

PRE-BID MEETING MINUTES

FOR ENGAGEMENT OF AN AGENCY FOR ASSISTING NATIONAL INSTITUTE OF FASHION TECHNOLOGY (NIFT) IN CONDUCTING ADMISSION TEST TO VARIOUS UG & PG PROGRAMMES OF NIFT

Time and Date: 11.00 AM 29th September, 2016
 Venue : NIFT Head Office O/o Additional Director General

Participants:

- M/s.Tata Consultancy Services, Mumbai
- M/s. SATVAT Infosol Pvt. Ltd., Chennai
- M/s. CoCubes.com, Gurgaon
- M/s. All India Management Association (AIMA), New Delhi
- M/s. Merit Trac Services Pvt. Ltd., New Delhi
- M/s. Naysa Communication Pvt. Ltd., Noida

Assistant Director (Admissions) welcomed all participants to the meeting. Deputy Director (F&A) briefed all the bidders that the purpose of the meeting is to help the bidders understand the key aspects and requirements of the NIFT entrance examination. All the queries by the bidders were addressed by the Committee constituted for the purpose. Details of the same are as follows:

Sn.	Clause No. / Content of RFP Requiring Clarification	Query of bidder	Clarification / Amendment
1	SCOPE OF WORK / DETAILS OF THE ACTIVIES TO BE CARRIED OUT BY AGENCY AS AN EXAMINATION AGENCY FOR CONDUCT OF NIFT EXAMINATION (Page No- 16) 1. Agency will conduct the examination as per time table fixed by NIFT. The brief details of the UG an PG Programmes being offered by NIFT and its test components and activities for the selection of candidates are as under	a) We would like to know the NIFT examination time table for UG and PG programme for the year 2016-17. b) We would like to know number of language (English, Hindi etc) for printing the Question Papers and conduct of Online/Offline examination.	a) Specific dates cannot be indicated at this time. The tentative schedule of activities is as under: Registration: Oct/Nov to Jan Admit Card: Jan. Entrance Test: Feb. GD/PI & Situation Test: April -May. Final Result: May – June. b) Only in English
2	Scope of work (Page No- 16) 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	a)UG programme (B.Des.) examination (online/offline) to be conduct in NIFT campus all over India (or) Outside the NIFT campus is allowed.	a) The examination will be conducted offline only and outside NIFT Campuses. List of Cities indicated in the Tender Document. The Test consists of two parts i.e. GAT (2 hrs) and CAT (3 hrs) in the two sessions. CAT is a specialized skill test. CAT booklet consists of 4 pages. The paper is of 110 GSM.

	<p>Knowledge and Current Affair</p> <p>ii). Creative Ability Test (Subjective)</p> <p>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.</p>	<p>b) NIFT examination either online / offline (OMR) exam conducting in the NIFT campus. What will be the charge for rent, infrastructure, Invigilators and other services.</p>	<p>b) Examination will be conducted offline and outside NIFT Campus.</p>
3	<p>Scope of work (Page No- 16)</p> <ol style="list-style-type: none"> 1. UG Programme (B.Des.) Bachelor of Design. 2. UG Programme (B.FTech.) Bachelor of Fashion Technology 3. PG Programme Master of Design (M.Des) 4. PG Programmes Master of Fashion Management (MFM) 5. Master of Fashion Technology (MFTech.) 	<p>For conducting the NIFT examination Question bank provided by NIFT OR to be prepared by agency.</p>	<p>GAT question paper to be prepared by Agency. Sample questions for Creative Ability Test (CAT) and Situation Test will be provided by NIFT.</p>
4	<p>Scope of work (Page No- 16)</p> <p>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.</p>	<p>a) Creative ability test is conducted by NIFT or by agency.</p> <p>b) Kindly brief us the Creative Ability test.</p>	<p>a) The CAT will be conducted by the Agency.</p> <p>b) CAT is a test formulated to assess the intuitive ability, power of observation in concept development and design ability of the candidate. An important aspect of the test is the assessment of creativity and innovation, use of colour as well as illustration skills.</p>
5	<p>Scope of work (Page No- 16)</p> <p>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.</p>	<p>a) Situation test is conducted by NIFT or by agency.</p> <p>b) Kindly brief us the situation test and the list of materials and type of packing to be delivered in each Test venues and number of test venue with address. What will be weight and size of each situation test kits to be delivered?</p>	<p>a) It will be conducted by the Agency. The venues of the test would be NIFT Campuses. Apart from the venue all other arrangements will be made by the Agency.</p> <p>b) List of the materials cannot be predicted as it corresponds with the question paper each year. The tentative items on the list are Choksy/ Mount Board sheet, Cartridge sheet, Pastel sheet, Gateway tracing sheet, OHP Sheet, Quilling Art Paper, Crepe paper, Needle & Thread, Mouldable wire, Rubber band, Plastic straw, Clay, Ribbon, Ice cream stick, Spring plastic, Cotton wool roll, Cloth paper, Plastic bottle, Plastic balls, etc. The packing may be in corrugated box / plastic kit. The weight and size of the kit would depend on the materials.</p>
6	<p>Scope of work (Page No- 16)</p> <p>Group Discussion: Panel of experts will assess the</p>	<p>a) Group discussion held in NIFT campus only OR outside the NIFT</p>	<p>a) Group Discussion & Personal Interview (GD &PI) is held in New Delhi outside NIFT Campus.</p>

