INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

(An Institute of National Importance, Ministry of Education (Shiksha Mantralaya), Government of India)

Trichy - Pudukkottai Main Road, Tiruchirappalli-620 024, Tamil Nadu

Phone: 0431-2505121/5122 | E-Mail: purchase@iimtrichy.ac.in

NOTICE INVITING TENDER FOR DESIGN, DEVELOPMENT, CUSTOMIZATIONS AND MAINTENANCE OF INTRANET PORTAL AND WORK FLOW MANAGEMENT SYSTEM OF IIM TIRUCHIRAPPALLI

Tender No. IIMT/2022-23/IT/Intranet/57 dated: 14.11.2022

(E-Procurement Mode)

Details	Date	Time	Venue
Name of Work/Service	*"Tender for Design, Development, Customizations and Maintenance of Intranet Portal and Work Flow Management System of IIM Tiruchirappalli"*		
Date of issue of Tender Document	14.11.2022	15.00 Hrs. onwards	-
Pre bid Meeting	23.11.2022	10.30 Hrs.	Deans Office Meeting Room, Administrative Block, IIM Tiruchirappalli.
Last date for Submission of Tenders	06.12.2022	10.30 Hrs.	-
Opening of Technical Bid	06.12.2022	10.45 Hrs.	
Technical Evaluation cum Presentation	*To be informed later*		
Opening of Price Bid	*To be informed later in the e-Wizard Portal*		
Tender Document	The tender document can be downloaded from the IIM TIRUCHIRAPPALLI website https://www.iimtrichy.ac.in/tender-published and MHRD e-Wizard Portal (https://mhrd.euniwizarde.com)		
EMD Amount	**EMD Amount Rs. 63,000/- to be remitted in MoE's E-Wizard Portal through online mode.**		
Copy of payment transaction receipt for EMD has to be attached with the application form, without which the bid won't be considered. The payment of EMD is exempted for MSME Bidders. Bidders claiming exemption should attach necessary document proof should be attached with the tender document.			
SD Amount	**3% of Work/Purchase Order value** to be remitted by the successful Bidder to IIM Tiruchirappalli as SD. The SD amount will have to be remitted to IIM Tiruchirappalli within ten days along with the letter of acceptance from the receipt of the Purchase Order, failing which the Purchase order will stand cancelled.		
Mode of Submission of Tender	In MHRD e-Wizard Portal(https://mhrd.euniwizarde.com/)		

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Contents

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Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bid electronically on the e-Wizard Portal using valid Digital Signature Certificates. Below mentioned instructions are meant to guide the bidders for registration on the e-Wizard Portal, prepare their bids in accordance with the requirements and submit their bids online on the e-Wizard Portal. For more information, bidders may visit the Portal (https://mhrd.euniwizarde.com/)

1. Registration Process on Online Portal

a. Bidders to enroll on the e-Procurement module of the portal https://mhrd.euniwizarde.com/ by clicking on the link "Bidder Enrolment".

b. The bidders to choose a unique username and assign a password for their accounts.

c. Bidders are advised to register their valid email addresses and mobile numbers as part of the registration process. This would be used for any communication from the e-Wizard Portal.

d. Bidders to register upon enrolment with their valid Digital Signature Certificate (Class III Certificates with signing and Encryption key) issued by any Certifying Authority recognized by CCA India with their profile.

e. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible for ensuring that they do not lend their DSCs to others which may lead to misuse.

f. 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

2. Tender Documents Search

a. Various built-in options are available in the e-Wizard Portal like Department name, Tender category, estimated value, Date, other keywords, etc., to search for a tender published on the Online Portal.

b. Once the bidders have selected the tenders they are interested in; they may download the required documents/tender schedules. These tenders can be moved to the respective 'Interested tenders' folder.

c. The Bidder should make a note of the unique Tender No assigned to each Tender, in case they want to obtain any clarification/help from the Helpdesk.

3. Amendment of Bid Document

a. At any time prior to the deadline for submission of proposals, IIM Tiruchirappalli (IIM Tiruchirappalli) reserve the right to add/modify/delete any portion of this document by the issuance of a Corrigendum, which would be published on the website and will also be made available to the all the Bidder who has been issued the tender document. The Corrigendum shall be binding on all bidders and will form part of the bid documents.

b. The Institute may at its own discretion extend the last date for the receipt of bids.

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c. IIM Tiruchirappalli reserves the right to cancel the Tender without assigning any reason at any stages of evaluation before finalization.

d. IIM Tiruchirappalli also reserves the right to, at any time and in its absolute discretion on the following:

- Accept or reject all bids.

- To obtain further clarification or supporting documents during the evaluation, before opening of the Price Bid.

- To suspend, discontinue, modify and/or terminate the Tendering process at any time.

4. Assistance to Bidders

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

b. Any queries relating to the process of online bid submission or queries relating to e- Wizard Portal, in general, may be directed to the 24x7 e-Wizard Helpdesk. The contact number for the helpdesk is 8448288994/87/89/88/81/90/92/82 011-49606060, 07903269552, 9355030608, 9055030613, 7903810198, 9355030606, 9315620706, 9355030623, 9355030628, 8800526452, 9205898228, 9122643040, 9355030604, eprochelpdesk.01@gmail.com, eprochelpdesk.03@gmail.com, eprochelpdesk.06@gmail.com

5. The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of the bid(s).

6. *The bid should be submitted through e-Wizard portal (https://mhrd.euniwizarde.com) only.*

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NOTICE INVITING TENDER

OVER VIEW

Indian Institute of Management Tiruchirappalli (IIM Tiruchirappalli) is an Institute of National Importance, established by the Ministry of Education (Shiksha Mantralaya), Government of India. More details about IIM TIRUCHIRAPPALLI are available on our website www.iimtrichy.ac.in.

IIM TIRUCHIRAPPALLI invites e-Tender for *Design, Development, Customizations and Maintenance of Intranet Portal and Work Flow Management System of IIM Tiruchirappalli.*

Service Description	Estimated Value of the Tender (Excluding GST)	Interest free Performance Security Deposit
Design, Development, Hosting and Customizations of Intranet Portal and Work Flow Management System of IIM Tiruchirappalli	Rs. 21,00,000/-	3% of the Work Order value
Maintenance of the above Portal and Work Flow Management System for a period of three years		

BROAD SCOPE OF WORK

The development of intranet portal and Work Flow Management System is to make positive change in all aspects of work, including internal communications, online approvals, employee engagement, culture, essentials, operational announcements, support services, HR services, employees social network and overall productivity at Indian Institute of Management Tiruchirappalli.

a. DESIGN RECOGNITION:

Professional Design of the intranet portal and Work Flow Management System should accommodate all the required interfaces within the dashboard of the employees and researchers (Faculty, Officers (Regular & Contract), Staff (Regular & Contract), Research scholars / students). The portal should **load quickly and navigation friendly**. Following points have to be taken into consideration when designing and developing the intranet portal and Work Flow Management System of IIM Tiruchirappalli:

i. The logo of IIMT should be visible at all times during an user's visit.

ii. Colors and images should be chosen according to IIM Tiruchirappalli's requirements (preferably the logo colors and it's family colors).

iii. Design should be optimized to all screen resolution (Responsive Design) and it should be compatible with all browsers, operating system, Tablet and mobile devices.

iv. The trends and interactive modules in *the intranet portal* and Work Flow Management System / *employee dashboard* should be anticipated and incorporated.

v. All the required forms pertaining to the employees have to be incorporated.

vi. There should be four separate dashboard templates for the faculty, officers, staff and research scholars. There would be slight difference between the dashboard of the regular, contract and outsourced employee's.

b. **STRUCTURE:**

i. **General:**

The portal should be a web application which should run on all browsers available such as Internet Explorer version 8+, IE/edge 11.0, Firefox, Chrome, Opera, Safari, etc. without any format/alignment issue. It should also be compatible (responsive) with all mobile and tablet browsers/OS. The font should be uniform in all the places when push/modify the content through backend (admin interface). There should be provision for creating user accounts (member management module) with necessary privileges for the employees such a way that the employee can independently edit the content and settings including addition / publishing of information related to their role. The portal should be in the English language with partially static and partially dynamic page structure. The employee's must be able to view the content with ease without any requirement of font download. However, if there is a situation wherein browser might not support automatic font configuration then proper popup guidelines should be given for font configuration for such users.

c. **Modules required along with Admin Interfaces for backend administration.**

There should be a super admin and admin interface / login for the backend administration. Users should also have admin features to manage the content pertaining to their role. A Custom developed backend interface (preferably) which has to be incorporated for the employees primarily for the below modules:

i. **Administrator privileges for intranet portal and Work Flow Management System administrators (Member Management module):**

i. **S**hould be able to assign privileges/roles for the employees for the hierarchy/role wise administration.

ii. The ICT department would handle the role of the super administrator to configure all the settings related to the intranet portal and Work Flow Management System. Super admin should be allowed to make any change in any part of the intranet portal and Work Flow Management System.

ii. **Work flow management for leave processing along with approval from the concerned authority**

i. Leave Management System for online leave processing wherein the balance leave should also be shown. The HR department will handle the administration of the same.

ii. Each staff has to submit their leave application through the recommendation of intermediate officer, Activity head or chairperson (Faculty member) to the approving authority for approval which has to be automated. Only if leave is available to the respective staff then he/she should be allowed to submit the leave application to the recommending authority. After recommendation, it will go to the approving authority and after approval it will reach the HR department (Eg.: EEC staff would submit leave applications through the officer in charge (Recommending authority) to the CAO (Approving authority), EEC Officer will submit his leave application through chairperson (Recommending authority) to the Director (Approving authority)). Privileges for the recommending authority and approving authority would be set/given by the IT/super administrator from the backend. The

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balance leave should also be visible on the dashboard of the employee. In addition to the statutory leaves, if there is any special leave the same will also be added using the backend form (by the HR dept) and the same would be available to the employees during the submission of leave application form. Leave history should be available on the dashboard.

iii. **Employee Profiles with personal information –**
The employee profiles including details of dependents (education, DOB etc.) should be designed in visually *appealing* manner and the personal information including photograph and contact info would be uploaded from the backend. Privileges should be provided to the respective employee to Edit their profile content. The employee should be allowed to reset password. When an employee joins the institute, he will get a login and the newly joined employee should enter all the details and the same will be approved by HR Dept. If an employee makes any change later, the same should be approved by the HR before publishing. Some parameters of employee profile should not be allowed to be changed by the employee himself eg. Date of Birth, Educational qualification, PAN No, Aadhaar number etc. It should be done by HR only.

iv. **Gallery - Images and Videos:**
The google drive link pertaining to all the internal events should be available under gallery menu on the dashboard of every employee. Thumbnail photos will be uploaded and the remaining photos will be linked with the google drive.

v. **Internal bulletin board:**
Event calendar and Notice board should be available on the dashboard to show the office circulars and other updates for the employees (Category wise). Scheduling of meeting should also be available.

vi. **Search facility:**
Directory of all the employees (address, email address, landline, mobile number, intercom number, etc.) along with the related information and search options should be provided. Greetings/notifications should be shown during special occasions of an employee, like birthday and celebration like Independence Day, Republic day, foundation day, Diwali celebration, Ramzan, Christmas, etc.

vii. **Downloads:**
There should be a page to download all the forms, listing of holidays and other official documents in pdf format which would be uploaded from backend by the respective department. Downloadable documents would be different for the faculty members, officers, staff and research scholars.

viii. **Tally integration for pay-slip generation:**
Currently, the payroll processing is being handled using Tally. However, the pay slip of the employees should be available on the dashboard. Necessary plugins have to be procured from Tally for the integration by the vendor or they should arrange a Tally customization expert to carry out this work.

ix. **Biometric attendance System with both finger and face recognition functions:**
The vendor has to integrate biometric attendance system (4 Nos) which supports both finger and face recognition functions which would be installed in different locations of the campus

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and these devices & server should be inter connected through our existing network. These devices should be integrated to the intranet portal and Work Flow Management System application and it's HR/ Leave management modules using APIs/Software Development kit. HR & Finance wings would generate reports (customized reports) of the same every month before processing the salary. Attendance recording system should have a provision for authorization for early going, late coming or official duty.

This would be applicable to selected employees only including outsourced staff, security and housekeeping staff. The housekeeping staff and security staff would use the intranet portal and Work Flow Management System only for marking their attendance and they will not get any login/access credentials. The Software and Reports shall be customized according to the requirement of the HR dept. The users should be allowed to see their attendance from their dashboard. The specification of the biometric attendance system is given below:

 i. The device should support both finger and face recognition functions.
 ii. Face recognition will be used as primary method and if it does not work then it should switch to finger sensing option.
 iii. There should be a color display in the device.
 iv. Should be able to connect multiple devices concurrently through LAN
 v. The device should preferably support PoE functionality.

Preferred Makes: eSSL, realtime, Suprema, Zkteco & Matrix

Note: IIM Tiruchirappalli will procure and provide the hardware (4 Nos of Biometric attendance marking devices)

 x. **Automation of Purchase process, Inventory Management System and material issue form:**
 Requisition:

Please refer the *Section XV* below. As part of IOM processing (Workflow Management System), the user department has to make online IOM to the purchase department after obtaining approval through the Note processing module of WFMS. The fields in the IOM includes the Name of the user department, description of material / services, Type of Unit-Nos, kgs, estimated value, uploading of approved note and date, upload technical specifications in the word document, expected date of delivery (DD/MM/YYYY), mode of procurement, etc. On approval, the request will move to the inbox of Purchase department.

Mode of Procurement:

On the arrival of IOM from any user department, the purchase department will initiate the procurement as per the requirements given in the IOM and approved Note. The mode of procurement will depend on the estimated value to go either through direct purchase, Local Purchase Committee, Limited Tender or through normal tender publishing through institute website, e-wizard and CPPP. This will be auto populated in the purchase request at the time of preparation. If the user department wants a different mode for some reason, it will record the reason and change the mode, which will be a part of the approval. Later, if

Purchase department wants to change the mode, they will have to take approval from the approving authority.

Uploading of the Tender:

On receipt of the approval note through the portal, Purchase department will draft the Tender document and send it to the User department for concurrence giving the dates for publishing of tender, scope of work, specifications, EMD, Security deposit, timing of delivery, warranty, payment terms, Opening of technical & Price bid, and other general and special terms & conditions for the tender. On concurrence from the user department, the tender will be uploaded in the appropriate space. The date of uploading will be captured in the portal.

Prebid meeting date will be captured in the portal. Corrigendum if any, will be uploaded for the pre-bid clarification sought by the bidders.

Evaluation process:

Dates of opening of Technical and Price Bid will be captured in the portal. The purchase department will have multiple meetings with the purchase committee. Minutes of these meetings will be processed through the Minutes processing system (detailed in section 15). The minutes of meetings will be forwarded as a Note to the Director for approval. Based on the approval, the work order will be issued from the portal to the selected vendor. Terms and conditions as mentioned in the tender document will be applicable to the said work order and shall form part of the same. The work order document shall mention the same.

Receipt of Materials:

Materials will be received by purchase department for the store items and by user department for other items. There should be provision to receive the materials in parts or in one lot. Based on the receipt confirmation, a payment request advise will be generated by the system giving the details of work order, items, quantity value etc which will be approved by the appropriate authority. Vendor's bill / invoice to be uploaded for the receipt of material authorized by the user department and the respective user department will certify that the materials are provided as per the requirement and received in good condition. This authority printout in PDF along with the vendor's bill will be sent to finance to make the payment. The payment date, deductions, amount, reference no etc should be captured in the portal from Tally software. The Tally integration has to be done by the vendor or through another Tally customization expert.

Store items register:

Purchase department receives all store items and keeps them under its custody. Stock account should be maintained in the portal. All receipts approved through the receipt function should add to the stock. There should be an online request from the departments for store items required by them (as part of IOM). That would move to purchase department on approval by the appropriate authority. On receipt of this on-line approved request, purchase department will be issue the material, take delivery signature in the printout and confirm the delivery in the system. On receipt of the materials, the user department will update the item wise details on the portal along with exact amount invoice no, invoice date,

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delivery date etc and the certified invoice will be uploaded. The purchase department will verify the same and forward it to the finance for processing the payment. stock in portal will get adjusted accordingly.

A similar inventory system can also be designed for use by estate department and ICT department who use many plumbing, electrical and civil material. It would help them in proper inventory management and consumption tracking.

