National Institute of Food Technology Entrepreneurship and Management (NIFTEM)
An Institute of National Importance (INI) under Ministry of Food Processing Industries, GOI
Plot No 97, Sector-56, HSIIDC Industrial Estate, Kundli-131028, District-Sonepat (Haryana)
Phone No. 0130-2281057, Website: www.niftem.ac.in

Ref. No: ESTT-12013/2/2025-EII/449/11 **Dated: 07.08.2026**

EXPRESSION OF INTEREST (EOI)

SUBJECT: EOI FOR EMPANELMENT OF AGENCY FOR CONDUCTING WRITTEN EXAMINATION FOR DIRECT RECRUITMENT OF VARIOUS NON-TEACHING REGULAR POSTS AT NIFTEM-K.

National Institute of Food technology entrepreneurship and management (NIFTEM) was conceptualized by the Government of India on persistent demand of the food industry to have an apex organization as a '**One-Stop Solution Provider**' for various problems of the food sector. The Institute is an autonomous body under the Ministry of Food Processing Industries, Government of India as National Institute of Importance (INI). The Institute is spreading over of 100 acres at a prime location in close proximity of North Delhi, Kundli, at Delhi-Haryana border. The Institute aims to become an International Centre of Excellence which integrates technological, managerial and behavioral aspects of the Indian Food Processing Industry with a clear objective of catapulting the sector to the Numero Uno position in the world. NIFTEM strives to cater to the needs of various stakeholders such as entrepreneurs, industries, exporters, policy makers, government and other existing institutions. Primarily, it aims to produce world-class business leaders, develop competitive processes and technologies recognized globally, and initiate best practices in the area of food technology, entrepreneurship and management.

For and on behalf of NIFTEM-Kundli, online EOI (Two bid system) are invited on CPPP e-Procurement website i.e. https://eprocure.gov.in/eprocure/app from eligible agencies at NIFTEM Campus Kundli, Distt.- Sonepat, Haryana

Important Date & Time

S.N.	Particulars	Important Dates	Time	EMD	EOI processing Fees
1.	Issue of EOI documents	07.08.2026	02.00 PM	**20,000/-**	**₹ 590/- (500/- + GST@18%)**
2.	Pre-bid Meeting	10.08.2026	03.00 PM		
3.	Bid submission start date and time	12.08.2026	04.00 PM		
4.	Last date & time for submission of EOI	20.08.2026	02.00 PM		
5.	Date & time of opening of Technical Bids	21.08.2026	03.00 PM		
6.	Date & time of opening of Financial Bids	Will be intimated separately to the successful bidders			

1) **EMPANELMENT:** NIFTEM, Kundli, seeks EOI from an agency for empanelment for initially of one year for conducting written examination for direct recruitment of various non-teaching regular posts detailed at **Annexure – I**, at NIFTEM-K, as per the following terms and conditions of the Expression of Interest (EOI) :

(i) Agency has to submit the technical bid and financial bid on CPP Portal.

(ii) Registered companies or firms with at least 03 years of experience in conducting online CBT for government, PSUs, or national-level institutes can apply.

2) SCOPE OF WORK:

The selected agency will be responsible for the end-to-end management of the recruitment examination, including but not limited to:

a. Syllabus Preparation

i. Preparation of scheme of examination for Part-A. **Syllabus Part-A- Annexure-II**
ii. Preparation of syllabus/scheme of examination (Part-B: Domain knowledge) exam.
iii. Ensure that the syllabus and scheme details are communicated to the candidates at least 30 days before the examination.

b. Setting of Question Paper: Secure and confidential preparation of question papers as per the prescribed syllabus and job requirements.

c. Examination Arrangements: Conducting **Computer Based T or OMR-based** written examinations in a transparent and efficient manner.

d. Venue Arrangements: Identification, booking, and management of examination centres across required locations.

e. Candidate Registration & Admit Card Issuance: Managing applications, registration, solving of applicants' grievances, and issuance of hall tickets.

f. Exam Supervision & Security: Ensuring strict security measures to prevent malpractices, including biometric verification, CCTV surveillance, etc.

g. Evaluation & Result Preparation: Swift and transparent evaluation of answer sheets and preparation of merit lists after compilation of results.

h. Final Reporting & Handover: Submission of a final report, including shortlisted candidates, answer key, and scorecards **including all the relevant data in hard as well soft copies. Further, the bidder will ensure** for Encrypted data handling and No third-party data sharing.

i. Time completion: The entire recruitment process must be completed within three months from the date the work is awarded**.**

A. Rejection Criteria:

The application is liable to be rejected if:

a. The proposal is not submitted as per the requirements indicated in the EOI.

b. Not in the prescribed format.

c. Not properly signed as per requirements.

d. Received after the expiry of the due date and time.

e. All relevant supporting documents are not furnished.

f. The proposal shall be substantially responsive without any material deviation from the terms and conditions of EOI. The proposal should be submitted strictly as per the requirements of Technical of EOI, failing which the proposal shall be summarily rejected.

