

**NOTICE INVITING TENDER FOR DESIGN, DEVELOPMENT, CUSTOMIZATIONS
AND MAINTENANCE OF IIM TIRUCHIRAPPALLI'S NEW WEBSITE**

Tender No. IIMT/2022-23/IT/Website/45 dated: 11.10.2022

(E-Procurement Mode)

Details	Date	Time	Venue
Name of Work/Service	<i>“Tender for Design, Development, Customizations and Maintenance of IIM Tiruchirappalli’s New Website”</i>		
Date of issue of Tender Document	11.10.2022	15.00 Hrs. onwards	-
Pre bid Meeting	21.10.2022	10.30 Hrs.	Deans Office Meeting Room, Administrative Block, IIM Tiruchirappalli.
Last date for Submission of Tenders	02.11.2022	10.30 Hrs.	-
Opening of Technical Bid	02.11.2022	10.45 Hrs.	
Opening of Price Bid	<i>To be informed later in the e-Wizard Portal</i>		
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. 45,000/- 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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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.

- 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.**

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 IIM Tiruchirappalli Website*.

Service Description	Estimated Value of the Tender (Excluding GST)	Interest free Performance Security Deposit
<i>Tender for Design, Development, Customizations and Maintenance of IIM Tiruchirappalli Website</i>	Rs. 15,00,000/-	3% of the Work Order value
Maintenance of the above Website for a period of Four more years		

IIM TIRUCHIRAPPALLI'S WEBSITE REQUIREMENTS

a. DESIGN AND BRAND RECOGNITION:

Professional Graphic Design of the website should *load quickly, navigation friendly and a pleasure to look at*. Following points have to be taken into consideration when designing and developing the website of IIM Tiruchirappalli:

- The logo of IIMT should be present on the homepage and visible at all times during a person's visit.
- The main menus should be present on the homepage and visible at all times during a person's visit.
- Colors and images should be chosen according to IIM Tiruchirappalli's requirements (preferably the logo colors and it's family colors).
- Design should be optimized to all screen resolution (Responsive Design) and it should be compatible with all the browsers, operating systems, Tablets and mobile devices.
- The branding aspects should be made in consultation with the concerned IIM Tiruchirappalli officials.
- The website should fully comply with the Guidelines for Indian Government Websites (GIGW) [Refer <https://guidelines.india.gov.in/>] and disability friendly features to be incorporated.
- Mandatory links to important government website/ portals like MHRD website should be provided at the homepage.
- The current/ future trends in *web designing* (which could make an impact in the upcoming years) should be anticipated and incorporated.

- ix. All the required forms to be incorporated for the online submission of applications for admissions, recruitments, etc.

b. SITE STRUCTURE:

i. General:

The website should run on all browsers available such as Internet Explorer version 11, Firefox, Chrome, Opera, Safari, MS Edge etc. without any format/alignment issue. It should also be compatible (responsive) with all mobile and tablet browsers/OS. The font and alignment should be uniform in all the pages of the website when push/modify the content through CMS (Text Editor). There should be provision for creating administrator accounts (member management module) with necessary privileges for the employees such a way that the employee can independently edit the content related to their area/department. The website should be mainly in the English language with partially static and partially dynamic page structure. There would be landing page as well as the inner pages of the website and all the pages should link to Hindi version as well. The Hindi version should be in Unicode font (Mangal). The visitors 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.

ii. Content Distribution and interactivity:

Content on Homepage should be distributed so as to grasp the visitor's attention, encourage the exploration of website, and allow easy access to the most important information on the website. A path through the sublevels to the site's section must be clearly displayed.

The design trends/techniques like Full Height Homepage Hero, Interactive 3d Content, Best Website Load Time and Page Speed, Smart Content Load, Personalized Content, Progressive Lead Nurturing Forms, Conversational AI Chatbot, Voice Activated Interfaces, Accessibility and Availability, Interactivity, Augmented reality (AR) and Virtual Reality (VR) features, Micro Interactions, Micro Animation, Organic Shapes, Thumb-Friendly Mobile Navigation, Smart Video, Material Design, Text-Only Hero Images, Vintage-Inspired Colors & Typography, Data Visualization, Dark Mode, White Space, Illustrations, Blending Photos with Graphical Elements, Frosted Glass Effects etc need to be included in suitable places of the website to make it visually appealing and dynamic. These features should be included in the presentation (during tender evaluation) as well.

All the menus and submenus in the present website should be migrated to the new website in a unique, attractive, user friendly, aesthetically appealing and navigation friendly manner. The sitemap of the current website along with all the menus and submenus is available on the url: <https://www.iimtrichy.ac.in/sitemap>. However, all the changes in the menus and submenus (including addition of new menus/submenus) required for IIM Tiruchirappalli needs to be made by the successful bidder.

c. MODULES OF THE WEBSITE AND CONTENT MANAGEMENT SYSTEM.

