

FILM AND TELEVISION INSTITUTE OF INDIA

Law College Road, Pune – 411 004

(An Autonomous Institution under Ministry of Information & Broadcasting, New Delhi)

TENDER NOTICE**for****Engaging an Agency for conducting****Joint Entrance Test - 2018 for admission to FTII, Pune & SRFTI, Kolkata**

The Film and Television Institute of India, Pune, an educational Institution and an Autonomous Organisation of the Ministry of Information & Broadcasting, registered under Societies' Registration Act 1860 invites sealed tenders from the reputed agencies/ Firms/ Organisations having at least 5 years' experience in the field for conducting of Entrance Test on all India Basis for admission for various PG Diploma and Certificate in Film and Television courses for academic year 2018-19.

S. No	Particulars	Details
1	Tender ID	JET-2018
2	Tender date	November 14, 2017
3	Selection Method	Tender will be awarded to the eligible (as per qualification criteria mentioned in the tender document) and with the lowest quotation.
4	RFP issued by	Film and Television Institute of India, FTII, Pune.
5	Availability of RFP	RFP can be downloaded from www.ftiindia.com/tenders
6	EMD	Earnest Money Deposit of INR 50,000/- only. Demand Draft / Banker's Cheque in favour of Accounts Officer, Film and Television Institute of India, Pune payable at Pune from any of the nationalized scheduled commercial bank.
7.	Performance Bank Guarantee(PBG)	10% of the contract value to be submitted as per the standard format valid for at least 3 months from the date of the bid.
8.	Nodal Officer for correspondence and Clarification regarding tender	Purchase Officer ,FTII
9	Pre Bid Meeting	21-11-17, 11:00 AM
11	Last date of bid submission	Proposals must be submitted no later than 3:30 PM, 5-12-17 at Central Registry Office, Establishment Section, FTII, law College Road, Pune
12	Opening of Technical Bid & Date of Presentation	11:00 AM, 6-12-17 at Conference Hall, FTII, Law College Road, Pune - 411 004
13	Opening of Commercial Bid	3.30 PM, 7-12-17, at Conference Hall, FTII, Law College Road, Pune - 411 004

***Bidders need to sign and stamp each page of the tender document along with supporting documents.**

Essential Qualifications of the Bidder :

1. The company should have annual turnover of at least 10 crores over the last three financial years
(proof to be submitted).
2. The company should have done at least 2 similar assignments for renowned educational institutes like IITs/IIMs/other GFTIs (proof to be submitted).

Bidder who does not meet the above essential qualification, will be declared ineligible.

The best rate should be submitted in two bid system, i.e. :

Technical Bid-(Sealed in separate envelop) In the prescribed format of the tender document along with EMD of Rs. 50,000 through DD/ Bankers Cheque in favour of Accounts Officer, Film and Television Institute of India and payable at Pune.

Financial Bid-(Sealed in separate envelop) In prescribed format of the tender document.

Tender document, containing all the terms and conditions of the tender, may be downloaded from the Institute's website: www.ftiindia.com/tenders

Duly sealed bids **(Technical and Finance Bid separately)** should reach in the Institute latest by 5th December 2017 before 3.30 pm positively. Agencies not fulfilling the eligibility criteria as prescribed in the details tender document, should not participate in the tender.

JET – 2018
Written Test for admission to FTII Pune & SRFTI, Kolkata

Detailed Tender Document

Tender : Tenders are invited for conduct of Joint Entrance Test (JET 2018) on all India Basis for admission for various PG Diploma and Certificate in Film and Television courses for academic year 2018-19.

General Information :

1) The **Film and Television Institute of India, Pune (FTII)** is an Educational Institution and an Autonomous Organisation of the Ministry of Information & Broadcasting, registered under Societies' Registration Act 1860. The FTII & SRFTI run the academic programs in Film and Television disciplines. FTII will conduct JET towards admission to various Post Graduate and Certificate Courses in Film and Television. Fresh bids are invited from the reputed Agencies/Organizations/ Firms having required number of years of experience as mentioned in the Tender Document for conducting **JET 2018** in 24 Cities of about 24 centres all over India.