B. Disclaimer:

- NIFTEM shall not be responsible for any late receipt of applications or for any reasons whatsoever.
- NIFTEM reserves the right to reject any or all applications without assigning any reasons thereof.

3) ELIGIBILITY CRITERIA:

1. Registered companies or firms with at least 03 years of experience in conducting online CBT for government, PSUs, or national-level institutes.

2. The Annual Average Financial Turnover of the bidder should not be less than **₹ 40 lakh** during last 03 financial years, ending 31st March, 2025 (F.Y. 2022-23, 2023-24 & 2024-25). Attach documentary evidence (Audited Balance Sheets/ ITRs for last 03 financial years).

3. The bidder should have a registered/branch office in Delhi/NCR.

4. Proven ability to manage large numbers of candidates, often requiring secure, AI-based, or proctored exam software.

5. Bidder must not be blacklisted by Central or State Govt. during last 03 years.

6. The bidder should have valid PAN/GST Registration, etc.

7. The bidder should have sufficient work force and infrastructure resources to carry out such work.

8. No subletting of entire/partial work will be allowed at any stage.

Caution: All the bidders are specifically informed that while submitting TENDER, must ensure that signed documents as indicated in the TENDER document are mandatory, otherwise, TENDER will be summarily rejected, and no second opportunity will be given to submit shortfall documents. In case of less bids, Institute has right to invite shortfall documents.

The agencies (registered with MSME /NSIC registration) willing to claim any relaxation/exemption in tender fee, Turnover and Experience, etc, must submit claim for the same along with supportive document for consideration, otherwise, the same will not be extended. The relaxation/exemption will only be given, if you are registered for **applied category** of item(s)/services, etc. Upload proper UDYAM Certificate from both sides with specified validity and relevant service category. The bidders who are claiming relaxation/exemption are required to submit undertaking as per **Annexure-VII**

4) TERMS AND CONDITIONS FOR EMPANELMENT:

1. **The tenure of empanelment shall be initially for a period of one year, extendable further up to three years on a yearly basis with the same terms and conditions, depending upon the satisfactory performance of the agency.**

2. Agency must have rendered services in in conducting online CBT for government, PSUs, or national-level institutes during last five years.

3. The empanelled agency will give an undertaking to the effect that it shall maintain full confidentiality of all the cases referred to it and shall not disclose any data/information to the unauthorized person or agency.

4. EOI received after prescribed closing date and time shall not be accepted under any circumstances. Bids received on CPP Portal shall only be considered. Bidders have to furnish the Technical and Financial Bids, only on the CPP Portal. Bids not received on the CPP Portal shall be rejected and no correspondence in this regard will be entertained.

5) BIDDING PROCEDURE:

Bids shall be submitted online at CPPP website: https://eprocure.gov.in/eprocure/app. Tenderer(s) are advised to follow the instructions "Instructions to Bidder for Online Bid Submission".

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

Bidding application must be accompanied by the following: -

Technical Bid (Attached signed and stamped copy of each document) (Annexure III)
The following documents are mandatorily to be furnished by the bidders along with technical bid as per the EOI document (scan copies):

1. EOI Fee of ₹ 590/- (Non-Refundable) and EMD of ₹ 20,000/- (Refundable) in the form of Demand Draft, drawn separately in favour of NIFTEM payable at Delhi from SBI are to be enclosed with the technical bid, failing which the EOI will summarily rejected. The Tender Fee is non refundable.
2. Name of Firm.
3. Permanent Address and Telephone No.
4. Full Postal Address, Telephone/Fax No/E-mail:
5. Details of infrastructure, persons employed and number of offices/branches available.
6. Firms Incorporation certificate or partnership deed or document of registration.
7. Number of years of experience.
8. Financial turnover in the last 03 financial years.
9. PAN No.
10. GST No.
11. Income Tax Return (last three years).

