

**NOTICE INVITING TENDER FOR ENGAGEMENT OF AN AGENCY TO DEVELOP A
COMPREHENSIVE ACADEMIC ERP SYSTEM FOR DOCTORAL PROGRAMME
MANAGEMENT FOR IIM TIRUCHIRAPPALLI**

E-Tender No. 26SP181T dated: 13.10.2026

विवरण/ Details	दिनांक/Date	समय/Time	Venue
कार्य/सेवा का नाम/ Name of Work/Service	“Tender for Engagement of an Agency to Develop a Comprehensive Academic ERP System for Doctoral Programme Management for IIM Tiruchirappalli”		
निविदा कागजात जारी करने की तारीख/Date of issue of Tender Document	13.10.2026	18.30 Hrs. onwards	-
पूर्व-निविदा बैठक/ Pre-Bid Meeting	22.10.2026	15.30 Hrs.	Deans’ Office Meeting Room, Administrative Block, IIM Tiruchirappalli.
निविदा कागजात जमा करने की अंतिम तारीख/Last date for Submission of Tenders	03.11.2026	17.00 Hrs.	-
तकनीकी बोली का खुलना /Opening of Technical Bid (Tentative)	05.11.2026	11.30 Hrs.	
मूल्य की बोली को खोलना/Opening of Price Bid	To be informed later		
Validity of Tender	90 days from the date of opening of the price bid.		
निविदा कागजात/Tender Document	From 13.10.2026 to 03.11.2026 (up to 17:00 Hrs.) on e-tendering website https://eprocure.gov.in/eprocure/app The tender document can only be obtained after registration of the tenderer on the website https://eprocure.gov.in/eprocure/app .		
EMD Amount	EMD Amount Rs. 36,000/- to be remitted in the below IIM Tiruchirappalli Bank Account through online mode. Bank Account Details Name of the Beneficiary: IIM Tiruchirappalli Bank Name: State Bank of India SB A/c. No: 32170808935 IFSC Code: SBIN0071187		
A copy of the 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 tender document.			
SD Amount	10% of the work 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 seven days along with the letter of acceptance from the receipt of the Provisional Work Order, failing which the Work Order will stand cancelled.		
Mode of Submission of Tender	The process will be conducted only through the Central Public Procurement (CPP) Portal online.		

Contents

OVERVIEW	3
Scope of Work.....	3
Eligibility Conditions for Bidders	17
Instructions to Bidders.....	19
1. Downloading of Tender Document.....	19
2. Earnest Money Deposit.....	19
3. Relationship Certificate.....	19
4. Amendment to Bid Document	20
5. Conditional Bids	20
6. Technical Bids Criteria.....	20
7. Price Bid Details.....	21
Procedure for Submission of Bids.....	21
Site Visit and Pre-Bid Meeting	24
Tender Evaluation Process	24
Opening of Price Bid	27
1) Work Completion Schedule.....	27
2) Payment Terms.....	28
3) Penalty Clause	28
4) Warranty of Quality	28
5) Forfeiture of Earnest Money:	28
6) Performance Security Details	29
ANNEXURE – I: PROFILE OF THE BIDDER.....	31
ANNEXURE-II: (PRICE BID - BOQ)	33
ANNEXURE- III: SUBMISSION OF TENDER DOCUMENT.....	34
ANNEXURE – IV: LETTER OF AUTHORISATION	36
ANNEXURE – V: LIST OF PRESENT AND PAST CLIENTS’ DETAILS.....	37
ANNEXURE – A(1): PRE-APPROVAL FORM FOR CONFERENCE.....	38
ANNEXURE – A(2): PRE-APPROVAL FORM FOR STARTUP, CONTINGENCY AND FIELD RESEARCH GRANT... 42	
.....	68
DEFENSE VIVA.....	70

विदा आमंत्रण सूचना

विवरण

भारतीय प्रबंधन संस्थान तिरुचिरापल्ली (आईआईएम तिरुचिरापल्ली) भारत सरकार के शिक्षा मंत्रालय के अंतर्गत एक राष्ट्रीय महत्व का संस्थान है। आईआईएम तिरुचिरापल्ली के बारे में अधिक जानकारी के लिए, कृपया हमारी वेबसाइट www.iimtrichy.ac.in पर जाएँ।

NOTICE INVITING TENDER

OVERVIEW

Indian Institute of Management Tiruchirappalli (IIM Tiruchirappalli) is an Institute of National Importance under the Ministry of Education, Government of India. For more details about IIM Tiruchirappalli, please visit our website at www.iimtrichy.ac.in.

IIM Tiruchirappalli invites e-tenders from the service providers/contractors for **Engagement of an Agency to develop a Comprehensive Academic ERP System for Doctoral Programme Management for IIM Tiruchirappalli.**

Service Description	Estimated Tender Value (excluding GST)	Interest-free Performance Security Deposit	Work Location
<i>Tender for Engagement of an Agency for Development of Academic ERP System for Doctoral Programme Management for IIM Tiruchirappalli.</i>	Rs. 7,20,000/-	10% of Work Order Value	IIM Tiruchirappalli Trichy – Pudukkottai Highway Trichy – 620024.

Scope of Work

1. The successful bidder should depute a competent team to study the requirement of each programme office and necessary enhancement to be made in the process flow given in the indicative SRS document.
2. The successful bidder should depute a competent team to study the front end and backend structure of the existing employee management system and student portal before starting the development of the SRS document to ensure seamless integration between the proposed ERP and existing applications (EMS & SP).
3. After finalizing the SRS document, the priority wise schedule has to be provided to the IIM Trichy officials for approval.
4. The successful bidder has to develop the ERP application according to the requirement given in the indicative SRS document as per the schedule approved by IIM Trichy.
5. The successful bidder should integrate the existing employee management system to integrate the functionalities required for the Faculty and Staff members. The employees will manage their respective activities (monitoring/management/approval) through existing Employee Management system and separate login/Platform cannot be accepted

6. The student modules should be developed as part of existing student portal.
7. The admitted student data should be transferred from the admission portal (download and upload) and additional fields such as institute email address, roll number etc. should be entered by the Academic Office.
8. The data for fetching the sections, batch, employee, academic office staff, faculty, courses etc. are already available in the database which should be used for the proposed ERP.
9. The bidder should handover all the source code along with complete documentation before releasing the payment.
10. There should not be any hardcoding in the application. All the prerequisites including the values for each and every dropdown should be entered through master frontend forms.
11. The vendor should depute their development team at IIM Trichy campus during the integration of the Academic ERP application with the existing EMS and Student portal. Any remote access/ cPanel access credentials will not be provided for hosting the application.
12. The successful bidder should provide the ERP application on perpetual licensing mode along with all the source code and complete ownership to IIM Trichy.

13. Phases:

Phase I: Onsite system study, SRS document preparation

Period – 15 days from the date of award of Work order

Phase II: Development and testing of ERP, integration with existing module, successful completion & demonstration to the user departments, first level customization based on user feedback and hosting the application on institute server to go live.

Period – 4 Months from the date of completion of phase -I

Phase III: Realtime customization after the ERP goes live. Any unforeseen changes in the process flow and bugs that may arise in Realtime scenario are to be addressed during the customization period.

Period – 2 Months from the date of hosting

ERP FOR THE AUTOMATION OF DOCTORAL PROGRAMMES

I. AUTOMATION OF THE ACADEMIC ACTIVITIES OF PhD STUDENTS

This web application is intended to streamline all the processes currently being managed by the DPR Office manually. The same has to be seamlessly integrated with our existing employee management system (PHP & CodeIgniter) and student portal (React.js, & Node.js). The application will primarily be used by Programme Office staff and the AO–Academics to automate and efficiently manage their official activities. Access will also be provided to faculty members and students to perform their respective roles related to academic administration processes.

1. GENERAL REQUIREMENTS

Three categories of Login to be provided to the users

- **Administrative Interface** for each DPR Chairperson, Programme Office, AO, and Super Admin access for the ICT Department to manage and monitor administrative functions.
- **Student Interface:** To enable students to access and manage their personalized dashboard and academic-related information.
- **Faculty Interface** in managing activities
 1. Internal Faculty: To facilitate faculty members in managing activities related to the courses they teach, ex: Assigning marks and grades
 2. Visiting Faculty (Limited Access): To facilitate faculty members in managing activities related to the courses they teach, ex: Assigning marks and grades
 3. Academic Associates and Research Associate: To facilitate academic associates in managing activities related to the courses they assist, ex: Assigning marks and grades

Portal Login: -

The portal should support multiple levels of user logins, including faculty members, administrative staff, students, and other authorized users, along with different categories of backend administrators such as Super Admin, Programme Admin, and Backup Admin.