2) The tentative date of Written Test Examination (**JET 2018**) is on SUNDAY 18th February 2018 (10.00 am to 1.00pm) at all the test centres. Submission of on-line application is likely to be started from 18th December 2017. Last date of receiving of on-line applications may be 18th January 2018. Candidates will be allowed to download their admit cards tentatively from 1st February, 2018 to 18th February, 2018 to appear for the exam.

3) Pattern of JET 2018 will be as under:

The Joint Entrance Test (JET) to be conducted for admissions for 2018 batch shall consist of specialized question papers for each discipline. Each Question Paper will carry 100 marks. The composition of Question Paper shall be such that 50 marks are allotted to objective questions and 50 marks to the descriptive questions.

The answers to MCQs shall be marked by the candidate on OMR sheets and descriptive answers shall be written by the candidate on other answer sheets.

Question Paper will be bilingual i.e. in English and Hindi (except for English Language). 1/3rd of the total marks allotted to the question for every wrong answer will be deducted.

4) The agency has to submit the complete result of JET 2018 to the Institute in the soft copy (Excel format) and hard copy as per requirement latest by mid of March, 2018 to enable the Institute to start the admission process and so as to start the Academic Session on 1st August, 2018 positively.

Scope of Work : 1) Development of dedicated JET portal and making it online, towards online receipt of application with the option of uploading photo and signature, also option of sending photo and signature with the confirmation copy, which can be uploaded by the agency on receipt.

(to be completed and tested by 15th December, 2017)

2) Activation of dedicated payment gateway and integration of it with the admission portal, having option of payment of application fee by online banking, Debit cards/ Credit cards of all banks, DD with confirmation sheet. (to be completed and tested by 15th December, 2017)

- a) Uploading of photo and signature in such cases the online applicants could not able to do that
- b) Online confirmation of status of application
- c) Receiving of application money paid through payment gateway on behalf of JET
- 2018
- d) Activation of (pen paper) test centres (in 24 cities at all over India)
- d) Segregation of applications and allotment of roll number- centre wise
- e) Designing of Admit card, obtaining approval of FTII and uploading it in the portal in downloadable format for the candidate
- f) Making of seating plan at the test centres as per the capacity of each class rooms. Generation of Attendance Sheet with the photo of each candidate.
- g) Printing of question papers in four sets with required numbers. The printing should be done either in-house or from such printer who have confidentiality agreement with the agency. Also the agency should design and print the carbonless OMR Answer Sheets in the quantity desired.
- h) Alternative arrangement of a different set of question paper be ready as standby.
- i) Dispatch of Question papers and OMR answer sheets along with other examination material to the test centres in confidential manner and in such a way that the materials should reached the centres before JET.
- j) Conducting of JET as per schedule in all centres
- k) Fool proof transfer of examination materials at the agency for further processing
- l) Opening of boxes before FTII representative, scanning and processing of OMR answer sheets as per guidelines of exam at agency venue by using their infrastructure in presence of FTII representative

m) Result Processing :

- To evaluate the OMR Answer Sheets by scanning
- To pseudo number the used question cum answer booklets of subjective test before handing over to FTII experts for evaluation
- To facilitate the centralised evaluation of the used question cum answer booklets by FTII experts
- To compile the marks of objective test and subjective test and prepare the results
- To provide the results to FTII in a mutually agreeable format

- To upload the results of written test on the admissions portal.
- n) To generate weekly reports of Application fees collected on-line and submit to FTII for its record.
- o) Pay back the entire amount collected through payment gateway of the agency along with a detailed reconciliation statement
- p) **To design and generate and send via e-mail scorecard of all candidates individually to each of them**

GENERAL

- To handle the entire above mentioned operation with utmost confidentiality, with precautions and in a professional way of high standard
- To thrash out expeditiously any minor details in respect of the above operations in consultation and concurrence with FTII for which FTII will extend all possible co-operation and help
- To retain the test related documents for a period of one year from the date of the test.