	<p>candidates on various parameters including:</p> <ol style="list-style-type: none"> 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. 	<p>campus? Conducting group discussion in NIFT campus what will be rent, infrastructure, manpower cost, etc?</p> <p>b) For group discussion Manpower to be provided agency OR NIFT</p> <p>c) Number of committees at each locations and list of manpower of each committee</p> <p>d) Suppose agency have to hire a person for group discussion what it is the pre-request (Qualification, Experiences, etc)?</p>	<p>The venue should ideally be within a radius of 6-8 km from NIFT Head Office. One big hall will be required to accommodate 150 candidates per day as well as four separate room for GD/PI. The duration of the GD/PI would be 18 to 20 working days. The timing of the GD/PI would be from 9.00 AM to 5.30 PM. Lunch, morning and evening refreshments for the panel members will also be arranged by the agency. NIFT will provide the list of experts to the agency after which it will be the responsibility of the agency to obtain confirmation from the panel members for attending the GD/PI.</p> <p>b) For GD and PI, manpower will be arranged by the agency.</p> <p>c) The minimum number of Committees would be four (04). Each panel would consist of three (03) experts namely i) NIFT Director/HoD, ii) NIFT Faculty/Industry Expert & iii) Experts nominated by the agency with the prior approval of NIFT.</p> <p>d) The panel member should be an expert in the field of Design, Management and Technology depending on the programme. Details of experience and qualification of the experts will be considered and approved by NIFT.</p>
7	<p>Scope of work (Page No- 16)</p> <p>Personal Interview:</p> <ol style="list-style-type: none"> 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 	<p>a) Personal Interview held in NIFT campus only OR outside the NIFT campus. Conducting personal interview in NIFT campus what will be infrastructure, manpower cost, etc?</p> <p>b) For personal interview Manpower to be provided agency OR NIFT</p> <p>c) Number of committees at each locations and list of manpower of each committee</p> <p>d) Suppose agency have to hire a</p>	<p>a) Personal Interview is held in New Delhi outside the NIFT Campus.</p> <p>b) For Personal Interview, the manpower will be arranged by the agency.</p> <p>c) Minimum number of Committees at New Delhi would be four (04). Each panel would consist of three (03) experts namely i) NIFT Director/HoD, ii) NIFT Faculty/Industry Expert & iii) Experts nominated by the Agency with prior approval of NIFT.</p> <p>d) The panel member should be expert in the field</p>