Reports:

Various reports would be required for purchase. Some of them are given below:

  a. Status of note approvals on any given day
  b. Details of work orders processed during any given period
  c. Details of work order by value / party / department / item
  d. Store stock on any given day
  e. Consumption of store items for any given period
  f. Consumption of store items by department / item / period
  g. History sheet of work order
  h. Customized MIS report for generating the details of the expenditure (year wise, quarter wise and month wise)

Others:

Going forward, there is a plan to have standard terms for tenders for procurement of goods, services and works. If those approved documents are stored in the system so that they can be attached while floating tender / issuing work orders. This would help in eliminating errors and saving time.

xi. Research Scholars/DPM students:
  i. The research scholars will apply for grant as and when needed. The system has to check whether the researcher has already reached the limit. If not, balance amount should be visible to the candidate (balance amount will be updated from the backend form by the Finance wing staff. Feasibility to check the balance via tally also has to be explored). If balance is available, he/she should be allowed to make a online request for grant. It will go to DPR office and they will forward it to the director for approval.
  ii. The stipend request for the research scholar will be initiated by the DPR office which will go to finance department for processing. Once the stipend is processed, intimation should be triggered to the respective scholar and programme office automatically. Stipend history should be available on the dashboard of each research scholar. Currently, the stipend is 30K PM from the date of joining till they complete CQE. Once they complete CQE (tentatively between 2 and 2.5 years), the amount will be increased to 36,000 per month. If a researcher is not performing his activities satisfactorily then the DPR office may temporarily stop the stipend until he successfully completes the pending activity.
  iii. Online Leave requests (with approval) has to be enabled for research scholars/DPM students similar to the employees. The online request should be submitted to the faculty

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mentor/DAC Chairperson and he will approve it. After approval it should reach the DPR office and DPR Chairperson.

iv. The grades of students will be published from the backend and the students should be able to view it at the end of each term. When the term is over (3 months for DPM and 6 months for EDPM), scholars will submit the term paper (assignments) within two weeks. The assignment papers should go to the respective course faculty members and he will evaluate and share the grades and marks to the DPR Office (Flag A). Some faculty members would conduct examinations instead of assignment papers and the marks scored in the exams will be submitted. DPR office will share it to the students in a course wise format (Flag B). Students will make request for revaluation if they find any discrepancy in the grades/marks. After revaluation DPR office will share the revised grades to the students. Grade history starting from the first term should be available on the dashboard of the scholars. Access to this platform will be provided to the guest faculty as well to provide marks for their courses.

v. Reminders for CQEs, Proposals, & progress seminars, & public defence viva have to be sent via this platform.

    a) CQE (Comprehensive Qualifying Examination):
    DPR Office will make a request to the Area Chairperson (Faculty members) to share the details (similar to syllabus) of the CQE. Chairperson would share the same to the respective student and DPR Office. After conducting written CQE, the Chairperson will send the result to the respective student and DPR office. Afterwards, the Area Chairperson will share viva result in prescribed format (Flag C) also through this platform to the respective student and DPR Office.

    b) Formation of DAC:
    Student will upload the details of the DAC (Dissertation Advisory Committee) within two months of the CQE result announcement (Flag D).

    c) Proposals (Presentation):
    After the formation of DAC, the scholar should submit the proposal to the DAC. Afterwards, the DPR office will publish the Presentation date on the dashboard of the scholar and DAC members. After presentation, the DPR office will announce the presentation result and the same should be available on the dashboard of the respective student and DAC members. If a scholar fails in the presentation, one more chance will be given to him to make another presentation. Abstract of the presentation will also be uploaded by the DPR office 1 week before the presentation date and the same should be available to the DAC as well as the scholar.

    d) Progress Seminars:
    There will be progress seminar tentatively in every six months (one or two seminars in the entire period) after proposal presentation. The report will be uploaded by the DPR office and the same would be visible to the scholar.

    e) Open defence -viva/ Evaluation by DEC (Dissertation Examination Committee):
    Once the scholar successfully completes the defence via, the result will be uploaded

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on the dashboard of the respective scholar.

vi. Class scheduling (Course name, code, faculty members who teaches that session, date, start time, end time & venue) will be set from the backend by the DPR office. Reminder emails should be triggered from the backend, 2 Hours before the scheduled start time to the respective faculty, DPR staff, IT Team and students. Sometimes, the DPR Office may reschedule/cancel the classes mentioning the reason. Email should be triggered automatically during the rescheduling/cancelling.

xii. Online forms for employees:

All the employees:

a) Online intent processing system (for making request for Consumables, refreshment, travel intent and room/facility booking) with approval. It should have the stock account (for consumables), receipt accounting and then issue so that the system stock will represent the physical stock. This should also enable consumption analysis so that procurement planning would become easy. Only if there is stock available, one should be allowed to make request for a particular consumable item. When the stock of an item becomes empty, an email should be triggered to the purchase department's email address (required for all the employees including outsources staff)

b) LTC online processing integrating approval process along with request for advance. Employee will make a request online giving all the details (name of person and co-travelers, destination, mode of travel, date of travel, leave encashment required or not etc.). The request will go to HR for recommendation and then, it will go to Director /approving authority for approval. Once approved, it shall be available to finance for making advance payment. After releasing of payment, Finance wing will update the same on the portal which would help the finance department for settlement after travel. After travel, the employee will confirm the actual travel and upload relevant document (boarding pass etc.) and the same should go to HR for verification. After verification, it will go to Director for approval and then come to finance for settlement. After settlement, finance will update the same on the portal which would be visible to the employees. If an employee availed LTC on a particular block period, he should not be allowed to claim LTC again in the same block period. LTC history should be available on the dashboard of the employee. (required only for permanent employees – not applicable for contract and outsourced staff)

c) Online User feedback form and grievance redressal mechanism for infrastructure related matters [Estate maintenance (plumping, Electrical & Civil), IT and AV] for employees & research scholars. We should be able to make some analytics from the backend based on the data. (required for all the employees including outsourced staff)

d) IT/Estate Maintenance/ Medical facility/ Community help from Admin facility request: Online request for event support, material/ consumable request, email password reset request, MAC inclusion request (the employees should be allowed to enter MAC addresses of all their devices from their dashboard, request for online meeting link, etc (required for all the employees including outsourced staff)

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e) Online Service requisition form for the Estate maintenance wing: The technician will make online requests for the new material requirement and for changing faulty materials along with necessary information including the reason as per the format enclosed. The department will internally process the approval of the same through this platform. As per the process flow JE will recommend and estate manager will approve the same.

f) Online forms for the Annual Children's education allowance reimbursement (amount will be same for all the employees, However, there should be provision for setting the designation wise limit from the backend), Quarterly Telephone expense reimbursement (applicable for faculty and officers, amount will be different based on designation) and Quarterly medical expense reimbursement (amount will be same for all the employees, However, there should be provision for setting the designation wise limit from the backend). (required only for permanent employees – not applicable for contract and outsourced staff)

g) There should be a form for making payment for the Gym membership & swimming pool membership for all the students and employees. The user should be allowed to make monthly payment as well as annual payment. The amount will be different for family membership, per person membership and guest membership. If a user wants to take membership for multiple persons then the name of all the persons should be entered one after the other.

h) Approval of travel with advance amount and Travel reimbursement claim/settlement form with approval process. The eligibility of each employee should be stored in the system from the backend (by the HR department) and the same should be populated to the claim form during the filling, submission and validation process. If mode of travel is air, then an email should be triggered automatically to the agency/travel desk after approval. A login to be provided to the travel desk to verify and approve the bills after travel. (required for all the employees including outsourced staff- based on their eligibility)

i) Self-appraisal form for the officers and Staff members (permanent employees). When an employee fills the online form and submits to the reporting officer, he puts his comments and sends it to the reviewing officer. After reviewing officer's comments, it will go to the accepting officer for his comments and approval. Finally, it will reach the HR department for archiving. Accepting officers are allowed to expunge any adverse comments during final approval.

j) Internal submission of income tax documents: The employees will submit proposed investments for the income tax exemption to the finance department online at the beginning of every financial year. If an employee wants to get additional exemption through NPS contribution, the same has to be mentioned on the form during the submission of documents. In the month of February, they will have to upload the document relevant to the investments on which tax exemptions have been claimed. The employee can also suggest a higher monthly deduction amount to Finance wing via this platform. However, the same will be decided by the Finance wing. After every financial year, necessary forms like form 16 should be available on the

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dashboard of every employee (Finance department will upload the same from the backend).

Faculty members:

a) Online processing of Faculty Development Allowance with approval process. The system has to check whether the faculty has already reached the limit. If not, balance amount should be visible to the faculty (balance amount will be updated from the backend by the Finance wing staff. Feasibility to check the balance via tally also has to be explored). The faculty should be allowed to make an online request for grant only if balance is available.

b) Proposed activity and review of activities forms for the faculty members.

c) Online submission of Work norm form, and course outlines for the faculty members. Work norm data as per this portal will have to match with the teaching hours as per the respective program office.

d) Faculty incentives processing: Apart from the routine teaching activities, the faculties are involved in EEC programmes (refer section 14) and administration activities (as chairperson of different non academic activities). Based on the hours/period involved in the teaching and admin activities extra incentives will be given to the faculties in addition to their salary. The faculty involved in the teaching and admin activities data has to be captured in real time so that faculty can verify and the amount can be available for year end closing purposes and early payment. The incentives calculation details will be shared to the successful bidder during the SRS finalization.

xiii. Requirements for the EEC department

a. Long Duration Programme (LDP)

The EEC department needs login (for all the staff members of EEC) for managing the fee payments made by the vendors for the long duration programmes (LDPs). Privileges will be set for each staff according to their roles. There are two vendors who support for the Long duration programmes and their details (Name, Address, contact number, GST, PAN etc) will be added on the intranet portal and Work Flow Management System by the EEC office. A login credentials will be created for the vendors by the EEC office.

b. Fees payment for LDP programmes

Whenever new programmes are launched, EEC office will first create this programme on the intranet portal and Work Flow Management System along with relevant fields like Name of the programme, Batch, Name of the vendor, Programme directors, duration of the programme, area of the programme, start date, end date, class schedule, courses/subjects (approx. 15 -20 courses per programme) along with faculty members, fee structure, etc. After creating the programme, an Invoice request along with the required data (programme name, term, number of participants, fees- Application fee, Tuition fee, study material fee, campus visit fee, student welfare fee, alumni fee, GST

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etc.) will be submitted to the accounts department by the EEC office through the intranet portal and Work Flow Management System for generating Invoice for the respective programmes for the respective terms. Invoice request will be made partly based on the number of participants and hence there would be multiple invoices for each term. This process will be repeated at the beginning of each term for each programme. Based on this request, the accounts department will generate the online Invoice from the GST portal and same will be uploaded on the portal along with the timelines (15 days from the date of invoice) and necessary details for the payment and the generated Invoice should be visible to the EEC department and the respective vendors. In addition, the auto triggered emails to be sent to the respective vendors and the EEC Office. On receipt of such invoices, the vendors would collect the fee directly from the students and a part of the fees (as per the agreement share) will be credited to the institute EEC account though the intranet portal and Work Flow Management System. At least two payment gateways to be integrated on the portal to make these payments by the vendors. In addition to the online payment, there should be an option to provide the payment made reference details by the vendor on the portal.

Whenever vendor makes the payments, an email notification should be auto triggered from the portal to the Accounts and EEC Office. (facao@iimtrichy.ac.in, elearning2@iimtrichy.ac.in, aofa@iimtrichy.ac.in, eecoffice@iimtrichy.ac.in, eecmanager@iimtrichy.ac.in). If the vendor not paid the money within the specified timelines, an auto reminder should be triggered as pop up message on the dashboard in addition email reminders should also be auto triggered both to EEC Office and the respective vendors.

The EEC Department should get the required report (Excel format) from the portal as per the format enclosed as *Annexure-A*. In addition, we should be able to generate multiple reports based on the programme and Term. The types of the report required will be shared later.

c. **Income and Expenses**
As and when the bills are received by the EEC Office from the external vendors, EEC Office will enter the relevant expenses incurred along with the information like Programme Name, work order number, Details of expenses (course materials procurement cost, Honorarium and PD shares for the faculty members, courier / speed post charges for dispatching the course materials, Accommodation expenses, Food & Refreshment, Travel Expenses, printing and stationary items, cost of programme kit, miscellaneous expenses for the campus visit etc), bill amount, bill date and bill number for the respective programmes. There should be provision for uploading the relevant bills by EEC Office on the portal for processing the payment.

Whenever, the EEC Office enters the expenses details on the portal, the same should go to Director for approval through the recommendation of Chairperson, EEC. Once the approval process completed, the same should reach the finance department for processing the payment to the vendors. The EEC Department and Finance department should be allowed to generate necessary reports pertaining to the programme wise expenses. After reconciliation, a portion of the profit earned from the respective programs would be transferred to the staff welfare fund and EEC overhead and the balance amount should be

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transferred to institute account. There should be provision for computing the same through the portal.

At the end of each programme, the closure report should be generated on the portal wherein all the expenses and income pertaining to the respective programmes and the revenue generated for the programme should be clearly shown on the report.

d. Modules pertaining to the Faculty members and students

During the launch of the course, the student will be added on the portal and login credentials need to be auto generated and shared to the respective students of the course automatically for adding the students in bulk and excel upload option to be provided with columns like Name of the candidate, Institute email Id, Roll No. During the first login by the respective student, it is mandatory for them to fill the basic information like communication address, mobile number, Qualification, current designation, current employment, personal email id, uploading their photo. Whenever the student's editing their personal information on their dashboard, auto generated email should be sent to the concerned student for information.

i. *Uploading of course outline*

Whenever the faculty member has agreed to teach the course for a particular programme, the faculty members are required to upload the course outline (Topics to be covered) on their dashboard and the same should be visible to both EEC Office and the respective students enrolled for the programme. The template for submission of the course outline is attached as ***Annexure - B***

ii. *Course Materials procurement process*

When the EEC department add a faculty member under a programme, the respective faculty member should be able to view the same on their dashboard. The books and study materials like (HBS cases and Simulations) required for each programme will be entered by the respective faculty members through this portal. Once the faculty enters the required study materials on the portal, the auto generated popup message should be flagged on their dashboard (eg. Books Procurement - minimum 45 days' time window is required; HBS case Procurement – Minimum 5 days' time window is required). The fields required for books requisition forms are Title of the Book, Author Name, Edition, Publisher, ISBN etc. The fields required for HBS case requisition forms are Title of the Case, Author Name, Product code etc. The same should reach Library along with the intimation to the EEC department. The library has to login to the portal to verify the request received from the faculty members. Subsequently the library will verify the availability, and pricing and other details through market enquiry and same will be updated on the portal. If the books requested by the faculty members are not available, then intimation should go to the concerned faculty members along with a copy to EEC Office. In such situation, the faculty member may suggest an alternate books. Based on the data provided by the Library,

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EEC Office has to confirm the quantity of books / cases for procurement along with the budgetary approval of the Director.

iii. *Uploading of Attendance percentage for each course/subject for each student enrolled in the respective programme*

The EEC Office should be given provision to enter the attendance percentage for each course for each student enrolled in the respective programme on the backend of the portal. The data will be uploaded in excel format from the backend. The format of excel file is attached as *Annexure –C.* Any student with an attendance percentage between 70 % and 50 %, there will be a one grade drop penalty and student with less than 50%, the student would not be allowed to take the exam.

The grade drop computation should be done by the portal based on the attendance report as part of the process mentioned in para (e) below. There should be an alert message on the student's dashboard for those student's whose attendance is less than 50 %. The intimation about such candidate should be auto triggered to the faculty members, the respective vendor and the EEC Office. The provision for uploading the supporting documentary evidence (eg. Medical evidence, professional emergencies, etc.) for the attendance waiver for those students whose attendance is below 70% should be available on the attendance page. The documents submitted by the students to consider the attendance shortfall needs to be verified and approved / Reject by the EEC Office. The approved students if he /she attendance is still less than 70% even after submitting the documents then there will be one level grade drop from the actual grade obtained in the respective subject. If it is more than 70%, then there will be no grade drop penalty.

iv. *Submission of Question paper along with instructions*

On completion of the each subject / course, the concerned faculty has to submit the question paper along with the instructions in the attached template (*Annexure- D*) at least 10 days before the date of the exam on the intranet portal and Work Flow Management System. EEC Office should be given provision to enter the exam date along with the class schedule and also to type deadlines for the faculty members for the submission of question paper for each course in Term / Modules. The first reminder email has to be triggered to the concerned faculty members with a copy to EEC Department fifteen days before the exam date. If they don't submit the question paper within the first reminder, the final reminder email has to be triggered again eleven days before the exam date to the concerned faculty members with a copy to EEC Department.

v. *Submission of Grades along with individual component marks*

On completion of the course, the concerned faculty who taught the respective course / subject should be allowed to enter the component marks (quiz, mid-term, assignment, end-term, project marks along with final total marks and grades) for each student enrolled in the programme on the portal.

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The automated deadline for the same would be three weeks from the date of the completion of the exam. A ten days before the deadline, the first reminder email has to be triggered to the concerned faculty members with a copy to EEC Department. If they don't submit even after the first reminder, the final reminder email has to be triggered again five days before the deadline to the concerned faculty members with a copy to EEC Department.

When the faculty submits the marks on the portal, the component marks along with the total marks should be available on the dashboard of the respective participants/students. The grade column should not be visible to the participants/students at this stage. After verification by the student, if the marks are fine, the student has to submit his acceptance. In case, if there is any discrepancy on the marks available on their dashboard, there should be message box to fill their queries (message box should disappear automatically from the two days after publishing of marks) and it should be visible to the respective faculty members and also the EEC Office. Based on the concern queries submitted by the respective student, the concerned faculty members may reevaluate if it is genuine and the entered data will be edited accordingly. In such situation, the revised marks should be visible to the respective student who raised the queries. The provision should be given to EEC Office to download the marks entered by the faculty members in the excel format. Any student with an attendance percentage between 70 % and 50 %, there will be a one level grade drop from the actual grade obtained and student with less than 50%, the student would not be allowed to take the exam.

After manual verification of the excel file, the EEC office will make necessary modification in the grades column and then revised grades will be published on the portal for making it available on the student's dashboard.

All the completed course grades should be available on the student.

At the end of the course, the EEC Department should be able to auto generate the grade sheet and course completion certificate in bulk in PDF format. The format of the grade sheet and course completion certificate is attached as *Annexure-E and F.*

vi. *Collection of faculty feedback for course-wise and Programme wise from the respective participants*

On completion of the courses for the respective programme, the EEC Office will enable the feedback from the backend of the portal. Afterward, the dashboard of students should have the feedback form to submit the feedback about the faculty members.

The separate forms should be available on the dashboard for each faculty members who taught the course for the programme. If multiple faculty members are involved in teaching a single course / subject, the separate feedback should be enabled for each faculty members for the same course. The sample format of the feedback form is available on the URL. The data has be fetched from the master data of each programme available on the portal.

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https://forms.gle/ovJzVbCMiJrCBUK77

e. *Faculty Workload computation for all the programmes like LDP, OEP, Outside teaching / consulting and MDP:*

The sessions taught by each faculty member for LDP, OEP, Outside teaching / consulting etc. will be entered under the respective programme by the EEC Office on the Intranet Portal and Work Flow Management System. The data entered by the EEC office should be verified and approved by the concerned faculty members. The format of the data visible to the faculty is attached as *Annexure- G*.

