

NATIONAL INSTITUTE OF FOOD TECHNOLOGY ENTREPRENEURSHIP AND MANAGEMENT
(MINISTRY OF FOOD PROCESSING INDUSTRIES)
3rd Floor, AMDA Building,
7/6, Siri Institutional Area, August Kranti Marg,
New Delhi-110 049

Call for Expressions of Interest from reputed agencies for **“selection of an agency to handle the total operation of admission of students in National Institute of Food Technology Entrepreneurship and Management (NIFTEM)” the UG course [B Tech (Food Technology)] for the academic year 2010-11**

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National Institute for Food Technology Entrepreneurship & Management

(Ministry of Food Processing Industries)
3rd Floor, AMDA Building,
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Call for Expressions of Interest from reputed agencies for “**selection of an agency to handle the total operation of admission of students in National Institute of Food Technology Entrepreneurship and Management (NIFTEM)**” for the UG course [B Tech (Food Technology)] for first academic year 2010-11

National Institute of Food Technology Entrepreneurship and Management (NIFTEM) is being established on a 100 acre plot at Kundli, District Sonapat, Haryana, as an international center of excellence to cater to the needs of various stakeholders such as entrepreneurs, industry, exporters, policy makers, government and existing institutions of the food processing sector. The Institute will be an apex institute in the field of Food Science and Technology that will integrate all facets of Food Technology, Entrepreneurship, Research and Management and be recognized as the focal point for catalyzing the growth of the food processing industries in India vis-à-vis global scenario.

NIFTEM intends to entrust the work for selection of students for admission in UG course for the first year to an agency who have first hand experience of conducting similar assignment for Technical Educational Institutions in the country.

The detailed CEI document indicating the scope of work, qualifying requirements, bidding forms and procedure for submission of proposal for CEI can be obtained till **23.06.2010** by 5.00 P.M. from **Sh. S.K Mohanty, Under Secretary, NIFTEM, 3rd Floor, AMDA Building, 7/6 , Siri Institutional Area, August Kranti Marg, New Delhi-49 (Contact No. 011-26497131)** on payment of Rs. 10,000/- by DD/ Pay Order payable at New Delhi in favour of “**National Institute of Food Technology Entrepreneurship and Management**”. The notice is also available at the website of Ministry of Food Processing Industries at <http://mofpi.nic.in>. **A Pre-bid meeting of all those people who would have purchased/downloaded the bid document and have deposited the document fee of Rs.10,000/- by 23.06.2010 will be held on 24.06.2010 at 11.00 A.M. in NIFTEM’s office at above mentioned address.** The Technical Bid and Financial Bid may be submitted separately to NIFTEM, 3rd Floor, AMDA Building, 7/6, Siri Institutional Area, August Kranti Marg, New Delhi-49 **on or before 30.06.2010 by 4.00 P.M. A Drop box has been earmarked for the purpose is kept at Reception of NIFTEM office.** The Technical Evaluation Committee will shortlist the bidders on the basis of evaluation selection procedure and call them for presentation before the Selection Committee. NIFTEM reserves the right to accept or reject any or all the offers at any stage of the process without assigning any reasons thereof and no claim/dispute on this aspect shall be entertained.

Sudhir Kumar
(Officer on Special Duty)
Director, MFPI
Tel No.26492248
Fax No. 26497203

INSTRUCTIONS TO THE APPLICANT

Background

National Institute on Food Technology Entrepreneurship and Management (NIFTEM) , Kundli District Sonepat ,Haryana has its registered office at **3rd ,floor, AMDA Building,7/6, Sirifort Institutional Area, August Kranti Marg, New Delhi 110049**. The Institute intends to start its activities from the academic year 2010-11.

