss accounts duly certified by Chartered Accountant and IT Returns to be attached by the bidder as proof.
- b) The bidder must have working experience for recruitment/admissions of at least 5 years (2016 onwards) in the relevant field and should have provided related services in Higher Educational institutions/universities / Government Sector / PSU. Bidder shall furnish documentary evidence i.e. work order & successful completion certificate in this regard. **(Submit scan copy of work order and successful completion certificate).**

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- c) Bidder should have conducted 03 similar recruitment/admission exams in Govt Sector/PSU for at least 3000 candidates in each recruitment/admission process during the last three years i.e. from 2018 to 2021 with paper based / OMR technology to Universities/Higher Educational Institutions or Govt Departments. As a proof, bidder should submit order copy and work completion certificate of paper based / OMR based work for recruitment/admission process issued by concerned department.
- d) Self-attested List of clients in Higher Educational Institutions/ Universities/ Government Sector/ PSU / Reputed Corporate bodies where agency has provided the similar services during the last 5 years. **(Submit the scanned list of the clients with their contact person and mobile No. online).**
- e) EMD of Rs 20,000 must be enclosed in shape of DD/FDR/CDR in favour of NIFT Srinagar. **Same shall be sent with the hard copy of the tender (Technical bid only) well before the last date of submitting the tender.**
- f) Copy of Registration Certificate in support of GST and PAN. **(Submit scanned copy online).**
- g) The bidder / agency must be a registered firm from the concerned authority. (Submit scanned copy of proof of registration).
- h) Declaration on the company / agency letter head that the bidder has not been barred/banned/blacklisted by any Govt. / Semi Govt./ Institute / organization as per **Annexure-VI**. (Submit scanned copy online).
- i) The agency should be ISO certified. **(Submit scanned copy of the same).**
- j) Proof of Address of Agency. **(Submit scanned copy of proof).**

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

**4. General Terms & Conditions:**

- 1) Reputed Govt. agencies such as IIPA, ISTM, SSC, EdCIL, NIFM, DST, NTA etc having core competencies on the scope of work of the instant tender, may also apply subject to meeting of eligibility criteria.
- 2) Scrutiny of applications has been already done by NIFT Srinagar. Total 956 applicants are eligible for various Administrative posts of NIFT Srinagar. The recruitment test of these candidates will be conducted as per the Scope of Work attached at Annexure - III.
- 3) The bidder must enclose adequate documents and if not enclosed, NIFT Srinagar 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 Srinagar will be final and shall be binding on bidders at any time and at its sole discretion.
- 4) Tender shall be submitted in prescribed tender form through online mode only. The tender shall be liable for rejection if not submitted in the prescribed format.
- 5) All the pages of the Tender document NIT should be duly signed by the owner/proprietor of

