



भारतीय विदेश व्यापार संस्थान  
(मानित विश्वविद्यालय)  
**INDIAN INSTITUTE OF FOREIGN TRADE**  
(DEEMED TO BE UNIVERSITY)  
(AN AUTONOMOUS INSTITUTE OF MINISTRY OF COMMERCE & INDUSTRY)



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**CORRIGENDUM NO. 1 TO TENDER No. Adms.7 (D)/ (2)/2023, Dated: 13-09-2023**

Ref: Adms.7 (D)/ (2)/2023

Dated: 21.09.2023

**Corrigendum for Date Extension in Tender Submission Date & Other**

This notification for Extension of Tender Submission Date is in continuation of the Invitation of Tender for Online Admission Management Services.

Since, the Institute has received request for date of extension, this is to inform that the Institute has extended the closing date for submission of tender from **22-09-2023 to 25-09-2023 by 02:30 PM**. The technical bid opening will be on **25-09-2023 by 3:00 PM**.

"Enquiry/lead" mentioned at point no.21 of the Scope of Work at page no.12 of the Tender Document stands deleted.

In addition to above, based on the queries received from one of the prospective bidder following modifications/additions are made in the Tender Document mentioned below:

S. No.	Page No.	Tender Document Reference Number	Content of Tender Doc. for Clarification	Points for Clarifications or Suggestions	Comments from IIFT
1	2		Tender Submission Date	We request that post release of the Pre-bid Queries response –Vendors be given 7-10 working days to work on the Tender documents –hence to please extend the submission date accordingly in case of a delay in release of the Pre-bid queries Response Also from this is a very short notice for a Tender - as per CVC guidelines vendors should be given minimum 21 days time for the submission so that they sufficient time to plan and put together the documents	Date extended from 22/09/23 (Friday) to 25/09/23 till 2.30 PM

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2	4	16	Credit period	(or the credit period as negotiated by the business team) from the date of invoice. In case the customer does not pay the undisputed amounts within 30 days (or the credit days agreed), the same shall be constituted as an EVENT OF DEFAULT by customer. A notice of EVENT OF DEFAULT will be issued with a cure period of 15 calendar days (this is to be included only if there is a cure period made available to us for our EVENT OF DEFAULT) and in the event the EVENT OF DEFAULT is not cured within the cure period given, the service provider has a right to terminate the contract without any further notice.	No Change
3	2		Submission , EMD and Tender fees	Please confirm that there is no Tender fees? We request to please allow bidders to submit a Bid Declaration form instead of the EMD amount	No Tender Fees Not Agreed to allow bidders to submit a Bid Declaration form instead of the EMD amount.
4	5		Similar proofs	As this favours only a specific Vendor - we request you to please change this to : Clients : Experience of providing services (past five years) IIMs/IITs/Top 25 B-Schools as per NIRF 2023 ranking/ Govt / PSU High Stakes exams : -15 marks Central / State universities / Govt. Organisations : 10 marks Other HEIs : 05 marks	No Change
5	5		Evaluation Criteria -Point 3	To be fair to all vendors and also because client typically does not mention the Contract value in the Work order that can be given as Proof -also we assume this refers to conduct of CBT Exam We request to please this point to : Completion Certificates for successful Implementation of the Online Admission Management System + Conduct of CBT in last Five years :- (5 Proofs each of work Order > 50000 Candidates ) 2 marks each (2 Proofs Marks for each work Order > 1 Lakhs) - 5 marks each (1 Proof of work Order > 10 Lakhs candidates -10 marks)	There would be no CBT. Evaluation Criteria as per the Tender Document.
6	5		Only those firms who will secure minimum 30 marks (60%) in evaluation of technical will be considered for Opening of Financial Bid. IIFT Decision will be final for evaluation of Technical Bids	We request to please change this to QCBS of 70:30 as Technical capability should be given more focus	No Change
7	10		Format	We request to please change this to : Format for clients details of last five years Client Name (Higher Education Institute /University/ Govt /PSU)	No Change
8	16		Financial Bid Format	We assume that the Per Registered Candidate rate quoted would be Per Scheduled candidate per session, per stage Admit card issued - pl confirm We assume that the Rate quoted will be without Covid Precautions - this would be chargeable extra if incurred Please confirm the Financial Bid format ? We assume that GST would be quoted extra as this is a multi year contract - any hike in the rate would be accordingly borne by the client	Please refer to the Financial Bid at page no.16 of the Tender Document
9	11	4	Generate unique login ID, password and application number for each candidate as per Institute's nomenclature and send these details automatically on the registered e-mail ID of the applicant.	DLT registration under IIFT's purview.	Details to be send by email only (please refer point no.4 of the Scope of Work at page no.11).
10	11	7	Candidates should be able to move on to next step, only after completing and saving the details of previous steps. Also they should be allowed to fill the application form in single as well as multiple sessions.	The candidate will not be able to edit the details after final submission on the preview page.	Not Agreed
11	11	9	Support for Online payment. Seamless integration with the payment gateway of IIFT	Please confirm if IIFT's existing payment gateway will be integrated with NSEIT's software or NSEIT will source the payment gateway for integration.	IIFT will provide the details of payment gateway