2. The proposed mandate of the institute is as under:
 - (a) promote cooperation and networking amongst existing institutions, create a complete data base on resources and bring in international best practices for improving the food processing sector,
 - (b) Undertake frontier and inter disciplinary research in areas of relevance to the sector,
 - (c) cooperate in setting standards, protocols for testing of food products, provide industry friendly short-term courses, regular degree and management courses, & Ph.D programmes, for developing HRD resources for the food processing sector,
 - (d) To interact and work with all stakeholders, namely, industry, Government and consumers and guide the growth of the food processing sector.

3. NIFTEM will entrust the work of selection of students for admission in the UG course for the academic year 2010-11 to an agency who have past experience in undertaking similar work successfully for technical educational Institutions/universities.

4. **Scope of work**

The broad Scope of work for selection of students for admission in UG course **Annexure I**.

5. **Applicant Status & Eligibility**

The applicant may be a single entity or a multiple entity/consortium coming together to execute such projects. Consortium as a whole must have extensive experience in similar work, able to meet global standards and meet the qualifying requirements as stipulated below. The Principal applicant should qualify the eligibility criteria.

- The agency should have a minimum **three** years experience of conducting examination /interviews for selection of students for UG/PG Degree courses for a Technical Educational Institution.

- The agency should have executed **two** assignments for Technical educational institutions set up by Govt. of India /State Governments, under society Act/ Trust Act or under the Act of Parliament. would be given preference.
- Should have a minimum annual turnover of **Rs.25 crore (Rupees Twenty Five Crore)** during the last three years to be supported by audited Balance Sheets, P/L A /C, Receipt and Payment A/C.
- Should have adequate technically qualified and well-experienced in-house resource base for undertaking the job.
- The agency should have the ability to collect relevant data/information required for the purpose without imposing any responsibility on NIFTEM.
- The applicant must have service tax registration and should be income tax assessee.
- The applicant should furnish an undertaking to the effect that it has not been black listed in India or abroad.
- Should submit EMD of Rs.1, 00,000/- along with application.
- The agency should be an agency registered either under Indian Companies Act or Societies Act/Trust Act.

6. Authorized Signatory

The 'Applicant' mentioned in the CEI document shall mean the one who has signed the CEI document forms. The applicant should be the duly Authorized Representative, for which a certificate of authority will be submitted. All certificates and documents (including any clarifications sought and any subsequent correspondence) received thereby, shall, as far as possible, be furnished and signed by the Authorized Representative.

7. Bid processing fee & Availability of CEI

The CEI document can be obtained till **23.06.2010** by 5.00 P.M. from **Sh. S.K. Mohanty, Under Secretary, NIFTEM, 3rd Floor, AMDA Building, 7/6 , Siri Institutional Area , August Kranti Marg, New Delhi-49** with a non-refundable payment of Rs. 10,000/- by DD/ Pay Order payable at New Delhi in favour of "**National Institute of Food Technology Entrepreneurship and Management**". Alternatively, the document may be directly downloaded from the websites of Ministry of Food Processing Industries at <http://mofpi.nic.in>. In the event the document is downloaded from the website the prospective applicant shall furnish a Demand Draft/Banker's cheque for Rs. 10,000/- only drawn in favour of "**National Institute of Food Technology Entrepreneurship and Management**" on or before **23.06.2010**. A Pre-bid meeting of all those people who would have purchased/downloaded the bid document and deposited the document fee of Rs. 10,000/- by way of a bank draft by **23.06.2010** will be held **on 24.06.2010 at 11.00 A.M.** in NIFTEM's office at above mentioned address to discuss the scope of assignment,

responsibilities of either parties or any other detail so that there is no ambiguity later on at the time of submission of Technical/Financial Bid. The Sealed Technical Bid and Financial Bid may be submitted to NIFTEM, 3rd Floor, AMDA Building, 7/6, Siri Institutional Area, August Kranti Marg, New Delhi-49, **on or before 30.06.2010 by 4.00 P.M. in the dedicated Box earmarked for the purpose.**

The technical bids received up to **30.06.2010** at 4.00 P.M. would be opened in the presence of bidders on **30.06.2010** at 5.00PM. Thereafter, the technical bids shall be evaluated by a Technical Evaluation Committee constituted for the purpose. After evaluation of the technical bids based on the procedure given at Annexure II, all the bidders shortlisted on the basis of their technical bids would be requested to make a detailed presentation regarding their qualifications, experience and the proposed concept and plan before the Selection Committee on **05.07.2010** at 11.30 A.M.