12. An affidavit duly certified by a Notary that the Company has never been black listed or changed the name of the firm (in original).
13. An affidavit duly certified by a Notary that the agency is not involved in any Police Case/ Vigilance enquiry pending or ever been punished by any Hon'ble Court (in Original).
14. Acceptance Certificate. (Annexure-VI)
15. Complete Tender documents including all Annexures, duly signed and stamped on each page.
16. A complete list of clients including clients from Govt./ Semi Govt./ Autonomous Bodies/ PSUs Institutions
17. MNC's served during last three years with Name, Telephone No, etc along with copies of work orders.
18. Bidder must submit the work completion certificate for the works completed in last five years.
19. Bidder must submit the performance certificate for the works completed in last five years.

6) FINANCIAL BID

Price bid format in the form of BOQ_XXXXX.xls.

Opening of EOIs (Technical bids only) will take place as mentioned in critical date sheet online at https://eprocure.gov.in/eprocure/app.

7) EVALUATION CRITERIA FOR EMPANELMENT:

The eligibility of bidders and their technical bid will be evaluated by the Technical Evaluation Committee on the basis of eligibility criteria and documents submitted by the bidders with the Technical Bid. The evaluation shall be based on L-1 basis.

8) ALLOCATION OF WORK:

i. The allocation of work will be made on lower price basis.

9) GENERAL CONDITIONS:

i. **In case, after Pre-bid meeting (wherever applicable) any modification(s)/addition(s)/ deletion(s) or any alternation in the requirement(s)/ specification(s) etc. is required, the same will be appended on the CPP Portal, therefore, all the bidders are advised to visit CPP Portal before filling/submitted their EOIs. No separate advertisement/information will be published in this regard in the Newspapers.**
ii. Acceptance of EOI will be intimated to the successful tenderer through a letter of intent (LOI) duly signed by the authorized signatory of the institution.
iii. Performance Security of successful bidder may be forfeited, if the bidder withdraws or amends or derogates from the EOI in any respect.
iv. **Validity of bids should be 180 days from the date of closing of EOI.**
v. **The EMD of ₹ 20,000/-** will be kept as
vi. The successful agency has to submit a **Performance Security equivalent to 5%** of total work value in the form of Insurance Surety Bond, Demand Draft, Fixed Deposit Receipt and Bank Guarantee from a Commercial Bank within 15 days of the receipt of work order. Until submission of Performance Security, the EMD amount will be retained. The Performance Security will be retained during the entire period of contract and will be returned after 60 days on completion of all contract obligations without interest. The

performance security should also remain valid for a period of sixty days beyond the date of completion of all contract obligation of the supply including guarantee obligation.

vii. In any case, if EOIs are not opened due to any reason, the EOI documents, processing Fee and EMD shall be returned to all bidders.

viii. **Conditional Bid will not be accepted.**

ix. The EMD of the unsuccessful bidder will be returned to them after completion of Technical Evaluation.

x. EOI without EMD & EOI Fee will be summarily rejected.

xi. The Institute can ask any clarifications & documents at any stage of the procurement depending upon the circumstances to ascertain quality of material used in manufacturing of items.

xii. All the documents attached with the technical bid should be properly tagged, numbered, signed and stamped by the competent authority.

xiii. The NIFTEM-K reserves the right to accept or reject any/all EOIs without assigning any reason(s), whatsoever. EOIs not submitted on the prescribed Performa (attached), without requisite details, without EMD and processing fees received after the closing date/ time of EOIs or EOIs accompanied by any condition will summarily be rejected

xiv. The EMD/performance security shall be forfeited in case:-
   a. If the Bidder withdraws or amends, impairs or derogates from the EOI in any respect within the period of validity of this EOI.
   b. If the bidder having been notified of the acceptance of his EOI by the Buyer during the period of its validity,
   c. If the Bidder fails to furnish the Performance Security for the due performance of the contract.
   d. If the Bidder fails to sign the agreement.
   e. Fails or refuse to execute the contract.
   f. Fails to respond to queries by the NIFTEM.

xv. **The successful Bidder has to enter into an agreement with NIFTEM incorporating all clauses of the EOI document and any other as may be agreed to by both the parties on a Non-Judicial Stamp Paper of ₹ 100/-.**

xvi. The complete EOI document is also available on the NIFTEM-K website at **www.niftem.ac.in** for the purpose of downloading.

