



# **National Institute of Fashion Technology**

(Ministry of Textiles, Govt. of India)

NIFT Campus, Haus Khas, Near Gulmohar Park, New Delhi-110 016.

## **Tender for Engagement of an Agency for assisting National Institute of Fashion Technology (NIFT) in conducting admission test to various UG & PG Programmes of NIFT**

National Institute of Fashion Technology (NIFT) invites sealed tenders in two bid system from interested agencies with all necessary statutory registrations, having experience of conducting Admission Tests for UG & PG programmes in institutions of national repute.

### **Nature of work:- Engagement of an Agency for the Conduct of NIFT Admission Test for Various Programmes at UG & PG Level at NIFT**

<b>EMD in Rs.</b>	<b>Tender fee in Rs.</b>	<b>Validity of Contract</b>	<b>Last date &amp; time for submission of tender</b>	<b>Date of opening of Technical Bid</b>
1,50,000/-	5000/-	For One Year extendable for a further period of 02 Years.	<b>14.10.2016</b> up to 14.00 hrs.	<b>14.10.2016</b> at 15.30 hrs.

The Tender Document shall be downloaded from NIFT website ([www.nift.ac.in](http://www.nift.ac.in)). The tender may be addressed to the Assistant Director (Admissions), National Institute of Fashion Technology, Head Office and dropped in Tender Box kept at 2<sup>nd</sup> Floor, B-Block, NIFT H.O., Near Gulmohar Park, Hauz Khas, New Delhi . All the bidders should also submit a demand draft / Banker Cheque of Nationalised Bank of **Rs. 1,50,000/- (Rupees one lakh Fifty Thousand Only)** drawn in favour of "**National Institute of Fashion Technology, H.O.**" payable at New Delhi, as the non-interest bearing Earnest Money Deposit in separate sealed cover superscribed "**EMD Cover**" along with Technical Bid. The Tender Document should accompany with a separate draft of Rs.5000/- towards the cost of processing the tender.

The offers should be submitted in a sealed cover containing two sealed envelopes, one of which will be superscribed with "**Technical Bid**" and other with "**Price Bid**". Both covers along with "**EMD cover**" shall be kept in another sealed cover superscribing the envelope with **Tender**

**for Engagement of an Agency for the Conduct of NIFT Admission Test for Various Programmes at UG & PG Level at NIFT**

The Technical bid of tender shall be opened first, in the presence of attending tenderers or their authorized representatives who can be allowed to remain present. After opening of Technical bid, the capability and suitability of the technically qualified bidders shall be evaluated for which each qualified bidder will be given an opportunity to make a presentation. After presentation, the Price bid of only the qualified bidders shall be opened in their presence on the date & time communicated to the qualified tenderers. **This procedure is being followed as the admission test is crucial for both, the students and the institute. Transparency and efficiency in the conduct of the test is paramount.**

# **National Institute of Fashion Technology**

(Ministry of Textiles, Govt. of India)

NIFT Campus, Haus Khas, Near GulmoharPark, New Delhi-110 016.

## **TENDER FORM**

**Price : Rs.5000/-**  
**EMD : Rs.1,50,000/-**

### **Tender for Engagement of Agency for the Conduct of NIFT Admission Test for Various Programmes at UG & PG Level at NIFT**

Last date of submission of Tender : 14.10.2016 up to 2.00 p.m.

Date of opening of Tender : 14.10.2016 at 3.30 p.m.

#### **CONTENTS**

<b>Section</b>	<b>Description</b>	<b>Page No.</b>
<b>1</b>	<b>Instructions to Agency</b>	
<b>2</b>	<b>Scope of Work</b>	
<b>3</b>	<b>Format for the Submission of the Price Bid</b> (Schedule of rates and prices) <b>Terms of Payment</b>	

## SECTION 1: INSTRUCTIONS TO THE BIDDERS

### INDEX TO THE INSTRUCTIONS

CL. NO.	DESCRIPTION
1.0	INTRODUCTION
2.0	DEFINITIONS
3.0	GENERAL
4.0	INFORMATION REQUIRED WITH BIDS
5.0	EXPENSES TO BE BORNE BY AGENCY
6.0	LANGUAGE OF BID
7.0	EARNEST MONEY DEPOSIT (EMD)&SECURITY DEPOSIT
8.0	PENALTY CLAUSE
9.0	BIDDING DOCUMENT NOT TRANSFERABLE
10.0	PRICES, TAXES, DUTIES
11.0	BID VALIDITY
12.0	PRE BID MEETING
13.0	BID SUBMISSION
14.0	PLACE &ADDRESS FOR SUBMISSION OF BIDS
15.0	OPENING OF BIDS
16.0	BID EVALUATION CRITERIA
17.0	ESSENTIAL PREREQUISITE TO QUALIFY FOR THE TECHNICAL BID
18.0	PRICE EVALUATION
19.0	TERMS OF PAYMENT
20.0	JURISDICTION OF COURT