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- the company or his Authorized Signatory as token of acceptance of Terms & Conditions.
- 6) Bids received after the specified date and time, due to whatever reason, shall not be considered for bidding.
  - 7) Any conditional offers made by the Agency or any alterations/corrections made in the tender form shall not be considered. **Similarly, incomplete and unsigned bids are liable to be rejected.**
  - 8) After evaluation of Technical bids, Financial bids of only eligible/qualified bidders shall be opened. From among the bidders short listed after the evaluation of the Technical Bid, the Lowest - 1 bid will be decided at the time of finalization of E-tender on the basis of rate quoted under Financial Bid. The tenderer quoting lowest rate will be considered as L-1. In case two or more tenderers quoting same rates/same profit margin, preference will be given to the tenderer having maximum experience of providing recruitment services in similar Govt. organizations as per the records submitted by the bidders at the time of submitting the tender. The recommendations of the Committee and the decision of the Director, NIFT Srinagar shall be final in all respect and will be acceptable to all the tenderers.
  - 9) The losses to NIFT Srinagar which are directly attributable to the agency shall be deducted/recovered from the bills/adjusted from the Security deposit. If required, the agency shall also be asked to deposit penalty amount with NIFT Srinagar equivalent to the damages.
  - 10) The tender work awarded is not transferable under any circumstances. It shall also not be sub-let to any other agency.
  - 11) NIFT Srinagar reserves the right to accept or reject any or all the tenders without assigning any reason.
  - 12) TDS and other Taxes as applicable will be deducted from bidder / company bills as per Govt. instructions from time to time.
  - 13) The rates quoted by the agency should be the reasonable for the scope of work indicated. Any other charges that are leviable should be clearly mentioned.
  - 14) Abnormally low bid submitted by the bidder shall be rejected. Before doing so, NIFT Srinagar at its discretion may seek written clarifications from the bidder including detailed price analysis of its bid price in relation to scope, schedule, allocation of risk and responsibilities and any other requirement of the bid document. On the basis of the response of the bidder, NIFT Srinagar determines that the bidder has substantially failed to demonstrate its capabilities to deliver the contract at the offered price bid, the bid shall be rejected forthwith and the contract shall be awarded to next bidder quoting a financially balanced bid.
  - 15) The Bidders fulfilling the eligibility criteria, are subject to disqualifications if they have:
    - i. Made misleading or false representation in the form(s), statements(s) and attachments(s) submitted.
    - ii. Found to have been backlisted/banned/barred by Govt departments or any other organization.
  - 16) The NIFT shall have unfettered right to inspect the premises, process of security and confidentiality at any time & the agency will cooperate with the authorities.
  - 17) For further updates/ amendments, the bidders are advised to visit the NIFT Srinagar Website. NIFT is not bound to issue the notifications in the newspapers or enter into personal correspondence.
  - 18) The L1 bidder/ company shall have to submit the Performance Security (i.e. 3% of the value

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of contract) in the form of Demand Draft/BG drawn in favor of NIFT Srinagar, payable at Srinagar, J&K and should be valid for a period of 90 days beyond the date of completion of all contractual obligations of the Agency (Copy of Format is enclosed at **Annexure-V**). Performance Security shall be refundable without any interest. However, in case of unsatisfactory service by agency or breach of any provision of the agreement, the Performance Security will be forfeited. The decision taken by the NIFT Srinagar in this regard shall be final.

- 19) The bidder whose bid is accepted, shall submit a ₹100/- non-judicial stamp paper at its own cost for preparing the contract agreement to be signed by the both the parties. The terms and conditions of this Tender Notice/Document shall form an integral part of the contract and remain binding till the satisfactory completion of the contract. Other Terms & Conditions of Contract Agreement shall be added by NIFT, Srinagar. The original agreement shall remain with the Institute while a photocopy thereof can be had by the transporter/firm/ company/agency if they so wish.
- 20) Notwithstanding the punitive provisions contained in the contract for breach of contract the contractor shall not be liable for any such sanction so long as the failure of the contractor in fulfilling its obligations under the contract is the result of an event covered under *Force Majeure* clause.
- 21) The successful bidder shall be liable to comply with all laws, regulations, rules, and directions of any statutory and constitutional authority for the time being in force in the Union Territory of Jammu & Kashmir.
- 22) NIFT, Srinagar reserves the right to terminate the Contract without notice, if the agency breaches/violates the contract agreement.
- 23) If at any time, it is detected that the contract has been sublet or assigned to any other entity by the successful bidder, the Institute shall be at liberty to terminate the contract forthwith without giving any time to the successful bidder.
- 24) The successful bidder shall at its own expenses make good any loss or damage suffered by the NIFT Srinagar, as a result of the acts of commission or omission, negligently or otherwise while providing the said services at any time in the premises of the NIFT Srinagar or at other places.
- 25) In the event of failure of the successful bidder to provide the services or part thereof as for any reasons whatsoever, NIFT Srinagar shall be entitled to procure services from other sources and the successful bidder shall be liable to pay forthwith to the NIFT Srinagar the difference of payments made to such other sources, besides damages at double the rate of payment.
- 26) The successful bidder shall not claim any damages, costs, charges, expenses, liabilities arising out of performance/non-performance of services, which it may suffer or otherwise incur by reason of any act/omission, negligence, default or error in judgment on part of itself and / or its personnel in rendering or non-rendering the services..
- 27) The NIFT Srinagar shall have the right to immediately terminate this agreement with the successful bidder if the successful bidder becomes insolvent, ceases its operations, dissolves, files for bankruptcy or bankruptcy protection, appoints receivers, or enters into an arrangement for the benefit of creditors.
- 28) During the course of business relationship, the successful bidder may have access to confidential information of NIFT Srinagar and successful bidder has to undertake that it shall not, without NIFT Srinagar's prior written consent, disclose, provide or make available