Eligibility of the Agency/Firm/Organization :

- 1) The agency/firm/organization should have at least last five years' experience in physically conducting of All India level similar exam starting from receipt of application, conduct of examination and compilation of results (as per the scope of work detailed in above para). All India level exam should cover the exam centres in minimum of 24 cities all over India covering at least 15 states (From J&K to Tamilnadu and North East to Gujarat). Experience in conducting JET/ Similar Exam in regional level will not be considered under this eligibility condition.
- 2) The agency/firm/organization should have expertise in developing online admission portal for receiving application and arrangement of their own payment gateway for receiving application fee. The agency should have sufficient infrastructure to take up such job at their own as per the scope of work.
- 3) The agency/firm/organization should have a turnover of not less than Rs.10.00 Crores for the last 3 financial years
- 4) The agency/firm/organization should have physical infrastructure and expertise in-house which is required for conducting such exam.

Dates :

- 1) Sealed tender in two bid system i.e. technical bid and financial bid separately in separate envelope can be submitted either in person or by post to The Central Registry Office, Establishment
Section, FTII, law College Road, Pune
- 2) Tender received after the due date and time will not be entertained.

3) Tender without proper seal, incomplete, filled with cuttings in the columns, without EMD will be rejected summarily.

4) Technical Bid will be opened on 6th December 2017 at 11 a.m. at FTII, Pune by the tender committee. Participants may send their representative to watch the process.

5) Financial Bids for the successfully qualified Bidders (after evaluation of Technical Bids) will be opened on 7th December at 3.30 pm in Conference hall, FTII, Pune by the same tender committee.

Successful bidders may send their representative to watch the process.

6) The DDs/ Banker's Cheques submitted towards EMD by the bidders will be returned by the Institute by Speed Post only to the unsuccessful bidders on the address mentioned in the Technical Bid after awarding the Tender.

Requirement of EMD :

1) The Technical Bid should accompany the prescribed EMD in the form of Demand Draft/Banker's Cheque in favour of Accounts Officer, Film and Television Institute of India, Pune and payable at Pune. No cheque will be accepted and the bid enclosed with personal cheque in the form of EMD will also be summarily rejected.

2) The agency/firm/organization who will be entrusted the job will have to furnish a bank guarantee of 10% to the Contract value which will be valid from the date of placing the order to the date of finalization of the contract.

MOU : The firm/agency/organization who will be shortlisted and be offered the job of conducting JET 2018 should have entered into an Agreement with FTII on an Indian Non-Judicial Stamp Paper of Rs.100/- stating therewith all the terms of agreement and the jobs to be done by the agency/firm/organization as well as payment terms as mentioned in the above paras, on acceptance of the job.

Arbitration : Any dispute in the matter during the period of contract may be settled by an Arbitrator to be appointed on mutual consent of FTII and the agency/firm/organization. The decision of the Arbitrator in this regard will be treated as final.

Disclaimer : The Director, FTII, Pune shall have full power to cancel the entire tendering process and return all the EMDs or may call for fresh tender, if considered necessary by it.

TECHNICAL BID
(To be filled in by the bidders)

1. General Information:

25 marks

1.1 Name of the firm/ agency/
organisation

1.2 Registered office of the firm/
agency/ organisation

1.3 Complete postal Address of the
firm/ agency/ organisation with land
line phone numbers.

1.4 If the firm/ agency/ organisation has
branches other than main office,
provide the complete details of the
branch offices

(Attach separate sheet if space is insufficient)

1.5 Status of the firm/ agency/
organisation

(Circle the appropriate one. In case
the status is different than the
mentioned columns, must mention
the status in the any other column)

- I. A Registered Company registered
under companies act
- II. A registered public trust
- III. A society managed by private
trust or individual
- IV. A society/ organisation owned by
Central/State Govt.
- V. A public Sector Undertaking of
Central/State Govt.
- VI. A registered business firm
- VII. Any other (please mention):

1.6 Registration Number

Number

(Please attach a copy of registration certificate
also)

1.7 Whether the firm/ agency/
organisation has the licence to takeup

Yes / No

(Please attach a copy of such document in support
of claim)

such job as mentioned in the
detailed scope of work in the
document

1.8 PAN Details of the firm/ agency/ organisation (attach a copy)

1.9 Administrative structure of the firm/ agency/ organisation
(viz. Chairman/ Director/ Secretary/ Board of Directors/ Board of Governors etc and the name of owner in case of single ownership firm/ agency/ organisation)

1.10 Main and all other function/ business of the firm/ agency/ organisation

1.11 GST registration copy :

2. Infrastructure and expertise:

25 marks

2.1 Whether the firm/ agency/ organisation is functioning from its own building or leased building or rented building

2.2 (a) In case of leased building, mention the period of lease and from when the lease got

(b) In case of rented Building, mention the tenure and other condition of rent

(copy of lease deed / rent agreement may also be attached)

2.3 Floor area of the Building in the Main office of the firm/ agency/ organisation

And Area of the branch offices (if any) of the firm/ agency/ organisation
(area in sq. Meter)

entire organisation and the number of employees involved in the particular job of JET

2.5 Whether the firm/ agency/ organisation already has any software for such purpose which is only need customisation for JET or

They have to develop a new dedicated software for that.