Separate usernames and passwords with customized access rights and role-based privileges shall be provided to users for secure login to the intranet portal, including Administrative Offices (DPM/EDPM), faculty members, and doctoral students.

Based on the assigned roles and privileges, a customized dashboard shall be displayed to the respective users to ensure access to relevant features and information.

Data Migration

The data of admitted students captured through the existing admission portal web application will be provided in Excel format and shall be migrated to the ERP system.

Faculty data available in the HR module of the existing software application shall be utilized and integrated into the ERP system.

Integration with the existing modules

Certain ERP modules, such as Programme creation, Academic year creation, Batch creation, Mapping with existing faculty database, creation of visiting faculty, course creation, Class scheduling, Admissions (Students database), Attendance, leave management and Course outline are already in use by the programme office. These modules need to be integrated with the proposed application to avoid any duplicate tables in the database.

The modules that have to be integrated with existing Employee management system (Faculty, Staff, Admins etc.) has to be developed using PHP, CodeIgniter frame work and

My SQL 10.6.27 The student modules (Student portal) have to be developed using the React.js, Node.js and My SQL DB.

The proposed application should use all the available tables for fetching the student information, staff information and faculty details including authentication credentials.

Any duplicate table/content creation will not be permitted.

Hard coding of any data will not be permitted in any of the modules.

Technology to be used

Integration with EMS: The modules that have to be integrated with existing Employee management system (Faculty, Staff, Admins etc.) has to be developed using PHP, CodeIgniter frame work and My SQL 10.6.27

Student Portal development & integration: The student modules (Student portal) have to be developed using the React.js, Node.js and My SQL DB.

Note: No other platform is acceptable for the development of these application as the same would affect the seamless integration with the existing modules.

1. USER INTERFACES

Indicative Administrator Dashboard

The Super Administrator (ICT department) shall have the capability to define and configure system tabs, modules, workflows, master data, grading parameters, and other initial settings required for the operation of the software. The Super Administrator shall also be authorized to create, modify, activate, deactivate, and manage user accounts, roles, and access profiles.

The system shall provide functionality to create, modify, enable, disable, and configure tabs, modules, and associated options based on institutional and operational requirements. Access to these functions shall be restricted exclusively to authorized administrative users.

The software shall support a comprehensive Role-Based Access Control (RBAC) framework, enabling the Super Administrator to assign granular permissions, including Create, View, Edit, Approve, Publish, Download, Print, and Delete rights for each module. Access privileges shall be configurable at module, menu, tab, record, and field levels to ensure strict segregation of duties.

AMC Period

The Successful bidder should provide support and maintenance including correction, bug fixes, minor customization for a period of 1 year from the date of completion of customization period.

Additional Work

The successful bidder shall quote rates on a man-hour basis for any additional work that is outside the scope of the work (process flow) detailed in this document.

A maximum of 300 man-hours per year shall be permitted for carrying out such additional work during the first year from the date of completion of the customization period. Any work beyond this limit shall require prior approval from the Purchaser and shall be governed by the agreed man-hour rates.

However, any corrections, bug fixes, or minor modifications to the workflow specified in the approved Software Requirements Specification (SRS) document shall be carried out by the successful bidder at no additional cost.

Security Features

For the Marks Management and Grading System, the software shall implement enhanced security controls, including but not limited to the following:

1. Only authorized faculty members shall be permitted to enter and modify marks for courses assigned to them. In addition, access to be provided to the Academic Associates for only entering the marks which will be further verified/approved by the respective faculty members. Privilege to edit the uploaded marks (before releasing the final grades) will be given to the respective faculty members only
2. All logs/history should be available as reports on the dashboard of authorised administrators.
3. Final Grades once submitted shall be locked automatically and shall not be editable without approval from the designated authority.
4. In certain situation it may require to unlock the term by AO (Academics). OTP based authentication to be provided for unlocking. In such cases, an alert email should be sent to respective chairpersons.
5. In certain situation it may require to change the final grades using unlocking mechanism by AO(Academics). OTP based authentication and approval of chairperson to be provided for unlocking. In such cases, an alert email should be sent to Dean (Academics), respective chairpersons and the course instructors.
6. Any modification to submitted marks shall require a formal authorization workflow, including reason capture and approval by competent authorities.
7. The system shall maintain a complete audit trail of all activities related to marks and grades, including user identity, date and time stamps, previous values, revised values, and approval details.
8. Unauthorized users shall be prohibited from viewing, editing, exporting, downloading, printing, or modifying marks and grades.

9. Sensitive student assessment data shall be encrypted during transmission and storage using industry-standard encryption mechanisms.
10. Multi-factor authentication (MFA) shall be enabled for users performing critical operations related to marks entry, approval, grade finalization, and marksheet generation.
11. The system shall support maker-checker approval mechanisms for marks verification and grade publication processes.
12. Grade computation rules, grading scales, moderation parameters, and assessment weightages shall be configurable only by authorized administrative personnel.
13. Any changes to grading policies, grade boundaries, or calculation formulas shall be logged and version-controlled.
14. Final grades and marksheets shall be generated only after completion of all approval workflows and validation checks
15. Digitally generated marksheets shall include secure verification features such as QR codes, digital signatures, unique document identifiers, and tamper-detection mechanisms
16. The system shall prevent unauthorized bulk downloads, mass data extraction, or external sharing of student marks and grades.
17. Session timeout, password complexity enforcement, account lockout policies, IP logging, and access monitoring mechanisms shall be implemented to safeguard confidential academic records.
18. The system shall generate security alerts and notifications for suspicious activities, unauthorized access attempts, or modifications to marks and grading data.
19. All marks, grades, and marksheet-related transactions shall be retained in immutable audit logs for compliance, regulatory review, and future reference.
20. After completion of the project, the successful bidder should carry out a security and performance audit through a third party certain empanelled agency/vendor without any extra cost.
21. Data Back-up and Restore mechanism to be provided to the back-up administrators in an encrypted manner.

The system shall ensure that all administrative and academic operations comply with applicable institutional policies, data privacy regulations, and information security standards to maintain the confidentiality, integrity, authenticity, and availability of student academic records.

II. AUTOMATION OF THE ACADEMIC ACTIVITIES OF PhD STUDENTS

i. Transferring of Admission data and formation of committees:

The system shall facilitate the migration of admitted doctoral students' data from the existing Admission Portal database to the proposed ERP system.

Currently, there is a list (Excel file) of faculty mentors along with their assigned students which needs to be uploaded to the portal in Excel format. Each faculty member can mentor a maximum of two DPM students and two EDPM students. The portal should allow admitted students to view the list of faculty members who have available slots and are eligible to take them on as mentors. Students should be provided with an option to send a mentorship request to a faculty member to ascertain the faculty member's willingness to serve as their mentor. If the faculty member is willing to mentor the student, they should be able to schedule an appointment with the student for further discussion.

Following the discussion, the faculty member should have the provision to accept the student and add them to their mentorship list, subject to the availability of an eligible mentorship slot.

The DPR Office shall also have the provision to assign a Faculty Mentor to each admitted doctoral student. The assigned Faculty Mentor details shall be displayed on the respective student's as well as faculty member's dashboard. Each doctoral student shall be provided with a personalized dashboard that displays relevant information, including, but not limited to, leave details, an academic calendar with holidays, notices and announcements, and other student-specific information and services.

Credits

Students enrolled in the Ph.D. programme (DPM) are required to undergo five terms of rigorous coursework. They are required to complete a total of 36 credits in the first year, 3 credits during the summer after the first year, and 24 credits in the second year. The institute uses the concept of credit to define the weightage of courses in the curriculum. Credits assigned to courses depend upon the indicative workload for each course. A generally accepted thumb rule is that a three-credit Ph.D. course involves about 150 hours of work, of which about 20% is to be carried out in the classroom and the rest outside the classroom in the form of preparation and assignments.