8. EMD & Submission of Bids

8.1 The applicant should submit their proposal along with a Demand Draft/ Banker Cheque of **Rs. 1,00,000/- (Rupees one lakh only)** in favour of **“National Institute of Food Technology Entrepreneurship and Management”** payable at New Delhi. The bids shall be submitted in two sealed envelopes. The envelopes may be superscribed as Application invited from reputed agencies for undertaking **“Selection of Students for UG courses in NIFTEM -Technical Bid** and **“Selection of Students for UG courses of NIFTEM - Financial Bid”** respectively. The Technical Bid shall contain all relevant papers/details. The financial bid should be inclusive of all expenses for design development and selection of student, including taxes and should clearly state the bid amount and taxes, etc.

8.2 The terms of payment would be as under:-

- ⇒ 20% as advance on award of work.
- ⇒ 30% after submission and acceptance of concept and work plan for the admission process of students.
- ⇒ 30% after completion of selection of students.
- ⇒ 20% after admission of students..

9. Documents to accompany CEI

9.1 The applications shall be complete with the following documents:

- Expression of Interest in Form –I.

- Details of experience in conducting similar projects in the past (give full details indicating name of the institution, name of the course for which test was conducted, completion certificate from the concerned Institutions etc) in Form-II
- Details of Financial status of the applicant in Form –III.
- Details of educational qualification and experience of the team to be deputed for the project - Form- IV.
- Any other information sought in the scope of work.

9.2 The applicant, in addition to furnishing complete information in the Forms appended with the documents, shall furnish a detailed document titled 'Action Plan' which will comprise of proposed approach, methodology & work plan for rendering the services asked for. The work plan shall include full justification for procedures to be adopted. A time schedule for carrying out the each component of the assignment is also to be indicated on weekly basis along with manpowers deputed for the job assigned.

9.3 Every sheet and all forms complete in all respects shall be signed by the person/ persons duly authorized to sign on behalf of the applicants with affixing the applicant's rubber stamp. The Power (s) of Attorney supporting/authorizing of the signatory shall be enclosed with the offer. Any / all corrections made in the offer shall be duly authenticated by the signature of the Authorized Signatory.

10. Amendment to CEI

At any time prior to the last date for receipt of bids, NIFTEM, may for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, modify the CEI Document by an amendment. In order to provide prospective applicants reasonable time in which to take the amendment into account in preparing their bids, NIFTEM may, at its discretion, extend the last date for the receipt of Bids and/or make other changes in the requirements set out in the CEI.

11. Evaluation

The procedure of evaluation of the applications is indicated at **Annexure-II**.

12. Time Period

The entire work for selection of students would be completed in two months. A penalty of 1% will be imposed on each week's delay in work.

13. Technical Presentation

Once the bids are evaluated, the shortlisted agencies may be required to make a presentation before a committee so constituted for the purpose. Brief intimation will be made to the selected agencies.

14. Rejection of CEI

The application is liable to be rejected if:

- a) The application is not covered in proper sealed cover with superscription as indicated in para 8.
- b) Not in prescribed form and not containing all required details.
- c) Not properly signed.
- d) Received after the expiry of due date and time.
- e) Offer is received by telex, fax, telegram or e-mail.
- f) Bid received without payment of the cost of CEI document (Rs. 10,000/-) if downloaded from website.
- g) The EMD of Rs. 1, 00,000/- is not enclosed with the Bid.

Further, applicant is required to furnish a declaration regarding exclusion criteria strictly in the format as given at Annexure-III

15. Refund of EMD

The EMD of the successful bidder will be retained in NIFTEM and that of others will be returned. The successful bidder is required to finalize the payment terms with the NIFTEM and sign an MOU for the proposed work.