The portal should automatically calculate the consolidated workload computation report (Academic year wise) for all the faculty members involved in teaching LDP, OEP, Outside teaching / consulting etc and FDP's etc.in the format given as *Annexure –H*.

f. *Management Development Programme*

The EEC department needs login (for all the staff members of EEC) for managing the fee payments made by the multiple vendors / organizations for the Management Development programmes (MDPs). Privileges will be set for each staff according to their roles. There may be multiple vendors / organizations whom the IIM Tiruchirappalli provides the customized programme and their details (Name, Address, contact number, GST, PAN etc) will be added on the intranet portal and Work Flow Management System by the EEC office. A login credentials will be created for the multiple vendors / organizations by the EEC office.

g. *Fees payment for MDP programmes*

Whenever IIM Tiruchirappalli offering a customized programmes for any organization, the EEC office will first create this programme on the intranet portal and Work Flow Management System along with relevant fields like Name of the programme, Batch, Name of the organization, Programme Directors, duration of the programme, area of the programme, start date, end date, class schedule along with the topics handled by the respective faculty members, fee structure, etc. After creating the programme, an Invoice request along with the required data (programme name, module, number of participants, Programme fees, course materials fees and reimbursements of airfare, boarding and lodging, local conveyance, alumni fees, GST etc.) will be submitted to the accounts department by the EEC office through the intranet portal and Work Flow Management System for generating Invoice for the respective programmes for the respective modules. Based on this request, the accounts department will generate the online Invoice from the GST portal and same will be uploaded on the portal along with the timelines (based on the agreed terms and conditions mentioned in the agreement) and necessary details for the payment and the generated Invoice should be visible to the EEC department and the respective organizations. In addition, the auto triggered emails to be sent to the respective

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organizations and the EEC Office. On receipt of such invoices, the organizations will credit to the institute EEC account though the intranet portal and Work Flow Management System. At least two payment gateways to be integrated on the portal to make these payments by the vendors. In addition to the online payment, there should be an option to provide the payment made reference details by the organization on the portal.

Whenever organizations makes the payments, an email notification should be auto triggered from the portal to the Accounts and EEC Office. (facao@iimtrichy.ac.in, elearning2@iimtrichy.ac.in, aofa@iimtrichy.ac.in, eecoffice@iimtrichy.ac.in, eecmanager@iimtrichy.ac.in). If the organizations not paid the money within the specified timelines, an auto reminder should be triggered as pop up message on the dashboard in addition email reminders should also be auto triggered both to EEC Office and the respective vendors.

The EEC Department should get the required report (Excel format) from the portal as per the format enclosed as *Annexure-A1.* In addition, we should be able to generate multiple reports based on the programme and Term.   The types of the report required will be shared later.

h.   *Income and Expenses*

As and when the bills are received by the EEC Office from the external vendors, EEC Office will enter the relevant expenses incurred along with the information like Programme Name, work order number, Details of expenses (course materials procurement cost, Honorarium and PD shares for the faculty members, courier / speed post charges for dispatching the course materials, Accommodation expenses, Food & Refreshment, Travel Expenses, printing and stationary items, cost of programme kit, miscellaneous expenses), bill amount, bill date and bill number for the respective programmes. There should be provision for uploading the relevant bills by EEC Office on the portal for processing the payment.

Whenever, the EEC Office enters the expenses details on the portal, the same should go to Director for approval through the recommendation of Chairperson, EEC. Once the approval process completed, the same should reach the finance department for processing the payment to the vendors. The EEC Department and Finance department should be allowed to generate necessary reports pertaining to the programme wise expenses. After reconciliation, a portion of the profit earned from the respective programs would be transferred to the staff welfare fund and EEC overhead and the balance amount should be transferred to institute account. There should be provision for computing the same through the portal.

At the end of each programme, the closure report should be generated on the portal wherein all the expenses and income pertaining to the respective programmes and the revenue generated for the programme should be clearly shown on the report.

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xiv. Work Flow Management System (Paperless office /e office)

All the existing internal approval processes need to be automated through a work flow management System. Currently (as per the manual process), the respective user department/section has to put up a note in a note sheet to the Director through the intermediate officers/activity heads/chairpersons for getting any approval from the Director. This process has to be automated through a work flow management system and the same would be a part of the intranet portal and Work Flow Management System. The initiating department will prepare a note mentioning the details of the requirement and its background. There should be a subject text box wherein the purpose/subject of the note could be mentioned. Date should also be auto-fetched. The note will be typed on a text editor and necessary supporting documents/enclosure will be uploaded as scanned documents. There should be text boxes to mention the reference hyperlinks as well during the preparation of the notes. After the preparation of the note, the same will be passed to the intermediate officer/officers (one or more). After their recommendation/signature, the note will finally reach the Director's office for the approval of the Director. If the Director wants to make any comment or if he wants to reject a note, the same should also be possible through this platform. The pending approvals should be listed in a separate tab for quick reference. Similarly, the approved notes should be available under a separate tab. If the intermediate officer/Chairperson or the Director wants to route the note through another section (to obtain their opinion on the matter), provision should be available for the same. Once the note is approved, the initiated department/officer should be able to see the approval details and the comments (if any). After processing getting approval, the section officer will send an IOM to another department. The receiving department will process another note (one or more) for taking required action on the approved note. Putting in a nutshell the requirements/features to be incorporated in the Work Flow Management System (e- office module) are given below:

For Admin: Manage User details (user creation, edition, deletion, role assignment, assigning department/activity, etc), Manage Department details (creation of departments and assigning roles to it's employees, when employee get transfer another employee will be assigned as section clerk/section officer), To generate different reports on the overall summary of activities handled by the departments/users (Department wise, Date/period wise & user wise etc) etc.

For Users: Encrypted password and OTP based login for approval/note creation/editing/ submission, option for biometric based login, Users can Create, Edit, Sign the notes, Send files/ letters

Security Features: Profile Security, Signature Security (Photo Capture, IP based security, File Compression & encryption while upload, change user Password using OTP mechanism,

Dashboard : There should be a separate window /tab for the work flow management dashboard. Unprocessed requests/approvals should be highlighted along with an alert.

Fields required in the note creation module:

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- Text editor for creating notes for approval.
- Sign & Send – Use PIN/OTP/biometric authentication to sign & send a Note from one level to the next level (Eg: section incharge should use one of the authentication methods while submitting a Note to the section officer). Should be able to set priority while submitting a note. If priority is selected then the reason to be entered in a separate field.
- Save without submission – For the user to edit/modify and submit the note later
- Supporting Documents – To add attachments & urls along with the note. Should be able to link with a previous connected approval as well.
- Comments - Comments can be given by the approving authority to any note during approval without returning.

Segregation of processed and pending notes : 'For Orders' should Show unprocessed notes. Deleting of a submitted/processed note should be restricted. 'Back Files' should show approved notes. Similarly, processed and pending IOMs should also be segregated.

Reminders : To send a reminder e-mail to intermediate officers and approving authority by the initiating official.

Returning of Files : File returned (along with a comment) by intermediate officers and approving authority (If any Queries by intermediate officers and approving authority). The file will go back to the previous intermediate officer and after he redirects, it will reach the initiating official. After making necessary modifications, the note can be resubmitted through the intermediate officers again.

Temporary Assigning of responsibility: If an officer is on leave then the signing responsibility would be temporarily transferred to another person who is in charge of handling the additional duties for a particular period.

Advance processing: During the submission of Note, the employee should be allowed to request for advance (as an option). In case the note is approved the employee will forward it to finance department for receiving the advance. After getting the advance the employee will spend it according to the approval and he will submit another Note along with invoices for settlement of the advance and balance amount to the Institute. For returning the balance amount, payment gateway has to be integrated.

Status updates: Status of where the document lies/pending in a department/ with whom the process is pending should be available to all the employees who are involved in the approval process (Note initiating official, intermediate officers and the approving authority).

Note: The officers involved in the approval process will be set from the backend by the ICT department (eg: Section Clerk -> Section Officer -> Chairperson -> CAO -> Dean Admin. -> Director.) The work flow may change depending on the departments/activities.

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xv. Submission of Inter Office Memo [IOM] based on the approval:

After the approval process, the section office would generate an IOM along with the approved Note sheet (as attachment) to the section officer of another department to take action on the approved matter. (Eg: If the approval is for purchasing something, the IOM will be generated to the Purchase Department. If approval is for releasing any payment/amount then the IOM will be generated and submitted to the section officer of the Finance Department.) The unprocessed IOMs should also be shown in a separate tab. In continuation to the IOM, the concerned department will follow the due process by initiating another note for obtaining approval from the Director. The note may be processed multiple times for each IOM according to the requirement/procedure.

If IOM is submitted to the finance wing then finance wing will obtain approval through a Note for releasing the payment. Once the payment is released status should be updated and visible to the user department who has submitted the IOM. If IOM is submitted to the Purchase department (refer and link with the process explained in under section Xl above) the purchase department will process a Note for completing the purchase process and the work order will also be prepared through this platform. The Work order along with necessary enclosures will be send to the vendor through this platform by entering the email address of the vendor. The status of the purchase and work order should be updated on the system accordingly and the same should be available to the department who has submitted the IOM.

xvi. Imprest management

Imprest amount will be given to certain departments and the same will be processed based on the approval obtained by the user departments. The section clerk/officer will keep the money received from the finance section. He will keep updating the expenditure along with uploading of invoices and receive further money from finance as and when needed and the request for the same will also be made through this platform. There will be a limit in the impress amount each department can avail which will be set from the backend.

xvii. Minutes processing system:

The Minutes of the meetings will also be processed through the intranet portal and Work Flow Management System. After a meeting conducted by an officer or department, he/she will prepare a minutes of the meeting (MoM) and the Minutes of the meeting will be shared to all the employees who have attended the meeting. Each employee will sign the minutes and they may make comments while signing the minutes. The signing status should be visible to all the members of the meeting and the initiated section officer/employee. Once the employee/section officer receive signature from all the members the same (signed MoM) will be submitted as a note to the Director through intermediate officers for approval. For the intermediate officer and the Director, the MoM will be shown as an attachment of the Note. Until the finalization of MoM the participants should be allowed to edit the comments. The minutes processing pertaining to the purchase department is explained under the requirement of the purchase department which may also be referred during the development of minutes processing module. Format of an MoM is enclosed as *Annexure-I*

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xviii. Archives of records:

All the past approvals should be archived and concerned department user should be able to see all the previous approvals. It should be categorised year wise in proper manner and search option should also be provided in a user friendly manner to find the previous records/approvals.

d. OTHER SERVICES TO BE INCORPORATED:

i. Registration of domain name:

The domain (iimtrichy.ac.in) has already been registered for IIM Tiruchirappalli. The intranet portal and Work Flow Management System should be mapped under the subdomain intranet.iimtrichy.ac.in.

ii. Hosting the intranet portal:

IIM Tiruchirappalli would provide either an in-house server or a managed dedicated hosting server (hardware, OS, software, antivirus, firewall protection, connectivity etc) wherein the intranet portal and Work Flow Management System has to be deployed/hosted. The successful bidder should maintain the web server during the support and AMC period and necessary upgradation, fine tuning and configuration/security settings need to be done by the successful bidder periodically in coordination with IIM Tiruchirappalli or the hosting service provider to tweak the performance of the server periodically.

iii. Copyright and Trademarks:

Successful bidder should hand over all the software (source code) and graphics to IIM Tiruchirappalli for the purpose of copyright and intellectual ownership.

iv. Data backup:

Data backup should be configured for the automatic backup of the entire application so that we could recover the same during any hardware / OS failure. Log files pertaining to every activity should also be downloadable from the backend.

v. Deletion of old content:

When the pages, images and files are removed/unpublished from the intranet portal, and Work Flow Management System thereafter the same should not be available on the server. When we re-upload a file, the old file should be deleted from the server.

vi. E-mail & SMS gateway:

The successful bidder should integrate email (SMTP integration) and SMS gateway for sending intimations to the respective employee / department during any major request from the employees. The bidder has to procure and provide SMS gateway service integration for three years (12,000 SMS per year). If there is extra requirement of email /sms credits, the aditional cost for the same will be paid extra by IIM Tiruchirappalli.

vii. Detailed Administration manual & SLA

Administration manual should be created and a service level agreement (SLA) for three years' support (mentioning all the terms and conditions given in the tender document) should be executed before releasing the first payment. Training also has to be given to all the employees.

viii. Vulnerability and penetration testing:

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Trichy - Pudukkottai Main Road, Tiruchirappalli-620 024, Tamil Nadu
Phone: 0431-2505121/5122 | E-Mail: purchase@iimtrichy.ac.in

The successful bidder has to provide a vulnerability and penetration test report to IIM Tiruchirappalli after the hosting of the intranet portal and Work Flow Management System.

Note: In addition to the deliverables listed above, all the deliverables mentioned in different sections of this tender should also be considered as deliverables.

e. TECHNICAL SPECIFICATIONS:

i. Design:

Intranet portal and Work Flow Management System should be developed on open source technology (Front-end & Back-end). Bidder should use CSS3 based Responsive Web Design approach, Clear and appropriate graphics and W3C compatible coding style while designing the web pages. The portal should be developed in a user friendly manner.

ii. Technology:

The portal should be developed completely on a web platform. Outdated software platforms/ versions should not be used for the development of this application. Open source technology should be used for the frontend and backend. Bidder should provide high-quality and new technology content management solutions (preferably custom made) for the intranet portal and Work Flow Management System. If the vendor use open-source content management system then paid premium plugins have to be used to ensure the security and stability. The intranet portal and Work Flow Management System should be designed using HTML 5 or higher Transitional and also adheres to Web Content Accessibility Guidelines (WCAG) laid down by the World Wide Web Consortium (W3C) and be social media enabled (social media links to be incorporated). Intranet portal and Work Flow Management System loading speed optimization and tweaking of server & applications needs to be done by the successful bidder. Back end performance optimization like DB structure, query optimization to be done periodically to enhance user experience in terms of fast load times and good mobile experience.

iii. Scalability for the future requirements:

There should be provision for further changes and further augmentations in the future according to the requirement of the institute. The institute would integrate the student administration modules with this application in the near future. Hence, the intranet portal and Work Flow Management System architecture/design should be scalable for future requirements. There would be future requirement to develop microsites (additional modules) for various activities of the institute in the coming years. If IIMT faces any issue in terms of scalability, then the vendor should correct the same during the support period of 3 years without any extra charges.

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Eligibility Conditions for Bidders

The tendering Agency must fulfil the conditions mentioned in the succeeding paras in order to be eligible for technical evaluation of the bid:

1. The Bidder (s) should be registered with the Goods and Services Tax council for the purpose of Goods & Service Tax (GST). A copy of the GST registration certificate has to be submitted with the tender document. A copy of the GST Registration Certificate, PAN and Bank account details should be submitted along with the Technical Bid. The names appearing on all these documents and the tender document should be the same or linked.

2. The Bidder (s) should be registered with the appropriate registration authority and should exist *for not less than three years as of 31ˢᵗ August 2022*. Copy of Certificate of Incorporation or relevant registration certificate should be attached.

3. Bidder(s) should have at least three years' experience in Similar work as on 31ˢᵗ August 2022. Relevant documentary proof like work order / Letter of Intent / Agreement must be submitted with technical bid. **Similar work shall mean**: Design, Development, Customizations and Maintenance of ERP (Web-based Platform), work flow management system or office automation software.

   Note: *Website development work will not be considered as ERP/Office Automation.*

4. Copy(ies) of work order(s) showing that the firm has executed the similar work(s) in the l**ast 3 years** and details of current similar works on hand and other contractual commitments shall be provided by the Bidder as on *31ˢᵗ August 2022* as detailed below;
   At least one similar work of 80% of the estimated cost [Order copy to be enclosed]
   OR
   At least two similar works of 60% of the estimated cost each [Order copy to be enclosed]
   OR
   At least three similar works of 40% of the estimated cost each. [Order copy to be enclosed]
   The bidder should attach copies of the work orders / contracts, which should indicate the scope of work for Design, Development, Customizations and Maintenance of ERP (Web-based Platform), work flow management system and office automation software along with Technical Bid.

5. Average Annual Turnover of the Bidder for the past three years (2019-20 to 2021-22), should be at least 100% of the estimated cost of the tender. Copies of duly audited Balance Sheet with Profit & Loss accounts are to be submitted for the last three years as above as per ***Annexure-I (Technical Bid).*** The year in which no turnover is shown would also be considered for working out the average.

6. Bidders should be regular in filing Income-Tax returns. A copy of Income tax returns filed and audited accounts statement for the last three financial years (2019-20, 2020-21 & 2021-22) should be submitted with the Technical Bid. In case the income tax return is yet to be filed for the financial year 2021-22, the copy of the audited/unaudited financial statement authenticated by the CEO or CFO shall be submitted.

INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI
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7. The bidders should not be blacklisted by any department of the Government of India or any State Government and Private organization in the past. There should not be any criminal case registered against the bidding firm or its owners/partners anywhere in India. An undertaking to this effect in the Company letter head duly signed by the owner / partner or both to be enclosed, as per ***Annexure-V.***

8. The Bidder should give self-declaration certificate for acceptance of all terms & conditions of tender documents. A duly completed certificate to this effect is to be submitted as per the ***Annexure-VII.***

Instructions to Bidders

1. Downloading of Tender Document

Tender Documents are to be downloaded from the Institute's website https://www.iimtrichy.ac.in/tender-published and https://mhrd.euniwizarde.com/. No Tender fee is payable.

2. Earnest Money Deposit:

a. The Bidder (s) should remit an Earnest Money Deposit (EMD) of ***Rs. 63,000/-*** (Rupees Sixty Three Thousand only) at MoE's e-Wizard Portal. A copy of the payment transaction receipt has to be attached with the e-Tender application form, without which the Tender won't be considered for the bidding process.

b. The EMD of the successful Bidder will be adjusted against the interest-free security deposit.

c. The EMD of the unsuccessful bidders will be released after the finalization of the Tender. No interest is payable on the Earnest Money Deposit (EMD).

d. Micro and Small Enterprises (MSEs) firms as defined in the MSE Procurement Policy issued by the Department of Micro, Small and Medium Enterprises (MSME) or the firms registered with the Central Purchase Organization or the concerned Ministry or Department or Startups as recognized by Department of Industrial Policy & Promotion (DIPP) for all these items only, are exempted from EMD. However, they have to enclose valid self-attested registration certificate(s) along with the Tender to this effect, without which the bid won't be considered for further process.

e. The bidders who seeks exemption from EMD as per clause above, if they withdraw or modify their bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the bid document, they will be suspended for the period of three years or as decided by the competent authority from being eligible to submit bids for contracts with the entity that invited the bids.

3. Relationship Certificate:

a. The Bidder should give a certificate that none of his/her near relative is working in the units as defined below where he is going to apply for the Tender. In case of proprietorship firm certificate will be given by the proprietor. For partnership firm certificate will be given by all the partners and in case of limited company by all the Directors of the company. Due to any breach of these conditions by the company or firm or any other person the Tender

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will be cancelled and Bid Security will be forfeited at any stage whenever it is noticed and IIM Tiruchirappalli will not pay any damage to the company or firm or the concerned person.

b. The company or firm or the person will also be debarred for further participation in the concerned unit.

c. The near relatives for this purpose are defined as follows: -

- Members of a Hindu undivided family,

- Spouse,

- The one is related to the other in the manner as father, mother, son(s) & Son's wife (daughter in law), Daughter(s) and daughter's husband (son in law), brother(s) and brother's wife, sister(s) and sister's husband (brother in law).

d. The Relationship Certificate (**Annexure-VI**) needs to be placed in the Technical bid cover.