Students enrolled in the Executive Ph.D. Programme (EDPM) are required to undergo six terms of rigorous coursework. They must complete a total of 18 credits during the first year, 3 credits during the summer term following the first year, and 18 credits during the second year. The credits assigned to each course will be determined based on the

indicative workload associated with the course. Eighty percent (80%) of the instructional hours will be delivered online, while the remaining 20% will be conducted through face-to-face sessions.

ii. Grants (Only for DPM):

The grant that institute provides are listed below:

1. Conference grant – 3 lakhs (National – 1 Lakh, International – 2 Lakh)
2. Startup grant – 50K
3. Field Research Grant – 50K
4. Contingency Grant – 30K Per year (till 4th year and if there is any extension)

Pre-Approval: Research scholars (only Ph.D./DPM) shall be able to apply for grants from IIM Tiruchirappalli as and when required through the system. Before accepting an application, the system shall verify whether the applicant has already exhausted the eligible grant limit. If the grant limit has not been reached, the available balance amount shall be displayed to the applicant. The balance amount shall be updated by the Finance Wing through the backend. The feasibility of integrating the system with Tally to automatically retrieve the available grant balance shall also be explored. If sufficient grant balance is available, the research scholar shall be permitted to submit an online grant request. The Doctoral student should have an online form on his dashboard for submitting grand request. The mentor (Before formation of DAC)/DAC chair (After formation of DAC) will make a recommendation and forward it to DPR office. Further approval process flow is given below:

DPR Office (Along with Note) -> AO Academics -> DPR Chairperson -> Accounts Dept. (Eligible balance verification)-> Dean Academics -> Director

Pre-Approval form format is enclosed as **Annexure-A**

Annexure-A(1). Pre-approval form for conference

Annexure-A(2). Pre-approval form for startup, contingency and field research grant

Advance: The doctoral students are allowed to get the 90% of estimated expense as advance (only for conference) for which an online form has to be developed and the process flow is as given below:

Doctoral students -> DPR Office -> AO Academics -> DPR Chairperson -> Accounts Dept. (Eligible balance verification) -> Dean Academics -> Director ->Accounts Dept. (for Payment process)

Advance request form format is enclosed as **Annexure-B** (The available data has to be fetched from Pre approval form).

Reimbursement: The doctoral students are allowed to get the reimbursement for which an online form has to be developed and the process flow is as given below:

Doctoral students -> DPR Office -> AO Academics -> DPR Chairperson -> Dean Academics -> Director -> DPR Office (along with Certification) -> Accounts Dept. (for Payment process)

During the reimbursement process, the system should verify whether the student has already received any advance payment against the expense. If an advance has been received, only the balance amount payable should be processed for reimbursement. If no advance has been received, the entire eligible amount should be processed. The system should automatically verify the advance amount and calculate and display the net payable amount in the reimbursement form.

Reimbursement request form format is enclosed as **Annexure-C**

Annexure-C(1). Conference Reimbursement form

Annexure-C(2). Contingency Reimbursement form

Annexure-C(3). Field Research Reimbursement form

(The available data has to be fetched from Pre approval form).

iii. **Stipend Processing (Only for DPM):**

The DPR Office shall initiate the monthly stipend request for each research scholar through the system. The request shall then be routed to the Finance Department for processing. Upon successful processing of the stipend, the system shall automatically send a notification to the respective research scholar and the concerned Programme Office. The system shall also maintain and display the complete stipend payment history on the dashboard of each research scholar.

The DPR Office will process the stipend for students on a monthly basis through the ERP system. The stipend details should be automatically updated and made available on the respective student dashboards. In addition to the stipend, students residing outside the campus will be eligible for HRA at 20% of the stipend amount. In cases where a student exceeds the prescribed eligible leave limit, the corresponding excess leave amount should be deducted from the stipend. After processing, the DPR Office will forward the stipend details, along with the relevant leave information, to the Finance Department through the AO (Academics) and the DPR Chairperson for further processing. The format of the stipend processing document is enclosed as **Annexure-D**

The system shall also provide a provision for the DPR Office to temporarily withhold the stipend of a research scholar if the scholar's academic or research progress is found to be unsatisfactory. The withheld stipend may be resumed upon successful completion of the pending requirements or activities, based on the approval of the DPR Office.

Currently, the stipend is Rs.35,000/- per month from the date of joining till they complete CQE. Once they complete CQE (tentatively between 2 and 2.5 years), the amount will be increased to Rs.37,000/- per month. After completing the dissertation proposal, the stipend will be increased to Rs.40,000/- per month till the fourth year and based on the satisfactory performance of the scholar the stipend will be extended in two tranche (6 months). If a researcher is not performing his activities satisfactorily then the DPR office may temporarily stop the stipend until he successfully completes the pending activity.

Attendance for stipend processing: The attendance system (Only DPM) should be integrated through the biometric face recognition-based system. The students should mark their attendance between 09.00 AM and 02.45 PM (once a day). If they fail to do so they will be marked as absent for the day Monday to Friday will be consider as working day and public holidays will be considered as holiday for the research student. This attendance system will be considered only for processing the Stipend and reports should also be available for DPR office.

Face recognition attendance records in place of daily signing of the register subject to the DPR committee approval.

iv. Term Registration for both DPM and EDPM

Students must register (10 days before the commencement of each term) each term on the day and time specified/announced by the DPR Office during which the student's progress will be evaluated. Students will not be permitted to attend classes without registration. Based on the progress, a satisfactory/Unsatisfactory remark will be made by the DAC Chairperson / Faculty Mentor and the DPR Chairperson (Format enclosed as **Annexure-E**). If a student receives an unsatisfactory report two times (cumulatively), it will lead to a temporary stoppage of stipend (and all other financial grants), and if the student receives an unsatisfactory report three times (cumulatively), it will lead to the student's candidature being withdrawn from the programme.

- v. Course Work:** Class scheduling (Course name, faculty members who teaches that session, date, start time, end time & venue) will be set from the backend by the DPR office. Reminder emails should be triggered from the backend, 2 Hours before the scheduled start time to the respective faculty, DPR staff, IT Team and students. Sometimes, the DPR Office may reschedule/cancel the classes mentioning the reason. Email should be triggered automatically during the class rescheduling/cancelling. Certain DPM sessions will be conducted as part of the routine PG programs' section which will be allocated by PGP office according to the timetable created (through the existing ERP) for the PG programs. However, few sessions (Doctoral Courses) will be exclusively framed for the Doctoral Students which will be set by the DPR Office. The timetable should be integrated with google calendar for sending reminders to the faculty members and doctoral students before the beginning of each session. Unlike PG programmes

rescheduling happens very frequently for PhD & Exe.PhD programmes. For E.Ph.D. 80% of the sessions will be online and for Ph.D. the entire sessions will be offline.

vi. Online Leave request:

Online Leave requests (with approval) has to be enabled for DPM students similar to the existing employee leave management system. The online request should be submitted to the faculty mentor/DAC Chairperson and he will approve it. After approval it should reach the DPR office and DPR Chairperson. The leave limit per year (second year onwards) for applying the online leave is 30 days. If the leave exceeds the limit, it will be considered as loss of pay and the amount will be detected from the stipend on pro-rata basis through this ERP. The students can avail 15 days of leave during the Summer Research Project between April to June after their first year, before the second year starts (once in the entire course period). The Students who attend/engage the conference and data collection process will be considered as On Duty (OD) during the entire conference period. However, the on duty leave request should be applied through the online platform for approval.

vii. Grading:

The grades of students will be published from the backend and the students should be able to view it at the end of each term. When the term is over (3 months for DPM / EDPM), scholars will submit the term paper (assignments). The assignment papers should go to the respective course faculty members and faculty will evaluate and share the grades and marks to the DPR Office. Some faculty members would conduct examinations instead of assignment papers and the marks scored in the exams will be submitted. DPR office will share it to the students in a course wise format. Students will make request for revaluation if they find any discrepancy in the grades/marks. After revaluation DPR office will share the revised grades to the students. At the end of each term the GPA/ CGPA should be generated by the ERP which will be verified by the DPR office. After verification the grade sheet will be shared to the student through the ERP platform. Grade history starting from the first term should be available on the dashboard of the scholars. Access to this platform will be provided to the guest faculty as well to provide marks for their courses. The grading process would be similar to the grading process of PGPM and PGPM-HR Programs. If the student scores 2.67 CGPA he/she will successfully complete the course work and email has to be triggered to the respective student accordingly. Those who score less than 2.67 CGPA will be out of the program and email has to be triggered to the respective student accordingly. The transcript should be generated for the students from the ERP and the program office should have the privilege to share it with the respective students.