Either Custom developed CMS (preferably) or a strong and secured CMS has to be incorporated with the proposed website. If the vendor use a built-in CMS (like wordpress, jumla, drupal) then premium paid plugins like multi-language WPML, Wordfence and jetpack (for wordpress as an example) need to be procured. The same need to be updated periodically to avoid any security threads during the AMC period. The requirement includes but not limited to the below modules:

- 1. Multiple themes for homepage and inner pages:** Should provide facility to change themes (minimum two on the homepage and minimum four for the inner pages) of the website. There should be a hero video option from the admin panel. The CDN service to be used to host the video. The successful bidder has to depute a professional agency to develop the hero video for the homepage. If we disable the hero video from the backend, the website will pull the default hero banner image. When the user go to the inner pages, the conventional banner image should be displayed instead of hero image. Periodically the CMS/ Web administrator would change the theme/ homepage layout for making the website more dynamic. There should be at least two templates for the inner pages and suitable template would be selected by the web admin while creating the pages through CMS/backend. (Single column, 2 columns, different design templates, with background image etc.). Should be able to update seasonal homepage themes according to the festivals, events and other important celebrations.
- 2. Administrator privileges for website administrators (Member Management module):** Should be able to assign module wise privileges/roles for the users for the department wise administration and content updations pertaining to the respective departments (Eg: Library module admin, MDP admin, Placement & ER module admin, Admission admin, PGP admin, etc.). The administrator privilege for the module admins, faculty and officers will be assigned by the super admin. The ICT department would handle the role of the super administrator to configure all the settings related to the website and portals. Super admin should be allowed to make any change in any part of the website.
- 3. Careers -** integration of online job application form, (The existing application form has to be linked for the recruitment of teaching positions. For non-teaching recruitments, **new form** can be developed similar to the existing form) – *Online forms should be customizable from backend depending on the post for which vacancies are advertised.* Example: DOB, date of meeting eligibility criteria etc to be validated during the submission of online applications. In addition, a resume upload option needs to be provided along with basic information filling options for the recruitment of trainee posts. Format of the application form as per the existing portal is enclosed herewith ([List of Enclosures](#)). The selected candidates will also be shown in a suitable place after the completion of recruitment process and the candidate should be able to view their status on their dashboard as well.
- 4. Dynamic modules to be integrated on the Homepage** – Events, News Updates, Newsletter, Announcements, Banners, Search, Walk through video, Full Height Homepage Hero video etc should be arranged on the homepage in a pleasing manner.

5. **Faculty profiles, officers' profiles and staff listing page** – The faculty profiles should be designed in most visually *appealing* manner incorporating all the existing tabs/content. Privileges should be provided to the respective faculty members to Add, Edit, Update and delete their profile content. Login credentials should be given to all faculty members to edit their profiles. The publications, conference presentations books etc should be listed in reverse chronological order (date wise). There should be a separate page for Officers and List of other staff members also need to be published in the website. There should be two sections on the same page to list out the permanent and contract employees separately.
6. **Student profiles and testimonials:** Student profiles of all the programmes shall be published in the respective page and the same should be listed batch-wise using a selection box. Privilege should be given to the concerned departments (ie. PGPM, PGPM-HR, DPM, E-DPM & PGPM - Chennai) to upload (bulk and individual upload) and edit the student details.
7. **Board of Governors page** – There should be a dynamic page to list the details of the BoG members and the same will be managed via CMS (Add, Edit, Update and delete/inactive/unpublish)
8. **Images and Videos:** Provision to be provided to upload the selected photos and Videos related to the events featured in the events section during the publishing of event details and the same should be linked to the gallery automatically. Few photos will be uploaded and the remaining photos will be linked with google drive (if needed).
9. **Menu & Submenu editing:** Provision for adding and editing all the main menus, submenus and footer menus should be integrated in CMS. Adding of new menus and creation of new pages (to link with the created menus) should be possible through CMS.
10. **Editing of Inner pages:** All the inner pages should be completely editable and provision to upload files (pdf & images) should be provided. Size of the downloadable files should be publicly shown. Both the templates will be chosen at the time of creation of a new page according to the suitability. Last updated date should be automatically updated on the home page and all the inner pages especially the pages pertaining to RTI, Tenders, Recruitment etc.
11. **Tenders**– Provision to publish tender notifications, uploading of corrigendum and supporting documents (images, and pdf files), awarded tender details, link to e-tender website etc. should be available on the tender section of the website and the archives to be migrated from the existing website.
12. **Faculty & Research** –
 - A) **Publications:** The research publications should be listed in year wise descending order. Viewers should be able to sort the research papers and publications in terms of year as well as name.
 - B) **Conference portal menu creation and online registration:** Should be able to list the past and upcoming conferences under the research menu. The conference portals will be developed by IIM Tiruchirappalli as and when needed. There should be a system for listing the past and upcoming conferences under the research menu wherein the link will be provided to access the website of the respective conference and the same should be arranged in a visually appealing manner. However, the paper submission portal and registration

portal along with online payment for the conferences need to be created by the vendor integrating backend administration.