4. Conditional Bids:

Conditional bids or Bids based on the process / basic schemes other than mentioned and / or not conforming to the technical specifications / requirements of the Bidding documents will not be considered.

5. Technical Bids Criteria:

i. The technical bid shall contain all the relevant information which forms part of the technical bid. The information provided in the technical bid will be used for understanding and assessing/evaluating the quality of solution being proposed by the Bidder.

ii. All the information should be organized in logically structured form and uploaded in PDF Format as technical bid with an index. Bidders should comply with eligibility criteria and technical requirements. The detailed formats are attached at *Annexure-I*. The Bidder is to complete the same in all respect and submit accordingly. No deviations are acceptable in *Annexure-I*.

6. Price Bid Details:

i. Price Bid i.e. BoQ given with the Tender to be uploaded after filling all relevant information and it should be uploaded in MS Excel (.xls) format as per the format available with the tender failing which the offer will be rejected (renaming or changing the format of BoQ) will not be acceptable.

ii. Price Bid i.e. BoQ in MS Excel (.xls) format given in Tender to be uploaded after filling all relevant information. The priced BoQ should be submitted strictly as per the BoQ in MS Excel (.xls) format, failing which the offer will be rejected.

iii. The quantities mentioned in Price Bid are tentative and shall be increased or decreased depending upon the requirements of the Institute.

iv. Bids must be submitted with the rates for all the item(s) of the work involved and any incomplete bid will not be considered.

INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI
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v. ***The Rates quoted by the tenderer should be inclusive of all charges*** (Supply, Installation, Testing, Commisioning and Packing, forwarding, Loading, Unloading and freight) ***except GST*** and must hold good till the completion of work and should not be subjected to any escalation. No claim on this account what so ever shall be entertained at any stage including the extended period, if any.

vi. The bidders can send an email to saict@iimtrichy.ac.in (Telephone No 0431-250 5047/5073) and mark a cc to purchase@iimtrichy.ac.in to seek clarification on the specifications/work covered by this Tender, if required.

vii. Vendor should quote rates in the Price Bid (**Annexure-II**) in MS Excel (.xls) format only, bids indicating rates anywhere else will be rejected.

7. Validity of Bids and Rates:

i. All the quoted rates would be valid until the completion of the contract. No escalation of price whatsoever would be allowed during the currency of the contract, including extended period if any.

ii. The quote shall remain valid and open for acceptance for a period of 90 days from the date of opening of price bid.

Bid Preparation

i. Bidder should take into account any corrigendum published on the tender document before submitting their bids.

ii. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.

iii. 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 needs to be submitted. Any deviations from these may lead to rejection of the bid.

iv. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/XLSX/PNG, etc. formats.

Procedure for Submission of Online Bids

i. Bidder to log into the site well in advance for bid submission so that he/she uploads the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

ii. The tender document should be downloaded from the IIM Tiruchirappalli website https://www.iimtrichy.ac.in/tender-published and https://mhrd.euniwizarde.com/ . The Tender needs to be submitted online through MHRD e-Wizard Portal (https://mhrd.euniwizarde.com/).

iii. The Bidder needs to digitally sign and upload the required bid documents one by one as indicated in the tender document.

iv. The Bidder should submit the bid online in two parts viz. Technical Bid and Price Bid. Technical Bid along with required documents should be in PDF format and uploaded

online in Cover-1. Price Bid in MS Excel ".xls" format only should be uploaded online in Cover- 2.

v.   All the pages of the tender document being submitted must be digitally signed as per the procedures and requirements stipulated herein.

vi.   The Bidder (s) shall not make any changes or amendment in the tender document as published in the IIM Tiruchirappalli website and Ministry of Education e-Wizard Portal.

vii.   All correspondence and documents relating to the Tender shall be written in English.

viii.   No addition or alteration should be made in the tender document.

ix.   The tender document should be filled in legible handwriting/printing/typing without any ambiguity.

x.   If any correction is necessary in the information provided by the Bidder, the same should be made after scoring out the old entry. In any case, there should not be any over writing. All the corrections should be attested with full signature of the Bidder with date.

xi.   It is construed that the Bidder has read all the terms and conditions before submitting their offer. An undertaking as given in the **Annexure-VII** to the effect of stating that the terms and conditions of the Tender have been read and abided by the tenderer shall be furnished.

xii.   Bidder should take into account the corrigendum/Addendum published from time to time before submitting the bids.

xiii.   The bidders are cautioned that furnishing of incomplete/ambiguous information, suppression of facts and any alteration of the prescribed tender format will entail outright rejection of the bid application.

xiv.   Bidders to note that they should necessarily submit their price bids in the prescribed format given by IIM Tiruchirappalli and no other format is acceptable.

xv.   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, the opening of bids, etc. The bidders should follow this time during bid submission.

xvi.   All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of bid opening.

xvii.   The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

xviii.   Upon the successful and timely submission of bids, 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.

xix.   The off-line Tender will not be accepted and no request in this regard will be entertained whatsoever.

1. **Online Bids Submission:**

The Online bids (complete in all respect) must be uploaded online in two covers as explained below:

INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI
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Trichy - Pudukkottai Main Road, Tiruchirappalli-620 024, Tamil Nadu
Phone: 0431-2505121/5122 | E-Mail: purchase@iimtrichy.ac.in

a. Technical Bid – (Cover 1):

  i. The following documents are to be furnished as single PDF file by the Bidder (s) along with Technical Bid (**Annexure-I**), as per the tender document;
  ii. Application form as per **Annexure - IV**.
  iii. Copy of PAN and GST Registration.
  iv. Copy of constitution or legal status of the bidder /Sole proprietorship / firm agency etc., like an Attested copy of the deed of partnership, if the firm is a partnership concern. Certificate of Incorporation duly certified in case of Company.
  v. Copy of work orders and testimonials/completion /performance certificate from the present and past clients of equivalent order / SLA (executed the work(s) received in the last 3 years) with verifiable contacts need to be attached with the Tender document to prove their competency.
  vi. A copy of Income tax returns filed and audited accounts statement for the last Three financial years (2019-20 to 2021-22).
  vii. The Relationship Certificate (**Annexure-VI**) needs to be placed in the Technical bid cover.
  viii. Duly (Digitally) Signed Tender document and its all annexures.
  ix. All other document mentioned in the tender document, except Price Bid document.

b. Price Bid - (Cover 2):

Price bid (As per **Annexure-II** duly filled and signed) Price must be quoted and uploaded online as per the format specified (MS Excel ".xls" format), failing which Tender shall be rejected.

Pre-Bid Meeting

A Pre-Bid Meeting with the intending bidders will be conducted in person at Deans Office Meeting Room, Administrative Block, IIM Tiruchirappalli on 23.11.2022 at 10.30 Hrs. to clarify doubts that shall arise before submitting the bids.

If the bidders, who are unable to visit IIM Tiruchirappalli in person to attend the pre-bid meeting, can join the meeting through virtual mode.

The bidders need to send the scanned copy of the letter of authorization from their firm (or firms they are representing) to purchase@iimtrichy.ac.in before 17.00 Hrs., on 22.11.2022 to attend the Pre-bid meeting as per the format enclosed vide **Annexure-IX**.

The Bidders are requested to mail their doubts/queries to purchase@iimtrichy.ac.in before the pre-bid meeting, i.e. by 17.00 hrs, 22.11.2022, to enable us to clarify the doubts in the pre-bid meeting itself.

Opening of Technical and Price Bid

The Technical bid will be opened by the Tender Opening Committee on *06.12.2022 at 10.45 Hrs*. through e-wizard online portal.

INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI
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Tender Evaluation Process

a. Selection of the vendor shall be based on *Quality and Cost Based Selection (QCBS)* under the Rule 192 of the General Financial Rule 2017. The proposals will be evaluated by taking the following factors into consideration:

b. Final selection of the vendor shall be based on *Quality and Cost Based Selection (QCBS)* with *60% weightage for technical* evaluation and *40% weightage for commercial* evaluation.

c. The bidder would be selected on the basis of ranking and evaluation of Technical and Price Bids by a Committee formed by the Institute, and the Committee's decision would be final and binding.

The process of selection of the successful bidder would be determined as under:

Stage 1: Document verification – Verify the document submitted by the bidder and firms qualified shall be invited to make presentation through virtual mode to the Evaluation Committee of IIM Tiruchirappalli. The Bidder(s) who meets all the basic eligibility conditions mentioned at *page 28-29* of the tender document, will only be considered to make the presentation to the Evaluation Committee.

Stage 2: Technical Evaluation – Those qualified in Stage-1 shall be invited to make a presentation to the Evaluation Committee through virtual/physical mode. The committee will assess the firm as per criteria mentioned in the technical bid.

The bidders are requested to prepare their own technical proposal. The technical bid shall contain all the relevant information which forms part of the technical bid. Bidder is free to add any information that can help in assessing technical quality of the solutions proposed and which touches upon the parameters/attributes for technical assessment.

The information provided in the technical bid will be used for understanding and assessing/evaluating the quality of solution being proposed by the bidder. Technical evaluation of the bidder will depend on the information provided herein and the presentation to the committee members. *Technical bid score, out of 100 Marks*, will be arrived based on the following Parameters:

S. No	Parameters for Technical Evaluation	Maximum Score
1	Technical presentation of modules and understanding of requirements	30 Marks
2	Technology (Front end, back end etc.)	10 Marks
3	Experience in similar applications, clients & Capability of the bidder (Similar works [works pertaining to automation of office/administration activities] successfully completed by the bidder with order value of 10 Lakhs and above during the last five years only will be considered for evaluation.)	20 Marks
4	Demonstration of similar platform developed for another institute that is currently being used by any other institute. Marks will be awarded based on the features of the application and other technical parameters.	10 Marks
4	Additional features, ideas & suggestions	10 Marks
5	Customised backend or Paid plugins that are going to be used	10 Marks
6	Customization & AMC strategy, escalation matrix & resolution time	10 marks
	Total	**100 Marks**

INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI
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Decision taken by the Evaluation Committee on the Technical Evaluation will be final.

At the end of this stage, each firm will have Technical score (out of 100 Marks) associated with it. Bidders getting less than **65 score** in the Technical bid will not be considered for opening the price bid.

Price bids will be opened for the bidders getting score **65 and above** in technical bid evaluation. Under QCBS selection process, the **technical proposals** will be allotted weightage of **60%** (Sixty per cent) while the **financial proposals** will be allotted weightages of **40%** (forty per cent).

Stage 3: Final score (combined score) Technical bid and price bid together will be used to arrive the highest **techno commercial score (TCS)**. The bidder with the highest **TCS** will be chosen to provide the services covered by this tender.

The TCS of a bidder with technical score **T** and commercial bid value **C** is calculated using the following formula.

$$TCS = 0.4*C1/C + 0.6*T/T1$$

where **C1** is the lowest commercial score and **T1** is the highest technical score.

The technical score will only be revealed to the bidders just before opening of the commercial bid.

The Bidder securing the highest combined score of **TCS** will be invited for negotiations/discussion, if required, and shall be awarded the contract. In the event of two or more bidders have the same TCS score in the final ranking, the bidder with the highest technical score will be declared as successful bidder.

Any inquiry after submission of the quotation will not be entertained. The decision of IIM Tiruchirappalli will be final and binding to all for interpretation of any ambiguity.

Opening of Price Bid: The price bids of all the technically eligible bidders will be opened after the technical bid evaluation including all the presentations by the qualified bidders in the presence of technically eligible bidders or their authorized representatives through video conferencing mode. *The date and time for opening of the Price Bid will be informed later*. Bidders/ Representatives have to send the scanned copy of letter of authorization from their firm (or firms they are representing) to *purchase@iimtrichy.ac.in* before attending the price bid meeting on the given date (to be informed later) to participate in the opening of Price Bid as per the format enclosed vide **Annexure-IV**.

The price bids of all the technically eligible bidders will be opened. The date and time for opening of the Price Bid will be informed later through e-wizard online portal.

The Institute reserves the right to accept or reject all the offer including the lowest without assigning any reason.

INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI
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General Term & Conditions

1. **Schedule and Phases of the Project:**

   a. Software Requirement Study and kickoff meeting:

   Successful bidder should submit a detailed project plan document in kickoff meeting of the project which will include but not limited to technical specifications and functional requirement of the intranet portal and Work Flow Management System, project lifecycle details, workflow, links, navigation, architecture, structure of intranet portal and Work Flow Management System and methodology for 24*7 support during the maintenance & support period of 3 years etc.

   The successful bidder has to study the entire requirement in consultation with the IIM Tiruchirappalli officials and a detailed presentation of the final SRS document should be made before the IT Committee/ICT department of IIM Tiruchirappalli. The presentation has to be made within 20 days from the date of award of the work order. The complete structure, sample designs, and navigation strategy should also be shown during this presentation. The changes suggested by the members during the presentation need to be incorporated on the SRS document. The institute may also conduct discussions with each department (Finance, HR, Administration and faculty) separately for the finalization of the SRS document.

   b. Phases

   The intranet portal and Work Flow Management System needs to be developed integrating backend in two phases as given below:

   Phase I : Development and hosting of Intranet portal and Work Flow Management System

   The final SRS document has to be prepared by the successful bidder in consultation with each department and the development of the same has to be started after a detailed presentation of the same in the kickoff meeting. Intranet portal and Work Flow Management System of IIM Tiruchirappalli completed in all respect should be hosted on the server (production) within Nine months from the date of issue of work order. The hosting plan/server will be provided by IIM Tiruchirappalli. The L1 vendor should submit the contact details of development team members to the ICT department of IIM Tiruchirappalli during the kickoff meeting.

   The maximum period for completing the development and hosting of the intranet portal and Work Flow Management System (beta version) is *9 months* from the date of issue of work order. The demonstration and training of the intranet portal and Work Flow Management System should also be given as part of the first phase.

   However, the implementation should be done in a phased manner as per the requirement/priority of IIM Tiruchirappalli and the first phase should be installed within 4 months.

   Phase II: Fine tuning, live testing & customization of the intranet portal and Work Flow Management System as per the requirement of IIM Tiruchirappalli.
   The period for the Phase II development would be 2 Months from the date of hosting of the intranet portal and Work Flow Management System

   All the bugs have to be fixed during the real-time customization period. After making the portal live, each department will start using this platform for their routine activities and they may make recommendations/suggestions for more refinement of the application which has

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to be done by the successful bidder during the real-time customization period. The period for the real time customization, fine-tuning and testing of the intranet portal and Work Flow Management System is two months from the date of hosting of the beta version of the intranet portal and Work Flow Management System. If the bidder does not complete the customization and hosting of intranet portal and Work Flow Management System within this two months' period, the Phase II period will be automatically extended until the complete customization and testing of intranet portal and Work Flow Management System is over.

2. In case the firm fails to complete work within the specified period, the Work Order as a whole will be terminated. Applicable penalties would be levied to the supplier/vendor. The decision of the competent authority in the matter of penalties would be final and binding.

3. **Modification:**
    The structure and design might be modified after discussion with the selected bidder in kickoff meeting of the project. If required, it would be modified again at the time of development and also at the time of final presentation before going live. During the period of support (3 Years), the bidder is responsible to make minor modifications and bug fixing on any part of the intranet portal and Work Flow Management System as and when required as per the requirement of IIMT. However, the development of new forms and addition of any interactive modules will be considered as additional/extra work.

4. **Additional works:**
    During the AMC period, no additional charges will be paid by the Institute for any bug fixing and for incorporating any missing functionality changes that are already given in the tender or Final SRS document (Eg. The requirements that are mistreated during the development process and the real-time changes in the existing forms that cannot be done through backend, any label corrections, addition or deletion of any fields in the existing forms/modules etc.)

    For addition of any New forms or interactive modules during the maintenance period that has different process than the existing modules, the rate should be quoted as per the BoQ (per person hour for a maximum limit of 300 person hours per year) given in the Price Bid in the Tender document. The development of additional interactive modules and forms will be considered as extra work and the payment for the same would be released on man-hour basis. The complete replacement (revamping) of any module using entirely different template and design will also be considered as additional work. However, the customization to be done on the existing modules/pages will not be considered as extra work. Addition and deletion of fields/columns/labels in the forms also need to be done without extra charges.

    Note: The manhour cost quoted by the bidder for the additional work also will be considered for evaluating L1.

5. **Contract period for support & maintenance (AMC period of 3 Years)**
    A service level agreement shall be executed with the successful bidder for the support and maintenance of the intranet portal and Work Flow Management System during the three years' period *from the date of completion of phase-II*. Vendor is expected to submit severity wise resolution matrix and the changes should be made live within the timelines as per approved effort estimation.

    Fixes, minor customization, updates, incorporation of any missing backend functionality etc. during the support and maintenance period of 3 years shall be part of the development cost. The turnaround time should be less than a couple of hours if something has to be fixed on an

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urgent basis. For feature updates which involve functionality change, the timeline will be 2-3 working days. Intranet portal and Work Flow Management System vendor should monitor the web security and intranet portal and Work Flow Management System's smooth and uninterrupted operation.

For critical issues that may cause downtime of the intranet portal and Work Flow Management System, the vendor has to act quickly without registering the same as a "change request" and without having a time component, as part of the on-going association. Either a telephone call or an email from IIMT shall be sufficient to place a change request. Intranet portal and Work Flow Management System vendor should submit a monthly timesheet for the tasks undertaken. Design, technical documents. The vendor is expected to submit all the required documents and copy of the entire software and database post go live and after implementation of each change request.