16. Disclaimer

16.1 NIFTEM shall not be responsible for any late receipt for any reasons whatsoever. The applications received late will not be considered and returned unopened to the applicant.

16.2 NIFTEM reserves the right

- To reject any / all applications without assigning any reasons thereof.
- To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of NIFTEM without assigning any reasons thereof.
- To include any other item in the Scope of work at any time after consultation in the pre-bid meeting or otherwise.

PRE-QUALIFICATION CRITERIA

1. Preliminary examination for the applications

1.1 NIFTEM shall examine the applications to determine whether they are complete, whether the documents have been signed as indicated in this document, whether all Forms as asked have been filled in properly, whether applications are generally in order and all information as indicated under various clauses have been furnished.

1.2 NIFTEM reserves the right to waive minor deviations in the Bid application if they do not materially affect the capability of the bidder to perform the contract.

1.3 Prior to detailed evaluation process, NIFTEM shall determine the substantial responsiveness of each application to the Invitation documents. A substantially responsive bid is one which conforms to all the terms and conditions of the Invitation document without any material deviation. A material deviation is one which limits in any way responsibilities and liabilities of the bidder or any right of the employer as required in this document. NIFTEM may waive any minor infirmity or non-conformity in an application which does not constitute material deviation. Non-responsiveness shall run the risk of rejection.

1.4 The evaluation shall be carried out on the basis of data available in the application documents received from the bidder in the first instance. No account will be taken of any further documents or clarifications or any such additional information furnished subsequently by the bidder. However, NIFTEM reserves the right to call for such clarifications confined in scope to the contents of the application, should such a clarification become necessary for proper judgment in evaluation.

2. Eligibility

- The agency should have a minimum **three** years experience of conducting examination /interviews for selection of students for UG/PG Degree courses for a Technical Educational Institution..
- The agency should have executed **two** projects for Technical educational institutions set up by Govt. Of India /State Governments, Technical Institutions set by Govt. either under society Act/ Trust Act or under the Act of Parliament would be given preference.
- Should have a minimum annual turnover of **Rs.25** crore (Rupees Twenty five crore) during the last three years to be supported by audited Balance Sheets, P/L A /c, Receipt and Payment A/c.
- Should have adequate technically qualified and well-experienced in-house resource base for undertaking the job.
- The agency should have the ability to collect relevant data/information required for the purpose without imposing any responsibility on NIFTEM
- The applicant must have service tax registration and should be income tax assesses.
- Should submit EMD of Rs.1,00,000/- along with application.
- The agency should be a agency registered either under Indian Companies Act or Societies Act/Trust Act.

- The applicant should furnish an understanding to the effect that it has not been black listed in India or abroad.
- Confidentiality/Dependability & efficiency will be one of the main criterion of selection.

SCOPE OF WORK

NIFTEM invites experienced agencies of repute with experience in student selection through written test, Group discussions and interviews for admission to under graduate Technical courses in Indian institutions / Universities and to seek the technical and financial bids to provide such turnkey services for admission of students in the courses.

2. The targeted group of students would be student who have passed their 10+2 Examination or appeared in the final year examination of 10+2 of State/ Central Boards of Secondary Education but result is awaited. Candidates with the subjects Physics, Chemistry and Mathematics with Biology/ biotechnology are eligible for taking admission for B.Tech (Food Technology).

i) Nomenclature of the courses for which admission is to be made: **B.Tech (Food Technology)**

3. There will not be any specialization at the B.Tech level. The course curriculum will have core courses which will be a combination of basic sciences and engineering courses, general courses including organizational behaviour, management skills and English language. Electives will offer the specialization papers in the final year .

4. Number of students to be selected would be 100 in the first year from academic session 2010-11.

5. Selection of student to be made from the list of **IIT/ AIEEE/ AIPMT (All India Pre-medical/Pre-Dental Entrance Examination) /CPMT(Combined Pre- Medical Test) / Bio-medical Science/ Biotechnology aspirants** in the first year.