Summer Research Project:

At the end of first-year course work, all Ph.D./Exe. Ph.D. students are required to undertake research project for a period of 8-10 weeks under the supervision of one of the faculty members. Students need to submit a working paper (through the ERP) at the end

of the summer research project and make a presentation of the same after the start of Term IV. The student will continue to work on this research project during terms IV and V.

- Students choose the summer research guide similar to how they choose their faculty guide or RBIS guide of their own volition.
- A faculty member can be a guide for a maximum of 2 PhD students for their summer research project.

Marks will be awarded to the student after the completion of the presentation through the ERP.

Submission of Summer Project forms (Format **enclosed – Annexure-F**)

Submission of Summer Project report (Word / Pdf)

Summer Project Presentation (Offline)

RBIS (I and II)

Research-based Independent Study (RBIS):

At the end of six weeks from the start of the term, a student is required to do a total of 6 credits of RBIS during the second year (one RBIS course in Term IV and one RBIS course in Term V, respectively). Classification and restrictions on the course is given below:

- A DPM student is required to do one RBIS in Term IV
(At the end of six weeks from the start of the term) and one RBIS in Term V
(At the end of six weeks from the start of the term).
- An EDPM student is required to do one RBIS in Term VI
(At the end of six weeks from the start of the term).

A student can approach any faculty member from the institute with a request to be the **RBIS guide**. Only one faculty member can be an RBIS guide for a given project. Once the faculty member and student have agreed, the student will inform her/his area chair and also submit the RBIS proposal (that has been approved by the guide) to the area Chair. This process should be automated through the proposed ERP as listed below.

- Selection of RBIS guide by student
- Acceptance by RBIS guide
- Submission of the Mid-term draft of the RBIS working paper (by student)
- submission of final RBIS working paper (by student)
- The RBIS Guide will suggest potential examiners (up to 4) through the ERP and DPR office will speak to them offline and select one of them which will be updated on ERP.
- After each RBIS presentation, DPR office will upload the scoresheet as shown in **Annexure-G**

viii. CQE (Comprehensive Qualifying Examination):

The system shall facilitate the end-to-end management of the Comprehensive Qualifying Examination (CQE) process for doctoral students.

Upon successful completion of the prescribed coursework (five academic terms for the DPM programme and six academic terms for the EDPM programme), the DPR Office shall initiate a request through the ERP to the respective Area Chairperson to provide the Comprehensive Qualifying Examination (CQE) details, including the syllabus, examination guidelines, and other relevant information.

The Area Chairperson shall submit the CQE details through the ERP, following which the DPR Office shall communicate the information to the eligible students of the respective batch through the ERP.

After the written CQE is conducted, the Area Chairperson shall upload the examination results through the ERP. The results shall be routed to the DPR Office, which shall verify and publish them to the respective students.

Students who do not qualify in the first attempt of the written CQE shall be permitted one additional attempt. If a student fails to qualify in the second attempt, the system shall record the student as ineligible to continue in the programme, subject to the applicable institutional regulations and approval process.

The ERP shall maintain and publish the results of both the first and second attempts (where applicable) of the written CQE. The workflow shall route the results from the Area Chairperson to the DPR Office and subsequently to the respective students.

Students who successfully qualify in the written CQE shall become eligible to appear for the Oral Comprehensive Qualifying Examination (Viva Voce).

Following the conduct of the Oral CQE (Viva Voce), the evaluation outcome shall be uploaded through the ERP by the DPR Office (format enclosed as **Annexure-H**). The DPR Office shall publish the results to the respective students through the ERP.

Students who do not qualify in the first attempt of the Oral CQE shall be permitted one additional attempt. If a student fails to qualify in the second attempt, the system shall record the student as ineligible to continue in the programme, subject to the applicable institutional regulations and approval process.

The ERP shall maintain the complete history of both the written and oral CQE attempts, including the attempt number, examination date, result status, and publication history, for future reference and audit purposes.

ix. Formation of DAC:

The system shall provide a provision for the DPR Office to constitute a Doctoral Advisory Committee (DAC) for each research scholar through the ERP. The internal faculty

members will be added from the existing employee management system and the details of external member will be entered directly on the ERP. Each DAC shall consist of designated members, including a DAC Chairperson. Upon constitution of the DAC, the system shall automatically send email notifications to all committee members and the concerned research scholar. The research scholar shall be able to view the details of the DAC Chairperson and committee members on their dashboard. The system shall be integrated with the existing Employee Management System (EMS) to enable faculty members to view their assigned DAC roles and responsibilities within their employee profile/dashboard.

The DAC constitution is subject to the following rules:

- A student needs to form a Dissertation Advisory Committee (DAC) within 1 month of successfully clearing all the requirements of the Comprehensive Qualifying Examination (CQE)
- The DAC Chairperson should be an IIMT faculty member from the student's area
- A minimum of 2 members should be from the student's area from IIMT
- A maximum of 1 member can be external to the Institute
- A minimum of 3 members should have a doctorate/fellowship
- A faculty can be the DAC Chair for up to 2 students and a DAC member for up to 6 students at a point in time.

DAC Form is placed as **Annexure-I**

x. Preproposal (Presentation):

After the formation of DAC, the scholar should make the pre-proposal presentation to the DAC within three months. Abstract of the presentation will also be uploaded by the DPR office 1 week before the presentation date and the same should be available to the DAC as well as the scholar. After the presentation the DPR office will upload the score sheet on the online platform. Thereafter, this document should be accessible to the DPR Chair, DAC members, respective students and the Academic Office.

xi. Proposals (Presentation):

After the pre-proposal, the scholar should submit the proposal to the DAC within three months. Afterwards, the DPR office will publish the Presentation date on the dashboard of the scholar and DAC members. Abstract of the presentation will also be uploaded by the DPR office 1 week before the presentation date and the same should be available to the DAC as well as the scholar. After presentation, the DPR office will announce the presentation result and the same should be available on the dashboard of the respective student and DAC members. If a scholar fails in the presentation, one more chance will be given to him to make another presentation. Thereafter, this document should be accessible to the DPR Chair, DAC members, respective students and the Academic Office. Once the student pass this presentation the status will be updated on his profile by DPR office.

xii. Progress Seminars:

There will be a progress seminar tentatively in every four (variable) months (up to five seminars in the entire period until the satisfaction of the DAC members) after proposal presentation. Abstract of the presentation will also be uploaded by the DPR office 1 week

before the presentation date and the same should be available to the DAC as well as the scholar. After each progress seminar, the report will be uploaded on the ERP by the DPR office and status will also be updated on students dashboard. Thereafter, this document should be accessible to the DPR Chair, DAC members, respective students and the Academic Office.

Progress Seminar evaluation format is placed as **Annexure-J**

xiii. Formation of DEC:

The DAC Chairperson has to enter six external members along with their profiles through a online form and subsequently DPR committee will scrutiny the external members and rank them according to their profile, expertise and specializations through the ERP. Subsequently the program office will sent an invite to the persons who have been ranked as first and second. If any of them does not accept, invitation will be sent to the third person and so on. In addition all the DAC members will be part of the DEC Committee. The details of the agreed examiners (2) will be updated on the ERP.

xiv. Open defence -viva/ Evaluation by DEC (Dissertation Examination Committee):

Abstract of the presentation will also be uploaded by the DPR office 1 week before the presentation date and the same should be available to the DEC, DAC as well as the scholar. Once the scholar successfully completes the defence viva, the result will be uploaded by the DPR office on the dashboard of the respective scholar. Accordingly, an email has to be triggered by the ERP to the respective student, DPR Chair and the DAC.

Dissertation Proposal Evaluation Format is placed as **Annexure-K**

Final Defense Viva form Format is placed as **Annexure -L**

Reports:

- The students' records along with timeline of each milestone and summary of the activities should be available as reports in Pdf and Excel format.
- The data that are required in excel format should also be available as per the requirement of DPR office.
- All other reports as required by the DPR office should also be provided on the ERP which will be discussed with the successful bidder.