6. **Payment Terms:**

   a. No advance payment will be made in any case.
   b. 50% (Sl. No.1 in BoQ, Price Bid) will be released after the successful development and hosting along with submission of documents and training of the intranet portal and Work Flow Management System [Phase I].
   c. Documents to be submitted before releasing the first payment (**50% of the amount for** Sl. No.1 in the BoQ, Price Bid):
      i. Administration manual for backend administration of the intranet portal and Work Flow Management System.
      ii. Proof for SMS gateway service from the service providers for a period of three years.
      iii. Training to the employees.
   d. 40% of the amount (Sl. No.1 in BoQ, Price Bid) will be released after the successful completion of customization of the intranet portal and Work Flow Management System [Phase-II].
   e. 10% of the amount (Sl. No.1 in BoQ, Price Bid) will be released after the successful completion of the first year maintenance and support.
   f. The AMC charge for the second year (Sl. No.2 in BoQ, Price Bid) would be released after the successful completion of the second year maintenance and support.
   g. The AMC charge for the third year (Sl. No.3 in BoQ, Price Bid) would be released after the successful completion of the third year maintenance and support.
   h. Payment will be released within 25 days' subject to submission of Invoice/Bill with all relevant documents like warranty certificate, etc.
   i. TDS and any other Government levies applicable on bills as per Government instructions/ notifications issued from time to time shall be applicable and deducted from Service Provider's bills.

7. **WARRANTY OF QUALITY**
   i. The successful bidder will be responsible for Design, Development, Hosting, Customizations, Testing and Support and Maintenance of IIM Tiruchirappalli Intranet Portal and Work Flow Management System for a Period of **3**(Three) Years.

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ii. In case, the firm fails to provide the required services within specified delivery period, the same services will be obtained from open market and the difference of cost, if any, will be recovered from Performance Security or from pending bill(s) of the defaulting firm or from both in case the recoverable amount exceeds the amount of Performance Security.

iii. If it is observed at any stage that the quality of the work is not satisfactory, the contract/ work order as a whole may be terminated and Security deposit forfeited. Applicable penalties would be levied from all the monies payable to the Service Provider on such termination and the balance amount, if any, would be paid. The decision of the competent authority in the matter of penalties, would be final and binding.

8. **Penalty Clause:**

   a. Deficiency/delay in services listed in the broad Scope of Work (including design, development, customization, hosting of the online Admissions Portal in the production environment), will be construed as lapses on the part of the service provider. Such lapses due to service provider will be viewed seriously and penalties will be imposed on the service provider in case of any delay in providing the required services as covered by this Tender within the stipulated date and timings. IIM Tiruchirappalli reserves the right to impose the penalty and the quantum of the penalty will be decided in individual cases and decision of the competent authority at IIM Tiruchirappalli, shall be final and binding

   b. In case of failure to carry out the services to the satisfaction of IIM Tiruchirappalli as per the terms and conditions, the Institute will be free to get services done by any other agency at the cost and risk of the service provider.

9. Bidders should consider all the costs required for the successful running of intranet portal and Work Flow Management System which are specifically not mentioned in the document. IIM Tiruchirappalli will not be liable to pay any extra cost other than the cost mentioned in the financial bid of the bidder (price bid). All the deliverables documentation and training on content management/user interface should be completed/submitted and training needs to be provided to the concerned Employees of every department of IIM Tiruchirappalli before releasing the first installment of the payment.

10. **Forfeiture of Earnest Money:**

   The earnest money will be forfeited in the following cases:

   i. Earnest Money is liable to be forfeited and the bid is liable to be rejected, if a bidder withdraws or amends or impairs or derogates from the Tender in any respect within the period of validity and/or after opening the Tender. Such bidders will also be blacklisted.

   ii. When information/certificate/document furnished is found to be false at any stage.

   iii. When the bid documents have been manipulated or altered after they are downloaded from the website.

11. **Performance Security Details:**

   i. The successful Bidder will be required to remit an interest free *Performance Security Deposit of 3% of the Work Order* value through online transfer to IIM Tiruchirappalli

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Bank Account, within ten working days from receipt of the work order. *The Security Deposit will remain with the Institute until the completion of the Support period of 3 Years and it will be refunded after adjusting applicable deductions along with the final bill payment, if any.*

ii. Performance Security will be forfeited if the vendor fails to perform/abide by any of the terms or conditions of the contract.

iii. In case, the Vendor fails to provide the required services as covered by this Tender within a specified delivery period, the same items will be obtained from the open market, and the difference of cost, if any, will be recovered from the Performance Security or from the pending bill(s) of the defaulting firm or from the vendor if the recoverable amount exceeds the Performance Security and there are no pending bills due to be paid to the respective vendor.

12. Termination of Agreement

This contract can be terminated giving 60 days' notice by the Institute. The service provider will be required to give 90 days' notice in writing of their intention to leave or discontinue their service.

Such notice shall specify if all the services or part of the service provided is terminated and the effective date of such termination. Upon receipt of such notice, contractor shall:

i. Assist IIM Tiruchirappalli in the maintenance, protection, and disposition of Service in progress, share audit logs/ porting of results, plant, tools, equipment, property, and goods acquired by Contractor or furnished by Contractor under this Contract; and

ii. Upon any such termination for convenience, IIM Tiruchirappalli shall have no liability towards contractor for any damages, including loss of anticipated profits. As its sole right and remedy, contractor shall be paid for services already provided and to be provided till the date of the termination.

iii. The termination of the Contract/Empanelment shall not relieve the contractor of any obligations and liabilities under the Contract.

iv. IIM Tiruchirappalli may, without prejudice to any other remedy for breach of contract, terminate the contract in whole or in parts in the event of the following:
   a. If the Service Provider fails to provide the services as detailed in the Tender within the period (s) specified in the contract or any extension thereof granted by the Institute.
   b. If the Service Provider fails to perform any other obligation(s) under the contract.
   c. If the Service Provider being declared insolvent by the competent Court of Law without any notice.

13. Intellectual Property Rights:

All deliverables developed by the bidder as part of this project, including but not limited to the coding, the software program and source code, the database structure, the algorithms, functions, procedures, tables etc., should be handed over to IIM Tiruchirappalli at the time of commissioning of the project and shall become the sole property of IIM Tiruchirappalli on such handover. Such handing over should be done on a **pen-drive** of suitable capacity, each containing all the relevant information and deliverables for the project. Such handing over

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would also be considered as a prerequisite for releasing the payment for the services of the bidder under the project (better to indicate it as part of phase I or phase II). On handing over of such deliverables, the bidder shall not have any rights on such deliverables and IIM Tiruchirappalli would have complete control over the intellectual property rights on it including making modification on it, either in-house or through any other party that it deems fit and the bidder will have no claims over it, either against IIM Tiruchirappalli or against such other third party. Also by such handing over, the bidder agrees not to use them in any other project, without express consent from IIM Tiruchirappalli.

All the intellectual property rights over the outcomes of this project including the data, the information, the process, the designed software solution, code, coding customizations, the database structure, the database containing student information, reports generated as outcome of the services etc., with all rights including but not limited to perpetual, unlimited, nonexclusive, irrevocable and royalty-free license to use, modify, transfer, sell, make derivative work, translate, adapt, improve, merge with other information/database/reports, reproduce, disseminate, release or disclose in whole or in part, in any manner, and for any purposes whatsoever, and to have or authorize others to do so shall be vesting with IIM Tiruchirappalli.

The bidder shall not copy, reproduce, alter, modify, create derivative works, or publicly display or privately share any content, including but not limited to the coding, the software program, and the source code, the database structure, the algorithm, information, database, reports generated as outcome of the services etc., which are the outputs of the Services under this contract, unless expressly authorized by IIM Tiruchirappalli.

14. **Data security, Data integrity and Data management during SLA period:**
By the reason of this relationship and service level agreement, the successful bidder shall have access to the confidential Information relating to the Institute, students of the institute (including potential, prospective and admitted), its processes (including administrative, management, financial, etc.) etc., the value of which would be impaired if such information were disclosed. By entering into the contract with IIM Tiruchirappalli, the bidder agrees not to disclose such confidential information to any other person /entity for the benefit of itself or any other person, corporation or business organization, entity or enterprise.

The bidder has to secure, protect and administer all the components of the solution, including but not limited to the front-end (including the user interface, the SAAS, etc.), the back-end (including the database, and the information relating to students, etc.), and the security of the managed dedicated server (hosting) be secured through the best-effort mode available in the industry, including measure like static IP-based restrictions, C-Panel based security measures, access control policies, anti-malware configurations etc.

15. **Breach of Data Security and Data Privacy and also Penalty for the same**
The bidder shall make best efforts to ensure that the cloud-based server security adopted by it does not breach the data security or has access to the data relating to IIM Tiruchirappalli and it would compensate IIM Tiruchirappalli for any loss in its data during the tenure of this contract and 2 years after the expiry of this contract. The bidder should also setup appropriate privileges, access controls, and configurations, on handing over the project deliverable to IIM Tiruchirappalli.

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It would also ensure that it restricts its access to the solution and the data to a maximum of one static IP from the organization and would establish connection to it only with prior written authorization from IIM Tiruchirappalli.

The bidder shall make best efforts to prevent and protect the content of the database and reports generated thereof from unauthorized use or distribution. No exemptions for whatsoever reason, including virus hack, phishing, malware, etc., would be accepted for such breach. The bidder is expected to install due protection / prevention mechanisms including suitable / appropriate firewall and other intrusion prevention mechanisms.

Any failure to fulfill the above mentioned obligations under clauses **(Section 13 & 14)** above would lead to a penalty. In addition, damages to the tune of Rs. 30,000/- (Rupees Thirty Thousand) per instance of breach would be charged as a pre-determined damages. In addition to this, the bidder would have the responsibility of setting the things right quickly for such failure at its own cost and till such time it is restored and secured, it would agree to pay Rupees Twenty Thousand per day as damages to IIM Tiruchirappalli during the delay in the restoration. Such failure would also lead to blacklisting of the vendor from all future projects or tenders floated by IIM Tiruchirappalli for a period of 3 years.

16. **SIGNING OF CONTRACT:**

    a. The successful bidder shall be required to execute the Contract Agreement accepting all terms and conditions stipulated herein on a non-judicial stamp paper of Rs. 100/- (Rs. one hundred only) within 10 working days from issue of the Work Order along with interest free performance security deposit. In the event of failure on the part of the successful bidder to sign the Contract within the period stipulated above, the EMD shall be forfeited and the acceptance of BID shall be considered as cancelled.

    b. The service provider shall not be allowed to change its name after the award of the contract.

    c. The Bidder shall certify that change in ownership is not anticipated in the proposed period of contract. If such a change is anticipated, the scope and effect thereof shall be defined. IIM Tiruchirappalli shall file a suit against the bidder for breach of this clause requesting damages and / or specific performance remedies therefrom.

17. **Last Payment:** The last payment of the service provider will be cleared only after obtaining clearance of any liabilities pending of Institute.

18. **The persons to be deputed by the service provider**, being their own employees or otherwise, shall be their sole employees and IIM Tiruchirappalli shall not have any relation whatsoever with the employees of the service provider. He / She will be fully responsible for their acts, conduct and any other liability.

19. Canvassing in connection with the tenders is strictly prohibited and tenders submitted by the tenderers who resort to canvassing will be liable to rejection. Any bribe, commission or advantage offered or promised by or on behalf of the tenderer to any officer or staff of IIM Tiruchirappalli shall block his/ her Tender from being considered. Canvassing on the part or on behalf of the tenderer will also make his Tender liable to rejection.

20. **Authority of person signing document:** A person signing the tender application or any

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documents forming part of the contract on behalf of another shall be deemed to warranty that he/she has authority to bind such other and if, on enquiry, it appears that the person so signing had no authority to do so, the IIM Tiruchirappalli may without prejudice to other Civil and criminal remedies cancel contract and held the signatory liable for all cost and damages.

21. In respect of services rendered to IIM Tiruchirappalli, the Service Provider shall be liable for depositing all taxes, levies, cess, etc. to the concerned tax collection authorities from time to time as per existing rules and regulations on the matter.

22. While making payment to the Service Provider, TDS and other statutory deductions will be effected by the Institute.

23. The Income Tax (TDS) shall be deducted at prevailing rate from the bills, as amended from time to time in accordance with the provisions of Income Tax Department, and the relevant certificate to this effect shall be issued by IIM Tiruchirappalli to the Agency.

24. In case, the vendor fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof IIM Tiruchirappalli is put to any loss / obligation, monetary or otherwise, IIM Tiruchirappalli shall be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Agency, to the extent of the loss or obligation in monetary terms. This shall be in addition to the right of IIM Tiruchirappalli to initiate penal measures against the Service Provider including the termination of the contract.

25. **Subletting of Work:** The firm/agency should not assign or sublet the work/job or any part of it to any other person or party. The Tender is not transferable. Only one Tender shall be submitted by one tenderer.

26. The Bidder should have requisite licenses from appropriate governmental regulatory bodies for operating the services in India, if applicable. (License documents obtained from Government authorities should be attached).

27. **Arbitration:** In case of any unreconciled disputes between the parties IIM Tiruchirappalli and the agency/firm to whom the contract had been awarded, arising out of any of the terms of the Contract Agreement, the dispute shall be referred to a single Arbitrator mutually agreed, as per Arbitration and Reconciliation Act 1996, in Tiruchirappalli jurisdiction. The decision of the Arbitrator shall be final and binding on the both parties.

28. **Jurisdiction:** All disputes arising out of this contract shall be subjected to the Courts at Tiruchirappalli.

29. **Force Majeure:**
    a. Should any force majeure circumstances arise, each of the contracting parties be excused for the non-fulfillment or for the delayed fulfillment of any of its contractual obligations, if the affected party within 15 days of its occurrence informs in a written form the other party.
    b. Force Majeure shall mean fire, flood, natural disaster, or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restriction, strikes, and lockouts i.e. beyond the control of either party.

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ANNEXURE – I: PROFILE OF THE BIDDER

Sr. No.	Required information		Description
1	Name of the agency / firm /company		
2	Address of the agency / firm /company		
3	Legal status (Individual, proprietary, partnership firm, limited company, etc.)		
4	Authorized Signatory Details	Name	
		Designation	
		Email	
		Phone	
5	Details of Contact other than Authorized Signatory	Name	
		Designation	
		Email	
		Phone	
5	Month and Year of commencement business.		
6	Statutory details (Photocopies to be attached):	Registration number of the firm. (as per Shops and establishment act.).	
		PAN No. of the Agency	
		GST No. of the Agency	
7	Has your firm/company ever changed its name any time? If yes, provide the previous name and the reasons there for?		
8	Have you or your constituent ever left the contract awarded to you incomplete? If so, give name of the contract and reasons for not completing the contract.		

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9	Brief details of Litigations, if any, connected with related work, current or during the last Three years, the opposite party and the disputed amount.	
10	Give details of Termination of previous contract, if any	
11	**Details of bank mandate;** Name of the Bank Name of the Branch Account No. Type of Account IFSC Code No. (copy of the cancelled cheque should be enclosed)	
12	Total experience (years/ months) Related work in Central Educational Institution/Organization:	

Turnover in the relevant field on Contract basis during the last Three years (from 2019-20 to 2021-22). Please submit documentary evidence i.e. extract of Profit and Loss account, Balance Sheet & Income Tax return filed.

Financial Years	2019-2020	2020 – 2021	2021 – 2022
Details of Gross Annual Turnover - (Rs. in Lac)			
Average Turnover of the last Three years	Rs. _____in Lakhs		

List of present and past clients in the following format. The information provided will facilitate evaluation of Technical Bid **(Please use separate sheet if required without changing the format).** Please attach client certificate and work orders etc., clearly giving period of contact.

Sr. No.	Name of the organization with complete postal address	Nature or type of work undertaken	Period for which the contract is/was awarded	Work order Value INR	Name and designation of the contact person with Tel. / Mobile No (s), Email ID
1					
2					
3					
4					
5					
6					
7					
8					
9					

Signature of the Bidder with seal

ANNEXURE-II: PRICE BID - BOQ

Price Bid in MS Excel (.xls format) file should be uploaded separately as per the instructions provided in the online submission of bid

Note: Bidder Should not make any changes in Brands and Specification mentioned in Price Bid and should quote the rate for only Brands and Specification Mentioned in Technical Specification Section, else bid will be rejected.

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ANNEXURE – III: List Of Enclosures (form filling/ submission/processing to be automated):

a. Leave Form
- Faculty and Officers
- Other staff members
- Outsourced staff
- DPM Students/Research Scholars

b. Work norm form

c. Course outlines form

d. Intent processing forms (Travel, consumable, refreshment)
- Travel intent (based on eligibility)
- Food/Refreshment intent
- Intent for consumables to purchase

e. Activities forms for the faculty members (based on academic year)
- Proposed activities form
- review of activities form.

f. IT facility request
- MAC Address request
- Facility request

g. Room booking form for accommodation

h. LTC form
- LTC Advance form
- LTC processing/settlement form after travel.

i. Medical bill reimbursement

j. Mobile / Telephone bill reimbursement

k. Travelling form
- Travelling Allowance Form
- Tour advance form

l. Temporary Advance form for official purchases

m. User feedback and grievance redressal form

n. Classroom/meeting room facility request form

Note:
a) *An indicative forms are attached under List Of Enclosures for reference.*

b) *The manual forms that are given in the annexures are for initial reference and the same will be modified during the finalization of SRS document. Name/designation etc to be fetched automatically in all the forms. If there is any form that are not enclosed, then the same will be designed during the development of final SRS document.*

ANNEXURE – IV: SUBMISSION OF TENDER DOCUMENT

Application Form for submission of Tender Document

The Chief Administrative Officer (i/c),

Indian Institute of Management Tiruchirappalli,

Trichy-Pudukkottai Main Road,

Chinna Sooriyur Village,

Tiruchirappalli 620 024.

Subject: "Tender for Design, Development, Customizations and Maintenance of Intranet Portal and Work Flow Management System of IIM Tiruchirappalli"

Reference: Tender Notice published in IIM Tiruchirappalli website. - **Tender No: IIMT/2022-23/IT/Intranet/57 dated: 14.11.2022**

Dear Sir,

With reference to the tender notice published in above mentioned website, I / We hereby submit my/ our Tender in a required format.

I / We have carefully gone through the terms and conditions and prescribed given and I / We accept the same without any alterations / modifications.

Yours faithfully,

Signature

Name

Seal of agency / Firm / Company

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ANNEXURE – V :UNDERTAKING CERTIFICATE

It is certified that I,_____(name of the person)

S/o Shri_____

r/o_____

am authorized to sign this document on behalf of M/s.

_____

(the name of the firm / company which is bidding in this tender) and that our firm / company have

never been blacklisted by any of the Government Organization / Agencies in the past and there

is no criminal case registered against our firm / company or its owner / partners anywhere in India.