- 13. Executive Education & Consulting:** EEC department conducts the Customized Executive Programmes (CEPs), Open Enrollment Programmes (OEPs), e-Learning programmes, Faculty Development Programmes (FDPs) and TEQIPs. The course details for all the above programmes would be created and the same has to be listed/published dynamically from the backend CMS. There should be a system for listing the past and upcoming programmes in all the pages. Separate calendars (date wise listing) and nomination forms (integrating two payment gateways) have to be developed for all the CEPs, OEPs, LDPs, & FDPs which will be managed through CMS. Calendar listing of e-Learning programs along with brochures should also be provided for all the past and upcoming programmes. Brochure download form should be created according to the requirement. There should be a login for the EEC department to monitor the status of nomination form submissions. The EEC department should be able to download the data (nomination forms – excel and PDF, payment details, visitor details etc) pertaining to each programme separately. There should be a submenu for the consulting activities page and the inner pages have to be developed according to the requirement of the EEC Office. There should be sections for publishing the contact details and social media links under the EEC menu. All the pages and navigation should be designed and developed in an appealing manner.
- 14. Enquiry forms:** Enquiry / feedback forms should be provided at the landing pages (wherever needed) of the programmes for the prospective students/viewers to submit their queries to the concerned department through email and the details should also be available in excel format through CMS. There should be provision to hide the enquiry/feedback forms pertaining to each program from backend. There should be pages for publishing the contact details under each program and departments like placement/ media relations etc.
- 15. Online Admission Application forms –** The successful vendor has to develop a new Online Admission Application form for submission of online applications for admissions to the programmes - DPM, & E-DPM. This should be hosted under a separate sub domain without attaching directly with the website database. The existing forms can be referred before the development of the online admission forms. Format of the application form will be different for each programme (There would be only a slight difference between DPM and E-DPM forms). The selected candidates should be able to see their results from their dashboard. Format of the application form as per the existing portal is enclosed herewith ([List of enclosures](#)). There should be a sub form for reporting any technical errors within the online form. Provision should be available for uploading the
- 16. Online education verification and transcript request:** There should be a one-page form (along with buttons for uploading Degree/diploma certificate, and consolidated grade sheet) for making online request for the verification of graduation certificates issued by IIM Tiruchirappalli. After filling the form, both corporate agencies and individuals have to make an online transaction of Rs.500/- (two payment gateways have to be integrated) for the final submission. The concerned office (EEC, PGPM, PGPM HR, PGPM, DPM & EDPM) should receive an email alert during the receipt of education verification request. An online receipt should go to the applicant via email.

- 17. Monitoring and Analytics tool integration:** Provision to view online visitors, number of hits to each page of the website, repeat and unique visitors, navigation paths, visitors' countries, integration of all pages with analytical tools, etc. should be made and the same should be integrated with the CMS of the website.
- 18. Header image updation & Light boxes:** We should be able to change the header image of every page with option of disabling the header image. There should be a sliding banner on the landing page of every programme including PGPM, PGPMHR, DPM, E-DPM, Executive education programmes. Page load light boxes along with effects like parallax scrolling, SVG animations etc should also be provided for the landing pages according to the requirement which would be enabled from the backend as and when needed. There should be provision for enabling the light box for the homepage as well and the same will be enable from the backend when there is any major event like convocation, admissions at the institute.
- 19. Deletion of old content:** When the pages, images and files are removed/unpublished from the website, thereafter the same should not be visible in any search engines. When we re-upload a file, the old file should be deleted from the server to clear the garbage from the storage space.
- 20. Contact us:** Contact us page should be fully interactive and map, barcode, institute's address, grouping of individual contact details, Virtual tour etc to be done in an appealing manner. The emails should be hidden on all the contact pages to avoid bulk fetching of emails from our website using *Email* Extractor/data scraping applications. Necessary methodology should be follow to overcome this issue.
- 21. Common Payment Portal:** There should be a common portal integrating two payment gateways for collecting all types of payments via online mode as and when needed. Online receipt has to be generated during the payment process.
- 22. Live streaming portals:** There should be two live streaming portals (one for convocation and the other for all other events) Ref:livewebcast.iimtrichy.ac.in. The youtube link for the same will be updated from the backend for "all events portal". Either a Livestreaming server link or YouTube link will be mapped on the convocation portal. There should be a link on the streaming homepage for downloading the photographs of the event.
- 23. Full Height Homepage Hero video :** The successful bidder has to develop a high quality Full Height Homepage Hero video with the help of a professional videographer, video editor, animator and content creator. If the bidder does not have a professional video content development team then the same has to be outsourced to a suitable video developing company. The same has to be presented before the committee of IIM Trichy for approval. If IIM Trichy is not satisfied with the video content then the same has to be redesigned until the committee's satisfaction.
- 24. Walk through video:** The successful bidder has to develop a walk through video with the help of a professional videographer, video editor and content creator. The same has to be presented before the committee of IIM Trichy for approval.

Notes:

The content changes on CMS should reflect on the website/pages without manually clearing the cache from the backend. There should be image import & positioning feature and text editing feature at the backend CMS for each and every page of the website. This requirement (#1 to 22) will be revised during the freezing of the SRS document after kickoff meeting. All the requirements from the user departments will be incorporated in the SRS document. All the web pages of the current website has to be migrated to the new website and additional pages will be included according to the requirement.

d. OTHER SERVICES TO BE INCORPORATED:

i. Registration of domain name:

The domain (www.iimtrichy.ac.in) has already been registered for IIM Tiruchirappalli.

ii. Hosting the website:

IIM Tiruchirappalli has a managed dedicated hosting server wherein the website has to be deployed/hosted. The successful bidder should maintain the hosting server (hosted content and the configurations/settings) during the support and AMC period and necessary upgradation, fine tuning, configurations and security settings need to be done/enabled by the successful bidder periodically in coordination with IIM Tiruchirappalli and the hosting service provider to tweak the performance of the server periodically.

