



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, गांधीनगर  
**National Institute of Fashion Technology, Gandhinagar**  
(निफ्ट अधिनियम, 2006 के तहत एक सांविधिक संस्थान)

निफ्ट गांधीनगर में ग्रुप C के पदों पर भर्ती के लिए बाहरी एजेंसी नियुक्ति के लिए निविदा दस्तावेज़

**Tender document for Hiring of External Agency for Recruitment of Group C posts in NIFT Gandhinagar Campus**

ई-निविदा संख्या : 8102(26)/ Re/Rect. Group-C post/2021

निविदा कार्यक्रम / <b>TENDER EVENTS</b>	दिनांक / <b>DATES</b>
ई-निविदा जारी करने की तिथि: <b>Date of Issue of e-Tender</b>	16.03.2022 at 5.00 PM
प्रश्न के लिए अंतिम तिथि <b>Last date of submission of query</b>	21.03.2022 by 4.00 PM
ई-निविदा की पूर्व-बोली बैठक की तिथि और समय <b>Date &amp; Time of Pre-bid meeting of e-Tender</b>	22.03.2022 at 4.00 PM
ई-निविदा के माध्यम से बोली जमा करने की अंतिम तिथि: <b>Last date of bid submission through e-Tender</b>	06.04.2022 at 4.00 PM
तकनीकी बोली खोलने की तिथि और समय: <b>Date and Time of Opening of Technical Bid</b>	07.04.2022 at 4.00 PM
मूल्य बोली खोलने की तिथि और समय <b>Date and Time of Opening of Financial Bid</b>	After evaluation of Technical Bid. Bidders who qualify technically will be considered for Financial bid opening
निविदा वैधता समय <b>Bid validity period</b>	120 days from the opening of Financial Bid

**Tender Fee** : NIL

**EMD** : ₹ 15,000/- (Fifteen Thousand Only).

राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, गांधीनगर ,घ-0 रोड, गांधीनगर, गुजरात – 382007

दूरभाष : + 91-23240832, 23265012 वेबसाइट: [www.nift.ac.in/gandhinagar](http://www.nift.ac.in/gandhinagar)

**NAME OF WORK :**        **Hiring of External Agency for Recruitment of Group C posts in NIFT  
Gandhinagar Campus**

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# **NATIONAL INSTITUTE OF FASHION TECHNOLOGY**

**NIFT - Campus, Gh-0 Road, Gandhinagar – 382007 (Gujarat).**

## **PREAMBLE / INTRODUCTION**

National Institute of Fashion Technology was set up in 1986 under the aegis of the Ministry of Textiles, Government of India. It has emerged as the premier Institute of Design, Management and Technology, developing professionals for taking up leadership positions in fashion business in the emerging global scenario. NIFT has been granted statutory status under the Act of Parliament of India in 2006, empowering the Institute to award degrees and other academic distinctions. NIFT, Gandhinagar Center is situated B/h. Infocity, Gh – 0 Road, Gandhinagar (Gujarat) Pin 382007.

## **(A) TENDER NOTICE**

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

<b>S. No</b>	<b>Name of the Post</b>	<b>No. of Candidates applied</b>	<b>Selection Criterion</b>	
			<b>Skill Test</b>	<b>Written Test</b>
1.	Assistant Accounts	57	As per NIFT recruitment rules enclosed .	
2.	Assistant Admin	36		
3.	Lab Assistant	34		
4	Library Assistant	39		
5	Machine Mechanic	10		
6	Nurse	25		
7	Steno Gr. III	17		
8	Junior Assistant	256		
	<b>TOTAL</b>	<b>474</b>		

## **(B) SUBMISSION OF BID**

The interested Firms/ Agencies should apply online and submit their bids along with scanned copies of all the relevant certificates, documents, etc. in support of their Technical & Financial bids – all duly signed –on **Central Public Procurement (CPP)** Portal (URL:

**]http://eprocure.gov.in/eprocure/app** from **16.03 2022 to 06.04.2022 up to 4.00 P.M.** Tender documents are also available for viewing on the NIFT Gandhinagar website i.e. **www.nift.ac.in/gandhinagar/tenders**.

**Applications to this tender will be accepted only in the online mode through the website Central Public Procurement (CPP) Portal (URL: http://eprocure.gov.in/eprocure/app. No other mode of application will be considered & accepted.**

**EMD: ₹ 15,000/- (Fifteen Thousand Only)** form of Demand Draft in Favour of **“National Institute of Fashion Technology, Gandhinagar”** payable at Gandhinagar / Ahmedabad. **OR** by transferring EMD amount in NIFT Gandhinagar General Account no: 359302050000198 (IFSC Code : UBIN0535931) (Fifth Character in IFSC code is “Zero”).