### ANNEXURE TO INSTRUCTIONS TO AGENCY

Annexure	DESCRIPTION
1	Acknowledgement Letter of bidding document
2	Checklist for Submission of Tender
3	Bid Compliance Statement
4	Financial Details
5	Technical details

## INSTRUCTIONS TO THE BIDDERS

### 1.0 INTRODUCTION

NATIONAL INSTITUTE OF FASHION TECHNOLOGY (NIFT), was set up in 1986 under the aegis of Ministry of Textiles, Government of India. It has emerged as a leader in fashion education with its unique ability to integrate knowledge, academic freedom, critical independence and creative thinking. Today, through its sixteen professionally managed Campuses, NIFT has spread its wings across the length and breadth of the country. NIFT provides a framework to ensure that prospective students from different parts of the country achieve their highest potential through the programmes offered. NIFT Act 2006 published in the Gazette of India on 14<sup>th</sup> July, 2006 confers Statutory Status on the institute. The Act empowers the institute to award Degrees and other distinctions.

### 2.0 DEFINITIONS

With respect to this document, the following definitions shall apply:

- 2.1 "INSTRUCTIONS TO AGENCY" shall mean the documents describing the manner in which AGENCY/BIDDER/ TENDERER shall prepare and submit its BID.
- 2.2 "LETTER INVITING BID"(LIB)/ "NOTICE INVITING TENDER"(NIT) shall mean NATIONAL INSTITUTE OF FASHION TECHNOLOGY (NIFT), New Delhi's request to AGENCY or BIDDER or TENDERER for a BID/TENDER along with the prescribed Bidding Documents.
- 2.3 "TENDER" or "BID" shall mean AGENCY'S or BIDDER'S or TENDERER'S offer to perform the WORK, in accordance with his/her Bidding Document.
- 2.4 AGENCY, BIDDER, and TENDERER have been used interchangeably in this document. "AGENCY" or "BIDDER" or "TENDERER" shall mean the person or company who submit the tender.

### 3.0 GENERAL

- 3.1 The Agency 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.
- 3.2 Telegraphic/Telefax/E-mail Bids, Joint venture/Consortium Bids/Bids by post or Bids in any other electronic form will not be accepted.
- 3.3 NIFT reserves the right to reject any or all Bids at any time and at its sole discretion.
- 3.4 At the discretion of NIFT, bids not received by the due date and time may be rejected and representatives of such Agency may not be allowed to attend the Bid opening.
- 3.5 The complete Bid **must** be signed by the **Tenderer on each page**.

### 4.0 INFORMATION REQUIRED WITH BIDS

The following documents/ information are required to be submitted in Technical bid:

- 4.1 **Earnest Money Deposit (EMD)** of Rs.1,50,000/- only through Demand Draft or Banker's Cheque in favour of NATIONAL INSTITUTE OF FASHION TECHNOLOGY, H.O. may be furnished in separate sealed cover.
- 4.2 Acknowledgement Letter of bidding document **Annexure -1**
- 4.3 **Checklist** for submission of bid in the format attached as **Annexure-2**
- 4.4 **Bid Compliance Statement** in the format attached as **Annexure-3**
- 4.5 Copy of Audited Balance Sheets and Profit & Loss Statements for last three years

(2012-2013, 2013-2014, 2014-2015).

- 4.6 Evidence of successful completion of at least 3 (three) projects for a minimum of 20000 candidates in last 3 years
- 4.7 Letters of reference from the previous organizations with regard to work done with complete contact details of concerned officials in those projects with telephone numbers, address, email, etc. along with scope of work.
- 4.8 Proof of handling conduct of Group Discussion and Personal Interview for minimum 1500 candidates during the last three calendar/financial years.
- 4.9 Copy of partnership deed for partnership firm or Memorandum of understanding (MOU) and Article or Association (AOA) including Certificate or Incorporation for change in name, if any, for limited/private limited company.
- 4.10 PAN Number in Agency's letterhead and Copy of income tax return filed by agency during last 3 financial years indicating PAN number.
- 4.11 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 fulfill the obligation of PF & ESI at no extra cost to NIFT.
- 4.12 Original Bidding Document duly signed & stamped.
- 4.13 Any other detail/confirmation asked in specifications.