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12	11	12	Provision of a login based interface/Admin Panel for admission office that allows making any correction in the application form already filled by the applicant, download reports on daily /weekly basis etc.	Dashboard will be provided to access the candidate count. However, please clarify on the editing part of the point.	IIFT needs the right to correct the application form.
13	12	16	Technical support should be available on all days 24X7 basis, in case the candidate faces any technical issues while filling up the application form, payment etc.	Helpdesk Support for the Registration portal will be available from Monday to Saturday between 9 am to 6 pm. Please clarify on technical support requirement.	No Change
14	12	21	Generation of real-time information to Institute users for all the transactions such as Enquiry /Lead / User Registration, Application Submission, Payment Submission, etc.	Dashboard would be provided to IIFT wherein candidate details will be made available to the institute users on a near real time basis. The details would contain profile initiated, application submitted, application submitted - paid in form of different reports. Please clarify on the enquiry/lead point.	" Enquiry/lead" mentioned at point no.21 of the Scope of Work at page no.12 of the Tender Document stands deleted
15	12	24	Provision to generate customized analytics in graphical format. Example: Applicant Count based on City, Category, etc.	Details would be available in report format.	No Change
16	12	25	Provision to download Images/Signature/Payment reconciliation details in Bulk of the applicant	Data will be shared with IIFT over a secure link post portal closure.	please refer point no.12 of the Scope of Work at page no.11 of the Tender Document
17	11	11	Ability to log-in to any submitted application for viewing/printing the summary of details filled in and to manage password if required)/provision for correction by applicant (till date and time of submission of application form) after proper authentication.	We assume that candidate will be allowed to edit the application till respective candidate has submitted the form or last date of application which ever is earlier, kindly confirm	Correction is allow till last date of application
18	11	12	Provision of a login based interface/Admin Panel for admission office that allows making any correction in the application form already filled by the applicant,	We propose not to have feature with admin to change candidate filled application, view only feature can be provided, kindly ammend the rfp accordingly	No change
19	11	13	Real-time viewing dashboard for both Institute Users and Students/Applicants.	What is expected in candidate/ student dashboard from the real time perspective, request to elaborate	Status of their application form.
20	11	14	The system should be capable of restricting duplicate registrations, entry of incorrect mobile number etc. into application window.	We assume restricting duplicate candidates basis mobile no. and email id will suffice the requirement, kindly confirm	Yes
21	12	19	Powerful search engine for searching and listing of application (using basic and advanced search criteria. Option to download such selected data in bulk)	As per RFP requirement we will share the candidate data in excel which can be then extensively used by client for searching, kindly confirm this will suffice the requirement	Option of searching of application of any candidate should also be available during the application process for any correction (if required), check the status etc.