In case of making online payment of EMD Amount, Bidders are required to upload self certified copy of UTR in place of DD.

Hard Copy of Demand draft of EMD / UTR to be submitted in sealed envelope super scribing **“EMD for tender of Hiring of External Agency for Recruitment of Group C posts in NIFT Gandhinagar Campus”**. Addressed to:

**The Joint Director,  
National Institute of Fashion Technology,  
NIFT Campus, Gh-0 Road, Gandhinagar 382007 (Gujarat)**

**The envelope of EMD must reach to the above address on or before closing date of bid submission.**

**Exemption of EMD :** The Micro and Small scale industrial units registered under small scale industries of Gujarat state / Appropriate State Govt. and holding subsequent registration with CSPO / NSCI / DGS&D registration certificates for the item under tender will be eligible for exemption from payment of EMD on submission of duly attested copies of their SSI (SSI / MSME Part – II / Udhdyog aadhaar memorandum) & CSPO / NSC / DGS&D registration certificate in EMD cover

Interested Firms/ Agencies are advised to read carefully the entire tender document before submitting their bids. Tender bids found incomplete in any respect shall be summarily rejected.

**Pre Bid Meeting:** Pre-bid meeting will be conducted through Online mode. Bidders wish to attend pre-bid meeting may submit their following details.

**Bidding Agency Name:** \_\_\_\_\_

**Name & Designation of Contact Person:** \_\_\_\_\_

**Mobile No:** \_\_\_\_\_ **Email ID:** \_\_\_\_\_

Bidders may preferably submit their query in following format for pre-bid meeting. on email address **establishment.gandhinagar@nift.ac.in**. in advance latest by 21.03.2022 by 4.00 pm.

Sr. No	Tender Condition no (with page no)	Query

- a) 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).
- b) The bidder shall submit technical bid contained in prescribed Performa (online) as per **Annexure-I** along with scanned copies of all relevant documents.
- c) 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.
- d) 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.
- e) 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.
- f) In case of any further clarification required relating to this tender, the same can be sought from the following officers of NIFT, Gandhinagar : -

**Assistant Director**, National Institute of Fashion Technology Ministry of Textiles, Govt. of India, NIFT Campus, GH-0 Road, Gandhinagar – 382 007, Gujarat Phone No. 079-23265003, Email ID: [establishment.gandhinagar@nift.ac.in](mailto:establishment.gandhinagar@nift.ac.in)

- g) **Cancellation:** Director, NIFT, Gandhi Nagar or its any authorized representative reserve its right to cancel the tender at any stage due to administrative reasons at any time without any liability/obligations on the tenderers through tender processing website or intimations as may be deemed fit in public interest/any

other administrative reasons.

- h) Due diligence: Considering the nature of bid for evaluation, processing, examination etc. relates to recruitment process, all due diligence shall be maintained with top secrecy as is expected responsibly. Any deviation, careless or any type of malpractices in writing or verbally with third parties shall enforce NIFT to cancel the bid and NIFT shall reserve its right to seek legal proceedings as may be required under the law in India including compensation/claim of any kind.
- i) All papers/documents including question papers, evaluation sheets, answer papers/OMR sheets etc. involved in the recruitment process and correspondences with candidates/outside relates to the tender shall be the exclusive property of NIFT, Gandhinagar. NIFT, Gandhinagar shall take possession of them after completion of the recruitment process. No payment shall be released without receipt of papers/documents by NIFT, Gandhinagar.

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

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

- a) Bidders are required to deposit Earnest Money Deposit (EMD) Rs: 15000/- or Exemption certificate as mentioned in tender document.
- b) 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 bidder as proof.
- c) The bidder must have working experience of serving on recruitment process directly for third party/parties of at least 5 years (2017 onwards) in the relevant field and should have provided related services in Higher Educational institutions / University / Government Sector / PSU / Reputed Corporate bodies etc. 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).**
- d) Bidder should have conducted 03 similar recruitment exams for third parties at least for 1000 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.
- e) 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).**

- 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 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 from participating in tendering by any Govt. / Semi Govt./ Institute / organization as per Annexure-V. (Submit scanned copy online).**
- i) 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).**

**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 have been already done by NIFT Gandhinagar. Total 474 applications received for various Administrative posts of NIFT Gandhinagar. The recruitment test of these candidates will be conducted as per **Scope of Work** attached at **Annexure - III**.
3. The bidder must enclose adequate documents and if not enclosed, NIFT Gandhinagar 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 Gandhinagar 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. Bids received after the specified date and time, due to whatever reason, shall not be considered for bidding.
6. 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.**
7. 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 Gandhinagar shall be final in all respect and will be acceptable to all the tenderers.