		person for personal interview what it is the pre-request (Qualification, Experiences, etc)?	Design, Management & Technology depending on the programme. The details of experience and qualification of the experts will be considered and approved by NIFT.
8	<p>Scope of work(Page No- 17)</p> <p>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.</p> <p>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.</p>	Admit card to be send through the speed post or registered post to the all candidates for all the NIFT exam.	Admit cards would be uploaded on the NIFT website.
9	<p>Scope of work (Page No- 22)</p> <p>xviii. Group discussions and interviews:</p> <p>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.</p>	What will be the charges (cost) each board representation of members in the interview panel?	The current charges/ honorarium is Rs.1500/- per day to each panel member. The payment will be made daily by the agency.
10	<p>Financial Bid (Page No- 24)</p> <p>B. OTHER CHARGES, if any (PLEASE FURNISH DETAILS)</p> <p>DETAILS CHARGES (in Rs.)</p> <p>1)Any requirement other than the scope indicated at Scope of Work to be Executed.</p> <p>2)Service tax and other statutory centre / state govt. tax liabilities will be charged extra, as applicable</p> <p>3)Any communication through Speed Post / UPC / mail/SMS/Registered Post as desired by NIFT</p> <p>4)Air Fare/Train/Road Transport / Lodging and Boarding for officials at all stations for the conduct of written / situation test/ hospitality /Miscellaneous, etc</p>	In financial bid lump sum amount to be quoted for up to 20,000 candidates or 20,001 and above.	For upto 20,000 candidates, the rates for all activities are indicated in the scope of work. The cost for each additional applicant over and above 20,000 shall be quoted by the agency.
11	17.1 (Page No- 9)	AIMA is a Society registered	The agency should be a Government Agency, or

	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.	under the Societies Registration Act XXI of 1860. The above constitution is requested to be included in the Bid Document	registered as a Private or public Company, or Society and should have minimum experience of 5 years of conducting examination work.
12	Section 2, point 1.1 UG Programme (B.Des.) Bachelor of Design Test components for the Programme : i). General Ability Test (OMR)	How many candidates are going to write General Ability Test? What is the date of the exam?	The exact number of candidates for General Ability Test (GAT) cannot be predicted. There were 19283 candidates in 2016. The examination will be conducted in the month of Feb 2017. However, the exact date is undecided at this point.
13	Section 2, point 1.1 UG Programme (B.Des.) Bachelor of Design Test components for the Programme: ii). Creative Ability Test (Subjective)	How many candidates would be writing this test and who will be responsible for evaluation of subjective answer sheets? What is the date of the exam?	The exact number of candidates cannot be predicted. There were 19283 candidates in 2016. The examination will be conducted in the month of Feb 2017. However, the exact date is undecided at this point. The agency shall be responsible for conducting the evaluation process of answer sheets of CAT (subjective). The suggested list of evaluators for CAT will be provided by NIFT. The agency will pay Rs.20/- as honorarium to evaluators for each answer sheet. The evaluation process will be conducted at the location arranged by the agency. It should be within a radius of 6-8 km from NIFT Head Office, New Delhi.
14	Section 2, point 1.1 UG Programme (B.Des.) Bachelor of Design Test components for the Programme: iii). Situation Test.	What will be the type of question for situation test and what will be the mode of examination for Situation Test? What is the date of the exam?	The questions will be subjective in nature. Situation Test is a hands-on test to evaluate the candidate's skills for material handling and innovative ability in a given situation with a given set of materials. Based on the sample Question paper and materials, the situation test kits will be arranged for and transported to examination venues by the examination agency. The test may be conducted for one to four days based on the capacity of the venue and number of candidates. The test will be evaluated on the spot. The question papers and answer sheets will be escorted in person by agency representatives from Delhi to examination venues. The examination will be conducted in the month of April-May 2017. In the jury panel there shall be three members (one external and two internal). Payment shall be made