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any confidential information.

- 29) The parties can amend the signed agreement (between the successful bidder and NIFT Srinagar) at any time. However, such amendment shall be effective only when it is executed in writing and signed by the authorized representatives of both parties hereto.
- 30) If, for any reason, a court of competent jurisdiction finds any provision of the signed agreement, or portion thereof, to be unenforceable, that provision of the agreement will be enforced to the maximum extent permissible so as to effect the intent of the parties, and the remainder of such agreement shall continue in full force and effect.
- 31) The successful bidder has to acknowledge that he assumes all risks contingent upon the nature of the contract to be actually encountered by him in executing the contract, even though such actual conditions may result in the tendered performing more or less work than that originally anticipated.
- 32) It is expected that the selected agency will put in place a full time high caliber team consisting of a dedicated Team Leader; key senior HR and recruitment experts and sufficient number of administrative assistants. This team is expected to carry out the assignment with high degree of accountability and manage all necessary documentation for any obligations arising in future. It is further envisaged that the team, placed by agency, will have the profile of the best in the business.
- 33) The Agency shall conduct the recruitment process as per the guidelines/instructions to be issued by NIFT after contract signing of the Agency with NIFT.
- 34) This assignment is funded by NIFT Srinagar and therefore ownership of this assignment will remain with the NIFT Srinagar. The agency will have no right of claim to the assignment once it is completed. Document/material or any part of it will never be used or reproduced by the agency without written permission of NIFT.
- 35) After the expiry of contract and liability period, the agency shall dispose off all the records. Before doing so, it shall ensure that the relevant records have been handed over to NIFT Srinagar.

##### **5. DURATION OF CONTRACT & PENALTY :**

Contract period shall be of **three months** from the date of issuance of Letter of Award (LoA), out of which the recruitment process shall be completed within first 2 months. Agency will complete the work as per the agreed schedule, Scope of Work and strictly in accordance with the terms and conditions of the tender. The Contract period can be extended on mutual agreement of both the parties.

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

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6. **ARBITRATION:**

- a) Dispute, if any, arising out of the services contract shall be settled by mutual discussion between the parties within 30 days.
- b) In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, the dispute/ differences shall be referred to arbitration by sole **Arbitrator** to be appointed by the Director NIFT Srinagar as per the provisions of the Arbitration and Conciliation Act, 1996 and the Rules framed thereunder.
- c) Decision of NIFT with regard to interpretation of the terms and conditions shall be final and binding on the Agency.
- d) The language of the arbitration proceedings shall be in English. The Arbitrator shall give a speaking and reasonable award.
- e) In case of failure of arbitration as explained above, appropriate courts at Srinagar/Budgam (J&K) will have the jurisdiction to adjudicate upon the matter.

7. **BID VALIDITY:**

Bid submitted by agency shall remain valid for a period of 90 days from the date of opening of Financial bid.

8. **TERMS OF PAYMENT & DURATION OF CONTRACT:**

- i. The payment will be released in one installment after successful completion of recruitment process for respective post/s.
- ii. In case of number of eligible candidates for the test increases after submission of bid, the payment to agency shall be also increased proportionately @ per candidate.
- iii. In case recruitment process for any of the above posts is scrapped/withheld by the Competent Authority of NIFT, SRINAGAR due to administrative reasons, the payment in such case shall be made on the basis of stage of recruitment covered and after mutual negotiation between NIFT and agency.