8. Rates not to be quoted on per candidate basis, bidders are required to submit financial bid in BoQ format for whole assignment including all stage of work.
9. The losses to NIFT Gandhinagar 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 Gandhinagar 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 Gandhinagar 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. From among the bidders declared eligible for financial bid, the lowest (L1) will be decided at the time of opening financial bids. In case quotes of two bidders are found to be L1, contract shall be allotted to the agency with better professional profile. Decision of NIFT Gandhinagar in this regard shall be final and binding on bidders.
15. Abnormally low bid submitted by the bidder shall be rejected. Before doing so, NIFT Gandhinagar 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 Gandhinagar determines that the bidders 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 (L1) quoting a financially balanced bid.

16. 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.
17. The NIFT, Gandhinagar shall have unfettered right to inspect the premises where all the process examination conducted including storing of exam. papers, questions and evaluation etc. for security and confidentiality at any time & the agency will cooperate with the authorities.
18. For further updates/ amendments, the bidders are advised to visit the NIFT Gandhinagar Website. NIFT is not bound to issue the notifications in the newspapers or enter into personal correspondence.
19. **Relaxation in turn over & Experience:** As per the Govt. of India policy circular No. 1(2)/2016/MA dated 10th March 2016 relaxation to Startups in public procurement on prior experience & Turn over criteria subject to meeting quality and technical specifications shall be applicable.
20. The L1 bidder/ company shall have to submit the Performance Security (i.e. 3% of the value of contract) in the form of Demand Draft/BG drawn in favor of NIFT Gandhinagar, payable at Gandhinagar, Gujarat and should be valid for a period of 120 days beyond the date of completion of all contractual obligations of the Agency (Copy of Format is enclosed at **Annexure-IV**). No interest shall be paid on the performance Security but the amount shall be refundable. 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, Gandhinagar in this regard shall be final and binding.
21. The bidder whose bid is accepted, shall submit a ₹300/- 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 integral part of the contract and remain binding till satisfactory completion of the contract. Other Terms & Conditions of Contract Agreement shall be added by NIFT, Gandhinagar. 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.
22. Notwithstanding the punitive provisions contained in the contract for breach of contract the bidder/contractor shall not be liable for any such sanction so long as the failure of the bidder/contractor in fulfilling its obligations under the contract is the result of an event covered under *Force Majeure* clause.
23. 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 India.

- 24.** NIFT, Gandhinagar reserves the right to terminate the Contract without notice, if the agency breaches/violates the contract agreement.
- 25.** 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.
- 26.** The successful bidder shall at its own expenses make good any loss or damage suffered by the NIFT Gandhinagar, 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 Gandhinagar or at other places.
- 27.** In the event of failure of the successful bidder to provide the services or part thereof as for any reasons whatsoever, NIFT Gandhinagar shall be entitled to procure services from other sources and the successful bidder shall be liable to pay forthwith to the NIFT Gandhinagar the difference of payments made to such other sources, besides damages at double the rate of payment.
- 28.** 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.
- 29.** The NIFT Gandhinagar 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.
- 30.** During the course of business relationship, the successful bidder may have access to confidential information of NIFT Gandhinagar and successful bidder has to undertake that it shall not, without NIFT Gandhinagar's prior written consent, disclose, provide or make available any confidential information.
- 31.** The parties can amend the signed agreement (between the successful bidder and NIFT Gandhinagar) at any time. However, such amendment shall be effective only when it is reduced in writing and signed by the authorized representatives of both parties hereto.
- 32.** 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.

33. 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.

34. **PENALTY :**

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 time schedule of work including milestones shall be finalized at the time of issuance of Letter of Allotment. 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) acceptable to Director, NIFT, Gandhinagar. However The Competent Authority of NIFT, Gandhinagar 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 Gandhinagar has the right to get the work done from any other Agency at the risk and cost of the successful agency.

35. **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 Gandhinagar as per the provisions of the Arbitration and Conciliation Act, 1996 and the Rules framed thereunder.
- c) Decision of Director, 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 Gandhinagar, Gujarat will have the jurisdiction to adjudicate upon the matter.

36. **BID VALIDITY:**

Bid submitted by agency shall remain valid for a period of 120 days from the date of opening of Financial bid.