2.6. Whether the firm/ agency/ organisation has in-house expertise to customise or develop software for that or to be outsourced

2.7 In case of in-house arrangement (as stated in 2.6), give the details of the persons engaged with their qualification and experience in the field

OR

In case of outsource (as stated in 2.6), the name of the outsourcing agency and their details

2.8 Number of Computer, Scanner and printer is available for this job

Computer:

Scanner:

Printer:

2.9 Capacity and number of server of the agency

2.10 Whether admit cards for JET/Exam earlier conducted by the agency were dispatched or downloaded by the candidates

2.11. Number of all India level Joint Entrance Examination jobs undertaken and completed successfully during last five years

(starting from set up of portal for receiving online application by using own payment gateway, printing and supply of offline application, development of question paper, conduct of examination, scanning of answer sheets and up to the compilation of result and supply of the result in soft and hard copy) **(The projects in which entire scope of job as mentioned, is not undertaken, should not be mentioned in the tables below.**

2012

	Name of the project and for whom	Only online application or both online & offline	Number of applicants	Online exam or offline exam conducted	Exam centres in how many states Exam	centres in how many cities.	Total number of Exam centres
1							
2							
3							
4							
5							

2013

	Name of the project and for whom	Only online application or both online & offline	Number of applicants	Online exam or offline exam conducted	Exam centres in how many states Exam	centres in how many cities.	Total number of Exam centres
1							
2							
3							
4							
5							

2014

	Name of the project and for whom	Only online application or both online & offline	Number of applicants	Online exam or offline exam conducted	Exam centres in how many states Exam	centres in how many cities.	Total number of Exam centres
1							
2							
3							
4							
5							

2015

	Name of the project and for whom	Only online application or both online & offline	Number of applicants	Online exam or offline exam conducted	Exam centres in how many states Exam	centres in how many cities.	Total number of Exam centres
1							
2							
3							
4							
5							

	Name of the project and for whom	Only online application or both online & offline	Number of applicants	Online exam or offline exam conducted	Exam centres in how many states Exam	centres in how many cities.	Total number of Exam centres
1							
2							
3							
4							
5							

2.12 Status of the exam centres that are fixed for each exam
 (Circle the appropriate one. In case the status is different than the mentioned columns, must mention the status in the client any other column)

- I. Only Central Schools
- II. Any private schools
- III. Only State Govt. Schools
- IV. As per the demand of the
- V. Any other, please specify:

2.13 How the Exam centres are fixed
 (Circle the appropriate one. In case the status is different than the mentioned must mention the status in the administration any other column)

- I. They are in direct contract of the Agency
- II. Through Central School columns,
- III. Through private vendors
- IV. Any other, please specify

2.14 How many days before of the exam date, the firm/ agency/ organisation will be able to intimate FTII about the details of the exam centres

2.15 How the question paper and Exam stationery handled towards delivering to the exam centres and further collection from exam centres to your premises.
 (Circle the appropriate one. In case the status is different than the mentioned must mention the status in the agreement any other column)

- I. Through Courier with proper confidentiality agreement.
- II. Through speed post with proper agreement
- III. Through registered cargo service with proper confidentiality columns,
- IV. By deputing own employee
- V. Any other, please specify:

2.17 Whether the firm/ agency/ organisation has in-house printing facility or has confidential agreement with any security printing press towards printing of question papers

2.18 Details of the payment gateway used towards receiving the online application fee; Name of Bank etc.

2.19 Within how many days the firm/ agency/ organisation will be able to refund the total money collected along with a detailed reconciliation statement

3. Financial Status

25 marks

3.1 Yearly financial turnover of the firm/ agency/ organisation (all inclusive) Please attach audited statement of account FY 2016-17

3.2 Yearly financial turnover of the firm/ agency/ organisation only on the JEE and related activity. FY 2016-17

3.3 Details of EMD for Rs.____ lakhs may be furnished (DD number, date & amount, bank). If the firm/ agency/ organisation has exemption of EMD, details may be furnished.