10) PAYMENT:

i. The payment of dues to the concerned empanelled agency will be made on the basis of invoices submitted on case to case basis to the effect of work done and satisfactory performance as per the rates approved. The inventor shall produce the proof to the NIFTEM for the payment.

ii. Tax Deduction at Source (TDS) shall be deducted from each bill/invoice (as applicable) of the agency under the statutory rules of Union Govt. in respect of Income Tax and other Taxes etc., and other applicable laws. The contract shall be interpreted in accordance with the laws of Union of India. For judicial adjudication, the disputes, if any, arising out of the Contract shall be subject to the jurisdiction of the Courts in Sonipat, Haryana only and will be settled accordingly.

iii. No advance will be given for executing the work.

iv. Counter conditions by the bidders in matters concerning payment of bills shall not be acceptable.

11) ARBITRATION CLAUSE:

All disputes arising out of execution of the contract shall be settled through arbitration. Both the parties shall first try to resolve the disputes amicably by mutual consultation. If they fail to resolve the disputes by such mutual consultation within 21 days, then, depending upon the position of the case, either of the party shall give notice to the other party of its intention to commence arbitration as per the Indian Arbitration and Conciliation Act, 1996. The seat of arbitration shall be Sonepat, Kundli, Haryana and the language of the arbitration shall be English.

i. The arbitrator shall be appointed by mutual consent of both the parties and in case of any dispute, the same can be appointed as per the Act. The arbitration shall be conducted in accordance with the provisions of the Arbitration & Conciliation Act 1996.

ii. Notwithstanding any dispute between the parties, the agency shall not be entitled to withhold, delay or defer his obligation under the contract and the same shall be carried out strictly in accordance with the terms & conditions of the contract.

12) WITHHOLDING OF PAYMENT: This clause authorizes Institute to withhold payment till end when the agency fails in its contractual obligation. The standard text of this clause is as under:-

"In the event of the agency's failure to submit the Bonds, Guarantees and Documents, supply the deliverables etc. as specified in the Contract, the Institute may at his discretion, withhold any payment until the completion of the Contract".

13) RIGHT OF ACCEPTANCE OF OFFER:

The Institute reserves the right to accept partly or reject any offer without assigning any reason thereof. The Institute does not pledge itself to accept the lowest or any other Bid and reserves to itself the right of acceptance of the whole or any part of the Bid or portion of the quality offered, and the agency shall supply the same at the rate quoted.

14) FORCE MAJEURE:

Timely arrangement of various activities is very essential otherwise suitable penalty shall be imposed, which could be maximum 10% of total value/item value. Should any force majeure circumstances arise, each of the contracting party shall be excused for the non-fulfilment or for the delayed fulfilment of any of its contractual obligations, if the affected party within 14 days of its occurrence informs in a written form the other party. Force majeure shall mean fires, floods, natural disasters or other acts such as war, turmoil, strikes, sabotage, explosions, and quarantine restriction beyond the control of either party.

15) PENALTY FOR USE OF UNDUE INFLUENCE:

The Seller undertakes that he has not given, offered or promised to give, directly or indirectly any gift, consideration, reward, commission, fees brokerage or inducement to any person in service of the Buyer or otherwise in procuring the Contracts or forbearing to do or for having done or for borne to do any act in relation to the obtaining or execution of the Contract or any other Contract with the Government for showing or forbearing to show favour or disfavour to any person in relation to the Contract or any other Contract with the Government. Any breach of the aforesaid undertaking by the seller or any one employed by him or acting on his behalf (whether with or without the knowledge of the seller) or the commission of any offers by the seller or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1988 or any other Act enacted for the prevention of corruption shall entitle the Buyer to cancel the contract and all or any other contracts with the seller and recover from the seller the amount of any loss arising from such cancellation. A decision of the buyer or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Seller.

Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the seller towards any officer/employee of the buyer or to any other person in a position to influence any officer/employee of the Buyer for showing any favour in relation to this or any other contract, shall render the Seller to such liability/ penalty as the Buyer may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the Buyer.

16) RIGHT TO VARIATION CLAUSE:

To take care of any change in the requirement during the period between issue of EOI and conclusion of contract, Buyer reserves the right to increase or decrease the quantity of the required deliverables by 50% without any change in the terms & conditions and prices quoted by the Seller. While concluding the contract, the quantity can be accordingly increased or decreased at the same terms of conditions.