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**Annexure-I**

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

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

**Eligibility Criteria for Selection:-**

<b>S No.</b>	<b>Document to be submitted</b>	<b>Proof Required</b>
1	The proof of annual turnover of the company / agency should be at least Rs. 50 Lakhs (Rupees Fifty Lakhs) during each last 03 (three) financial years i.e. 2018-19, 2019-20 & 2020-21. Copies of Audited Balance sheet, Profit & Loss accounts duly certified by Chartered Accountant and IT Returns to be attached by bidder as proof.	(Submit Scanned copy online)
2	The bidder must have working experience for recruitment/admission of at least 5 years (2016 onwards) in the relevant field and should have provided related services in higher educational institutions / Universities / Government Sector / PSU. Bidder shall furnish documentary evidence i.e. work order / successful completion certificate in this regard.	(Submit scan copy of work order and successfully completion certificate online).
3	Bidder should have conducted 03 similar recruitment/admission exams in Govt Sector/PSU for at least 3000 candidates in each recruitment/admission process during the last three years i.e. from 2018 to 2021 with paper based / OMR technology. As a proof bidder should submit order copy and work completion certificate of paper based / OMR based work for recruitment process issued by concern department.	(Submit scanned copy online).
4	List of clients in Higher Educational Institutes / Universities / Government Sector / PSU / Corporate bodies where agency has provided the similar services during the last 5 years.	(Submit the scanned list of the clients with their contact person and mobile No.).

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5	Copy of Registration Certificate in support of GST and PAN No.	(Submit scanned copy online).
6	The bidder / agency must be a registered firm from concerned authority.	(Submit scanned copy of proof online).
7	Declaration on the company / agency letter head that the bidder has not been debarred from participating in tender anywhere in NIFT SRINAGAR and its Campuses and have not been blacklisted by any Govt. / Semi Govt./ Institute / organization as per <b>Annexure-VI</b> .	(Submit scanned copy online).
8	The agency should be ISO certified.	(Submit scanned copy online).
9	Proof of Address of Agency.	(Submit scanned copy of proof).

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

**Signature of Tenderer:**-----  
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**Name of the Authorized Signatory:**-----  
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**Name of the Company/Firm :**-----  
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**Seal of the Company/Firm :**-----  
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**Address :**-----  
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**Contact No.:**-----  
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**ANNEXURE- II**

**Financial/PRICE BID for “Hiring of External Agency for Recruitment of Administrative posts in NIFT”**

S.No	Item	Amount in INR
1	Rates for the entire works as per Scope of Work for <u>956 candidates</u>	
2	GST in percentage & amount	
3	Grand Total (A)	Amount in Rs. .... Amount in Words ..... .....
4	Rate per candidate (all Inclusive)	Amount quoted at S.No 1/Number of Candidates (956) = Rs

**Notes: -**

- 1. L1 shall be decided on the basis of the Rates for the entire works as quoted by the bidder at S.No. 1.**
- 2. While quoting the bid, the agency must take into consideration all charges and expenses involved in the successful completion of work. NIFT Srinagar shall be liable to pay only charges as quoted by agency above. No other payment/charges shall be due to agency regarding this contract. However, payment to Observers including their TA/DA shall be borne by NIFT Srinagar.**

**Signature:**.....

**Name:**.....

**Designation** .....

**Agency Address:**.....

**Agency**

**Seal:**.....

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## Annexure III

# SCOPE OF WORK

### **A. SCOPE OF WORK TO BE EXECUTED BY THE AGENCY**

#### **1. Application Data Processing & scrutiny of applications**

- 1.1. To present a detailed strategy for conducting the recruitment process with an activity plan, schedule, PERT chart and milestones before NIFT Srinagar. Changes suggested by the NIFT shall be duly incorporated into the strategy.
- 1.2. To maintain the highest degree of transparency. The selection process should be scientific and transparent so as to substantially eliminate biases and unethical practices. The Agency will ensure the selection of only those candidates who fulfil the eligibility criteria prescribed for the respective positions within the agreed/stipulated period of time. Necessary data for this purpose shall be shared by NIFT Srinagar with the agency.
- 1.3. To process the requisite information, from all the application forms and maintain the database of all the applications.
- 1.4. To generate reports as per the requirement of NIFT Srinagar by maintaining the confidentiality and integrity of the process.