The successful bidder should also setup, host and maintain an in-house webserver at IIM Tiruchirappalli's data centre (staging server) integrating cpanel/ equivalent for five years. Hardware infrastructure (server VM), OS, Antivirus/firewall application and bandwidth will be provided by IIM Tiruchirappalli.

iii. Search Engine Optimization (SEO)

Successful bidder should make sure that it has been well optimized to get higher rankings in all search engines (Listing to all search engines like Google, yahoo, Bing etc.). Periodical monitoring and fine tuning to be done in this regard. The report on the same to be provided after completion of the work.

iv. 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. On the bottom of every page a link navigating to information page regarding copyright and terms and condition should be available.

v. Data Migration:

All the sub portals like conference portals, teaching recruitment portal, subdomain configurations, MX records, CName records, A records etc need to be migrated to the new server for complete transfer of data and settings. The old data like tender archives, recruitment archives, students' archives, etc need to be migrated from the existing database to the new database of the website.

vi. EV SSL:

EV SSL has to be provided for five years from the date of Hosting of the website and the same has to be procured & activated by the successful bidder through SSL providers like verisign, comodo/ Sectigo, Thwate, or Global sign for the main domain and all it's subdomains.

vii. GIGW compliance and accessibility features:

All the GIGW features to be incorporated in the website to make the website comply with the government guidelines. Accessibility/ Disability friendly features to be incorporated according to the government guidelines.

viii. STQC Certification:

The successful vendor has to provide STQC Certification from the concerned government authorities and the expense for the same will be considered as extra work and the same will be released by IIM Tiruchirappalli and the receipt from the government authorities should be produced. If needed, IIM Tiruchirappalli would release the amount directly to the government authorities.

ix. Payment Gateways:

Integration of two payment gateways (Necessary details will be given by IIMT) should be done by the successful bidder.

x. E-mail & SMS gateway:

The successful bidder should procure and provide bulk emailing service from mail chimp and SMS gateway integration for five years (20,000 email credits and 20,000 SMS credits per year). Mail Chimp application would be used for the following:

- Email gateway integration - SMTP integration for triggering email from all the modules of the website as applicable. The emails should be triggered only through this third party application so that the website can trigger unlimited emails without daily limit
- IIM Tiruchirappalli will use these applications for email campaigning as well (if needed).
- If there is excess usage, the payment for the same will be paid extra accordingly.

xi. Detailed Administration manual & SLA

Administration manual should be created before releasing the first phase payment and a service level agreement (SLA) for five years' support (mentioning all the terms and conditions given in the tender document) should be executed before releasing the second phase payment.

xii. Vulnerability and penetration testing:

The successful bidder has to provide a vulnerability and penetration test report to IIM Tiruchirappalli before the hosting of the website.

Note: In addition to the deliverables listed above, all the deliverables mentioned in different sections of this tender like administration of managed dedicated server, maintenance and

administration of in-house server with cpanel/equivalent etc should also be considered as deliverables.

e. TECHNICAL SPECIFICATIONS:

i. Design:

Website should be developed on open source technology (Front-end & Back-end). Bidder should use CSS3 based **Responsive Web Design** approach or better, Clear and appropriate graphics and W3C compatible coding style while designing the web pages. The website should also be fully complied with GIGW Guidelines (After the development of the website, a detailed report should be submitted along with proof).

ii. Technology:

Bidder should provide high-quality and new technology content management solutions for the website. The web site 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. Website 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 to enhance user experience in terms of fast load times and good mobile experience. For major functionalities, paid premium plugins to be used for the built-in CMS platforms and proof regarding the same to be provided before releasing the first payment.

iii. Scalability:

The website architecture/design should be scalable for future requirements. There would be future requirement to develop microsites for various events of the institute and student clubs. The website should be capable to integrate the microsites. All the menus, header and footer section should have scope for future additions/updation without any alignment change. If IIMT faces any issue in terms of scalability, then the vendor should correct the same during the support period of 5 years without any extra charges.

iv. Technical Specifications of the Existing website:

The technology used for the existing website is given below:

Front end – Development Language	: HTML & PHP
Backend – Database	: MySQL
Web Content Management System (CMS)	: Drupal 8
Operating System	: Linux
Web Server	: Apache

v. Unique Design:

The design of the institute website should be **unique in all respect**. It should not be copied from any other website. If the vendor does so at any point of evaluation/development, then their order will be cancelled, penalty (amount will be decided by IIMT) will be charged and EMD will be forfeited. The unique icons and images to be used for the institute website and the same should be created independently by the vendor with required resolutions. The logo

of the institute will be provided by the institute and the bidder has to enhance the resolution & necessary Photoshop processing according to the requirement.

vi. Photographs & Videos:

The successful bidder should arrange a professional photographer and videographer to capture necessary photographs/videos of the campus and activities. The same has to be edited/processed according to the requirement of the web pages of the respective sections. The Full Height Homepage Hero video, 3D content, edited header images, walk through video, inner page background images of each section etc have to be presented to IIM Tiruchirappalli officials before integrating the same on the website.

Note: The vendor has to use new/secured/trouble free platforms for the front-end and back-end of the proposed website.

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 Website.
4. Copy(ies) of work order(s) showing that the firm has executed the similar work(s) in the **last 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 Website 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. The year in which no turnover is shown would also be considered for working out the average. 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 \(Technical Bid\)](#). If audited financial statement are not available, unaudited financials are to be authorized by CEO or CFO should be submitted with the Technical Bid.
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.
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. The Bidder should give self-declaration certificate for acceptance of all terms & conditions of tender documents. An undertaking to this effect in the Company letter head duly signed by the owner / partner or both to be enclosed, as per [Annexure-III](#).

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. 45,000/-** (Rupees Forty Five 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 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-III](#)) 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.
- v. ***The Rates quoted by the tenderer should be inclusive of all charges*** (Supply, Installation, Testing, Commissioning 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-III](#) 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:

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, Declaration, Near Relative Certificate as per [Annexure - III](#).
- 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. Duly (Digitally) Signed Tender document and its all annexures.
- viii. 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 21.10.2022 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 09.30 Hrs., on 21.10.2022 to attend the Pre-bid meeting as per the format enclosed vide [Annexure-IV](#).