6. Students who wish to apply for the UG courses offered by NIFTEM have to fill all the required details in the online application form / Admission brochure with attached form otherwise to be sent through mail by post/courier before date of final submission. The online application will include the personal details of students, academic details, achievements. Each student is to be provided an ID and password on registration which will be used for further communication from both the ends. The online application details will provide flexibility to students to fill their entrance score and 12th class marks, update the achievements, other personal details and make necessary corrections in case of incorrect submission of details within the prescribed time frame.

7. The admission process will be notified on the website of the NIFTEM. The results of number of students applying and the area from which applying will be communicated to NIFTEM on weekly basis.

8. The interviews/discussion details to be held as per desired location of the students. (At least one location in each State may be chosen)

9. Online admission details to be submitted by the students may be as under.

- 1) Personal information (Name, DOB, Address etc)
- 2) Parents Information.

- 3) Details of entrance educational qualification (only marks)
- 4) Extra curriculum activities.
- 5) Recommendation from school
- 6) Details of entrance examination through which the students want to apply.
- 7) Details of the ranks and score obtained in the entrance examination.

10. Agencies applying/Submitting technical bid may submit their criteria along with details separately also.

11. The above scope of work is not exhaustive. NIFTEM reserves the right to make any changes subsequently depending upon requirement and circumstance.

EVALUATION PROCEDURE

70% of weightage shall be given to the technical bid and 30% of weightage will be given to financial bid. The technical bid will carry maximum marks of 100 and each activity will carry maximum marks. The maximum mark for each activity of technical bid is given below.

(1) The technical bids will be scrutinized on the basis of the eligibility criteria. Thereafter, the short listed bidders would be required to make presentations and /or written submissions to a technical committee of officer .The presentation will broadly cover the following: -

	Max. Marks
a) The background of the organization.	10
b) Details of such major previous work during the last 3 years	20
c) Passed experience in carrying out similar work in related sectors	10
d) Methodology to be adopted for completion of the work.	10
e) Time schedule for implementation.	10
f) Details of technology, software to be employed.	10
g) Technical and managerial capability of the organization and the Project team.	20
h) Details of data collection indicating the methodology of data Collection, sources time schedule etc.	5
i) Turn over for last three years Net Profit figure for last 3 years	5

(2) The financial bids of only those agencies will be opened who score minimum of 50 marks in the technical bids. The cost evaluation will be done under Combined Quality cum Cost Based System and the bidder who scores highest marks will be selected.

APPLICANT'S DECLARATION REGARDING THE EXCLUSION CRITERIA

To be completed and signed by the applicant and to be included in the CEI application

National Institute for Food Technology Entrepreneurship & Management

(Ministry of Food Processing Industries)

3rd Floor, AMDA Building,

7/6, Siri Institutional Area, August Kranti Marg,

New Delhi-110 049

Ref: Call for Expressions of Interest from reputed agencies for **“selection of an agency to handle the total operation of admission of students in National Institute of Food Technology Entrepreneurship and Management (NIFTEM)” the UG course [B Tech (Food Technology)] for the academic year 2010-11**

Candidates shall be excluded from participation in a procurement procedure if:

1. They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matter, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
2. They have been convicted of an offence concerning their professional conduct by judgment which has the force of res judicata;
3. They have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
4. They have not fulfilled obligations in respect of payment of social security contribution or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is performed;
5. They have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the communities' financial interests;
6. Following another procurement procedure or grant award procedure financed by the community budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

In response to your call for expression of interest, I/We hereby declare that I/we:

- Am/are not in any of the situations excluding me/us from participation contracts (and will produce the corresponding certificates if so requested)
- Agree to abide by the highest ethical standards in the profession and, in particular, have no potential conflict of interest;
- Will inform the Authority immediately if there is any change in the above circumstances at any stage during the tender procedure or during the implementation of the project;
- Fully recognize and accept that any inaccurate or incomplete information deliberately provided in this tender may result in my/our exclusion from this or other contracts funded by the Authority