#### **2. Printing of Question Papers and Answer Sheets**

- 2.1. To print required copies of question papers as per registration in presence of NIFT Srinagar representatives. The agency shall fully cooperate with the NIFT representative to maintain the confidentiality of the question papers. NIFT representatives shall have absolute and hindrance free access to the agency facility to ensure the confidentiality of the work.
- 2.3 To design and print the required no. of OMR Answer Sheets. To make sealed envelopes of question paper booklets and other examination material

#### **3. Arrangement of Test Centres**

- 3.1. The venues for the test in **New Delhi & Srinagar** shall be arranged by the agency as per the requirement with facilities of rooms, computer labs, furniture, invigilation, supervision, drinking water, toilets etc. For this purpose, the agency shall propose the names of institutions/campuses to NIFT Srinagar. If required, the test centres proposed by the Agency shall be inspected by person/s nominated by NIFT Srinagar before the conduct of the test. The final selection of Test Centers shall be decided by NIFT Srinagar. If needed, the Agency shall arrange alternative test Centers. The directions of the NIFT Srinagar regarding the selection of Institutions/Campuses as Test Centers shall be binding on the agency.
- 3.2. To provide brief and instructions to Centre Superintendents, Invigilators and other staff at the test centre.

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- 3.3. To make all necessary arrangements for conducting of test in a smooth and fair manner.
- 3.4. The test (written & skill) are to be conducted by the Agency as per Covid-19 Appropriate Behavior Guidelines. All necessary items & preparations like Sanitizers, thermal scanners, and appropriate spacing of Candidates shall be arranged by the Agency at its own cost. The Agency must quote bids accordingly.
- 3.5. The payment on account of staff charges, honorarium to examination staff, venue/institution charges, stationery etc for the conduct of the skill/written test shall be borne by the agency suitably. The agency must take this into consideration while quoting the financial bid.
- 3.6. Under exceptional circumstances NIFT Srinagar may authorize setting up of additional Test Centre/s at any location in India. The charges on account of conducting test at additional test centers shall be paid by NIFT Srinagar on a lump-sum basis to Agency on mutual negotiation.

#### **4. Conduct of the Skill Test**

- 4.1 To generate the attendance sheets.
- 4.2 Arrange Test Centers for skill tests at locations/institutions as approved by NIFT Srinagar. Required Desktops and other items needed for the skill test shall be arranged by agency at the Centre.
- 4.3 To arrange logistics and manpower for the conduct of skill test at specified test centres.
- 4.4 To conduct skill test as per approved schedule at test centres. Wherever, required proper record including videography etc shall be kept by the agency during conduct of skill test.
- 4.5 Evaluate the performance of candidates in skill tests and submit scores to NIFT Srinagar for approval.

#### **5. Conduct of the Written Test**

- 5.1 To generate the attendance sheets.
- 5.2 To position the sealed question paper booklets and answer sheets at the test centres.
- 5.3 To design and print guidelines for conducting the written test, instructions for invigilators and centre superintendents and to hand over the same to the test center.
- 5.4 To organize and conduct written examinations simultaneously at the centre/ venue on the same day as for schedule approved by NIFT Srinagar:
- 5.5 To retrieve back test materials both used and unused directly from the test centre.