The Bidders are requested to mail their doubts/queries to purchase@iimtrichy.ac.in before the pre-bid meeting, i.e. by 09.30 hrs, 21.10.2022, 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 **02.11.2022 at 10.45 Hrs.** through e-wizard online portal.

Tender Evaluation Process

- 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:
- 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.
- 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 15-16** 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 on **10/11/2022 from 11.00 Hrs** onwards 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	Design/ Appearance	20 Marks
2	Structure and Navigation	15 Marks
3	Experience/ clients & Capability of the bidder Similar works (Designing of website and portals) successfully completed by the bidder with order value of 14 Lakhs and above during the last five years only will be considered for evaluation.)	15 Marks
4	Technical features & GIGW Compliance features	10 Marks
4	Additional features, ideas & suggestions	10 Marks
5	Customised backend or Paid plugins that are going to be used	10 Marks
6	Expertise in the development of hero videos, graphic designing, animations etc	10 Marks
7	Customization & AMC strategy, escalation matrix & resolution time	10 marks
Total		100 Marks

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.

$$TCS = 0.4*CI/C + 0.6*T/TI$$

where CI is the lowest commercial score and TI 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.

General Term & Conditions

1. Other deliverables of website:

A few of the deliverables of website which was not covered in the previous sections are enlisted below, which might be updated, modified by IIM Tiruchirappalli during project implementation, if required.

- a) The amount mentioned in the financial/price bid should also include charges for AMC for a period of five years.
- b) The migration of entire data and archives from the existing website to new website should be done.
- c) The site should include following navigation strategies:
 - i. Menu system as primary navigation method of the site that is always displayed on each page.
 - ii. Each section must have a main page where visitors can navigate to the sub items under the sections, but still be able to get back on any of the other main section home pages.
 - iii. Overall design concept for the website should be optimized in terms of identity, accessibility, usability and content distribution.
 - iv. Separate login for Super Administrator to view online visitors, number of hits to website, repeat and unique visitors, navigation paths, visitor's countries, etc.

2. Content development:

- a) The bidder should have in-house graphic designers and video editing experts for developing unique designs, images, edited videos and animations for our website. He should be capable to design banner/header/hero images and videos using the available photographs/videos of the events and other campus activities.
- b) The selected vendor should depute a professional content developer within two weeks from the date of receipt of work order for preparing the content required for the website. The content available on the existing institute website should be taken as the source content.

- c) The successful bidder should depute a qualified professional Hindi Translator at IIM Tiruchirappalli and he has to prepare the Hindi version (content) of all the pages in consultation with the Hindi translator of IIM Tiruchirappalli. The content should be approved by the respective Chairperson / activity head and the translator is responsible to obtain approval from the Chairpersons/activity head.
- d) The bidder should arrange a professional photographer and videographer at IIM Tiruchirappalli for taking the required photographs for the website within 20 days from the date of award of the work order.

3. Modifications:

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. During the period of support (5 Years), the bidder is responsible to make modifications on any part of the website 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 (Refer Section: 4 Additional Works, Page No.24).

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/ Final SRS document (Eg. The requirements that are mistreated during the development process/ the real-time customization period, the updations that cannot be done through backend, any label corrections, addition or deletion of any fields in the existing forms/modules etc.). However, for addition of any New forms or interactive modules that has different process than the existing modules, the rate should be quoted as per the BoQ (per person hour for 200 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 on the existing modules/pages will not be considered as extra work. Addition and deletion of fields/columns in the forms also need to be done without extra charges.

5. SCHEDULE AND PHASES

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 of the website, functional specifications of website, project lifecycle details, workflow, links, navigation, architecture, structure of website and three design options (home page & inner pages), methodology of 24*7 support during the maintenance & support period of 5 years etc.

The successful bidder has to study the entire requirement in consultation with the IIM Tiruchirappalli officials and a detailed presentation of the SRS document should be made before the Web Development / IT Committee 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, images, videos 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 revised SRS document. The institute may also conduct discussions with each department individually for the finalization of the SRS document.

b) Phases

The website needs to be developed integrating CMS in two phases as given below:

Phase I: Design, development and hosting of Website

Website of IIM Tiruchirappalli completed in all respect should be hosted on the dedicated server (production) as well as in-house server (staging) within five 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 the development team members and graphic designer to the ICT department of IIM Tiruchirappalli during the kickoff meeting.

The period for completing the development and hosting of the website and CMS (beta version) is **5 months** from the date of issue of work order. The demonstration and training of the backend administration modules should be given as part of the first phase. Necessary user/admin manuals should also be submitted to the ICT department before releasing the first phase payment.

Phase II : Real time testing, fine tuning & customization of the website.

Fine tuning, live testing & customization of the website and CMS has to be done as per the requirement of IIM Tiruchirappalli during phase II development period. The period for the Phase II development would be 2 Months from the date of hosting of the beta version of the website. 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 to be done by the successful bidder during the real-time customization period.

If the bidder does not complete the customization within this two months period, the Phase II period will be automatically extended until the complete customization and testing of website is over (up to the satisfaction of IIM Tiruchirappalli and it's user departments). The AMC period will be counted only from the date of completion of phase II.

c) Contract period for support & maintenance (AMC period of 5 Years)

A service level agreement shall be executed with the successful bidder for the support and maintenance of the website during the five years' period starting **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 5 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 urgent basis. For feature updates which involve functionality/structural change, the timeline will be 2-3 working days. This applies to both Hindi and English content on the website. Website vendor should monitor the web security and website's smooth and uninterrupted operation. The cpanel, FTP and CMS access should be accessible only from the network of IIMT and developers' office/site.