## **5.0 EXPENSES TO BE BORNE BY AGENCY**

All expenses in preparation and submission of bids and visits to the office or any place in connection with the preparation of Bid shall be borne by the Agency. NIFT in no case and under any circumstances shall be responsible or liable for these costs, regardless of the outcome of the Bidding process.

## **6.0 LANGUAGE OF BID**

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

## **7.0 EARNEST MONEY DEPOSIT (EMD) and SECURITY DEPOSIT**

- 7.1 EMD shall be furnished in a sealed cover separately along with a Demand Draft or Banker's cheque from a Nationalized Bank in favour of NATIONAL INSTITUTE OF FASHION TECHNOLOGY (NIFT), H.O., payable at New Delhi, for Rs.1,50,000/-. **Offers received without EMD in a sealed separate cover shall be rejected.**
- 7.2 If the Agency, after submission, revokes its bid or modifies the terms and conditions thereof during the validity of its bid except where NIFT, New Delhi has given opportunity to do so, the earnest money shall be liable to be forfeited. NIFT may at any time cancel or withdraw the Invitation of Bid without assigning any reason and in such cases the earnest money submitted by Agency will be returned without interest.
- 7.3 The successful Agency shall be required to submit Security Deposit of 10% of the bid amount by account payee DD or Bank guarantee to NIFT, New Delhi at the time of signing of the agreement. Failure to do so may result in forfeiture of the earnest money by NIFT, New Delhi without prejudice to its being liable to any further loss or damage incurred inconsequence.

7.4 After signing of contract with successful Agency, NIFT will return the EMD to all unsuccessful agencies. EMD shall be returned to the successful Agency after it has furnished the full Security Deposit to NIFT. However, it may opt for adjustment of EMD against Security Deposit.

#### 8.0 PENALTY CLAUSE

Agency has to complete the work as per the agreed schedule and strictly in accordance with the terms and conditions of the tender. A penalty @ 1% of total value of the contract per day of delay shall be imposed except due to any reasons beyond the control of the Agency (Force Majeure). Director General NIFT (DG NIFT) shall have the sole discretion to waive off such penalty or part of penalty as he deems fit, provided further that the Agency provides a satisfactory explanation in writing giving the reasons which caused such delay. The agency will not challenge the satisfaction of DG NIFT on these matters. In the event of failure to complete the work in the stipulated period, the NIFT reserves the right to get the work done from any other Agency at the risk and cost of the successful agency.

#### 9.0 BIDDING DOCUMENT NOT TRANSFERABLE

Bidding document once issued shall not be transferable to any other name.

#### 10.0 PRICES, TAXES, DUTIES

The Agency should quote firm prices/ rates inclusive of all taxes for such works/services, **(but excluding Service Tax)** for the Time period as indicated in the bidding document and no variation on above account will be allowed during execution of the Contract. Service tax under this contract if payable shall be paid extra on the prevailing rate of submission of Government notification regarding levying of service tax.

All taxes and duties etc. now or hereafter imposed, increased modified from time to time in respect of subject work shall be included in the quoted unit rate /prices.

#### 11.0 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.

#### 12.0 PRE BID MEETING

Pre Bid Meeting if required may be held with Agencies who had received the Bidding Document. Agencies are required to send their query in writing at least 24 hrs ahead of Pre Bid Meeting. A public notice for Pre Bid Meeting will be given only on the NIFT website. NIFT will not be responsible for failure of the prospective bidders to take notice or receive information regarding the pre bid meeting.