#### **6 Result Processing**

- 6.1 Evaluation of Answer sheet of OMR & preparation of reservation category wise merit lists, as the case may be, in the required formats, maintaining sanctity and confidentiality of the entire process.
- 6.2 Handover the scores of test in sealed envelope to NIFT, Srinagar office.
- 6.3 To compile the marks of written test/skill test and prepare the final results for issuance of appointment letters by NIFT Srinagar.
- 6.4 To provide the results to NIFT, Srinagar in a mutually agreeable format.
- 6.5 Preservation of all documents, received during the selection process. Confidentiality of the documents to be maintained. These documents will be submitted to NIFT Srinagar in digital form as

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well as hard copies including originals within 2 months of completing the selection process.

6.6 Any other activity connected with the specific selection assignment.

**B. SUPPORT TO BE PROVIDED BY NIFT- SRINAGAR**

1. To issue the Hall Tickets for Skill Test and Written Test.
2. To hand over the data of eligible candidates/applicants to Agency.
3. To design the Question papers for the skill and written test & hand over the master copy to the agency for printing.
4. To nominate the observers for the conduct of test. The remuneration and TA/DA charges of the Observers shall be borne by the NIFT Srinagar directly.
5. To clarify queries raised by agency regarding any operational aspect of selection process.

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(Full Signature & Stamp of the Tenderer)

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## Annexure –IV

### **Bank Guarantee Format for Furnishing Security Deposit**

1. In consideration of National Institute of Fashion Technology Srinagar , having its Head Office at NIFT Campus, Near Gulmohar Park, HauzKhas, New Delhi – 110016

( hereinafter referred to as NIFT Srinagar which expression shall unless repugnant to the context or meaning thereof include its successors, administrators and assigns) having awarded to----- with its Registered / Head Office at -----(hereinafter referred to as the ‘Contractor’ which expression shall unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns), a contract by issue of NIFT’s Letter of Intent No.-- ----- dated----- and the same having been unequivocally accepted by the contractor resulting in a ‘Contract’ bearing No. .... dated ..... valid at Rs. ....(Rupees ..... only) for -----and the Contractor having agreed to provide a Contract Performance Guarantee for the faithful performance of the entire Contract equivalent to Rs.----- (Rupees-----value of the contract to NIFT, we----- having its Head Office at shall unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns), do hereby guarantee and undertake to pay NIFT, on demand any and all money payable by the Contractor to the extent of Rs.----- (Rupees ----- only) as aforesaid at any time upto without any demand reservation contest, recourse for protest Bank shall be conclusive and binding notwithstanding any difference between NIFT, Srinagar and Contractor or any dispute pending before any Court, Tribunal or any other authority.

2. We, the----- Bank undertake not to revoke with guarantee during its currency without previous consent of NIFT Srinagar and further agree that the guarantee herein contained shall continue to be enforceable till NIFT Srinagar discharges this guarantee or which is earlier.
3. NIFT, Srinagar 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, Srinagar 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, Srinagar 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, Srinagar 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, Srinagar or any other indulgence shown by NIFT, Srinagar or by any other matters or thing whatsoever which under law would , but for this provision have the effect of relieving the Bank.
4. The Bank also agrees that NIFT, Srinagar 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, Srinagar may

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have in relation to the Contractor's liabilities.

5. This guarantee shall not be affected by any changes in the constitution of Contractor nor shall it be affected by any charges in the constitution of NIFT, Srinagar or by any amalgamation or absorption thereof or therewith but will ensure for and be available to and enforceable by absorbing or amalgamated company or concern.
6. Notwithstanding anything contained hereinabove, our liability under this guarantee is restricted to Rs.----- (Rupees-----only) subject to the clause as stated immediately hereafter. This guarantee shall remain in force till.
7. This guarantee shall continue and hold good until it is released by NIFT, Srinagar 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, Srinagar'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, Srinagar to the Contractor in respect of completion of works under the said contract or otherwise, we undertake to extend forthwith the period of the guarantee on NIFT's request till such time as may be required by NIFT, Srinagar.
8. We ----- Bank shall be discharge of our liability under the guarantee unless a claim is made by NIFT, Srinagar within 3(three) months from the date of expiry of this Bank Guarantee

Signed today the \_\_\_\_\_ for and on behalf of M/s \_\_\_\_\_  
Address \_\_\_\_\_

Signature \_\_\_\_\_  
Name \_\_\_\_\_

In the capacity of \_\_\_\_\_

Note: This declaration is to be signed by the authorized signatory only.