Eligibility Conditions for Bidders

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

- a. The bidder(s) should be registered with the Goods and Services Tax Council for the purpose of Goods & Services 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 tender documents should be the same or linked.

- b. The bidder(s) should be registered with the appropriate registration authority and should be in existence for not less than five years as of September 30, 2026. **A copy of the Certificate of Incorporation or relevant registration certificate should be attached.**
- c. Bidder(s) should have at least three years' experience **in the development of Academic ERP systems** as of September 30, 2026. (Relevant documentary proof like work order / Letter of Intent / Agreement) must be submitted with the technical bid.
- d. The bidder should have developed similar modules (at least a few major modules) for any centrally funded academic institute like IIM, IIT, NIT, and Central Universities. Other Academic Institutes that are Ranked within 50 as per NIRF will also be considered. Documentary evidence should be produced.
- e. The bidders who have developed ERP for any IIMs will get preference in the technical evaluation.
- f. Copy(ies) of work order(s) showing that the firm has executed similar work(s) in the last three years as on September 30, 2026, 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]

- e. **Average Annual Turnover** of the bidder should be at least 100% of the estimated cost of the tender during the **previous three financial years from 2023-24, 2024-25, and 2025-26**. Copies of duly audited Balance Sheets with Profit & Loss accounts are to be submitted as per **Annexure-I** (Technical Bid). The year in which no turnover is shown would also be considered for working out the average.
- f. **The Bidder should have their own employees under their own pay roll to handle IIM Tiruchirappalli Project. The pay slip of the employee and/or PF profile of the employee who are going to handle IIM Tiruchirappalli project to be submitted along with the technical bid to become eligible. Employees engaged through outsourcing agencies or third-party service providers will not be considered as the Bidder's own employees and will not be counted under eligibility criteria.**
- g. Bidders should be regular in filing Income-Tax returns. **A copy of the Income tax returns filed and audited accounts statement for the last three financial years (2023-24, 2024-25, and 2025-26)** should be submitted with the Technical Bid.
- h. **The bidders or OEM should not be blacklisted or terminated for poor performance by any department of the Government of India or any State Government or private organization in**

the past. There should not be any criminal case registered against the bidding firm or its owners/partners anywhere in India, and the Bidder should give a self-declaration certificate for acceptance of all terms & conditions of the tender documents. An undertaking to this effect in the Company letterhead, 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 can be taken from the CPP Portal <https://eprocure.gov.in/eprocure/app>. No Tender fee is payable.

2. Earnest Money Deposit

- a. The Bidder (s) should remit an Earnest Money Deposit (EMD) of **Rs. 36,000/- (Rupees Thirty-Six Thousand only)** at the bank account mentioned on **Page 1**. A copy of the payment transaction receipt has to be attached to the Tender application form, without which the bid will not 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 Start-ups 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 relatives is working in the units as defined below, where he is going to apply for the Tender. In case of a proprietorship firm certificate will be given by the proprietor. For a partnership firm, the certificate will be given by all the partners, and in the case of a 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 damages to the company or firm or the concerned person.

- b. The company or firm, or person, will also be debarred from 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. Amendment to Bid Document

- a. At any time before the date of submission of bids, IIM Tiruchirappalli shall modify the bid document with amendments on its own.
- b. Such amendments shall be notified on the IIM Tiruchirappalli website only, and these amendments will be binding on all prospective bidders.
- c. The Institute may, at its discretion, extend the last date for the receipt of bids.
- d. IIM Tiruchirappalli reserves the right to cancel the tender without assigning any reason at any stage of evaluation before finalization.
- e. IIM Tiruchirappalli also reserves the right to, at any time and in its absolute discretion, the following:
 - i. Accept or reject all bids.
 - ii. To obtain further clarification or supporting documents during the technical bid evaluation.
 - iii. To suspend, discontinue, modify, and/or terminate the Tendering process at any time.
 - iv. To reject any unreasonable bid.
 - v. To modify/change/delete/add any further terms and conditions before the opening of the Price Bid.

5. Conditional Bids

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

6. Technical Bids Criteria

- a. The technical bid shall contain all the relevant information that forms part of the technical bid. The information provided in the technical bid will be used for understanding and assessing/evaluating the quality of the solution being proposed by the Bidder.
- b. All the information should be organized in a logically structured form and uploaded in PDF Format as a technical bid with an index. Bidders should comply with the eligibility criteria and technical requirements. The detailed formats are attached at **Annexure I**. The Bidder is to complete the same in all respects and submit accordingly. No deviations are acceptable in **Annexure I**.

7. Price Bid Details

- a. 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.
- b. The quantities/works mentioned in the Price Bid are tentative and shall be increased or decreased depending upon the requirements of the Institute.
- c. Bids must be submitted with the rates for all the items of the work involved, and any incomplete bid will not be considered.
- d. The Rates quoted by the Bidder should be ***inclusive of all charges except GST*** and must hold good till the completion of work and should not be subjected to any escalation. ***The Institute will not pay any extra amount other than the quoted price.*** No claim on this account whatsoever shall be entertained at any stage, including the extended period, if any.
- e. The bidders can send an email to purchase@iimtrichy.ac.in to seek clarification on the specifications/work covered by this Tender, if required.

8. 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 an 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 the price bid.

Procedure for Submission of Bids

1. General

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, preparing their bids in accordance with the requirements, and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

2. Registration

- a) Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrolment” on the CPP Portal, which is free of charge.
- b) As part of the enrolment process, the bidders will be required 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. These would be used for any communication from the CPP Portal.
- d) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 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 shall then log in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.

3. Searching for Tender Documents

- a) There are various search options built in the CPP Portal to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine some search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords, etc., to search for a tender published on the CPP 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 'My Tenders' folder. This would enable the CPP Portal to notify the bidders through SMS/e-mail in case a corrigendum is issued to the tender document.
- c) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

4. Preparation of Bids

- a) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- b) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents, including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- c) Bidder, in advance, should keep the bid documents ready to be uploaded as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 200 dpi with colour/black and white option which helps in reducing size of the scanned document.
- d) To avoid the time and effort required in uploading the same set of standard documents which are required to be uploaded as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, GST Certificates, auditor certificates, etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be

directly submitted from “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for the bid submission process

5. Submission of Bids

- a. 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.
- b. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e., on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- c. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- d. **Tender Security / Earnest Money Deposit (EMD):** Bidder should submit the EMD/Tender Security as per the instructions specified on page no.1 in the tender document.
- e. Bidders are requested to note that they should necessarily submit their financial bids in the format provided, and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and filled out by all the bidders. Bidders are required to download the BOQ file, open it, and complete the blue coloured (unprotected) cells with their respective financial quotes and other details (such as the name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
- f. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referring to the deadlines for submission of the bids by the bidders, opening of bids, etc. The bidders should follow these timelines during bid submission.
- g. All the documents being uploaded by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the Secure Sockets Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system-generated symmetric key. Further, this key is subjected to asymmetric encryption using the buyers'/bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- h. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- i. Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a

bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

- j. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.
- k. The off-line Tender will not be accepted, and no request in this regard will be entertained whatsoever.

Site Visit and Pre-Bid Meeting

The bidders are welcome to make the site visit before submitting the tender to understand the structure of existing EMS & SP applications, which would help them to understand about the integration complexity and challenges, if any. To visit the site, the Service Provider should send a formal e-mail to purchase@iimtrichy.ac.in and mark a copy to csso@iimtrichy.ac.in. After getting confirmation from the Institute, the Service Provider can visit the site.

A Pre-Bid Meeting with the intending bidders will be conducted in person/virtual mode at IIM Tiruchirappalli, Trichy - 620024 on **22.10.2026 at 11.00 Hrs.** to clarify doubts that shall arise before submitting the bids.

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 **11.00 Hrs., on 21.10.2026**, for attending 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, prior to the pre-bid meeting i.e. by **11.00 Hrs., 21.10.2026** to enable us to clarify the doubts in the pre-bid meeting itself.