#### 13.0 BID SUBMISSION

13.1 Original Price Bids must be submitted by the time and date prescribed.

13.2 Bid shall be submitted in single envelope containing separate envelopes for Technical Bid and Price Bid as under:

**PART-I: TECHNICAL BID**

**NAME OF WORK:** ENGAGEMENT OF AGENCY FOR THE CONDUCT OF NIFT  
ADMISSION TEST FOR VARIOUS PROGRAMMES AT UG AND PG LEVEL  
**FROM :** [NAME& ADDRESS OF AGENCY]

This envelope shall contain (i) Scope of Work duly stamped and signed on each page  
(ii) Technical details including all supporting documents.  
(iii) EMD **in sealed separate cover**

**PART- II: PRICE BID RATE/COST/FINANCIAL**

**NAME OF WORK:** ENGAGEMENT OF AGENCY FOR THE CONDUCT OF NIFT ADMISSION  
TEST FOR VARIOUS PROGRAMMES at UG AND PG LEVEL  
**FROM:**[NAME& ADDRESS OF AGENCY]

The Agency shall submit only price/ Rates **in sealed separate cover** as per Schedule of Rates without any condition. Condition indicated, if any, in this part shall not be taken cognizance of and the agency's offer may be rejected without assigning any reasons. The prices shall be filled up both in figure and in words, and the total amount shall be calculated and rounded off to the nearest rupee. No overwriting or use of correction fluid shall be accepted. The authorized signatory shall sign any correction

**14.0 PLACE & ADDRESS FOR SUBMISSION OF BIDS**

Tender Box at the 2<sup>nd</sup> Floor (Administrative Block)  
NATIONAL INSTITUTE OF FASHION TECHNOLOGY (NIFT),  
NIFT CAMPUS, HAUZ KHAS,  
NEW DELH – 110016

**15.0 OPENING OF BIDS**

Technical Bids shall be opened in the presence of the bidders/ willing authorized representatives of the bidders on the last day of submission of offer at 1530 Hrs. at NIFT CAMPUS, HEAD OFFICE, NEW DELHI.

During the opening of Technical Bids, only name of Agency and whether EMD is furnished shall be informed and no other details/ information shall be given. The bidders will be invited to make a presentation on mode of the whole process and logistics in front of a selection committee. The Price Bid shall be opened only of those bidders who technically qualify and meet NIFT's requirements. The date and time of presentation will within a day or two of opening of the Technical bids which will be commnicated. All qualified bidders will be apprised of the date and time for opening of price bids. During opening of Price Bids, names of Agencies shall be read out. No other details/ information shall be given.

**16.0 BID EVALUATION CRITERIA**

- 16.1 All information/documents/confirmation shall be furnished as are required from the Agency.
- 16.2 Completeness of bid is the responsibility of Agency and no relief or consideration can be given for errors and omissions made by the Agency inadvertently or advertently. Bid with incomplete information is liable for rejection.



- 16.3 Technical acceptable agencies are those who will have submitted the following documents in their bids.
- i) Original Bidding Document & Addendum/ Corrigendum (if any) with Agency's /Company's seal & signature on all the pages.
  - ii) EMD of Rs.1,50,000/-as prescribed
  - iii) Bid Compliance Statement.
  - iv) Details as per Cl.No. 4.0 and the essential prerequisites

### **17.0 ESSENTIAL PREREQUISITE FOR THE AGENCY FOR THE TECHNICAL BID**

- 17.1 The Agency should be a Government Agency or registered as a Private or public Company and should have minimum experience of 5 years of conduct of examination work.
- 17.2 The Agency should not be blacklisted by any organization or educational institute as on the date of submission of the tender.
- 17.3 The Agency must have handled at least three examination work projects for minimum 20000 candidates the last three calendar/financial years.
- 17.4 The Agency must have handled conduct of Group Discussion and Personal interview for minimum 1500 candidates during the last three calendar/financial years.
- 17.5 The annual turnover of the Agency should **not be less than Rs.10,00,00,000/-**.
- 17.6 The Agency should have the facility for in-house scanning and processing of OMR Forms.
- 17.7 **The Agency should have experience of both Computer-Based and Paper-Pencil Test administration.**

### **18.0 PRICE EVALUATION**

- 18.1 The price bids of only those agencies shall be considered for opening and evaluation whose bid is determined to be technically acceptable.
- 18.2 The Rate(s) / Price(s) quoted by the Agencies shall be arithmetically checked.

### **19.0 TERMS OF PAYMENT**

- 19.1 25% shall be payable on confirmation of completion of database of all the applications and generation of report as required by NIFT.
- 19.2 25% shall be payable after conducting written test.
- 19.3 20% shall be payable on confirmation of the selected candidates through mail/sms and placing the same on website.
- 19.4 30% shall be payable on completion of admission process i.e finalization of merit list after all stages of test.

### **20.0 JURISDICTION OF THE COURT**

All unresolved disputes shall be subject to the jurisdiction of Court in Delhi only.