Name:

Place:

Designation:

Date:

Signature:

Signature of the Bidder with seal

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ANNEXURE – VI: NEAR RELATIVE CERTIFICATE

I_____S/o. Shri_____

R/o_____

_____

hereby certify that none of my relative (s) as defined in the tender document is / are employed in

IIM Tiruchirappalli as per details given in tender document. In case at any stage, it is found that the

information given by me is false / incorrect, IIM Tiruchirappalli shall have the absolute right to take

any action as deemed fit / without any prior intimation to me.

Dated:

Signature: ……………………………………………

Name in block letters of the signatory …………………

In capacity of ………………………………………….

NOTE:

- In case of Company / Institution/ Body corporate, a list of all Board of Directors may be submitted along with the bid.
- In case of Company / Institution/ Body corporate, "Near Relative Certificate" are required by all the Directors of Company / Institution/ Body corporate excluding Government of India /Financial Institution nominees and Independent non-official part time Directors appointed by Government of India or the Governor of State.
- In case of Proprietorship firm, certificate will be given by the proprietor.
- For Partnership firm, certificate will be given by all the partners.
- The 'Near Relative Certificate' should be submitted as per the Tender.

INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

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ANNEXURE-VII: DECLARATION

I, _____(name of the person) hereby declare

that I am authorized to sign this document and that:

1) All the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that if at any stage, it is found that any information given in this application is false/ incorrect or that our Agency does not satisfy the eligibility criteria, our candidature/empanelment is liable to be cancelled/ terminated.

2) I understand that the decision taken by the IIM Tiruchirappalli is final and binding in all matters.

3) I hereby agree to work as per the terms and conditions stipulated by IIM Tiruchirappalli.

4) I understand that the IIM Tiruchirappalli reserves the right to accept or reject and to cancel the Tender and reject all bids at any time prior to the award of the contract, without detailing any specified reasons whatsoever

Place: _____

Signature_____

Name _____

Date: _____

Designation: _____

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ANNEXURE – VIII: BANK ACCOUNT DETAILS

Sl. No.	Particulars	Details
1	Name of the Beneficiary	
2	Beneficiary's Bank Account No.	
3	Beneficiary's nature of Bank account	
4	Beneficiary's Bank name	
5	Beneficiary's Bank branch address	
6	Beneficiary's Bank branch code	
7	Beneficiary's Bank branch IFSC Code	
8	Beneficiary's Bank Branch, MICR Code	
9	GST No.	
10	PAN No.	
11	Beneficiary's Address	
12	Beneficiary's Contact No.	

Signature of the Bidder with seal

ANNEXURE – IX: LETTER OF AUTHORISATION

LETTER OF AUTHORISATION FOR ATTENDING PRE-BID/PRICE BID OPENING MEETING

To

The CAO (i/c)

IIM Tiruchirappalli

Pudukkottai Main Road,

Chinna Sooriyur Village,

Tiruchirappalli - 620 024

Subject: Authorization for attending Pre Bid/Price Bid Opening Meeting on………………………(date) in the *Tender for Design, Development, Customizations and Maintenance of Intranet Portal and Work Flow Management System of IIM Tiruchirappalli*.

Following persons are hereby authorized to attend the Pre Bid for the Tender mentioned above on behalf of. ……………………………………………(Bidder) in order of preference given below.

Order of preference	Name	Designation	Contact No	Specimen Signatures
I				
II				

Alternate Representative

<div align="right">

Signatures of Bidder

or

Officer authorized to sign the bid Documents on behalf of the Bidder.

</div>

Notes:

1. Maximum of **two representatives** will be permitted to attend Pre Bid Meeting / bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not recovered.

CHECKLIST FOR DOCUMENTS TO BE ATTACHED WITH THE TENDER

Sl. No	Covers	Details	Remarks	Tick (√)
1	(Cover 1)	All the documents and Annexures, except Price Bid document.		
2	(Cover 2)	Only Price Bid documents as per the BoQ MS excel format(.xls)		
3		Whether GST Registration Certificate is enclosed.		
4		Whether PAN is enclosed.		

5		Whether duly filled in Technical Bid documents (i.e., Annexure-I to the tender document) along with all the related enclosures have been enclosed with the Tender:
		   i. Registration/ Incorporation details of the bidding firm/Agency/ Company
		   ii. Documents in support of Legal Status of the Bidder. Copy of Registered Partnership Deed or Articles / Memorandum of Association in the case of partnership firm or Private Limited Company.
		   iii. Authorization / Power of attorney for signing the tender document
		   iv. Audited Annual Accounts, Income Tax Return and assessment orders for the last three consecutive financial years i.e., 2018-19 to 2020-21
		   v. Details of completed contracts in the prescribed format during the last three years along with proof with verifiable contacts.
		   vi. Details of ongoing contracts in the prescribed format along with proof with verifiable contacts.
		   vii. All other information/ details/ supporting documents/proof desired in the
		   viii. Tender document.		

6		Whether Technical Bid documents as per **Annexure-I** of the tender document is submitted.		
7		Whether Undertaking Certificate as per **Annexure-V** to the effect that the Bidder had never been blacklisted by any of the Government Organization / Agencies is submitted.		
8		Near Relative Certificate as per **Annexure –VI** is submitted.		
9		Whether declaration as per **Annexure-VII** regarding accepting all the terms and conditions of the tender document is submitted.		
10		Whether Technical Bid documents and all the required enclosures to the Technical Bid are serially numbered and over writing/ erasures, if any, in the technical bid duly been signed and endorsed with seal?		
11		Whether an **Index or Table of Content** of all enclosures to the Technical bid has been prepared and attached with the Technical bid, to facilitate quick reference?		
12		Whether Tender documents have been signed with seal in all the pages by the Bidder.		

																		Invoice Total (Term I to IV)	Receipts Total (Term I to IV)
**INDIAN INSTITUTE OF MANAGEMENT - TIRUCHIRAPPALLI**																		

INDIAN INSTITUTE OF MANAGEMENT - TIRUCHIRAPPALLI

Programme Wise Income Details for the Financial Year 2021-22 & 2022-23

S.No	Programme Name	W.O. No	Invoice Date	Term - I	Credit Note	Receipts	Invoice Date	Term - II	Credit Note	Receipts	Invoice Date	Term - III	Credit Note	Receipts	Invoice Date	Term - IV	Credit Note	Receipts	Invoice Total (Term I to IV)	Receipts Total (Term I to IV)
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				

S.No	Programme Name	W.O.NO	Invoice Value	Credit Note	Receipts
INDIAN INSTITUTE OF MANAGEMENT - TIRUCHIRAPPALLI					
Programme Wise Income Details for the Financial Year 2021-22					
1	ABC	202101001	1250	**100**	**1150**
2	CDE	202101002	1250		**1250**
3	HML	202101003	1250		**1250**
4	VGT	202101004	1250		**1250**
5	RST	202101005	1250		**1250**
6	PQR	202101006	1250		**1250**

भारतीय प्रबन्धन संस्थान तिरुचिरापल्ली
Indian Institute of Management Tiruchirappalli
(An Autonomous Institute under the Ministry of Education, Government of India)
EXECUTIVE EDUCATION & CONSULTING

Post Graduate Certificate Programme in

(_____)

Batch: 01 | Module: < >

<<ENTER COURSE TITLE IN CAPS HERE>>

Course Hours: <<Enter course hours here>>

Course instructor: <<Enter course instructor name here >>

Email: <<enter email of course instructor here>> | Phone: <<enter office phone number of course instructor here >>

Consultation hours: <<Enter office hours/student contact hours policy here>>

Course Introduction:

<Give a brief course introduction here. This introduction should cover an overview/a philosophical description of what this course is about and how it fits into the programme curriculum. You may briefly explain the context of the skills and competencies are that being built through this course and why this course is relevant for future managers.>

Course Objectives:

<Give a brief about the objectives/learning outcomes of the course here. In specific terms, state what will be the key takeaways for the student from this course. You may want to focus on the key knowledge, skills or attitudes/beliefs that the course intends to impart/shape in the students.>

Pedagogy:

<Give details of the pedagogy that will be used in the course here. You can briefly mention the pedagogical tools (case discussion, lectures, simulations, role plays etc.) you will employ in the course. Optionally, you can also give a description of how you will employ the various pedagogical tools to drive course objectives as well.>

Prescribed Book:

<Give details about course material and prescribed text book, if any, here. The description should contain the name of the authors, the name of the text, the name of the publisher, the edition of the book and the ISBN10/ISBN13 number. This is an *Optional Item*; you may delete this section if not relevant.>

For example,

Scott D. Anthony, Clark Gilbert and Mark W. Johnson. 2017. *Dual Transformation: How to Reposition Today's Business While Creating the Future*. Harvard Business School Press, ISBN-13: 978-1633692480.

Reference Book:

<You may also mention titles of reference books, if any. This is an *Optional Item*; you may delete this section if not relevant.>

Evaluation scheme:

Academic evaluation in this program will be done at the level of each course. Each course will have evaluation components (Quizzes, Assignments, Case Presentations, Project Reports and presentations, end of course assessment etc.). The number of evaluation components based on hours of courses are as follows:

Courses up to 10 hours	At least One evaluation Component
Courses ranging from 10 to 20 hours	At least Two evaluation Components
Courses more than 20 hours	At least Three evaluation Components

Evaluation Component	Type (Individual/Group)	Weightage	Remarks, if any
Component C1			
Component C2			
Component C3			
<Add Rows as Necessary>			

<You may wish to give a brief description of the evaluation components.>

Session-wise course outline:

<Please provide session-wise details, in the following tabular format, of the topics you intend to cover in this course.

Please fill the title of the cases and the readings you intend to use for each session in the appropriate column. If you are prescribing a textbook for your course, you can refer to the relevant textbook chapters under the 'Pre-Class readings' column.>

Session Number	Topics covered	Case (if any)	Pre-class readings
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

For HBS Case Requirements, kindly fill the details

Product Information

Product Code	Title	Author

Additional Information:

This is an optional item. Please delete if not applicable.

About the instructor:

Please provide a brief profile about the course instructor.

ANNEXURE - C

	STUDENT DETAILS			Overall Attendance			
#	Candidate Full Name	Roll No.	IIMT Email ID	Present	Absent	Total Sessions	Percentage
1				15	0	15	100%
2				14	1	15	93%
3				15	0	15	100%
4				13	2	15	87%
5				15	0	15	100%
6				15	0	15	100%
7				14	1	15	93%
8				13	2	15	87%
9				0	15	15	0%
10				15	0	15	100%
11				13	2	15	87%
12				14	1	15	93%
13				15	0	15	100%
14				13	2	15	87%
15				15	0	15	100%

ANNEXURE - D

S N o	Se q No	Language	Que s tion	Type	Categor y	Mar k	Negativ e Mark	Duratio n	Difficult y Level	Optio n 1	Optio n 2	Optio n 3	Optio n 4	Optio n 5	Optio n 6	Corre ct Optio n	Referenc e	Randomi ze Option	Grou p QNo	Max Word s	File Typ e	File Siz e
1	1	English		Multipl e Choic e Single Answe r	General	2	0	0	1								1	NO				
2	2	English		Multipl e Choic e Single Answe r	General	2	0	0	1								2	NO				
3	3	English		Multipl e Choic e Single Answe r	General	2	0	0	1								3	NO				
4	4	English		Multipl e Choic e Single Answe r	General	2	0	0	1								4	NO				
5	5	English		Multipl e Choic e Single Answe r	General	2	0	0	1								5	NO				

6	6	English		Multiple Choice Single Answer	General	2	0	0	1								6	NO				
7	7	English		Multiple Choice Single Answer	General	2	0	0	1								7	NO				
8	8	English		Multiple Choice Single Answer	General	2	0	0	1								8	NO				
9	9	English		Multiple Choice Single Answer	General	2	0	0	1								9	NO				
10	10	English		Multiple Choice Single Answer	General	2	0	0	1								10	NO				

ANNEXURE - E

Post Graduate Certificate Programme in

Business Analytics and Applications - Batch-01

Academic Record

Name :   **Roll No :**

Date of Commencement :   Date of Completion:

S. No.	Courses	Credits	Grade	Grade Point
I	Analytics Essentials			
1	Course A	1.2	B+	3.33
2	Course B	1.2	B+	3.33
3	Course C	1.2	A	4.00
4	Course D	1.2	B	3.00
II	Analytics Tools & Techniques			
5	Course E	1.2	A	4.00
6	Course F	1.2	B	3.00
7	Course G	0.6	B	3.00
8	Course H	1.2	B+	3.33
III	Applications of Analytics			
9	Course I	1.2	C+	2.33
10	Course J	1.2	B	3.00
11	Course K	1.2	A	4.00
12	Course L	1.2	C+	2.33
	Cumulative Grade Point Average (CGPA) : 3.23			
IV	Integration Module			
13	Course M	1.2	Satisfactory	
14	Course N	1.2	Satisfactory	
15	Course O	0.3	Satisfactory	
	Total Credits 16.5			

The student has fulfilled the academic requirements for the award of *Post Graduate Certificate programme in Business Analytics and Application*

Date: Prof._ - - - - - - - - - ----------------   Prof._ - - - - - - - - - --
                         Programme Director   Programme Director

ANNEXURE - F

Roll Number:

भारतीय प्रबन्धन संस्थान तिरुचिरापल्ली
Indian Institute of Management Tiruchirappalli

Certificate of Completion

This is to certify that

Mr. XXX

has successfully completed the

Post Graduate Certificate Programme in _____ _____

through blended learning held from December 2020 to February 2022

Prof.	Prof.	Dr.	Dr.
Programme Director	Programme Director	Chairperson, Executive Education & Consulting	Director

Sl.No.: e-learning/PGCBAA-01/05/01/108/2022

		LDP			FDP / OEP/MDP			Consolidated (LDP & FDP)		
S.No	**Name of Faculty**	**Teaching Hrs.**	**PD's Share**	**Total Hrs.**	**Teaching Hrs.**	**PD's Share**	**Total Hrs.**	**Teaching Hrs.**	**PD's Share**	**Total Hrs.**

Indian Institute of Management Tiruchirappalli

Executive Education & Consulting

Class Teaching & PD details from 01.04.2022 to 31.03.2023 (in hrs) - LDP, FDP, OEP & MDP

S.No	Name of Faculty	LDP Teaching Hrs.	LDP PD's Share	LDP Total Hrs.	FDP/OEP/MDP Teaching Hrs.	FDP/OEP/MDP PD's Share	FDP/OEP/MDP Total Hrs.	Consolidated Teaching Hrs.	Consolidated PD's Share	Consolidated Total Hrs.
1	Prof. ABC	10.00	0.00	10.00	10.00	1.50	11.50	20.00	1.50	21.50
2	Prof. BDE	10.00	0.00	10.00	10.00	0.00	10.00	20.00	0.00	20.00
3	Prof. FGH	10.00	0.00	10.00	10.00	0.00	10.00	20.00	0.00	20.00
4	Prof. KMY	10.00	0.00	10.00	10.00	3.00	13.00	20.00	3.00	23.00
5	Prof. RSV	10.00	0.00	10.00	10.00	0.00	10.00	20.00	0.00	20.00
6	Prof. MVN	10.00	0.50	10.50	10.00	0.00	10.00	20.00	0.50	20.50
7	Prof. KMY	10.00	0.00	10.00	10.00	1.50	11.50	20.00	1.50	21.50
8	Prof. RMV	10.00	0.00	10.00	10.00	0.00	10.00	20.00	0.00	20.00
9	Prof. JKL	10.00	0.75	10.75	10.00	0.00	10.00	20.00	0.75	20.75
10	Prof. CGH	10.00	0.00	10.00	10.00	0.00	10.00	20.00	0.00	20.00
	Total	100.00	1.25	101.25	100.00	6.00	106.00	200.00	7.25	207.25

Annexure – I

INDIAN INSTITUTE OF MANAGEMENT THIRUCHIRAPPALLI

No: IIMT/MIN/Dept/year/Unique No (Number will start from 1 every year)   Date:

MINUTES OF THE <u>NAME OF THE</u> COMMITTEE MEETING ON <u>(Date)</u> JULY, 2022 AT <u>(Time)</u> AM/PM

The following persons were present:

1. *Xxxxxxxxxxx, Designation*
2. *Xxxxxxxxxxx, Designation*
3. *Xxxxxxxxxxx, Designation*
4. *xxxxxxxxxxx, Designation*
5. *xxxxxxxxxxx, Designation*

1. Convening and Constitution of the Meeting.

The <u>(Name of the person in serial no.1 above)</u>, IIM Tiruchirappalli confirmed that the Meeting was duly convened and constituted.

2. Recommendations made by the committee on the agenda points are given below:

Agenda 1: --.

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.

Agenda 2: --.

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.

Agenda 2: --.

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.

There being no other item, the meeting ended with thanking the members and other officials.

Name & Designation of the members with signature *Name & Designation of the members with signature* *Name & Designation of members with signature*

Name & Designation of the members with signature *Name & Designation of the members with signature*

भारतीय प्रबंध संस्थान तिरुचिरापल्ली
INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

छुट्टी / प्रतिबंधित अवकाश / स्थान छोड़ने अनुमति की अर्जी
APPLICATION FOR LEAVE/RESTRICTED HOLIDAY/STATION LEAVING PERMISSION

1. आवेदक का नाम
   Name of the Applicant :

2. कर्मचारी संख्या
   Employee No.   :

3. पदनाम
   Designation   :

4. विभाग / अनुभाग
   Department / Section   :

5. साप्ताहिक छुट्टी   :
   Weekly Off

6. छुट्टी के प्रकार
   Type of Leave   :

7. छुट्टी की अवधि   .... से .... तक
   Period of Leave   :   From: To:

8. दिनों की संख्या
   No. of days   :

9. अनुपस्थिति के लिए कारण
   Reason for absence   :

10. अनुपस्थिति के दौरान पता
    (टेलीफोन नंबर के साथ)
    Address during absence
    (with contact phone no.)   :

11. Acting Chair /
    Link Officer   :

12. Teaching / Institutional commitments, if any :

स्थान   Place: आवेदक के हस्ताक्षर

दिनांक   Date: Signature of Applicant

For HR use:		
Opening Balance:	HR Comments:	Remarks if any:
Less current application:	Leave Available / Not available	
Closing Balance:		

Sanctioned / Not sanctioned / Sanctioned as special case

मंजूर करता प्राधिकारी के हस्ताक्षर
Signature of Sanctioning Authority

Note: Please fill up separate forms for different types of leaves. Kindly do not combine multiple types of leaves in the same form.