Tender Evaluation Process

- a. Selection of the vendor shall be based on **Quality and Cost Based Selection (QCBS)** method under Rule 192 of the General Financial Rule 2017. The proposals will be evaluated based on the following factors.
- b. The final selection of the vendor shall be based on Quality and Cost Based Selection (QCBS) method with **60% weightage for technical** evaluation and **40% weightage for commercial** evaluation.
- c. The Bidder would be selected based on ranking and evaluation of Technical and Price Bids by the Evaluation 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 – To verify the document submitted by the bidders. The qualified bidders in **Stage 1** shall be invited to make a presentation in person to the Evaluation Committee of IIM

Tiruchirappalli. Bidders who meet all the basic eligibility conditions mentioned in this tender document will be considered for presentation to the Evaluation Committee.

Stage 2: Technical Evaluation

Bidders who qualify in Stage 1 (Preliminary Evaluation) shall be shortlisted for Technical Evaluation and invited to make a presentation before the duly constituted Evaluation Committee of the Institute. The presentation shall be conducted either in physical or virtual mode, as decided by the Institute, and the Institute's decision in this regard shall be final and binding.

The bidders shall prepare and submit a comprehensive Technical Proposal that includes all relevant information required for evaluation, in accordance with the Technical Bid requirements. The bidders may also furnish any additional information, documents, or supporting materials that demonstrate the technical capability, methodology, and robustness of the proposed solution, in alignment with the Scope of Work and evaluation parameters.

Participation in the presentation shall be permitted only to authorised representatives of the bidder. Such representatives shall submit a scanned copy of the Letter of Authorisation, duly signed and stamped by the competent authority of the firm, to purchase@iimtrichy.ac.in in the prescribed format provided in **Annexure-IV**, prior to the presentation.

The details regarding the presentation, including the schedule, mode, and other relevant instructions, shall be communicated by the Institute to the bidders who qualify in Stage 1 (Preliminary Evaluation).

The Technical Evaluation shall be carried out based on:

- The information furnished in the Technical Bid,
- Supporting documents submitted by the bidder, and
- The demonstration-cum-presentation is to be made before the Evaluation Committee.

The Technical Score (TS) shall be computed out of a maximum of 100 marks, based on the following criteria:

Sl. No	Parameters for Technical Evaluation	Maximum Marks
1	Experience in developing ERP applications / major software modules for any IIMs. Website development work will not consider as ERP/Major software module.	20
2	5 Marks per project shall be awarded to bidders who have successfully executed an ERP development project under a single work order valued at ₹20 lakhs or more, supported by a completion certificate.	15
3	The demonstration of Academic ERPs developed by the bidder for any Academic Institutes within the last 6 years	20

4	Experience of the company in the software development domain (1 mark per year) (Company registration / Certificate of incorporation to be enclosed)	15
5	Average turnover during the last 3 consecutive years (≥ 50 Lakhs :- 10 marks, ≥ 40 Lakhs :- 7 marks, ≥ 30 Lakhs :- 4 marks, ≥ 20 Lakhs :- 2 marks)	10
6	Detailed methodology covering onsite system study and SRS preparation, development team deployment, project implementation and execution, integration with the existing ERP system, project schedule, customization and AMC strategy, along with defined issue resolution timelines.	20
Total Marks (Technical Score)		100

The following points have to be taken into account for presentation by the bidders while presenting their PPT.

A minimum of **60 out of 100 marks in the technical bid evaluation is required to be eligible to participate** in the price bid.

Decisions taken by the Evaluation Committee on the Technical Evaluation will be final and binding.

At the end of this stage, each Bidder will have a Technical score (out of 100) associated with it. Bidders with a Technical bid score of less than 60 will not be considered for opening the price bid.

Any misrepresentation, suppression of facts, or submission of false information may result in the bidder's disqualification at any stage of the tender process.

Stage 3:

Price bids will be opened for bidders who receive a score of 60 or higher in the technical bid evaluation. Under the QCBS selection method, the technical proposals will be assigned a weight of 60% (sixty percent), while the financial proposals will be assigned a weight of 40% (forty percent).

The Final score (combined score) of the Technical bid and the price bid will be used to determine the highest techno-commercial score (TCS). The Bidder with the **highest TCS** will be chosen to award the work order for providing the counselling service covered by this tender at IIM Tiruchirappalli.

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

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

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

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

The work order will be awarded to the Bidder securing the highest combined TCS score. In the event that two or more bidders have the same TCS score in the final ranking, the Bidder with the highest technical score will be declared as a successful Bidder.

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

Opening of Price Bid

The price bids of all technically eligible bidders, including the demonstration cum presentations mentioned above, will be opened after the technical bid evaluation in stage 2. The date and time for the opening of the Price Bid will be announced later.

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

General Terms & Conditions

1) Work Completion Schedule

- a. The successful bidder should complete the entire work ***within 4.5 Months*** (Phase I & II) from the date of issue of the work order.
- b. In case the firm fails to complete the entire work within the specified period, the Work Order as a whole shall be terminated. Applicable penalties would be levied to the vendor. The decision of the competent authority in the matter of penalties would be final and binding.
- c. The development, implementation, and commissioning of the Academic ERP is a mission-critical requirement of the Institute; therefore, only vendors with proven technical expertise, relevant experience, and adequate execution capability should participate in this tender. The Institute shall continuously monitor the vendor's performance throughout the project. If, at any stage, the competent authority of IIM Tiruchirappalli (User and/or ICT Departments) determines that the vendor's technical capability, quality of deliverables, adherence to project milestones, timelines, or overall performance is unsatisfactory or not in accordance with the contractual requirements, the Institute reserves the unconditional right to cancel the Work Order and terminate the contract with immediate effect, without any liability for compensation, damages, or loss of profit. Payment, if any, shall be restricted solely to satisfactorily completed and formally accepted deliverables, as determined by the Institute. Vendors lacking the requisite technical competency and execution capability are strongly discouraged from participating in this tender.

2) Payment Terms

- a. No advance payment will be released.
- b. 60% of the payment will be released after the successful completion of the development and hosting of the ERP (Phase II).
- c. The remaining 40% will be released after the customization period (Phase III).
- d. 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 the Service Provider's bills.

3) Penalty Clause

Deficiency/delay in completion of the work will be construed as lapses on the part of the Service Provider. Such lapses due to the Service Provider will be viewed seriously, and penalties will be imposed on the Service Provider in case of any delay in the work as covered by this tender within the stipulated date and timings. The penalty will be 0.5% per day on the Work Order value beyond the agreed date of completion of work, with a maximum limit of 20%. The decision of the Competent Authority of the Institute shall be final and binding.

4) Warranty of Quality

- a. The Successful bidder should provide support and maintenance, including correction, bug fixes, and minor customization, for a period of 1 year from the date of completion of the customization period.
- b. In case the firm fails to provide the required services within the specified delivery period, the same services will be obtained from the open market, and the difference of cost, if any, will be recovered from Performance Security or from the pending bill(s) of the defaulting firm or from both in case the recoverable amount exceeds the amount of Performance Security.
- c. If it is observed at any stage that the quality of the software is not satisfactory, the contract/work order as a whole shall be terminated. Applicable penalties would be levied. The decision of the competent authority of IIM Tiruchirappalli in the matter of penalties would be final and binding.
- d. If the vendor fails to complete the project successfully, their company will be blacklisted, and the same will be published on the institute's website. The penalty will be charged, and legal actions will be taken against the vendor.

5) 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, amends, 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 the 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.

6) Performance Security Details

- i. The successful Bidder will be required to remit an interest-free Performance Security Deposit of **10% of the Work Order value** through online transfer (NEFT/RTGS) to the IIM Tiruchirappalli Bank Account within seven working days from receipt of the Provisional Purchase Order. On receipt of the Performance Security, a confirmatory Work Order will be issued to the successful bidder. The security deposit will remain with the Institute during the contract period, including the extension/renewal, and it will be refunded after 60 days of successful completion of the contract after adjusting applicable deductions, if any.
 - ii. Performance Security will be forfeited if the Service Provider fails to perform/abide by any of the terms or conditions of the Contract.
 - iii. In case, the Service Provider fails to provide the required items as covered by this tender within a specified delivery period, the same services/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 Service Provider if the recoverable amount exceeds the Performance Security and there are no pending bills due to be paid to the respective Service Provider.
7. Bidder should take into account the Corrigendum/Addendum published in the CPP Portal and the IIM Tiruchirappalli website on the tender page from time to time before submitting the bids.
 8. 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 of or on behalf of the tenderer will also make his tender liable to rejection.
 9. **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.
 10. 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.
 11. In case, the Service Provider 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.