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22	12	20	The Application registration module should be enabled with the AutoSaved feature before the final submission to avoid any loss of data.	Provision to retain the application uptill last saved stage will suffice the requirement, kindly confirm	Autosaved features should be there till the last stage of application, which has been filled by the candidate.
23	12	21	Generation of real-time information to Institute users for all the transactions such as Enquiry /Lead /	Request to further elaborate the requiriment of Enquiry and Lead	As replied above at sl. no. 14.
24	3	12	Performance Bank Guarantee	Request client to consider the following: The bidder shall be given an opportunity of making a representation and of a personal hearing before forfeiture of PBG. The cause for failure to discharge the contractual obligation or negligence should be directly & solely attributable to the successful bidder. The successful bidder shall be given a cure period of 30 days to rectify the breach.	No Change Please refer sl. no. 20 at page 5 of tender document
25			Penalty	Request client to consider the following: i) The penalty shall be imposed on the bidder only if the cause for such penalty is directly and solely attributable to the Agency. ii) The total cumulative Penalty imposed on the bidder shall not exceed 10% of the total invoice of the particular service of the respective Order for which the penalty arises. iii) client shall raise its concerns or objections to the Bidder/Service Provider within 30 days of the services provided. PU shall not impose any penalty/ damages on the Service Provider if no objections are raised within the stipulated period. iv) The Bidder shall be given a cure period of 30 days to rectify/remedy any defaults / defects / shortcomings penalty before imposition of any penalty or termination of contract. v) Any penalty/ damages shall be for proven defaults, solely and directly attributable to the bidder. vi) The Penalty/ damages shall be levied only if there is any deviation from the SOP, which, upon the award of the contract, both parties shall prepare in detail for provision of services and which shall form a part of the Agreement. vii) The bidder shall be given an opportunity of making a representation and of personal hearing before final imposition of penalty. viii) An escalation matrix should be mutually decided between both the parties.	No Change
26			Liquidated Damages	request client to consider the following:- i) The LD shall be imposed on the bidder only if the cause is directly and solely attributable to the Agency. ii) The total LD imposed on the bidder shall not exceed 10% of the total invoice of the particular service of the respective Order for which the damage arises. iv) The bidder shall be given an opportunity of making a representation and of a personal hearing before forfeiture of security. The cause for failure to discharge the contractual obligation or negligence should be directly & solely attributable to the successful bidder. The successful bidder shall be given a cure period of 30 days to rectify the breach.	No Change
27			Force Majeure	Request client to consider the following:- Neither party shall be liable for any delay or failure in performing any of its obligations hereunder, if such delay or failure either wholly or partly is due to Force Majeure conditions such as floods, earthquakes or other acts of God, or any acts of governmental body or public enemy, wars, riots, embargoes, epidemics, pandemics, fires or any other causes, circumstances or contingencies beyond the control of such party. The party affected by such Force Majeure condition shall forthwith notify the other Party/Parties, of the nature and extent thereof, in writing, within seven (7) days after the occurrence of such Force Majeure condition and shall, to the extent reasonable and lawful under the circumstances, use best efforts to remove or remedy such cause with all reasonable dispatch. If the Force Majeure condition in question prevails for a continuous period of one (1) month, the parties affected by	No Change

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				such condition shall enter into bona fide discussions with a view to alleviating its effect on this Agreement by agreeing to such alternative agreement as may be fair and reasonable.	
28	5	20 (b)	Arbitration	Request client to consider the following: If the dispute between the parties does not resolve mutually, the same shall be submitted to Sole Arbitrator appointed mutually by the parties and the proceedings shall be conducted as per Arbitration and Conciliation Act, 1996	No Change
29	4	17	Termination of Contract	Request client to consider the following: Each party shall reserve the right to terminate the contract for reason of convenience by giving a written notice of not less than 30 days to the other party. Further, request client to consider the following:- The bidder shall be given an opportunity of making a representation and of a personal hearing before termination. The cause for failure to discharge the contractual obligation or negligence should be directly & solely attributable to the successful bidder. The successful bidder shall be given a cure period of 30 days to rectify the breach.	No Change
30	4	18	Payment Terms	Request client to consider the following: Payment of all undisputed invoices shall be made by the Client within a stipulated period of thirty (30) days from the date of invoice raised by NSEIT. Any unpaid invoice shall be constituted as Event of Default (EOD) by the Client. A fifteen (15) days written notice of EOD shall be issued by Service Provider to the Client, providing a cure period for the stipulated time. In the event of non-payment of the invoice amount within the cure period, Service Provider shall have the right to terminate the Contract effective immediately, without any further notice.	already reply given at sl.no.2 above
31			Assignment and sub-contracting	Request client to consider the following: The successful bidder shall reserve the right to Assign or sub contract a part of the contract with prior written approval from client.	Not Agreed
32			Indemnity	Request client to cap the total cumulative Indemnity of the successful bidder at 10% of the Invoice value for the particular service giving rise to such indemnity.	Tender document may be followed
33			Opportunity of Personal Hearing	Request client to consider the following: The service provider shall be provided an opportunity of personal hearing/ Representation to represent the facts before imposition of any penalty/liability or blacklisting.	Tender document may be followed
34			Intellectual Property Rights	Request client to consider the following: Each Party shall continue to be the owner and hold their respective Intellectual Property Rights. The rights, title and ownership of the IPR shall not be transferred. The source code of the software shall belong to the software provider. Provision of license for the use of the software for the required term can be discussed between all the parties.	Tender document may be followed

**Note: This Corrigendum will form an integral part of this Tender document.**

Yours faithfully,

*M. S. S. S.*

**Assistant Registrar (Academics)**

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