For hosting related issues, the vendor also has to take equal responsibility and the issues have to be resolved in consultation with the hosting service provider as and when needed. If the institute wants to create/map any sub domains the same would be the responsibility of the successful bidder. The mapping of any site hosted in any third party hosting service provider with the subdomain of IIM Tiruchirappalli should also be taken care by the successful bidder during the AMC period of 5 years. For critical issues that may cause downtime of the website, 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 during emergency situations. Website vendor should submit a monthly timesheet for the tasks undertaken. Design, technical documents and source code will be the property of IIM Tiruchirappalli. Hence, 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.

d) Onsite Programmer during the initial 10 days of 2 Months' real time customization period:

After hosting the website (beta version) on live Server, there will be two months period for fine-tuning and customization of the institute website. The selected bidder should depute an onsite web application developer /Programmer during the initial 10 working days of the customization period. The working hours for the onsite programmer would be from Monday to Friday, 9.00 am to 5.30 pm. Attendance register will be maintained in the ICT department for the onsite programmer. During this period, the onsite programmer should also sit with the officers/Activity in-charge of each department who are responsible to handle different modules of the website (CMS) and signoff should be obtained from all the departments. The suggestions of each department should be noted and the same should be integrated on the website during phase II customization period. Onsite Programmer should have good verbal and written communication skill in English. He should have expertise in customizing/developing dynamic web applications integrating CMS independently. He should also have experience in all the designing and development tools used for the development of the institute's website and portals.

6. Bidders should consider all the costs required for the successful running of Website 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).

7. Payment Terms:

- a. No advance payment will be made in any case.
- b. 60% (Sl. No.1-6 in BoQ, Price Bid) will be released after the successful hosting of the website [Phase I].
- c. Documents to be submitted before releasing the first payment (**60% of the amount for Sl. No.1 in the BoQ, Price Bid**):
 - i. Administration manual for CMS interface of the website.
 - ii. Letter from EV SSL service provider/undertaking mentioning the service period (five years) along with specification.
 - iii. Proof for SMS gateway and bulk emailing from the service providers for a period of five years.
 - iv. Training report on the backend modules along with signoff from respective department.
 - v. List of paid plugins used for the built-in CMS along with proof.
 - vi. All deliverables developed should be handed over in a pendrive.

All the deliverables and documentation on content management 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 (50 %) of the payment.

- d. 30% of the amount (Sl. No.1-6 in BoQ, Price Bid) will be released as second installment after the successful completion of realtime customization, testing and fine-tuning of the website and portals [Phase-II].
- e. 10% of the amount (Sl. No.1-6 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.7 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.8 in BoQ, Price Bid) would be released after the successful completion of the third year maintenance and support.
- h. The AMC charge for the Fourth year (Sl. No.9 in BoQ, Price Bid) would be released after the successful completion of the fourth year maintenance and support.
- i. The AMC charge for the Fifth year (Sl. No.10 in BoQ, Price Bid) would be released after the successful completion of the fifth year maintenance and support.
- j. Payment will be released within 25 days' subject to submission of Invoice/Bill with all relevant documents like warranty certificate, etc.
- k. 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.

8. WARRANTY OF QUALITY

- i. The successful bidder will be responsible for Design, Development, Hosting, Customizations, Testing and Support and Maintenance of IIM Tiruchirappalli Website for a Period of **5 (Five) Years**.
- 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.

9. Penalty Clause:

- a. Deficiency/delay in services listed in the broad Scope of Work (including design, development, customization, hosting of the IIM Tiruchirappalli Website 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.

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 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 5 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 would also be considered as a prerequisite for releasing the payment for the services of the bidder under the project. 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.

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 under the **Personal Data Protection Bill 2018**. 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 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.

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
	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.	

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					

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.

ANNEXURE – III: 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.

Date:

Subject: “Tender for Design, Development, Customizations and Maintenance of IIM Tiruchirappalli’s New Website”

Reference: Tender Notice published in IIM Tiruchirappalli website. - ***Tender No: IIMT/2022-23/IT/Website/45 dated: 11.10.2022***

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.

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

S/o Shri _____

r/o _____

a) 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.

b) 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.

c) further declare 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: _____

Seal of agency / Firm / Company

ANNEXURE – IV: LETTER OF AUTHORISATION

**LETTER OF AUTHORISATION FOR ATTENDING PRE-BID/PRICE
BID OPENING MEETING (in bidder's letterhead)**

To

The CAO (i/c)

IIM Tiruchirappalli

Pudukkottai Main Road,

Chinna Sooriyur Village,

Tiruchirappalli - 620 024

Subject: Authorization for attending Pre Bid/Technical Evaluation cum Presentation/Price Bid Opening Meeting on (date) in the “*Tender for Design, Development, Customizations and Maintenance of IIM Tiruchirappalli's New Website*”.

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

Signatures of Bidder

or

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

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: <ul style="list-style-type: none"> 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 <u>Annexure-I</u> of the tender document is submitted.		
7		Whether Undertaking Certificate as per <u>Annexure-III</u> 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 <u>Annexure -III</u> is submitted.		
9		Whether declaration as per <u>Annexure-III</u> 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.		