12. **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.
13. The Service Provider should fill in all the fields given in the mandatory and optional items sections of the price bid. However, the price quoted for the Optional items will not be considered for evaluating L1. If needed, IIM Trichy may procure the optional items after the processing of the tender.
14. **Additional Quantity Class:**
IIM Tiruchirappalli shall exercise an option to procure an additional Quantity of the items in addition to the quantity initially mentioned in the tender in accordance with the same rate, terms & conditions of the tender. It will be entirely at the discretion of the Buyer (IIMT) to exercise this option or not.
15. **Repeat Order Clause:**
IIM Tiruchirappalli shall place the repeat order for the same quantity of the items or less as per the rate quoted by the successful Bidder (L1) within six months from the date of supply/successful commissioning/installation of the work/items with the same terms & conditions of the tender. In extraordinary circumstances, a repeat order shall be placed within 01 (one) year. It would be entirely at the discretion of the buyer (IIMT) to place the repeat order or not.
16. **Jurisdiction:** All disputes arising out of this contract shall be subject to the Courts at Tiruchirappalli.
17. **Force Majeure:**
 - a. Should any force majeure circumstances arise, each of the contracting parties shall be excused for the non-fulfilment or for the delayed fulfilment of any of its contractual obligations, if the affected party, within 15 days of its occurrence, informs the other party in writing.
 - b. Force Majeure shall mean fire, flood, natural disaster, or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restrictions, strikes, and lockouts, i.e., beyond the control of either party.

ANNEXURE – I: PROFILE OF THE BIDDER

EMD Paid Transaction / Exemption Eligibility Details		Transaction Ref No: _____ dated: - _____	
		If exempted, provide a Valid Certificate Number: _____	
S. 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 of business.		
6	Statutory details (Photocopies to be attached):	Registration number of the firm. (as per Shops and Establishments Act.)	
		PAN No. of the Agency	
		GST No. of the Agency	

7	Has your firm/company ever changed its name at any time? If yes, provide the previous name and the reasons therefor?	
8	Have you or your constituent ever left the Contract awarded to you incomplete? If so, give the name of the Contract and the 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 the Termination of the previous Contract. if any	
11	Details of the bank mandate	
	Name of the Beneficiary	
	Name of the Bank	
	Name of the Branch	
	Account No.	
	Type of Account IFSC	
	IFSC Code No.	
12	Total experience (years/ months) Related work in Central Educational Institution/Organization:	

Turnover in the relevant field on a contract basis during the last 3 years (from 2023-24, 2024-25, and 2025-26). Please submit documentary evidence, i.e., extract of Profit and Loss account, Balance Sheet & Income Tax return filed.

Financial Years	2023-24	2024-25	2025-26
Details of Gross Annual Turnover - (Rs. in Lakhs)			
Average Turnover in the last three years	INR_____ in Lakhs		

ANNEXURE-II: (PRICE BID - BOQ)

The bidder should quote the rate separately for each component, only in the BoQ 1 on the CPP Portal, not on this page. The provided details are intended solely for the bidder's understanding. Otherwise, the bid will not be considered for evaluation.

S. No	Description of Items	Unit	Qty
Planning, designing, developing, testing, and implementing the following Modules			
1	Development of all required Master modules, identification of existing tables / DB structure, section creation, integration with the admission portal for adding students, defining credits, etc.	Job	1
2	Automated Timetable creation and integration with the existing attendance marking system.	Job	1
3	Elective bidding & Grading module along with reports	Job	1
4	“Marks” / “Evaluation Components” Publishing	Job	1
5	Faculty workload evaluation & Feedback form	Job	1
6	Summer Internship, MAD Presentation and Certificate Generation (Bulk)	Job	1
7	Any other expense for the development of complete ERP as defined in the scope of work / SRS.	Job	1
8	Additional Works, if required by the Institute (Rate per person per hour)	Hour	1

Note:

If, during the course of development, the Institute determines that any of the eight items included in the Price Bid/BoQ cannot be implemented or automated due to practical, technical, operational, or administrative constraints, the Institute reserves the right to exclude such item(s) from the Scope of Work. In such cases, the corresponding item(s) shall be treated as deleted from the contract, and no payment shall be made to the vendor against the deleted item(s). The vendor shall not be entitled to claim any compensation, damages, or additional costs arising out of such exclusion.

ANNEXURE- III: SUBMISSION OF TENDER DOCUMENT

Application Form for Submission of Tender Document

The Chief Administrative Officer (i/c),
Indian Institute of Management Tiruchirappalli,
Trichy-Pudukkottai Main Road, Tiruchirappalli 6200 24.

Subject: Tender for Engagement of an Agency to Develop a Comprehensive Academic ERP System for IIM Tiruchirappalli.

Reference: Tender Notice published in the CPP Portal and the IIM Tiruchirappalli website. -
Tender No: 26SP181T dated: 13.10.2026

Dear Sir,

With reference to the tender notice published on the above-mentioned website, I/We hereby submit my/ our Tender in the 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 has never been **blacklisted/terminated due to poor performance** by any of the Government Organizations/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 the 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:

- i. 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.

- ii. I understand that the decision taken by the IIM Tiruchirappalli is final and binding in all matters.
- iii. I hereby agree to work as per the terms and conditions stipulated by IIM Tiruchirappalli. I understand that 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 SITE VISIT / PRE-BID/PRICE BID MEETING

To

The CAO (i/c)
IIM Tiruchirappalli
Pudukkottai Main Road
Tiruchirappalli - 620 024.

Subject: Authorization for attending **SITE VISIT / PRE-BID / PRICE BID MEETING** on.....(date) in the **Tender for the Engagement of an Agency to Develop a Comprehensive Academic ERP System for IIM Tiruchirappalli.**

The following persons are hereby authorized to attend the Site Visit/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

The officer authorized to sign the
Bid documents on behalf of the
Bidder.

Notes:

1. A maximum of two representatives will be permitted to attend the Pre-Bid Meeting/bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representatives 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.

ANNEXURE – V: LIST OF PRESENT AND PAST CLIENTS’ DETAILS

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

Sr. No.	Name of the organization with Complete postal address	Nature or type of work undertaken	Period for which the 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 – A(1): PRE-APPROVAL FORM FOR CONFERENCE

APPLICATION FOR PRE-APPROVAL OF EXPENSES –
CONFERENCE GRANT

Date:.....

Students Details

Name:

Doctoral Programme in Management (20..... Batch)

Registration Number:

Area:

To

The Director

Indian Institute of Management Tiruchirappalli,

Tamil Nadu, India

Subject: Request for approval to use the conference grant for attending the

..... Conference.

Dear Sir,

My research paper/s have been accepted in the following conference/s.

S. No	Title of the Research Paper	Dates		Year:	20.....
		From	To	Place	

Details of the conferences attended in the past:

S. No.	Previous Conference Name	Amount exactly used for the previous Conferences	Balance Amount from the conference grant
	Total Conference Grant eligible for the student		3,00,000
1			
2			

The tentative expenses for the.....conference/s are as follows:

Estimated Expenses	In Rs.
Total estimated expenses	

Note:

- Please indicate the number of days for accommodation and food expenses in the above table.
- The maximum amount for the accommodation is Rs. 2,250/- per day and for the Food is Rs. 900/-per day for the National Conference.
- Reimbursement of Food, Accommodation, and Local travel is allowed up to a maximum of USD 300 (Per diem allowance) for the International Conference.

I seek your kind permission to utilize the conference grant to attend the conference.

Thanking you.