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**Annexure - V**

**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 barred/banned/black-listed by any of the Govt./ PSU organization /Higher Educational Institutes/ Reputed Corporate bodies/ NIFT campuses across India.
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 Srinagar 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:-----**

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**Contact No. -----**

**Date:**

**Place:**

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**Tender Acceptance Letter**

(To be given on Firm's Letter Head)

Date:

**Sub.: Acceptance of Terms & Conditions of Tender.**

**Tender Bid No.**

**NAME OF WORK:**

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

Yours faithfully

(Signature of the Bidder, with Official Seal)

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(Full Signature & Stamp of the Tenderer)

**Scheme & Syllabus of Written Test for following Administrative Posts at  
NIFT, Srinagar:**

<b>S.No.</b>	<b>Name of the Post</b>	<b>Selection Criteria</b>
01	Assistant (Administration)	Skill Test & Written Test
02	Assistant (Finance & Accounts)	Skill Test & Written Test
03	Library Assistant	Written Test Only
04	Junior Assistant	Skill Test & Written Test

For the posts mentioned at 01,02 & 04, the eligible candidates shall appear for skill test first. The skill test shall be of qualifying nature only. Thereafter, only those applicants who qualify the skill test shall be allowed to appear in written test. The final selection shall be made on written test only.

In case of the post of Junior Assistant, weightage of 05 points shall be granted in final selection to applicants having diploma/degree in computers. For above purpose only diploma awarded by institutions recognized by Govt shall be admissible. In case of full-time diploma, the minimum duration shall be 1 year while in case of part time, the minimum duration shall be 2 years. Alternatively, Govt recognized degrees in computer application shall also be accepted. Applicants possessing diploma/degree as explained above shall be given 5 marks as preferential weightage in the final Selection. Accordingly, the written test for the post of Junior Assistant shall have an overall weightage of 95 marks only.

**Scheme of Written/Skill Test**

**1. Skill Test - Qualifying Test only; it shall have no weightage in the final selection.**

**a) Post: Assistant Administration**

Typing speed of at least 40 wpm in English/Hindi on Desktops

**b) Post: Junior Assistant**

Typing speed of 30 wpm in English or 25 words per minute in Hindi on Desktops

**c) Assistant (Finance & Accounts)**

The skill test shall be conducted to evaluate working knowledge of Accounting Software (Tally). For this purpose, obtaining 50% marks shall be mandatory for qualifying the skill test.

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## 2. Written Test:

The written test paper contains Multiple Choice Questions (MCQs). Each MCQ carry 01 Marks for correct answer. There will be no negative marking for wrong answers in the tests. The paper shall consist of following:

A. For Posts: Assistant (Administration) & Assistant (Finance & Accounts),

S.No.	Category	No. of Questions	Marks Allotted
01	General Knowledge	10	10
02	Reasoning Ability	10	10
03	Numerical Ability	15	15
04	General English	15	15
05	Domain Knowledge	50	50
<b>Total</b>		<b>100</b>	<b>100</b>

B. For the post of Junior Assistant:

S.No.	Category	No. of Questions	Marks Allotted
01	General Knowledge	20	20
02	Reasoning Ability	20	20
03	Numerical Ability	20	20
04	General English	10	10
05	Domain Knowledge	25	25
<b>Total</b>		<b>95</b>	<b>95</b>
<b>Points for diploma/degree in Computers</b>		<b>NA</b>	<b>05</b>
<b>G.Total</b>			<b>100</b>

C. For the post of Library Assistant:

S.No.	Category	No. of Questions	Marks Allotted
01	General Knowledge	10	10
02	General English	15	15
03	Domain Knowledge	75	75
<b>Total</b>		<b>100</b>	<b>100</b>

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(Full Signature & Stamp of the Tenderer)