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

The payment will be released after successful completion of recruitment process for respective post/s on pro-rata basis calculated on the basis of number of candidates of that respective post as mentioned in this NIT and after receipt of successful completion report from Establishment Department of NIFT- Gandhinagar. Formula for evaluation of such payment shall be as follows:

- i. Amount quoted by agency for entire works of recruitment process = **X**  
(Excluding GST)
- ii. Pro-rata cost of candidate=  $\frac{\mathbf{X}}{\mathbf{Total\ No.\ of\ Candidates\ for\ all\ posts}} = \mathbf{Y}$
- iii. Payment to be released to agency after successfully completing recruitment process of a particular post= **Y** x No. of candidates of that particular post = **Z (Payment due + GST)**

In case recruitment process for any of the above posts is scrapped/withheld by the Competent Authority of NIFT, GANDHINAGAR 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.

The work is to be completed within **4 months** from the issuance of Letter of Award of contract.

**TECHNICAL BID**

**e-Tender for Hiring of External Agency for Recruitment of Group C posts in NIFT  
Gandhinagar Campus**

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	EMD Details	(Submit Scanned copy of DD / UTR online & in physical)
2	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)
3	The bidder must have working experience for recruitment/admission of at least 5 years (2017 onwards) in the relevant field and should have provided related services in higher educational institutions / Universities / Government Sector / PSU / Corporate bodies. 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).
4	Bidder should have conducted 03 similar recruitment/admission exams for at least 1000 candidates in each recruitment/admission process during the last three years i.e. from F.Y 2018-19 to 2020-2021 with paper based / OMR technology. As a proof bidder should submit order copy and work	(Submit scanned copy online).

	completion certificate of paper based / OMR based work for recruitment process issued by concern department.	
5	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. online).
6	Copy of Registration Certificate in support of GST and PAN No.	(Submit scanned copy online).
7	The bidder / agency must be a registered firm from concerned authority.	(Submit scanned copy of proof online).
8	Declaration on the company / agency letter head that the bidder has not been debarred from participating in tender anywhere in NIFT GANDHINAGAR and its Campuses and have not been blacklisted by any Govt. / Semi Govt./ Institute / organization as per <b>Annexure-V</b> .	(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:-----**

**Name of the Authorized Signatory:-----**

**Name of the Company/Firm :-----**

**Seal of the Company/Firm :-----**

**Address :-----**

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

**PRICE BID**

**e-Tender for Hiring of External Agency for Recruitment of Group C posts in NIFT  
Gandhinagar Campus**

**NIFT GANDHINAGAR GSTIN. – 24AAATN2067J1ZM**

**Recruitment TEST ACTIVITIES: {Activities as per Annexure-III: Scope of Work}**

**To be submitted in BoQ format in e-Tender only.**

## **SCOPE OF WORK**

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

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

- 1.1. To receive data of the eligible candidates from NIFT Gandhinagar in word/pdf along-with scanned certificates/credentials etc. Only the names and total number of eligible applicants for each post shall be handed over to Agency for further process of recruitment.
- 1.2. To process the requisite information, from all the application forms and maintain the database of all the applications.
- 1.3. To generate reports as per the requirement of NIFT Gandhinagar by maintaining the confidentiality and integrity of the process.
- 1.4. Issuance of call letters to the eligible candidates to appear for written test/ skill test through login portal and/or email. Login portal is already arranged by NIFT Gandhinagar.

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

- 2.1. To prepare long-list of panel experts from reputed institutions for preparation of question papers for written test/ skill test and submit the same to NIFT Gandhinagar for approvals. Out of this approved long-list, agency shall short-list paper setters on its own and same shall be kept strictly confidential. The agency shall ensure that multiple paper setters/experts are involved in setting one question paper based on their expertise. Alternative to above, the agency can use pre-prepared question bank after ensuring that the questions are relevant to syllabi and have not been utilized earlier in any test.
- 2.2. To print required copies of question papers as per registration.
- 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. NIFT, Gandhinagar shall provide space for conducting written test including evaluation process on prior mutual discussion/terms. With facilities of rooms, furniture, invigilation, supervision, drinking water, toilets etc.
- 3.2. The test centers arranged/determined by the Agency shall be inspected by person/s nominated by NIFT Gandhinagar one week before the conduct of test. In case of any deficiency pointed out at designated test centers, the Agency shall arrange alternative test Centers.
- 3.3. The agency shall provide brief and instructions to Centre Superintendents, Invigilators and other staff at the test center.