17) CONFIDENTIALITY:

The applicant(s) must not divulge any confidential information and assure that reasonable steps are taken to provide for the safe custody of any confidential information in its possession and to prevent unauthorized access thereto or use thereof. The shortlisted applicant(s) must not, without the prior written consent of NIFTEM, disclose any confidential information of NIFTEM or any government department or relating to any ministry or any other party. In giving written consent to the disclosure of confidential information, NIFTEM may impose such conditions as it thinks fit, and the applicant must comply with these conditions. The confidentiality clause shall survive for a more extended period of one year after the termination of the contract or contract expiry period. The selected applicant(s) must sign a mutually agreed Non-Disclosure Agreement (NDA) with NIFTEM.

18) TERMINATION OF CONTRACT:

a. Termination for Insolvency

NIFTEM may at any time terminate the contract by giving written notice without compensation to the service provider if the service provider becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to NIFTEM.

b. Termination for Convenience

NIFTEM may, by written notice sent to the service provider, terminate the contract, in whole or part, at any time for its convenience, by giving 15 days' notice. However, the payment shall be released to the extent to which the performance of work executed as determined by the service provider till the date upon which such termination becomes effective.

The service provider may terminate this contract, or any particular Services, by giving 15 days' written notice to NIFTEM, if the service provider reasonably determines that the service provider can no longer provide the Services under applicable law or professional obligations.

19) MODIFICATION AND WITHDRAWAL OF BIDS:

Bidder can modify his bid any number of times before bid submission closing date and time. Bidder can also withdraw his bid before bid submission closing date and time. Withdrawn is allowed only once in a EOI. If a bidder withdraws his bid, he cannot participate in the EOI again.

a. Instructions for online bid submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: https://eprocure.gov.in/eprocure/app**.**

b. Registration

1) Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: https://eprocure.gov.in/eprocure/app) by clicking on the link "**Online bidder Enrolment**" on the CPP Portal which is free of charge. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
2) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
3) Upon enrolment, the bidders will be required to register their valid Digital Signature
4) Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC‟s to others which may lead to misuse.
6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

c. Searching for EOI Documents

1) There are various search options built in the CPP Portal, to facilitate bidders to search active EOIs by several parameters. These parameters could include EOI ID, Organization Name, Location, Date, Value etc. There is also an option of advanced search for EOIs, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a EOI published on the CPP Portal.
2) Once the bidders have selected the EOIs they are interested in, they may download the required documents / EOI schedules. These EOIs can be moved to the respective „My Tenders" folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the EOI document.
3) The bidder should make a note of the unique EOI ID assigned to each EOI, in case they want to obtain any clarification / help from the Helpdesk.

d. Preparation of bids

1) Bidder should take into account any corrigendum published on the EOI document before submitting their bids.
2) Please go through the EOI advertisement and the EOI document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the EOI document / schedule and generally, they can be in PDF/ XLS/ RAR/ DWF/ JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or „"Other Important Documents"" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

e. Submission of Bids

1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the EOI document.

3) Bidder has to select the payment option as "offline" to pay the EOI fee / EMD as applicable and enter details of the instrument.

4) Bidder should prepare the EMD as per the instructions specified in the EOI document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the EOI documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the EOI document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

6) The server time (which is displayed on the bidders" dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time

of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded EOI documents become readable only after the EOI opening by the authorized bid openers.

8) The uploaded EOI documents become readable only after the EOI opening by the authorized bid openers.

9) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

f. Assistance to Bidders

1) Any queries relating to the EOI document and the terms and conditions contained therein should be addressed to the EOI Inviting Authority for a EOI or the relevant contact person indicated in the EOI.

2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

20) CLARIFICATION ON BID DOCUMENTS:

Bidder requiring any clarification to this RFP shall notify to Buyer in writing who will respond (in writing) to the clarifications sought not later than 14 days prior to the date of opening of the EOIs. The address and contact number for seeking clarification regarding this RFP are given below:-

Queries to be addressed to:

Purchase related queries:
Purchase Section
NIFTEM, Kundli, Sonepat (Haryana) – 131028
Phone No. - 0130-2281212
E-mail ID - purchase.niftem@gmail.com

Technical queries:
Shri Gaurav Gautam Assistant Registrar (Personnel)
NIFTEM, Kundli, Sonepat (Haryana) – 131028
Phone No. - 0130-2281085/ 2281104
E-mail ID – arpersonnel@niftem.ac.in

21) JURISDICTION:

All disputes arising out of or in connection with this Agreement shall be subject to the exclusive jurisdiction of the courts at Sonipat, Haryana.