छुट्टी / प्रतिबंधित अवकाश / स्थान छोड़ने अनुमति की अर्जी

APPLICATION FOR LEAVE/RESTRICTED HOLIDAY/STATION LEAVING PERMISSION

1. आवेदक का नाम
   Name of the Applicant :

2. कर्मचारी संख्या
   Employee No.   :

3. पदनाम
   Designation   :

4. विभाग / अनुभाग
   Department / Section

5. साप्ताहिक छुट्टी   :
   Weekly Off

6. छुट्टी के प्रकार
   Type of Leave   :

7. छुट्टी की अवधि   .... से .... तक
   Period of Leave   :   From: To:

8. दिनों की संख्या
   No. of days   :

9. अनुपस्थिति के लिए कारण
   Reason for absence   :

10. अनुपस्थिति के दौरान पता
    (टेलीफोन नंबर के साथ)
    Address during absence
    (with contact phone no.) :

11. Acting Chair /
    Link Officer   :

स्थान Place: आवेदक के हस्ताक्षर

दिनांक Date: Signature of Applicant

Signature of Recommending Authority :
(if applicable)

For HR use:		
Opening Balance:	HR Comments:	Remarks if any:
Less current application:	Leave Available / Not available	
Closing Balance:		

Sanctioned / Not sanctioned / Sanctioned as special case

मंज़ूर करता प्राधिकारी के हस्ताक्षर

Signature of Sanctioning Authority

Note: Please fill up separate forms for different types of leaves. Kindly do not combine multiple types of leaves in the same form.

APPLICATION FOR LEAVE (OUTSOURCE EMPLOYEES)

1. Name of the Applicant :

2. Designation :

3. Department / Section :

4. Type of Leave : Comp. Off / Loss of pay / CL

5. Period & No. of days : From....................... To .... (..... days)

6. Reason for absence :

Place:

Date: **Signature of Applicant**

Signature of Recommending Authority:

For HR Department:

CL /Comp. off at Credit: Less current application: Closing Balance:	Remarks:

Sanctioned / Not sanctioned / Sanctioned as special case

Signature of Sanctioning Authority

					PERIOD : 1st April 2020 to 31st March 2021			
NAME OF FACULTY :								
DATE OF JOINING:								
PROPORTIONATE MIN. POINTS OF OUTPUT DURING THE YEAR 2020-21								
			IF TOTAL POINTS FOR TEACHING IN A YEAR IS LESS THAN 90 THEN PLEASE HIGHLGHT				verified by	Initials and name

		PGPM AND PGPM-HR TEACHING					
SL. NO.	COURSE NAME	CREDITS	Term	NO. OF SECTIONS	NO. OF FACULTY MEMBERS	POINTS FOR THE COURSE	POINTS FOR THE FACULTY MEMBER
1							
2							
3							
4							
5							
6							
7							
	SUB TOTAL						

		PGPBM (CHENNAI) TEACHING					
SL. NO.	COURSE NAME	CREDITS	Term	NO. OF SECTIONS	NO. OF FACULTY MEMBERS	POINTS FOR THE COURSE	POINTS FOR THE FACULTY MEMBER
1							
2							
3							
4							
5							
6							
7							
8							
	SUB TOTAL						

		DPM and EDPM TEACHING					
SL. NO.	COURSE NAME	CREDITS	Term	NO. OF SECTIONS	NO. OF FACULTY MEMBERS	POINTS FOR THE COURSE	POINTS FOR THE FACULTY MEMBER
1							
2							
3							
4							
5							
	SUB TOTAL						

		RESEARCH AND PUBLICATION				
	Name of the article	Name of the journal	ABDC /ABS classification	Date of acceptance/publication	No. of authors	PROPORTIONATE POINTS FOR THE FACULTY
1						
2						
3						
4						
5						
6						
	SUB TOTAL					

		OTHER RESEARCH (As per work norm policy)				
	DETAILS					POINTS
1						
2						
3						
4						
5						
6						
	TOTAL					

		SERVICE				
	POSITION HELD including membership of committees			PERIOD	POINTS	Proportionate POINTS, if the faculty member had held the position for part of the year
1						

2								
3								
4								
5								
6								
	TOTAL							
	EXECUTIVE EDUCATION AND CONSULTING							
	PROGRAMME	NUMBER OF SESSIONS	DATE			POINTS		
1								
2								
3								
4								
5								
	OTHERS							
						POINTS		
1								
2								
3								
				IF TOTAL POINTS IN A YEAR IS LESS THAN 160 THEN PLEASE HIGHLGHT				
	TOTAL POINTS OF OUTPUT DURING 2020-21							
	LESS:160 points OR PROPORTIONATE POINTS FOR FACULTY MEMBERS WHO WERE EMPLOYED FOR PART OF THE PERIOD (applicable only those who had joined in the middle of the academic year)							
	TOTAL POINTS OF TEACHING OUTPUT IN 2020-21							
	POINTS OF TEACHING OUPUT TO BE CARRY FORWARD							
	TOTAL POINTS OF RESEARCH OUTPUT IN 2020-21							
	POINTS OF RESEARCH OUPUT TO BE CARRY FORWARD							
	ELIGIBLE POINTS FOR EXTRA PAYMENT							

भारतीय प्रबंध संस्थान तिरूचिरापल्ली

INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

POST GRADUATE PROGRAMME IN MANAGEMENT

Academic Year: 2022-23 | Term: < >

<<ENTER COURSE TITLE IN CAPS HERE>>

Credits: <<Enter course credits here>>

Course instructor: <<Enter course instructor name here >>

Email: <<enter email of course instructor here>> | Phone: <<enter office/personal phone number of course instructor here >>

Consultation hours: <<Enter office hours/student contact hours policy here>>

Course Introduction:

<Give a brief course introduction here. This introduction should cover an overview/a philosophical description of what this course is about and how it fits into the programme curriculum. You may briefly explain the context of the skills and competencies are that being built through this course and why this course is relevant for future managers.>

Course Objectives:

<Give a brief about the objectives/learning outcomes of the course here. In specific terms, state what will be the key takeaways for the student from this course. You may want to focus on the key knowledge, skills or attitudes/beliefs that the course intends to impart/shape in the students. Please note that you will have to assess these learning outcomes later through the various components of assessment in this course.>

For example,

At the completion of this course, students will be able to develop a critical appreciation and understanding of:

- The tools and frameworks of strategic analysis,

- The competitive context of organizations and how competition influences firm performance
- The importance of sustainability and how sustainability can be built into firm strategy
- <Add rows as required>

<For each of the course objectives mentioned above, map the corresponding programme goals achieved through your course in the table below. The goals of the PGPM programme are provided in Appendix 1 of this document.>

For example,

The following table provides a mapping of the learning outcomes of this course with their corresponding programme goals.

S#	Course Learning Outcomes	Programme Goals Achieved by the Course
1	To develop a critical appreciation of the tools and frameworks of strategic analysis	3a. Demonstrating ability to identify the central problem/issue in a decision-making situation, gather relevant information, and apply appropriate tools to arrive at a solution.
2	To understand the competitive context of organizations and how competition influences firm performance	1a. Displaying skills required to lead and manage in organizational contexts. 1b. Demonstrating an ability to be creative and innovative in any organizational or entrepreneurial context.
3	Course Objective 3	6b. Demonstrating an ability to work in teams.

Pedagogy:

<Give details of the pedagogy that will be used in the course here. You can briefly mention the pedagogical tools (case discussion, lectures, simulations, role plays etc.) you will employ in the course. Optionally, you can also give a description of how you will employ the various pedagogical tools to drive course objectives as well.>

Course material:

<Give details about course material and prescribed text book, if any, here. The description should contain the name of the authors, the name of the text, the name of the publisher, the edition of the book and the ISBN10/ISBN13 number and the Amazon/Flipkart URL of the book if available.>

For example,

Scott D. Anthony, Clark Gilbert and Mark W. Johnson. 2017. *Dual Transformation: How to Reposition Today's Business While Creating the Future*. Harvard Business School Press, ISBN-13: 978-1633692480.

URL: https://www.amazon.in/Dual-Transformation-Scott-D-Anthony/dp/1633692485

<You may also mention titles of reference books, if any. If you do not intend to prescribe a textbook for this course, mention 'None' here.>

Course prerequisites:

<Give details about course prerequisites, if any, here. If none, please state 'None'. As per the prevailing policy, faculty members can specify certain courses, expected student attitude and expected levels of pre-class preparation as prerequisites. Faculty members cannot specify grades in earlier courses or CGPA as a prerequisite for student subscription to elective courses.>

Subscription caps (if any):

< If the faculty wants to restrict student subscription to a particular number, the faculty can specify that number here. A faculty cannot specify a subscription cap of less than 60 in a course. If the pedagogical requirements of the course requires the faculty to admit lesser number of students, they may explain the same to the programme office and take their concurrence.>

<For compulsory courses and elective courses with no subscription caps, please mention "Not applicable" in this section. If a faculty does not mention the subscription cap, it is assumed that the faculty is willing to teach multiple sections of the elective course. >

Evaluation scheme:

<Give the details of the evaluation components and their weightages here. A 3-credit course should have a minimum of 3 evaluation components. A 2-credit/1.5 credit course should have a minimum of 2 evaluation components. None of the evaluation component can exceed 50% of the total weightage of a course. Please ensure that you designate "Group Components" wherever applicable. Please note that group evaluation components cannot exceed 50% of the total weightage of the course. If you are going to evaluate "best-of" submissions in any component, kindly provide the details in the 'Remarks' column. You can also use the remarks column to indicate any other specific instructions related to the evaluation component.>

<The instructor, in consultation with the students, can make changes to the evaluation scheme if required and communicate it to the Programme Office before the completion of his/her first visit to teaching the course.>

Evaluation Component	Type (Individual/Group)	Weightage	Remarks, if any
Component C1			
Component C2			
Component C3			
Component C4			
<Add Rows as Necessary>			

<In the following table, map each course objective with the evaluation component in which the learning outcomes are assessed.>

For example,

The following table explains how the course learning outcomes will be achieved through the various evaluation components in the course.

S#	Course Learning Outcomes	Assessed in C1	Assessed in C2	Assessed in C3	Assessed in C4
1	To develop a critical appreciation of the tools and frameworks of strategic analysis	✓	✗	✓	✓
2	To understand the competitive context of organizations and how competition influences firm performance	✗	✓	✗	✓
3	Course Objective 3	✗	✗	✗	✓
	<Add Rows as Necessary>				

Session-wise course outline:

<Please provide session-wise details, in the following tabular format, of the topics you intend to cover in this course. A 3 credit, 2 credit, and 1.5 credit course will have 20 sessions, 14 sessions, 10 sessions respectively. Hence, you should mention the topics, the cases (if any) and the reading materials corresponding to each of the 20/14/10 sessions.

Please fill the title of the cases and the readings you intend to use for each session in the appropriate column. If you are prescribing a textbook for your course, you can refer to the relevant textbook chapters under the 'Pre-Class readings' column.>

Session Number	Topics covered	Case (if any)	Pre-class readings
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

13			
14			
15			
16			
17			
18			
19			
20			

Additional references:

This is an optional item. Please provide details of additional readings, online resources etc. for the course if any.

About the instructor:

Please provide a brief profile about the course instructor.

Template last edited August 9, 2020.

Appendix 1: PGPM Programme Goals

Programme Goals	Programme Outcomes
1. LEADERSHIP AND ENTREPRENEURIAL SKILLS	1a. Displaying skills required to lead and manage in organizational contexts.
	1b. Demonstrating an ability to be creative and innovative in any organizational or entrepreneurial context.
2. MANAGEMENT COMPETENCY - FUNCTIONAL AND INTEGRATIVE	2a. Displaying knowledge and understanding of all functions of management.
	2b. Demonstrating ability to apply multidisciplinary thinking to address managerial challenges and opportunities.
3. DECISION MAKING	3a. Demonstrating ability to identify the central problem/issue in a decision-making situation, gather relevant information, and apply appropriate tools to arrive at a solution.
	3b. Demonstrating an ability to make reasoned choices in ambiguous and less structured managerial situations.
4. COMMUNICATION SKILLS	4a. Displaying effective oral and written communication, and professional presentation skills.
	4b. Demonstrating professional approach in interacting with others.
5. ETHICAL REASONING	5a. Demonstrating ability to make business decisions based on ethical considerations and awareness of responsibilities to all relevant stakeholders including society and environment.
6. INTERPERSONAL AND TEAM SKILLS	6a. Developing interpersonal skills to effectively engage with a diverse set of people and contexts.
	6b. Demonstrating an ability to work in teams.

LOCAL TRAVEL REQUISITION FORM

Name of the person requesting:	

Name (s) of the traveler(s): 1.
                                   2.
                                   3.

Contact number(s) of the travelers(s): 1.
                                              2.
                                              3.

Purpose of request (Clearly Specify):

Date of Requirement:	Time of Requirement:

Required at Place: From:	To:

Flight number/ train number / bus details (if applicable): Nil

Charged to: A/c No. (Please tick ✓)

1. PGPM	7. Media Relations	13. Chennai Centre
2. PGPBM	8. International Relations	14. Administration
3. FPM	9. Student Activities	15. Emergency
4. EEC (Specify work order)	10. Admissions	16. Others (Please specify)
5. Placement	11. BWC	
6. Alumni Relations	12. IT Committee	

Type of Car Required (Please tick ✓):

Sedan / Innova / Tempo Traveler

Date of Request:	Time of Request:	
		Signature

Approval of the Dean - Administration (For Faculty)	Approval of CAO (For Staff and Officers)
Time of reaching the Destination: Date:------------- Time:----------- AM / PM	Signature of traveler(s) immediately after travel

INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

<u>INDENT FORM FOR REFRESHMENT</u>

Name & Designation of the Indenter:		
Name of the Department:		
Preference (Please tick √): Vegetarian / Non-Vegetarian/ Snacks		
Sl.No.	Name of the Item	Quantity

Purpose of request (Please specify clearly)	Head of Account:

Date and Time of Requirement:

Signature of Indenter with date and time :	Signature of Activity Head

Approved by Director/CAO:

MATERIAL REQUISTION DATE:	STORE USE ONLY No.			
INDENTOR : SECTION :	Remarks			
ACCOUNT HEAD	Unit	Quantity Required	Quantity Issued	Folio
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

Signature of Indentor   Authorised by   Received by   Store Keeper

Indian Institute of Management Tiruchirappalli
भारतीय प्रबंध संस्थान तिरुचिरापल्ली
(An Autonomous Institute under Ministry of HRD, Government of India)

PROPOSED ACTIVITY PLAN FOR THE YEAR 2019 - 2020
(1st April 2019 to 31st March 2020)

Name of the faculty :		Date :	
Area :		Photo :	

1. Teaching
Program (PGPM / PGPBM / FPM)

S.No	Course Title	Program	Term	Credit(s)	No. of Sections	No. of Sessions	No. of Students

2. MDP Activities
(A) Program Coordination *(Will be assigned by EEC Office)*

S.No	Name of the Program	Name of Coordinator(s)	Date	Type of MDP (Open MDP / FDP)	Duration (No. of Days)	No. of Participants

(B) Open MDP

S.No	Name of the Program	Date	Session Title	No. of Sessions	No. of Participants

(C) Faculty Development Programme

S.No	Name of the Program	Date	Session Title	No. of Sessions	No. of Participants

3. Consultancy Projects / Assignments

PROPOSED ACTIVITY PLAN FOR THE YEAR 2019 - 2020
(1st April 2019 to 31st March 2020)

S.No	Title	Organization	Name of the Coordinator/s	Amount

4. Intellectual & Professional contributions
(A) Journal Publication

S.No	Name of Author(s)	Title	Journal Name	Category (Scopus / WoS / ABDC / FT50)	Remarks

(B) Guidance Details

S.No	No. of Students	Program	Type (CIS/Thesis Advisor/DAC Member/Project Guidance)

(C) Research Project Details

S.No	Title	Source of External Funding	No. of Coordinators	Amount	Duration

(D) Conferences / Workshops /Roundtables Planned

S.No	Conference Name	National / International	No. of Participants Expected from India	No. of Participants Expected from Abroad	Participation from No. of Countries Expected

(E) Papers to be Presented in Peer-Reviewed Conferences

S.No	Name of Author(s)	Title	Name of Conference	National/International

भारतीय प्रबंध संस्थान तिरुचिरापल्ली
Indian Institute of Management Tiruchirappalli
(An Autonomous Institute under Ministry of HRD, Government of India)

PROPOSED ACTIVITY PLAN FOR THE YEAR 2019 - 2020
(1st April 2019 to 31st March 2020)

(F) Book Publications

S.No	Name of Author(s)	Title	Type (Book / Edited Book / Book Chapter)	Name of Publisher	National/International

(G) Cases

S.No	Name of Author(s)	Title	Name of Publisher with all details	National/International

(H) Articles in Newspapers & Magazines

S.No	Name of Author(s)	Title	Name of Publisher	National/International

5. Services to the Institute
(A) Activity Heads (Dean(s) / Chairpersons)

Position	Duration	
	From	To

PROPOSED ACTIVITY PLAN FOR THE YEAR 2019 - 2020
(1st April 2019 to 31st March 2020)

(B) Admission Interview

Program (PGPM / PGPBM / FPM)	No. of Half days

(C) Project Presentations / Viva Voice

Program (PGPM / PGPBM / FPM)	No. of Sessions of 90 Minutes

(D) Any Other

A REVIEW OF ACTIVITIES FOR THE YEAR 2018 - 2019
(1st April 2018 to 31st March 2019)

Name of the faculty :		Date :	
Area :		Photo :	

1. Teaching
Program (PGPM / PGPBM / FPM)

S.No	Course Title	Program	Term	Credit(s)	No. of Sections	No. of Sessions	No. of Students
1							
2							

2. MDP Activities
(A) Program Coordination

S.No	Name of the Program	Name of Coordinator(s)	Date	Type of MDP (Open MDP / FDP / In-company)	Duration (No. of Days)	No. of Participants
1						
2						

(B) Open MDP

S.No	Name of the Program	Date	Session Title	No. of Sessions	No. of Participants
1					

(C) Incompany MDP

A REVIEW OF ACTIVITIES FOR THE YEAR 2018 - 2019
(1st April 2018 to 31st March 2019)

S.No	Name of the Program	Date	Session Title	No. of Sessions	No. of Participants
1					
2					
3					

(D) Faculty Development Programme

S.No	Name of the Program	Date	Session Title	No. of Sessions	No. of Participants

3. Consultancy Projects / Assignments

S.No	Title	Organization	Name of the Coordinator/s	Amount	Duration of Project

4. Intellectual & Professional contributions
(A) Journal Publication including Accepted Papers (Enclose a copy of the same)

S.No	Name of Author(s)	Title	Journal Name with Volume, No. & pp	Category (Scopus / WoS / ABDC / FT50)

(B) Guidance Details

S.No	Student Name	Program	Type (CIS/Thesis Advisor/DAC Member/Project Guidance)

A REVIEW OF ACTIVITIES FOR THE YEAR 2018 - 2019
(1st April 2018 to 31st March 2019)

(C) Research Project Details

S.No	Title	Source of External Funding	Name of Coordinators	Amount	Duration

(D) Conferences / Workshops /Roundtables Organized

S.No	Conference Name	National / International	No. of Participants Attended from India	No. of Participants Attended from Abroad	No. of Countries Participated	Sponsorship received (if any)

(E) Papers Presented in Peer-Reviewed Conferences (Enclose a copy of the same)

S.No	Name of Author(s)	Title	Name of Conference	National/International	Whether Full Paper has been Published in Proceedings? Yes/No (If yes, provide ISBN No.)