			to the jury members directly by the agency at the current rate of Rs.1250/- for internal members and 2500/- for external members. Each jury panel will evaluate 100 candidates approximately.
15	Section 2, point 1.2 UG Programme (B.FTech.)Bachelor of Fashion Technology Test components for the Programme : General Ability Test (OMR)	How many candidates are going to write General Ability Test? What is the date of the examination?	The exact number of candidates cannot be predicted. There were 19283 candidates in 2016. The examination will be conducted in the month of Feb 2017. However, the exact date is undecided at this point.
16	Section 2, point 1.3 PG Programme Master of Design (M.Des)	How many candidates are going to write General Ability Test (OMR), Creative Ability Test (CAT)-Subjective? What is the date of the examination?	The exact number of candidates cannot be predicted. There were 19283 candidates in 2016. The examination will be conducted in the month of Feb 2017. However, the exact date in undecided at this point.
17	Section 2, point 1.4 PG Programmes Master of Fashion Management (MFM) & 5. Master of Fashion Technology (MFTech.)	How many candidates are going to write General Ability Test? What is the date of the examination?	The exact number of candidates cannot be predicted. There were 19283 candidates in 2016. The examination will be conducted in the month of Feb 2017. However, the exact date in undecided at this point.
18	Section 2, point 1.4 PG Programmes Master of Fashion Management (MFM) & 5. Master of Fashion Technology (MFTech.) Group Discussions & Personal Interview (GD&PI)	Who will be declaring the final shortlisted candidates after GD & PI?	The agency will declare the results with the final list of candidates after completion of the entire NIFT entrance examination process.
19	Section 2, point 2 Agency will Design and print OMR Application Form and /or computer based application,	Can vendor also propose Computer Based Test Instead of OMR? As Computer Based Test would be much more effective and efficient. NIFT Admission Test will be secured, duration of assessment cycle will be much shorter and results can also be shared within 24 hours for objective questions using computer based test. Audit Trails can be generated for RTI queries, various dashboards for pre assessment, during assessment and post assessment activities	No, the vendor cannot propose Computer Based Test (CBT). All examinations will be conducted offline. The agency will respond to RTI queries, if any.

		can be made available to NIFT to track the progress of test. Hence we would suggest if NIFT can consider computer based test instead of OMR	
20	Section 2, point 4 The data entry of the application forms will be carried out on the basis of application received	Who will be doing the data entry of application forms in the system?	The data entry will be done by the agency. The registration process will be online. The application fee will be received online through Payment Gateway and Demand Draft. The applicants will send the print-out of the application form along with the Demand Draft (DD) to the agency. After entering the details of the DD, the agency will confirm the status of application to the applicant and forward the DD to NIFT for realization in a time-bound manner i.e. within 3 days.
21	Section 2, point 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.	We request if NIFT can share the syllabus for question paper along with the pattern of question paper, how many questions, level of difficulty, blooms taxonomy etc	The format of the examination is stated under the heading 'Scope of work' Point 1 to 4 (Section 2). The pattern and difficulty level of questions of each programme would depend on the respective levels of pre-qualification. The question papers and answer sheets shall be escorted in person by the agency representative from Delhi to the examination venues.
22	Section 2, point 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.	How many set of question paper needs to be created by the vendor?	There will be four sets of question papers.
23	Para B under section 3 on page 24	Any requirement other than the scope indicated at Scope of Work to be Executed	Any additional requirement beyond the stated scope of work, if any, will be addressed in discussion between NIFT and the Agency.
24	Para B under section 3 on page 24	Service tax and other statutory centre / state govt. tax liabilities will be charged extra as applicable	These will be as per actuals according to prescribed rates.
25	Para B under section 3 on page 24	Any communication through Speed Post /UPC / E- mail / SMS / Registered Post as desired by NIFT	Yes, through Speed Post /UPC / Registered Post depending on the requirement. Charges will be discussed and reimbursed as per actuals subject to the production of bills.
26	Para B under section 3 on page 24	Air Fare/ Train /Road Transport /	Actual Airfare of economy class to carry the

		Lodging and Boarding/ Local Transport for officials at all station for the conduct of written/situation test/hospitality / Miscellaneous, etc.	examination materials to all the examination venues (outside Delhi NCR) will be reimbursed by NIFT. Local transport and accommodation will also be reimbursed subject to reasonability of claim and the production of bills. The tariff of local transport and accommodation will be mutually decided and reimbursed.
27		Conduct of Computer Based Test	Not required.
28		Situation Test material cost	Reimbursement of actual material cost based on reasonability/ pre-approved rate
29		Premises rent charges for conduct of -GD and PI - Situation Test	To be paid by the agency (except for NIFT Campuses).
30		Honorarium for evaluators or Support Staff for CAT GD & PI Situation Test (excluding invigilation)	Honorarium to be paid by the agency except to the support staff on NIFT Campuses.

Note: This is also clarified in respect of para B "OTHER CHARGES if any (Please Furnish Details) of section 3" format for the submission of the financial bid page no. 24 of the Tender Document. If any additional work over and above defined in the Tender will be reimbursed. The charges will be mutually discussed and decided.