List of Enclosures



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

IIMT Recruitment Form 2021-2022

Personal Information :

Advertisement Name :	Recruitment of non-teaching staff on contract basis (No.EST-II/A-02/2021/001)			Photo
Application for the post of :				
Application Code :				
Honorific:				
Full Name (in CAPITAL letters) :				
Name of Father/Guardian/Husband :				
Date of Birth (DD-MM-YYYY) :		Age :		
Age Proof Certificate :				
Nationality:		Gender :		
Marital Status :				
Category :		Category Proof :		

Address :

Communication Address						
Address	City	State	Pin code	E-Mail Address	Telephone No	Mobile No

Permanent Address						
Address	City	State	Pin code	E-Mail Address	Telephone No	Mobile No



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IIMT Recruitment Form 2021-2022

Academic Qualifications (Chronological order - Starting from SSLC) :

Qualifications	Name of Degree / Diploma/ Certificate	School / College / Board/ University	Year of Joining	Year of Passing	Class	Percentage of marks/CGPA	Certificate(s)	Marksheet(s)
SSLC or equivalent								
HSC or equivalent								
UG								
PG 1								
PG 2								
Ph.D								
Others 1								
Others 2								

Technical Skills:

Computer Operations	
Proficiency in MS office	
Computer Keyboard typing	
Any Other Skill	
Computer qualifications	

Language Proficiency:

Language	Fluent in Speaking	Fluent in Reading	Fluent in Writing



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IIMT Recruitment Form 2021-2022

Employment details (Start from your present/most recent job)

(If you are currently working, application submission date should be entered in Date of Leaving)

Org aniza tion 's Loca tion	Organiz ation Type	Posi tion He ad	Job Profile - Major Responsibilities	Date of joining	Date of Leaving	Total (in Months)	Bas ic Sal ary for lea ving	Gross Salary Drawn per month (Rs.)	Certificate(s)
Total experience (in year)									

Currently working in Government/PSU/Govt-Autonomous

NOC Certificate

Major Achievements during the Career

Write statement in support of application. Please state why you are suitable for the post applied:

Details of Training Programmes attended:

Membership in Professional and Technical Bodies:

Any other information that you would like to share:

References:



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Indian Institute of Management Tiruchirappalli
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IIMT Recruitment Form 2021-2022

DECLARATION

I hereby declare that the particulars furnished above by me are true and complete to the best of my knowledge and belief. I understand that if any particulars found to be false at a later date, my candidature shall be liable to be cancelled without assigning any reason.

Place

Date

Signature of the applicant



भारतीय प्रबंध संस्थान तिरुचिरापल्ली
Indian Institute of Management Tiruchirappalli
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Doctoral Programme in Management Admissions Form (DPM) 2022

Applying For :

Section 1: Area of Specialization

Area of Specialization :

Application Code :

Section 2: Personal Details - Part 1

Applicant Name :		Photo :	
Father's/Guardian's Name :			
Gender :		Marital Status :	
Date of Birth :		Age :	
Nationality :			

Contact Details :

Permanent Address :		Permanent Pin code :	
Mailing Address :		Mailing Pin code :	
Email Address :			
Telephone No :			
Mobile No :			

Section 2: Personal Details - Part 2

Which Category do you belong to :		Category Certificate :	
State of Domicile :			



Doctoral Programme in Management Admissions Form (DPM) 2022

Are you disabled/ Differently Abled Person (DAP) (as defined in the Persons with Disability Act, 1995)? :		Disability Certificate :	
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Section 3: Remittance Of Application Fee :

NEFT Transaction No.	Date of Remittance	Full name of account holder
NEFT Screenshot		

Section 4: Details Of Admission Tests (Not applicable for EDPM)

If you are applying through CAT	No
---------------------------------	----

Test Name	Score	Percentile (%)	Scorecard

Section 5: Details Of Academic Record

Name of the Degree/ Certificate/ Diploma in chronological order	Institution	Period From Date	Period To Date	Subjects taken Major & Minor	Class/Grade/ Division/ % of marks	Certificate(s)



Doctoral Programme in Management Admissions Form (DPM) 2022

HSC						
B.Tech						
MBA						

Section 6: Details Of Work Experience

Name of the Employer	Designation	Date From	Date To	Experience (in Months)	Remuneration (per Month)	Nature of Work	Experience Certificate(s)
Total (in Years)							

Section 7: Details Of Work Details Of Honours, Awards And Distinctions Received

Approving / Nominating / Recognizing Body Bestowing the Honour/ Award / Distinction	Month and Year	Brief Details of Award / Reward / Recognition



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

Doctoral Programme in Management Admissions Form (DPM) 2022

Section 8: Statement of Purpose (Motivation, Research statement)

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

Doctoral Programme in Management Admissions Form (DPM) 2022



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

Doctoral Programme in Management Admissions Form (DPM) 2022

Please state any other information that you would like to provide in support of your candidature



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

Doctoral Programme in Management Admissions Form (DPM) 2022

Section 9: Declaration By The Candidate

Place	
Date	
Signature of Applicant	



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

Executive Doctoral Programme in Management Admissions Form (EDPM) 2022

Applying For :

Section 1: Area of Specialization

Area of Specialization :

Application Code :

Section 2: Personal Details - Part 1

Applicant Name :			Photo :
Father's/Guardian's Name :			
Gender :		Marital Status :	
Date of Birth :		Age :	
Nationality :			

Contact Details :

Permanent Address :		Permanent Pin code :	
Mailing Address :		Mailing Pin code :	
Email Address :			
Telephone No :			
Mobile No :			

Section 2: Personal Details - Part 2

Which Category do you belong to :		Category Certificate :	
State of Domicile :			



**Executive Doctoral Programme in Management Admissions Form (EDPM)
2022**

Are you disabled/ Differently Abled Person (DAP) (as defined in the Persons with Disability Act, 1995)? :		Disability Certificate :	
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Section 3: Remittance Of Application Fee :