\*\*\*\*\*

**ANNEXURE 1**

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

**SUBJECT: Engagement of Agency for the Conduct of NIFT Admission Test for Various Programmes at UG & PG Level at NIFT**

We hereby acknowledge receipt of a complete set of the Bidding Document along with all enclosures for the subject work as per the Master Index for preparation and submission of the Bid. 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.

A) 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) TELEFAX NUMBER : \_\_\_\_\_
- (iv) CONTACT PERSON : \_\_\_\_\_
- (v) E-MAIL ADDRESS : \_\_\_\_\_

B) Contact person at Delhi :

- (i) POSTAL ADDRESS : \_\_\_\_\_  
\_\_\_\_\_
- (ii) TELEPHONE NUMBER : \_\_\_\_\_
- (iii) TELEFAX NUMBER : \_\_\_\_\_
- (iv) CONTACT PERSON : \_\_\_\_\_
- (v) E-MAIL ADDRESS : \_\_\_\_\_

C) We are unable to bid for the reasons given below and we are returning the entire set of the Bidding Document.

Reasons for non-submission of Bid:

\_\_\_\_\_  
**Submitted By:**

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

**CHECK LIST FOR SUBMISSION OF BID**

Agency is requested to fill this check list and ensure that all details/documents have been furnished as called for in this tender duly filled in, signed & stamped

Please tick (√) the box and ensure compliance:

S.No.	Details	YES	NO
1.	EMD as per details given below: EMD Value: Rs.1,50,000/-. Demand Draft / Pay Order No..... Banker Name.....Date of DD /PO.....	YES	NO
2.	Whether the completed acknowledgement letter has been submitted? <b>(Annexure -I)</b>	YES	NO
3.	<b>Checklist</b> for submission of bid in the format attached as <b>Annexure-2. Submitted?</b>	YES	NO
4.	<b>Bid Compliance Statement</b> in the format attached as <b>Annexure-3. Submitted?</b>	YES	NO
5.	Copy of Audited Balance Sheets and Profit & Loss Statements for last three Years (2012-2013, 2013-2014, 2014-2015). Submitted?	YES	NO
6.	Evidence of successful completion of at least 3 (three) projects For a minimum of 20000 candidates in last 3 years. Submitted?	YES	NO
7.	Letters of reference from the previous organizations with regard to work done with complete contact details of concerned officials in those projects with telephone numbers, address, email, etc. along with scope of work. Submitted?	YES	NO
8.	Proof of handling conduct of Group Discussion and Personal Interview For minimum 1500 candidates during the last three calendar/financial years. Submitted?	YES	NO
9.	Copy of partnership deed for partnership firm or Memorandum of understanding (MOU) and Article or Association (AOA) including Certificate or Incorporation for change in name, if any, for limited/private limited company. Submitted?	YES	NO
10.	PAN Number in Agency's letterhead and Copy of income tax return filed by agency during last 3 financial years indicating PAN number. Submitted?	YES	NO
11.	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 fulfill the	YES	NO

	obligation of PF & ESI at no extra cost to NIFT. Submitted?		
12.	Original Bidding Document duly signed & stamped. Submitted?	YES	NO
13.	Any other detail/confirmation asked in specifications. Submitted?	YES	NO

**Submitted By:**

**Signature** :.....

**Name** :.....

**Designation** :.....

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

**Agency Seal** :.....

**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 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** : .....

**FINANCIAL STATEMENT**

The agency shall indicate herein its annual turnover during preceding 3 years based on the audited balance sheet/profit & loss account statement.

<b>FINANCIAL YEAR</b>	<b>ANNUAL TURNOVER (In Rs.)</b>
2014-2015	
2013-2014	
2012-2013	

**NOTE:**

A. Copies of audited balance sheets with Profit & Loss account statement for last 3 years are enclosed alongwith the bid.