- 3.4. To make all necessary arrangements for conducting of test in a smooth and fair manner.
- 3.5. 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, appropriate spacing of Candidates shall be arranged by the Agency at its own cost. The Agency must quote bid accordingly.
- 3.6. The payment on account of staff charges, 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.
- 3.7. Under exceptional circumstances NIFT Gandhinagar 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 Gandhinagar on lump-sum basis to Agency on mutual negotiation.

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

- 4.1 To design question paper/frame-work for conduct of written test for specific posts as mentioned in the Tender.
- 4.2 To issue admit cards for skill-test.
- 4.3 Arrange Test Centers for skill test at location as approved by NIFT, Gandhinagar.
- 4.4 To arrange logistics and manpower for conduct of skill test at specified test centre/s.
- 4.5 To conduct skill-test as per approved schedule at test centres. Wherever, required proper record including videography etc. shall be kept by agency during conduct of skill test.
- 4.6 Evaluate the performance of candidates in skill test and submit score to NIFT Gandhinagar for approvals.

#### **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 centre/s.
- 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 examination simultaneously at the centre/ venue on the same day as for schedule approved by NIFT Gandhinagar:
- 5.5 To retrieve back test materials both used and unused directly from the test centre/s.

**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, Gandhinagar office.
- 6.3 To compile the marks of written test/skill test and prepare the final results for issuance of appointment letters by NIFT Gandhinagar.
- 6.4 To provide the results to NIFT, Gandhinagar in a mutually agreeable format.
- 6.5 Preservation of all the applications with testimonials and other documents, received during the selection process. Confidentiality of the documents to be maintained. These documents will be submitted to NIFT Gandhinagar in digital form as well as hard copies including originals within 2 months of completing selection process.
- 6.6 Any other activity connected with the specific selection assignment.

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

1. To handover the data of eligible candidates/applicants to Agency. Only the names and total number of eligible applicants for each post shall be handed over to Agency for further process of recruitment.
2. To provide syllabus and pattern of question papers/ skill test for designing of question papers/ skill test by agency.
3. To nominate the observers for the conduct of test. The remuneration and TA/DA charges of the Observers shall be borne by the NIFT Gandhinagar directly.
4. To clarify queries raised by agency regarding any operational aspect of selection process.
5. NIFT, Gandhinagar shall provide the recruitment rules and process required as specified under NIFT recruitment rules which is also enclosed for reference including any other materials required subsequently.

**Bank Guarantee Format for Furnishing Security Deposit**

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

( hereinafter referred to as NIFT, Gandhinagar 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, Gandhinagar 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 Gandhinagar and further agree that the guarantee herein contained shall continue to be enforceable till NIFT Gandhinagar discharges this guarantee or ----- which is earlier.
3. NIFT, Gandhinagar 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, Gandhinagar 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, Gandhinagar 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, Gandhinagar 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, Gandhinagar or any other indulgence shown by NIFT, Gandhinagar 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, Gandhinagar 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, Gandhinagar may 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, Gandhinagar 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, Gandhinagar 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, Gandhinagar'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, Gandhinagar 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, Gandhinagar.
8. We -----Bank shall be discharge of our liability under the guarantee unless a claim is made by  
NIFT, Gandhinagar 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 authorised signatory only.

**Declaration by Bidder**

1. I ..... Son / Daughter  
/ wife / of Sh..... authorized  
signatory of the agency hereby declare that I am competent to sign  
this declaration and execute this tender document.
  
2. I have carefully read and understood all the terms and conditions of  
the tender and undertake to abide by them.
  
3. I declare that neither the agency nor myself are debarred 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 Gandhinagar  
verifying any or all the information furnished in this document with  
the concerned authorities, if necessary. I / we, am / are well aware  
of the fact that furnishing of any false information / fabricated  
document would lead to rejection of my tender at any stage besides  
liabilities towards prosecution under appropriate law.

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

**Name of the Authorized Signatory:** -----

**Name of the Agency:** -----

**Seal of the Agency:**-----

**Address:**-----

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

**Date:**

**Place:**

**Tender Acceptance Letter**

(To be given on Firm's Letter Head)

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

Tender Bid No. 8102(26)/Rect. Group-C post/2021

Date: \_\_\_\_\_

**NAME OF WORK: Hiring of External Agency for Recruitment of Group C posts in NIFT Gandhinagar Campus**

1. I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender' from the website(s) namely: [www.nift.ac.in/gandhinagar](http://www.nift.ac.in/gandhinagar)
2. I/We hereby certify that I/We have read entire terms and conditions of the tender documents from Page No. 1 to 22 (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)