NEFT Transaction No.	Date of Remittance	Full name of account holder
IHQ0066061		
NEFT Screenshot		

Section 4: Details Of Admission Tests (Not applicable for EDPM)

If you are applying through CAT	
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Test Name	Score	Percentile (%)	Scorecard

Section 5: Details Of Academic Record

Name of the Degree/ Certificate/ Diploma in chronological order	Institution	Period From Date	Period To Date	Subjects taken Major & Minor	Class/Grade/ Division/ % of marks	Certificate(s)
SSLC - Matriculation						
HSC						
BE						



**Executive Doctoral Programme in Management Admissions Form (EDPM)
2022**

M.Tech

Section 6: Details Of Work Experience

Name of the Employer	Designation	Date From	Date To	Experience (in Months)	Remuneration (per Month)	Nature of Work	Experience Certificate(s)
Total (in Years)							

Section 7: Details Of Work Details Of Honours, Awards And Distinctions Received

Approving / Nominating / Recognizing Body Bestowing the Honour/ Award / Distinction	Month and Year	Brief Details of Award / Reward / Recognition
Record Not Available.		

Section 8: Statement of Purpose (Motivation, Research statement)



भारतीय प्रबंध संस्थान तिरुचिरापल्ली
Indian Institute of Management Tiruchirappalli
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**Executive Doctoral Programme in Management Admissions Form (EDPM)
2022**



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**Executive Doctoral Programme in Management Admissions Form (EDPM)
2022**

Please state any other information that you would like to provide in support of your candidature

Section 9: Declaration By The Candidate

Place	
Date	
Signature of Applicant	



भारतीय प्रबंध संस्थान तिरुचिरापल्ली
Indian Institute of Management Tiruchirappalli
Open Enrollment Programme
Nomination Form

Name of the Programme:

Programme Date:

Venue (Offline / Online):

Offline (Trichy / Chennai):

Name of the Applicant:

Designation:

Age:

Academic Qualification:

Residential Address:

Mobile

Phone:

e-mail:

Name of the Sponsoring Organization:

Address:

Fax:

Phone:

Website:

Name of the Sponsoring Authority:

Designation:

Phone:

e-mail:

Payment Details: Draft No:

Amount:

Date:

Bank Name, City and Branch:

Signature of the Sponsor / Participant

The completed Nomination form along with the Draft payable in the name of "Indian Institute of Management Tiruchirappalli", should be sent to the following address:

Executive Education & Consulting,
Indian Institute of Management Tiruchirappalli
Pudukkottai Main Road, Chinna Sooriyur Village,
Trichy
Tamil Nadu 620024

In case of online payment, kindly intimate the EEC office with the relevant transaction details through email (eec@iimtrichy.ac.in / eecmanager@iimtrichy.ac.in), so that we can connect your remittance to your nomination.



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

**Executive Education & Consulting (EEC)
Open Enrollment Programmes (OEP)
Nomination Form.**

Program details :

Programme Title	
Programme Dates	
Programme Fee	
Application Number	

Personal details :

Salutation	
First Name	
Last Name	
Gender	
Nationality	
Date of Birth	
Age	
E-mail address: (Personal)	
E-mail address: (Official)	
Phone	
Mobile	
Venue	
Residential Address	

Education :

S. No	Degree	Major Subject	Year of Passing	University	Certificate(s)



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Indian Institute of Management Tiruchirappalli
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**Executive Education & Consulting (EEC)
Open Enrollment Programmes (OEP)
Nomination Form.**

Work Experience including present job :

S.No.	Organization	Position	Experience(in months)	Certificate(s)
Total Experience(in years)				

Short Duration Programmes Attended Before Till Now :

S.No.	Institute	Programme Title	Duration	Years	Certificate(s)

Details about current Job :

Organization	
Address of the Organization	
City	
State	
Country	
Pin code	
Sector	
Sector Others	
Designation	
Country of current job	
Level in the management	

Responsibilities in the current Role



भारतीय प्रबंध संस्थान तिरुचिरापल्ली
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**Executive Education & Consulting (EEC)
Open Enrollment Programmes (OEP)
Nomination Form.**

Sponsor details :

Sponsor Type	
Name of the sponsoring Authority	
His / Her Designation	
Contact number	
E-mail address	

Other details :

Reason for doing this programme	
How did you come to know about this programme	

Payment details :

Payment Reference Number	
Date	
Amount	
Bank Name, City and Branch	

Date	
All the details filled above are true and to the best of my knowledge. This information can be used by the institute for academic purpose only	



भारतीय प्रबंध संस्थान तिरुचिरापल्ली
Indian Institute of Management Tiruchirappalli
Faculty Development Programme
Nomination Form

Name of the Programme:

Programme Date:

Venue (Offline / Online):

Offline (Trichy / Chennai):

Name of the Applicant:

Designation:

Age:

Academic Qualification:

Residential Address:

Mobile

Phone:

e-mail:

Name of the Institution:

Address:

Fax:

Phone:

Website:

Name of the Sponsor (if any):

Designation:

Phone:

e-mail:

Payment Details: Draft No:

Amount:

Date:

Bank Name, City and Branch:

Signature of the Sponsor /Participant

The completed Nomination form along with the Draft payable in the name of "Indian Institute of Management Tiruchirappalli", should be sent to the following address:

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Indian Institute of Management Tiruchirappalli
Pudukkottai Main Road, Chinna Sooriyur Village,
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Tamil Nadu 620024

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