भारतीय प्रबंध संस्थान तिरुचिरापल्ली
Indian Institute of Management Tiruchirappalli
(An Autonomous Institute under Ministry of HRD, Government of India)

A REVIEW OF ACTIVITIES FOR THE YEAR 2018 - 2019
(1st April 2018 to 31st March 2019)

(F) Book Publications (Enclose a copy of the same)

S.No	Name of Author(s)	Title	Type (Book / Edited Book / Book Chapter)	ISBN	Name of Publisher	National/International

(G) Cases (Enclose a copy of the same)

S.No	Name of Author(s)	Title	Name of Publisher with all details	National/International

(H) Articles in Newspapers & Magazines

S.No	Name of the Author(s)	Title	Name of Publisher	National/International

5. Services to the Institute
(A) Activity Heads (Dean(s) / Chairpersons)

Position Held	Duration	
	From	To

(B) Admission Interview

Program (PGPM / PGPBM / FPM)	Duration		Place	No. of Half days
	From	To		

(C) Project Presentations / Viva Voice

Program (PGPM / PGPBM / FPM)	Date	No. of Sessions of 90 Minutes

(D) Any Other

IT Facility Request

Name/Designation etc..., to be fetched automatically.

Type of Request: [Dropdown with Values]

* Telephony, Computer/peripherals, Surveillance video footage, LAN/Internet connectivity issues and other facilities

Details of Materials/Facility required: [_____]

Purpose: [_____]

Approval (if any) Yes/No: [_____]

Browse button to upload approved document: [_____]

* If 'Yes' upload button should be visible.

MAC Address Request

Name/Designation etc..., to be fetched automatically.

Device: | Dropdown with Values |

* Laptop/Desktops, TV, iPad/Tablet, Smartphone, IOT devices and Other devices

MAC Address:

Name of the User (Device Owner):

Purpose:

Relation with the Employee:

Note: The MAC Address added by each staff should be available on their personal information. They should be able to remove/Update it from their dashboard and the intimation regarding the removal/updation should be sent to IT Team.

भारतीय प्रबंध संस्थान तिरुचिरापल्ली

INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

(An Autonomous Institute Under Ministry of HRD, Government of India)

Form for Guest Accommodation

Name of Faculty/Staff/Student		
Occupancy	Drop down	*Single Occupancy/Double Occupancy
Role	Drop down	*Faculty/Staff/Student (If Student, then programme to be selected, PGPM, PGPM-HR, PGPBM, DPM)
Phone / Mobile Number		
E -mail		
Purpose of Room Requirement		
Details of the Persons who are staying	(can be attached as a separate sheet for group of people)	
Period of Requirement	Date: From _____ to _____ Time: From _____ to _____ Total Number of days: _____ (Max. 3 days Subject to availability)	
No. of rooms required		

Signature of the Applicant   Signature of Chairperson (SA)   EEC Office

---

OFFICE USE

Payment details	:	Receipt Number	:	
		Date	:	
		Amount paid	:	

GUIDELINES:

1. The request for accommodation should be submitted minimum one week prior to the date of stay. The Maximum duration of stay is 3 days subject to availability.

2. Students are allowed to make requests for their parents only.

3. The Online payment gateway to be incorporate.

4. The remittance rates are **@1,000/day** (single occupancy) & **@1,500/day** (double occupancy). The above rates are for stay only. (exclusive of charges like food, laundry etc.)

5. Guest using the guest house will pay for the damages caused by them to the building/ furniture / fixtures or any other property of the Institute during his/her stay.

6. No charges on account of boarding and lodging shall be levied on official guests.

7. Mere submission of request does not guarantee accommodation. Decision of CAO shall be final and binding.

8. For the rooms requirement on holidays, the indenter has to confirm themselves on the last working day about the approval.

भारतीय प्रबंध संस्थान तिरुचिरापल्ली

INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

Application for LTC advance

(To be routed through HR Department for Leave Purpose)

1. Name   :_____   Grade Pay: _____

2. Designation:_____   Employee code: _____

3. (a) Period of Leave: Leave period noted by HR Dept. _____
       From _____ to _____ (…… days)

    (b) Class in which the rail / air journey will be performed:_____

4. Home Town / Place to visit (to be specified)   :_____

5. LTC for the Block year : _____

6. Details of members of family, including self, availing of the LTC:

Sl.No.	Name	Relationship	Full (F) ticket Half (H) ticket	Age
1.				
2.				
3.				
4.				
5.				
6.				

7. Amount of advance requested: _____

8. Date of departure from Tiruchirappalli: _____

9. Date of return to Tiruchirappalli   : _____

10. In case of drawal of advance,
    (a) I undertake to produce to Accounts Office, rail / bus tickets within ten days of drawal of LTC advance.
    (b) On completion of the journey, I undertake to report the same to the HR department.
    (c) I also agree to submit the final bill with complete details within one month of completion of the journey.
    (d) If I fail to produce the tickets for verification within ten days or fail to undertake onward journey as stated above, or fail to submit the final bill with the full details within one month from the completion of return journey, I agree that the amount of advance or balance, if any, will be refunded by me / may be recovered from my salary for the following month together with penal interest.
11. I hereby agree to book the tickets on shortest route with low fare / cost available.
12. I am not availing of air ticket on credit through the Institute for this trip.
13. I also declare that family member/s as mentioned above, are fully dependent on me.

Signature of Employee: _____

Date: Dependents and Block Year verified by HR Dept. _____

(P.T.O.)

FOR ACCOUNT'S USE ONLY

1. LTC Register Page No.   :

2. Block Years   :

3. Advance due   :

Is any previous LTC advance outstanding?

Paid Rs._____ Cheque No._____ Date _____

_____   _____   _____
  Accountant   Accounts Officer / FA & CAO   CAO / Dean / Director

Received the above cheque of Rs. _____

Date: Signature of Employee

INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

Date:

IOM

From: To: FA & CAO i/c

Through: HR Department

   Sub: Leave Travel Concession – Settlement of bills – reg.

Dear Sir,

I have availed LTC to Hometown / Anyplace in India (_____) along with my dependent family members for the year _____ of the Block Period _____ as detailed below:

Date	Place	Travelers	Mode & Class of travel	Fare
		Total		
		Amount of advance received		
		Balance Amount to be reimbursed		

Copies of tickets and original boarding passes along with Director's approval are submitted for the advance settlement and reimbursement of balance amount of _____ /- to me.

Thanking you,

With regards,

encl: as above

INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

MEDICAL REIMBURSEMENT CLAIM FORM

Name of the Official : _____   Date of Joining : _____

Designation   : _____

Sl. No.	Name of the patient	Relationship with claimant	Bill No.	Date	Name of the Hospital / Pharmacy	Amount (Rs.)
					Total	

Signature of the Official

Note : *Along with the aforesaid, duly filled in format, the original bills in proof of claim need to be attached.*

Date : _____

Certified that the following members of my family for whom the medical claims are preferred are solely dependent on me.

Sl. No.	Name of the dependent	Relationship with the claimant
1.		
2.		
3.		
4.		
5.		

Signature of the official : _____

Date : _____

INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

TELEPHONE REIMBURSEMENT CLAIM FORM

Name of the Official : _____ *Date of Joining:* _____

Designation   : _____ *Grade pay : Rs.* _____

Sl. No.	Month & Year of claim	Bill No.	Date	Name of the vendor	Amount (Rs.)
				Total	

Signature of the Official

Note : Along with the aforesaid, duly filled in format,
the original bills in proof of claim need to be attached.   **Date :** _____

INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI
TIRUCHIRAPPALLI – 620 024.

TRAVELLING ALLOWANCE BILL FOR THE MONTH OF _____20_

1. Name : _____   2. Designation_____

3. Staff No._____   4. Bank A/c No._____

5. Whether opting for Old (April 1998) T.A regulations: Yes / No

6. Details of Journey performed:

Departure Date & Time	From	Arrival Date & Time	To	Mode of Travel	Fare Paid (`)	Ticket No. & PNR No.	Purpose of Journey

7. Date of absence from place of halt on account of

    a. R.H. or C.L   : …………………………………………..

    b. Not being actually on camp on Sunday or Holidays   : …………………………………………..

8. Date on which free boarding and / or lodging provided by the State or any organization financed by the Union/ State funds.

    a. Boarding only   - …………………

    b. Lodging   -…………………..

    c. Boarding & lodging   -…………………

9. Particulars to be furnished along with Hotel receipt etc., in case of stay in Hotel providing Lodging facilities:

Period of Stay		Name & Address of the Hotel	Daily Rate of Lodging (`)	Amount Paid (`)
From	To			

10. Particulars of Journey(s) for which higher class of accommodation with the approval of the competent authority, Number & Date of Sanction.

11. Amount of T.A advance if any drawn : Rs. …………………

CERTIFICATE

1. Certified that the information as given in this bill is true to the best of my knowledge and belief.
2. Certified that the amount claimed has not been drawn before.
3. Certified that I have not drawn travelling allowance from any other sources for the journeys covered in this bill.
4. Certified that for the railway journeys included in this bill, I have actually travelled by the class for which travelling allowance is claimed.
5. Certified that I have not availed railway concession for the journeys covered in this bill.
6. Certified that the official duties have been performed on all days for which daily allowance has been claimed in the bill.
7. Certified that I have not travelled by the Institute or other vehicles free of charge for which travelling allowance has been claimed in this bill.
8. Certified that the required self certification towards local conveyance and food bills as given in Annexure A and Annexure B respectively has been furnished and enclosed.

Date: **Signature of the Official.**

a) Air / Railway / Bus / Steamer Fare   :(`)……………………….

b) Road mileage for ………. Kms.   :(`)………………………

c) Daily Allowance :

   Days @ (`)…………. Per day ……………..      :(`)…………………………
   Days @ (`)……….    Per day ……………..      :(`)…………………………
   Days @ (`)…………. Per day ……………..      :(`)…………………………
   Days @ (`)…………. Per day ……………..      :(`)…………………………

                          TOTAL   :(`)…………………………...

d) Registration Fees   :(`)…………………………
                                               :(`) ……………………………
        Total Claim   :(`) ……………………………

        Less : Advance Sanctioned   :(`) ……………………………

        Balance (+) or (-)   :(`) ……………………………

        Add: Refund if any in case of (-) bill :(`) ……………………………

        Vide Receipt No……………date………………… :

        Net Amount Payable or Receivable   :(`) ……………………………

Passed for Rupees …………………………………………………………………………………only.

Prepared by   Acct   FA & CAO   Director

| Voucher No: |
| Ch.No:……………… |
| Date:……………….. |
| Amount:(`)…………… |
| |
| Prepared by   Acct.   FA&CAO |

INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

Compliances to be made while submitting the TA Bills.

1.All Columns of the TA Bill should be filled in and it should be signed by the official submitting the TA Bill.

2.In case of Air Travel the boarding passes require to be attached with the TA Bill.

3.In case of Train Travel the PNR and Ticket no. require to be furnished for the travel made in any class other than ordinary Sleeper class. In case of travel by any bus other than ordinary bus copy of the ticket requires to be enclosed.

4.Copy of the Tour Programme approved by the competent authority requires to be attached.

5.In case of stay in Hotel, bills/vouchers requires to be attached.

6.For expenditure in connection with food etc., the supporting bills require to be enclosed.

Director.

ANNEXURE -A

EXPENDITURE INCURRED ON ACCOUNT OF JOURNEY PERFORMED DURING TOUR

Name of the official	
Designation	

Sl. No.	Date	Name of the Hotel/ Place of Stay	Name of the Organisation visited	Dist. in k.m.	Mode of Conveyance	Regn. No. of Auto/ Taxi	Fare paid	Remarks

Signature of the Official

<center>**ANNEXURE- B**</center>

EXPENDITURE INCURRED ON ACCOUNT OF FOOD BILLS DURING TOUR

Name of the official	
Designation	

   This is to certify that Sri/Smt/Ms. **……………………………..………..** (Name of the Official) was on official tour at ……………………………, (Place of touring station) from ………………. to …………………. (Commencement date of journey) to ………… days x Rs…………… = Rs…………….. to (concluding date of journey) (total ………days and incurred expenditure on account of my food bills amounting to **…………..** @ of Rs. …………. per day).

   It is also certified that I have not been issued with any receipt on account of payment made towards my food bills as the Hotel/Restaurant/ Stall where I had taken meals/ snacks/ beverage had no receipt book with them.

<div align="right">**Signature of the Official**</div>

INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

APPLICATION FORM FOR TOUR ADVANCE

1. Name (Capital Letters) : _____

2. Designation / Section : _____

3. Employee No. : _____

4. Basic Pay / Grade Pay : _____

5. Bank A/c. No. : _____

6. Amount of advance required : Rs._____(Rupees _____

_____only)

7. Purpose of advance :
   (Please enclose approval copy)

   :
8. Details of T.A. advance already
   drawn & pending submission
   (with date & amount)

Date :   **Signature of the applicant**

<u>*Note :*</u>

(i) If one advance is pending, the second advance will not be sanctioned.

(ii) Advance should be settled within one month from the date of tour is over, failing which the advance amount along with interest will be recovered fully from the salary as per the CCS Rules.

WORKING SHEET

Registration Fee   : _____

T.A. Air/Rail/Bus fare (To & Fro)   : _____

                                              Sub-total : _____

Per Diem / D.A.   : _____

(for the period from _____to_____ @ : _____
Rs._____per day, No. of days _____ (90 % of
D.A.)

                                          TOTAL : _____

For F & A WING

Debit Head : Travelling Expenses   Voucher No. _____

A/c. No.   : _____   Cheque No._____Date_____

Passed for the payment of Rs._____(Rupees_____only)

Advance Register Sl.No._____   Entered in page no. _____

Prepared by   Accountant   FA & CAO   DIRECTOR

INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

APPLICATION FORM FOR TEMPORARY ADVANCE

1. Name (Capital Letters) : _____

2. Designation / Section : _____

3. Employee No. : _____

4. Bank A/c. No. : _____

5. Amount of advance required : Rs._____(Rupees _____
_____only)

6. Purpose of advance :
   (Please enclose copy of the Budget)

7. Details of pending advance :
   (with date & amount)

Date :   **Signature of the applicant**

Note :

   (i)   If one advance is pending, the second advance will not be sanctioned.

   (ii) Advance should be settled within one month from the date of drawal of advance, failing which the advance amount along with interest will be recovered fully from the salary as per the CCS Rules.

	For F &A WING	**Sl.No.**	**Date:**
Total budget approved by the Director	:		
Details of amount already sanctioned if any	:		
Amount of advance earlier if sanctioned	:		
Whether previous advance settlement is made (or) not	:		
Reasons for not settling the previous advance	:		
Amount of present advance applied	:		

Action Taken :

        Prepared by   Accountant   FA & CAO   DIRECTOR

Maintenance Request Form

Name/Designation etc..., to be fetched automatically.

Department:

ICT	Estate Maintenance Civil/plumbing/Electrical/Se	House Keeping

> * Dropdown with values IT (Wi-Fi, Intercom, Computer and peripherals, LAN connectivity then other

Description about the issue:

Location/ House No:

Date of issue:

How urgent is this repair?   **Low** ● ● ● ● ● ● ● **High**

Upload an image/screenshot of the issue: Upload button

Convenient time for visit (if applicable): _____

Contact person's Name and Mobile No: _____

After resolving the issue, the concerned department will send an automated reply while closing the case. The user who raised the complaint should receive the below feedback form during the closing of the complaint.

We value your feedback.

Please complete the following form and help us improve our customer experience.

	Very Satisfied	Satisfied	Neutral	Unsatisfied	Very Unsatisfied
How satisfied are you with the solution	○	◉	○	○	○
How satisfied are you with our service?	◉	○	○	○	○
How satisfied are you with our team?	○	○	○	◉	○

Tell us how we can improve

Would you like a representative to contact you?*
◉ Yes   ○ No

If 'Yes' provide your contact number & convinient time for conversation

INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

Post Graduate Programme Office

Requisition for Classroom/Guest Lecture Hall

PGP Office
Indian Institute of Management, Trichy

Sir/ Ma'am

Please Permit us to use a Classroom/Guest Lecture hall for conducting the following activity:

Date on which CR is required		
Timings		
Purpose (activity)		
No. of Participants		
Whether any of the classroom equipment will be used		
Contact Detals of the Students	Name	
	Roll No	
	Cell No	
Committee/forum represented by		

I fully understand and agree that I shall be held responsible for any damages caused to any of the fittings/equipments in the classroom and that the cost incurred in repair will be recovered from me. I further understand that in the event of any mishandiling of the equipment or disturbing the seating and other arrangements in the classroom, permission for use of classroom for future activities

Date:_____   Signature:_____

                                      Name:_____

Permission granted/no granted/

Date	Time	Classroom No.

PGPM Office