(Signature of the applicant or of authorized representative)

Letter CEI Proforma

To

National Institute for Food Technology Entrepreneurship & Management

(Ministry of Food Processing Industries)

3rd Floor, AMDA Building,

7/6, Siri Institutional Area, August Kranti Marg,

New Delhi-110 049

Sub: Call for Expressions of Interest from reputed agencies for **“selection of an agency to handle the total operation of admission of students in National Institute of Food Technology Entrepreneurship and Management (NIFTEM)” the UG course [B Tech (Food Technology)] for the academic year 2010-11**

Sir,

The undersigned having read and examined in detail all the CEI documents pertaining to the proposals for selection of students for admission in the UG course for the first academic year do hereby express the interest to do the work as specified in the scope of work.

2. Correspondence details:

1.	Name of the applicant/ applicant Company	
2.	Address	
3.	Name, designation & address of the person to whom all references shall be made in case of applicant is a Company	
4.	Telephone (with STD code)	
5.	Mobile No. of the contact person	
6.	E-mail of the contact person	

7.	Fax No. (with STD code)	
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3. Documents forming part of CEI

We have enclosed the followings:

- Expression of Interest in Form –I.
- Details of experience in conducting examinations /in terms for selection of students for admission in various courses Form-II
- Details of Financial status of the applicant in Form –III.
- Details of educational qualification and experience of the team to be deputed for project - Form- IV.
- Any other information sought in the scope of work.

4. I/ We hereby declare that my/ our CEI is made in good faith and the information contained is true and correct to the best of my/ our knowledge and belief.

Thanking you,

Yours faithfully,

(Signature of the Applicant)

Name:

Designation:

Seal:

Date:

Place:

Witness:

Signature _____

Name _____

Address _____

Date _____

**DETAILS OF EXPERIENCE IN SELECTION OF STUDENT FOR ADMISSION IN THE UG COURSE FOR THE
FIRST ACADEMIC YEAR**

- A. Technical Educational Institutions for which the applicant has worked for selection of students for admission in
B. Tech level courses during the **last 3 year**

Sl. No	Name & address of the client	Date of start of the work	Date of completion	Website Address	Any other information
1					
2					
3					
4					

- B. Technical Educational Institutions in which the applicant is performing the work for selection of students for admission in B. Tech level course : -

Sl. No	Name & Address of the Client	Date of starting the work	Period of work to be completed	Any other information
1				
2				
3				

Date: -

Place:-

(Signature of Applicant)

FINANCIAL STATUS OF THE APPLICANT

Fill in the blanks for each of the last three fiscal years, duly certified by Chartered or Public Accountant or Chamber of Commerce or Banks.

	2006-07	2007-08	2008-09
1. Share Capital (INR)			
2. Paid up Capital (INR)			
3. Free Reserve (Gross) (INR)			
4. Unallocated Balance Surplus (INR)			
5. Expenses not written-off (INR)			
6. Total assets (INR)			
7. Total liabilities (INR)			
8. Current credit resources (INR)			
9. Contingent Liability (INR) (give in details)			
10. Total profit before tax (INR)			
11. Total profit after tax (INR)			
12. Total loss (gross) (INR)			
13 Turnover from contracting during the financial year (INR)			
14. Bank References and address			

(Place & Date)

(Name & Signature)

DETAILS OF EDUCATIONAL QUALIFICATION OF THE TEAM

Sl. No	1	2	3	4
Name				
Date of Birth				
Profession				
Nationality				
No. of service Year with the applicant				
Key Qualification *				
Experience Record \$				
Any important information				

* Under Key Qualification, outline the person's academic qualification and other special education, training etc.

\$ list all position held by the person since graduation, giving dates, name of employing organization, position held.

Date.

Place

(Signature of Applicant)