B. P.F. Account No.

C. PAN No.

E. Service Tax No.

**NOTE:** Agency shall submit the relevant document (s) in respect of above claim.

**Submitted By:**

**Signature** : .....

**Name** : .....

**Designation** : .....

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

**Agency Seal** : .....

**ESSENTIAL PREREQUISITE STATEMENT**

Agency is requested to fill this check list. Supporting documents must be attached  
Please tick (✓) the box and ensure compliance:

S.No	Details		
1	If the Agency has handled at least three(3) entrance examination work projects with minimum 20000 candidates the last three calendar/financial years.	YES	NO
2	If the Agency has handled conduct of Group Discussion and Interviews for minimum 1500 candidates during the last three calendar/financial years.	YES	NO
3	If the annual turnover of the Agency is greater than or equal to Rs 10,00,00,000/-.	YES	NO
4	If the Agency has the facility for in-house scanning and processing of OMR Forms.	YES	NO
5	If the Agency has experience of both Computer-Based and Paper-Pencil Test administration.	YES	NO

**Submitted By:****Signature** : .....**Name** : .....**Designation** : .....**Agency Address** : .....**Agency Seal** : .....

## SECTION 2

### SCOPE OF WORK/DETAILS OF THE ACTIVITIES TO BE CARRIED OUT BY AGENCY AS AN EXAMINATION AGENCY FOR CONDUCT OF NIFT EXAMINATION

1. Agency will conduct the examination as per time table fixed by NIFT. The brief details of the UG and PG Programmes being offered by NIFT and its test components and activities for the selection of candidates are as under:

**1. UG Programme (B.Des.) Bachelor of Design**

**Test components for the Programme :**

**i). General Ability Test (OMR )** Different sections of this test are 1)Quantitative Ability, 2)Communication Ability, 3)English Comprehension, 4)Analytical Ability, 5)General Knowledge and Current Affairs

**ii). Creative Ability Test (Subjective)**

**iii). Situation Test.** Based on the Written Entrance Examination for candidates in the ratio of 1:4 will be shortlisted for this test. The test will be conducted at 16 NIFT Campuses. The number of candidates would be around 7000.

**2. UG Programme (B.FTech.)Bachelor of Fashion Technology**

**Test components for the Programme :**

**General Ability Test (OMR )** Different sections of this test are 1) Quantitative Ability 2) Communication Ability and English Comprehension 3) Analytical and Logical Ability 4) General Knowledge and Current Affairs 5) Case Study

**3. PG Programme Master of Design (M.Des)**

**Test components for the Programme :** General Ability Test (OMR), Creative Ability Test (CAT)-Subjective and Group Discussions & Personal Interview (GD&PI)

**4. PG Programmes Master of Fashion Management (MFM) & 5. Master of Fashion Technology (MFTech.)**

**Test components for the Programme :** General Ability Test (OMR) and Group Discussions & Personal Interview (GD&PI)

For Master Programmes (M.Des., MFM & MFTech.): Based on the Written Entrance Examination candidates in the ratio of 1:4 will be shortlisted for GD&PI. The GD&PI will be conducted at New Delhi. The venue and Panel Member for the GD&PI will be arranged by the agency with prior of NIFT. The number of candidates would be around 2400.

**Parameters of General Ability Test (GAT), Creative Ability Test (CAT), Situation Test, Group Discussion (GD) and Personal Interview (PI)**

**General Ability Test:** 1) Quantitative Ability 2) Communication Ability and English Comprehension 3) Analytical and Logical Ability 4) General Knowledge and Current Affairs 5) Case Study

**Creative Ability Test:** This test is administered to judge the intuitive ability, power of observation in concept development and design ability of the candidate. An important aspect of the test is the creative and innovative use of colour and illustration skills.

**Situation Test:** Situation Test is a hands-on test to evaluate the candidate's skills for material handling and innovative ability on a given situation with a given set of materials. Based on the Question Paper material, Situation Test Kits will be arranged and transported to Test Venues by examination Agency. The test may be conducted from one to four days based on the capacity of the venue and number of candidates. The test will be evaluated on the spot.

**Group Discussion:** Panel of experts will assess the candidates on various parameters including: 1) Conceptual clarity 2) Knowledge of the topic assigned 3) Contribution made to the topic 4) Interpersonal skills 5) Ability to generate new ideas 6) Problem solving approach 7) Leadership qualities 8) Effective communication.