3.4 Whether the firm/ agency/ organisation is willing to deposit work performance guarantee to the tune of 10% of the estimated cost of work, if awarded.

Presentation by the Bidder

25 marks

Signature of authorised signatory with seal

Financial bid of only those bidders who score above 70 marks shall be opened. Work shall be awarded on L1 (technically qualified bidders)

FINANCIAL BID

(to be filled in by the bidders)

Details of work

Rate quoted by the
firm/ agency/organisation
(Rs.)**Please quote rate per Applicant****Pre-Examination Activities**

1	Development of dedicated JET portal and making it online towards online receipt of application with the option of uploading photo and signature, also option of sending photo and signature with the confirmation copy, which can be uploaded by the agency on receipt. (to be completed and tested by 15th of December 2017)	
2	Activation of dedicated payment gateway and integration of it with the admission portal, having option of payment of application fee by- online banking, Debit cards/ Credit cards of all banks, DD with confirmation sheet. (to be completed and tested by 15th December, 2017)	
3	<p>Other activities :</p> <p>w) uploading of photo and signature, either by scanning or manually in the admission portal</p> <p>x) Uploading of photo and signature in such cases the online applicants could not able to do that</p> <p>y) Online confirmation of status of application</p> <p>z) Receiving of application money paid through payment gateway on behalf of FTII</p> <p>aa) Activation of (pen paper) test centres (in 24 cities at all over India</p> <p>bb) Segregation of applications and allotment of roll number-centre wise</p> <p>cc) Designing of Admit card, obtaining approval of FTII and uploading it in the portal in downloadable format for the candidate</p> <p>dd) Making of seating plan at the test centres as per the capacity of each class rooms. Generation of Attendance Sheet with the photo of each candidate.</p> <p>ee) Setting and printing of (MCQ) question papers in four sets with required numbers. The printing should be done either inhouse or from such printer who have confidentiality agreement with the agency. Each question should have its set numbered and serial numbered (details of the content of the questions are given in scope of work)</p> <p>ff) Alternative arrangement of a different set of question paper be ready as standby</p> <p>gg) Dispatch of Question papers and OMR answer sheets along with other examination material to the test centres in confidential manner and on such way the materials reached the centres before JET</p> <p>hh) Conducting of JET as per schedule in all centres</p> <p>ii) Fool proof transfer of examination materials at the agency for further processing</p> <p>jj) Opening of boxes before FTII representative, scanning</p>	

	<p>and processing of OMR answer sheets as per guidelines of exam at agency venue by using their infrastructure in presence of FTII representative</p> <p>kk) Finalising of result and providing of result in soft (in excel format) as well as hard copy in different statistics as required within time</p> <p>ll) Providing of one question paper of each set and the answer key of each set to the FTII for it's record</p> <p>mm) Pay back the entire amount collected through payment gateway of the agency along with a detailed reconciliation</p> <p>nn) To design, generate & send via e-mail scorecard of all candidates individually to each of them</p>	
4	Indicate GST and/or any other statutory tax if applicable separately	
5	Total	
	Total rate per Applicant	

Signature of authorised signatory with seal

1. Short listing of the financial bid will be done on the basis of total charges to be calculated **considering the total application 7,000**. Accordingly the agencies may offer turnkey rate per application for the job.
2. No postal charges to be charged since the admit cards will be downloadable and no need to send physically.
3. GST and other statutory Govt. Taxes will be charged extra, if applicable. Therefore the rate may be quoted accordingly.
4. FTII will make the payment to the agency on successful completion of the project and after receiving back the amount collected through payment gateway along with reconciliation statement.

- a) Printing and supply of OMR application (maximum of 6000 numbers) forms for giving option to apply off-line also (to be completed and tested by 30th of December 2017)
- b) Collection of offline applications and confirmation sheets of online applications from FTII, Pune
- c) Data entry of the off-line applications and uploading of photo and signature, either by scanning or manually in the admission portal.