Registrar, NIFTEM

Annexure – I

Details of Posts

Name of the Post	Number of Post	Pay Level
MTS	01	Level-01
Staff Car Driver	01	Level-01
Lab Technician (Pilot Plant)	02	Level-05
Accountant	01	Level-06
Cashier	01	Level-06
Lab In-Charge	03	Level-06
Senior Accounts & Audit Officer	01	Level-10
Senior Lab Officer	01	Level-10
Total	**11**	

Note: Number of vacancies may varies.

Recruitment cycle:

The selection for the posts will be made on the basis of the following:

Written & Interview (70 : 30) for the Post of Level 10 i.e. Senior Accounts & Audit Officer and Senior Lab Officer

Tier	Description	Marks	Duration
Tier-I	**Part – A (General) - Objective Type Test**	25 Marks	90 Minutes
	Part – B (Domain Knowledge) - Objective Type Test	45 Marks	

Written for the Post below Level 10 i.e. post of MTS, Staff Car Driver, Lab Technician (Pilot Plant), Accountant, Cashier and Lab Incharge

Tier	Description	Marks	Duration
Tier-I	**Part – A (General) - Objective Type Test**	50 Marks	120 Minutes
	Part – B (Domain Knowledge) - Objective Type Test	50 Marks	

Note:

a) Syllabus of examination for the Tier – I (Part-A) is enclosed at Annexure-I.

b) The candidates are required to qualify Tier-I, which shall in general be at 60% (Relaxation/concession to reserved category candidates may be given as per GOI's rules). No negative marking will be applied in the Tier-I examination.

c) However, the committee may change the qualifying percentage (60%) depending on the number of candidates qualifying in the examination on the basis of number of vacancies for the respective posts.

d) The final selection shall depend on the merit list of marks obtained by the candidate in Tier-I and interview (if applicable).

e) In case two or more candidates secure the same marks in the merit list, the tie will be resolved using the following procedures:

   ii. The candidate having more marks in Tier-I examination for the respective post shall be given preference, failing which
   iii. The candidate senior in age shall be given preference.
   iv. In case option at (i) and (ii) is exhausted, it shall be decided by the competent authority.

Annexure – II

Syllabus of (Part-A) (MCQ Type) for all Non-Teaching Group posts

S.N.	Test Components	No. of Questions	Marks
1	**General Awareness**: This section aims to evaluate the candidate's knowledge of current events and general understanding of day-to-day topics. It includes questions related to India and its neighbouring countries, with emphasis on History, Indian Policy & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations/Institutions, and important events.	5	5
2	**Reasoning Ability**: Questions in this section will test both verbal and non-verbal reasoning. Topics include analogies, similarities, differences, space visualization, problem-solving, analysis, judgment, decision-making, visual memory, observation, discrimination, relationships, concepts, arithmetical reasoning, verbal and figure classification, and arithmetical number series.	5	5
3	**Mathematical Ability**: This section will cover basic numerical and mathematical concepts such as the Number System, Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, and interpretation of Tables & Graphs.	5	5
4	**English Language**: This segment will assess the candidate's proficiency in the English language, including Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms, and correct usage.	5	5
5	**Computer Awareness**: This section focuses on evaluating basic computer knowledge, including Computer Fundamentals, Applications, Components, Hardware & Software, Operating Systems, Word Processing, Internet, and Security & Networking concepts.	5	5
	Total	25	25

Note: The topics for preparation of syllabus for domain knowledge will be provided at later stage.

Annexure- III

Tender Form (Technical Bid)

(To be submitted by the tenderer on their letter head. All Columns should be filled in documents prescribed at S. N. 2 (a) of other term & conditions should be enclosed).