**Personal Interview:** 1) Career orientation 2) Aptness for the course 3) Overall personal achievements in academics and co-curricular activities 4) Communication 5) General awareness and aptitude, creative and lateral thinking



2. Agency will Design and print OMR Application Form and /or computer based application, A4 size envelope for OMR Application Form, a combined booklet containing guidelines for the examination, sample question papers and instructions for filling up the Application Form, Acknowledgement Card and Challan for payment of Application Fee (sample to be provided by NIFT). The booklet will be of 12 pages. The acknowledgement card will be in the form of a Post Card on which applicant will write his/her address and affix required Postal stamp. The application forms and challans will be numbered. The number of the application form will form the basis of any query relating to receipt of application form. All the material so prepared by Agency will be handed over in separate packing to NIFT for use at NIFT.
3. Agency will receive all the filled in OMR application forms/online forms from the candidates. The duly filled in forms will be received by Speed Post/Registered Post/Courier and will be addressed to Project Manager (NIFT) of the Agency. On receipt of the forms, Agency will send to candidates, the Acknowledgement Card with reference number and status of the application will also be made available at website detailing discrepancies, if any. The Acknowledgement Card, supplied along-with the application form will be filled up by candidate and the same will be attached with the application form.
4. The data entry of the application forms will be carried out on the basis of application received and later on will be arranged in alphabetical, numerical order in English version. Thereafter, the generation of roll number and dispatch of admit cards will be done. Agency will provide soft and hard copies of the list of applicants sorted on various criteria like Alphabetical, Application number and further sorted out on State/City basis, category basis etc., once tabulation process is over.
5. Agency will provide a soft copy of the list of candidates appearing for the entrance examination so that NIFT is able to host the information on its website in order to facilitate those candidates who do not receive the admit cards in time and could take remedial measure for getting Admit Cards.
6. Agency will 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.
7. Design/Print question papers in English language as per the pattern and scheme of Examination stipulated in the NIFT Prospectus. In case of computer based test, the Question bank will be prepared by NIFT.
8. Agency will fix the Examination Centres where the examination will be conducted and also organize for the invigilators/supervision etc. The tentative list of cities where examination may be conducted is mentioned at Appendix(may increase or decrease)
9. Agency will ensure to maintain complete confidentiality of the test material.
10. Agency will carry out evaluation of the entire test conducted for UG & PG Programmes, with NIFT support where required
11. Agency will provide various results in hard and soft copy in Roll order containing Roll Number and Name etc.
12. Agency will conduct situation test in the premises of NIFT and GD and Interviews in NIFT premises or at such place as agreed by NIFT having proper infrastructure for conduct of GD and Interviews. The rent etc. will be borne by the agency.

13. 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, Group Discussion in the following order:
  - Roll Number wise list
  - Result by Name in Alphabetical order
  - Merit-wise list
  - Category-wise merit list
  - Common merit result
14. NIFT will not be responsible in case of any discrepancy/irregularity in tabulated results, or any legal issues arising thereof.
15. The agency may be asked to conduct the written test on computer based pattern. The NIFT infrastructure will be used for the purpose.

\*\*\*\*\*

**Appendix**  
**EXAMINATION CITY FOR NIFT ENTRANCE EXAMINATION 2017**

S. no.	Examination centre
1.	Ahmedabad
2.	Bengaluru
3.	Bhopal
4.	Bhubaneswar
5.	Chandigarh
6.	Chennai
7.	Cochin
8.	Coimbatore
9.	Dehradun
10.	Delhi
11.	Guwahati
12.	Hyderabad
13.	Jaipur
14.	Jammu
15.	Jodhpur
16.	Kangra
17.	Kannur
18.	Kolkata
19.	Lucknow
20.	Madurai
21.	Mumbai
22.	Nagpur
23.	Patna
24.	Pune
25.	Raipur
26.	Ranchi
27.	Srinagar (J&K)
28.	Surat
29.	Udaipur
30.	Vadodara
31.	Vishakhapatnam
32.	Shillong

- NOTE: (i) Sufficient number of Examination Centres will be arranged in each city depending upon the number of candidates registered in a city.
- (ii) The number of cities may increase or decrease based on number of candidates as desired by NIFT.

## **DETAILED EXECUTION PLAN FOR CONDUCT OF ENTRANCE EXAMINATION AND DECLARATION OF RESULTS TO BE UNDERTAKEN BY AGENCY**

### **Written Examination**

- a. **Project Manager:** Agency will appoint a competent Project Manager.
- b. **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.

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.

Alternatively, NIFT will provide Question Bank for the paper or sample paper

- c. **Printing of Question Papers:**
  - i. **Choosing the press:** Agency will get the papers printed only from Security Press without misprinting.
  - ii. **Selection of Question Papers:** There will be only one source of conduct between the press and Agency. The question papers will be selected by the Project Manager and will be handed over by him to the press in sealed envelope. 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.
  - iii. **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.
  - iv. **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.
  - v. **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.

- vi. **Packing:** The question papers printed will be packed in a very confidential manner 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 centers. 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 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.
- vii. **Buffer of question papers, OMR sheets/duplicate admit card etc.:** Agency will carry 5% of buffer of question papers/OMR sheets/duplicate admit cards to the examination centres, over and above the actual quantity to meet any eventuality.
- viii. **Examination invigilators/Supervisors:** NIFT officials will be associated in the examination as observers to add authenticity to the transparency of the examination system. 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.
- ix. **Evaluation of CAT (Creative Ability Test) question paper:** Evaluation for this paper will be done in the premise of the Agency /NIFT. NIFT will give a list of Design experts who will be invited to evaluate the same including the faculty..
- x. **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.
- xi. **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.
- xii. **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. The evaluator suggested by the agency will need to be approved by NIFT

- xiii. Situation Test:** It is a crucial component of examination system and is conducted for approx.1600 seats wherein approximate 6000 candidates may appear for the test at 16 NIFT centres.  
The evaluation criteria for the Situation Test will be developed by the design experts suggested by NIFT and will be implemented by Agency.
- xiv. Guidelines for papers setters of Situation Test and evaluators:** 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.
- xv. Pseudo numbering:** The system of pseudo numbering of candidates will be explained by NIFT to Agency in detail prior to the Situation Test in order to avoid impersonation.
- xvi. Venue for Situation Test:** The situation test will be conducted in NIFT Centres alone, located in 16 cities viz. New Delhi, Bengaluru, Chennai, Gandhinagar, Hyderabad, Kolkata, Mumbai, Patna, Raebareli, Shillong, Kannur, Kangra, Bhopal, Jodhpur, Bhubaneswar, Srinagar or at such centres as finally decided by NIFT.
- xvii. Procurement of examination material:** Agency will procure the examination material for Situation Test. The list of material to be supplied at the Situation Test will be kept confidential by Agency. It will also provide, on individual candidate basis, the material listed.
- xviii. Group discussions and interviews:**
- a) Venue for Group discussion and Interviews:** There will be Group Discussions and Interviews for PG Programme in Technology, Design and Management. Approximately 400 candidates for PG Technology, 270 candidates for PG Design & 1680 candidates for PG Management maybe appearing for the Group Discussion and Interview. The interviews will be at NIFT or at such premises as decided in consultation with NIFT having all the infrastructure for conduct of GD & Interview. GD and Interview may take 15-17 days in order to complete them in a professional manner.
- b) Case Based Group Discussions:** Agency will prepare case studies to be used for group discussions. The cases so prepared will be chosen in advance. Under no circumstances should one case study be repeated for other groups. The case studies prepared must be vetted by NIFT before use.
- c) Broad representation in interview panel:** NIFT will give a list of industry representatives, persons known for their academic excellences 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.

- xix. Declaration of results and intimation to selected candidates:** The combined results of the written test and situation test/interview/GD/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 NIFT. The results for waitlisted candidates will also be declared on the NIFT website.
- xx. All activities will be carried out as per timetable fixed by NIFT in consultation with the Agency.**

**SECTION 3: FORMAT FOR THE SUBMISSION OF THE FINANCIALS BID**

**A. ADMISSION TEST ACTIVITIES: {Activities as per Section 2: Scope of Work}**

S. No.	No. of Applications Received and processed	Scope of Work	Rates for all the responsibilities as indicated in Section 2: Scope of Work excluding taxes and other charges indicated at Para B below, if any
1.	Upto 20000	Activities as per Section 2 : Scope of Work	1. Written test ( <i>OMR based</i> ), CAT, Situation test , Group Discussion and Interview as described : Rs ...../- (Rupees ...in words..... only)
2.	20001 and above		Cost per additional application 1(above). Rs...../- (Rs ...in words..... only)

**B. OTHER CHARGES, if any (PLEASE FURNISH DETAILS)**

DETAILS	CHARGES (in Rs.)
Any requirement other than the scope indicated at Scope of Work to be Executed.	
Service tax and other statutory centre / state govt. tax liabilities will be charged extra, as applicable	
Any communication through Speed Post / UPC / mail/SMS/Registered Post as desired by NIFT	
Air Fare/Train/Road Transport / Lodging and Boarding for officials at all stations for the conduct of written /situation test/ hospitality/Miscellaneous, etc	

**Submitted By:**

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