S.N.	Particulars	Details (must be filled by bidder)	Page No.
1	Name of Firm with address, mobile/phone no. & e-mail.		
2	EMD (Amount, Date, Bank Name, etc.)		
3	The agency should be a registered entity. Copy of Incorporation/ Registration Certificate must be attached.		
4	Registered companies or firms with at least 03 years of experience in conducting online CBT for government, PSUs, or national-level institutes		
5	The Annual Average Financial Turnover of the bidder should not be less than ₹ **40 lakh** during last 03 financial years, ending 31st March, 2025 (F.Y, 2022-23, 2023-24 & 2024-25). Attach documentary evidence (Audited Balance Sheets/ ITRs for last 03 financial years).		
6	The bidder should have a registered/branch office in Delhi/NCR.		
7	PAN & GST details		
8	Bank account details		
9	The Annexure No.-IV, an undertaking to declare that Bidder has not been black listed in India and abroad must be submitted on Non-judicial Stamp Paper of ₹ 100.		
10	Complete TENDER documents including all Annexure duly signed and stamped on each page.		
11	Annexure-IV, if required.		

The above documents must be enclosed with proper pagination.

Signature ....
Name ....
Address ....
Mobile ....
Seal of firm ....

Dated:

Annexure-IV

Financial Proposal Format

S.N.	Particulars	Quantity	Quoted Rate inclusive all taxes & charge
	Conducting Written Examination for Direct Recruitment of Various Non-Teaching Regular Posts at NIFTEM-K		
1	Question Paper Development per post	04 Sets	
2	Examination Management, Venue Arrangements, Candidate Registration & Admit Card issuance, Exam Supervision & Security, Evaluation & Result Processing	01	
2.1	From 01 to 100 Candidates per post	01	
2.2	Cost for additional applications in the multiples of 50	01	
3	Other Overhead/ Misc. Charges- per post	01	

Annexure -V

UNDERTAKING

To,

Registrar,
National Institute of Food Technology Entrepreneurship and Management
Plot No. 97, Sector-56, HSIIDC Industrial Estate,
Kundli-131008,
District-Sonepat (Haryana)

Sir,

1 I/we the undersigned, certify that I/we have gone through the terms and conditions mentioned in the TENDER documents and undertake to comply with them.

2. It is further certified that our firm has not been blacklisted by any agency in India or abroad.

Dated: **SIGNATURE OF THE BIDDER WITH SEAL**

NAME OF THE BIDDER WITH ADDRESS

NOTE: Certificate as per above must be submitted only on non-judicial stamp paper of ₹ 100/- (Rupees One Hundred Only)

Annexure-VI

TENDER CONDITIONS ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,
Registrar,
NIFTEM-K,
HSIIDC Ind. Area, Kundli
Sonepat, Haryana

Sub: Acceptance of Terms & Conditions of Tender.

Name of TENDER/ Work: - **EMPANELMENT OF THE AGENCY FOR CONDUCTING WRITTEN EXAMINATION FOR RECRUITMENT OF VARIOUS NON-TEACHING REGULAR POSTS AT NIFTEM-K, SONEPAT, HARYANA.**

Dear Sir,

1. I / We hereby certify that I / we have read entire terms and conditions of the tender documents from Page No. 01 to 19 (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby the terms / conditions / clauses contained therein.

2. The corrigendum(s) issued from time to time by your department/ organizations too have also been taken into consideration, while submitting this acceptance letter.

3. I / We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety.

4. In case any provisions of this tender are found violated, your department/ organization shall be at liberty to reject this tender/bid including the forfeiture of the full said Earnest Money Deposit absolutely and we shall not have any claim/right against deptt in satisfaction of this condition.

Yours Faithfully,

(Signature of the Bidder, with Official Seal

NIFTEM KUNDLI

Annexure-VII

Dated:

Undertaking to Claim Exemption/Relaxation under MSME/NSIC/Start up

(to be submitted on Company Letter head with stamp)

I am (.................................) is Owner/Director of M/s .... registered with MSME/NSIC/Start Up Unit under .... category.

1) Firm Name :
2) UDYAM No. :
3) NSIC No. :
4) Year of Registration :
5) Category of Registration (Manufacture/Dealer/Supplier) :
6) Turnover :

As per the benefits extended to MSEs registered with NSIC under single point registration scheme, we are entitled for:

1. Exemption in TENDER Fee : ☐
2. Exemption in EMD : ☐
3. Relaxation in Turnover : ☐ How much Relaxation required (please specify)
4. Relaxation in Experience : ☐ How much Relaxation required (please specify)

(Kindly tick the box(es) for the same)

We are enclosing herewith relevant certificate and documents in support of our claim of exemption/relaxation of the same.

Signature of Authorized signatory ....
Name: ....
Designation: ....
Stamp: ....

(**Note:** Undertaking must be submitted on company's letterhead duly signed and stamped)