Yours sincerely,

[Signature of the Student]

[Signature of Mentor/ DAC Chair]

Comments from the accounts department



INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

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

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

Phone: 0431-250 5121/22 | E-Mail: purchase@iimtrichy.ac.in

Ref No.:

Date:

Space for Official Use

DPR Office

AO (Academics)

Chairperson, DPR

Dean (Academics)

Director

Conference Grant

The institute will support up to Rs. 3,00,000/- per student during the stay as full-time students for attending international and national conferences. Students may use the national conference grant to attend international conferences, but not vice versa. Conference grant will be available to Ph.D. students from June of their second year. Ph.D. students can avail of the conference grant, subject to the following:

- The grant request should be recommended by the student's faculty mentor (before DAC formation) or DAC Chairperson (after DAC formation) and will be finally approved by the DPR Chairperson.
- If being availed before clearing the CQE, the grant can be used only if the student is presenting a paper at the conference.
- A maximum of 1 National or 1 International Conference can be attended by the student before the end of CQE.
- There is no limit on the number of conferences or the locations, as long as the total expenditure is within the approved limit.
- If any financial support is received from conference organizers, students need to inform the DPR Office and can claim reimbursement of expenses only to the extent not covered by the conference financial support.
- Students who use institute funding (either from contingency or conference grants) for presenting papers at conferences need to present their paper to an open audience (preferably before the conference, but not later than a month after the conference). Ideally, the student's faculty mentor/DAC Chair should attend the seminar (subject to their availability).



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ANNEXURE – A(2): PRE-APPROVAL FORM FOR STARTUP, CONTINGENCY AND FIELD RESEARCH GRANT

APPLICATION FOR PRE-APPROVAL OF EXPENSES (CONTINGENCY GRANT / START-UP / FIELD RESEARCH GRANT)

Date:.....

Name:

Doctoral Programme in Management Batch:

Registration Number:

Area:

To

The Director

Indian Institute of Management Tiruchirappalli,

Tamil Nadu, India

Name of the Grant _____

Purpose: _____

Dear Sir,

Previous Utilisation Details:

S. No.	Particulars	Exact Expenses	Balance Amount from the Grant Fund

I wish to purchase the following items / attend the conference / undertake field research activities, as they would aid my research work.

S. No.	Particulars	Estimated Cost (Range)
	Total Amount	

I seek your kind permission to utilize the grant for purchasing the aforementioned items/ attend the conference / undertake field research activities, which will be useful in my further research.

Thanking you.

Yours sincerely,

[Signature of the Student]

[Signature of Mentor/ DAC Chair]

Comments from the accounts department



INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

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

Phone: 0431-250 5121/22 | E-Mail: purchase@iimtrichy.ac.in

Ref No.:

Date:

Space for Official Use

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DPR Office

AO (Academics)

Chairperson, DPR

Dean (Academics)

Director

Grant

A start-up grant of Rs.50,000/- (for the purchase of computer hardware and software) is available when students join the programme. Any unused amount in this grant as of March 31st of the student's third year in the programme will be added to the conference grant.

Contingency Grant

A contingency grant of Rs.30,000/- per year is allowed on a reimbursement basis for the purchase of hardware, software, books, databases, data collection expenses, conference expenses and any other items directly related to the programme for a maximum of 4 years. Any unspent money of the contingency grant in one year can be carried forward to a future period, as long as the student is registered in the programme.

Field Research Grant

Students undertaking field research will be eligible for the Field Research Grant up to a maximum limit of Rs. 50,000/-.

- The grant request should be recommended by the student's DAC Chairperson with clear documentation of the kind of data being collected and the paper/ chapter it will be used in.
- This grant can only be used for field research being conducted as part of the student's dissertation.
- The student can utilize this grant for approved field work-related travel and lodging.
- There is no limit to the number of times or locations the student may travel for field research, as long as the total expenditure is within the approved limit.
- The grant will be provided on a reimbursable basis upon submission of bills, tickets, etc., as the case may be.

ANNEXURE – B : CONFERENCE ADVANCE FORM

APPLICATION FOR CONFERENCE ADVANCE

Date:.....

Students Details

Name:

Doctoral Programme in Management (20..... Batch)

Registration Number:

Area:

To

The Director

Indian Institute of Management Tiruchirappalli,

Tamil Nadu, India

Subject: Request for an advance amount to use the grant for attending the Conference.

Dear Sir,

My research paper/s have been accepted in the following conference/s.

S.No	Title of the Research Paper	Dates		Year:	20.....
		From	To	Place	

Details of the conferences attended in the past:

S. No.	Previous Conference Name	Amount exactly used for the previous Conferences	Balance Amount from the conference grant
	Total Conference Grant eligible for the student		3,00,000

1			
2			

The tentative expenses for the.....conference/s are as follows:

Estimated Expenses	In Rs.
Total estimated expenses	
90% Expenses as Advance from IIMT	
Difference (After Conference)	

Note:

- Please indicate the number of days for accommodation and food expenses in the above table.
- The maximum amount for the accommodation is Rs. 2,250/- per day and for the Food is Rs. 900/-per day for the National Conference.
- Reimbursement of Food, Accommodation, and Local travel is allowed up to a maximum of USD 300 (Per diem allowance) for the International Conference.

I request you to pay me at least 90% of the expenses as mentioned above in advance, and the rest (10%) after the conference.

Thanking you.

Yours sincerely,

[Signature of the Student]

[Signature of Mentor/ DAC Chair]



INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

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Comments from the accounts department



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

Phone: 0431-250 5121/22 | E-Mail: purchase@iimtrichy.ac.in

Ref No.:

Date:

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DPR Office

AO (Academics)

Chairperson, DPR

Dean (Academics)

Director

Conference Grant

The institute will support up to Rs. 3,00,000/- per student during the stay as full-time students for attending international and national conferences. Students may use the national conference grant to attend international conferences, but not vice versa. Conference grant will be available to Ph.D. students from June of their second year. Ph.D. students can avail of the conference grant, subject to the following:

- The grant request should be recommended by the student's faculty mentor (before DAC formation) or DAC Chairperson (after DAC formation) and will be finally approved by the DPR Chairperson.
- If being availed before clearing the CQE, the grant can be used only if the student is presenting a paper at the conference.
- A maximum of 1 National or 1 International Conference can be attended by the student before the end of CQE.
- There is no limit on the number of conferences or the locations, as long as the total expenditure is within the approved limit.
- If any financial support is received from conference organizers, students need to inform the DPR Office and can claim reimbursement of expenses only to the extent not covered by the conference financial support.
- Students who use institute funding (either from contingency or conference grants) for presenting papers at conferences need to present their paper to an open audience (preferably before the conference, but not later than a month after the conference). Ideally, the student's faculty mentor/DAC Chair should attend the seminar (subject to their availability).



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ANNEXURE – C(1) : CONFERENCE REIMBURSEMENT

CONFERENCE REIMBURSEMENT REQUEST LETTER

Date:.....

Name:

Doctoral Programme in Management (..... Batch)

Registration Number:

Area:

To

The Director

Indian Institute of Management Tiruchirappalli,

Tamil Nadu, India

Sub: Reimbursement of Expenses for the _____ Conference.

Details of the Conference

Name of the Conference:

Date of Conference:

Location of Conference:

Date of Pre-approval

Dear Sir,

Request for reimbursement of expenses incurred towards the conference mentioned above. I have incurred an expense of ₹..... (Rupees only towards attending the conference, the details of which are given below:

S. No.	Particulars	Bill/Invoice/Receipt No and Date	Page Nos of bills placed	Total amount

Total amount				
Conference Advance Received (If any)				
Differential Amount to be received as Reimbursement (If any)				
Total Amount refunded to the Institute Account (If any)				
Total Amount including Tax, if any				

Remarks:

Amount to be reimbursed to the Scholar

Amount to be refunded to the institute

Please find attached the receipts for conference expenses

Note: Please find the Institute bank account details for your reference:

Account Name: INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

Account Number: 00000032170808935

Bank & Branch: SBI & IIM Trichy Branch

IFSC Code: SBIN0071187

Thank You,

Warm Regards,

[Signature of the Student]

[Signature of Mentor/ DAC Chair]



INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

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

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

Phone: 0431-250 5121/22 | E-Mail: purchase@iimtrichy.ac.in

Ref No.:

Date:

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The DPR Office has verified the original bills submitted by the scholar, and they are in order. The Field Research Grant may be reimbursed to the student.

DPR Office

AO (Academics)

Chairperson, DPR

Dean (Academics)

Director

Conference Grant

The institute will support up to Rs. 3,00,000/- per student during the stay as full-time students for attending international and national conferences. Students may use the national conference grant to attend international conferences, but not vice versa. Conference grant will be available to Ph.D. students from June of their second year. Ph.D. students can avail of the conference grant, subject to the following:

- The grant request should be recommended by the student's faculty mentor (before DAC formation) or DAC Chairperson (after DAC formation) and will be finally approved by the DPR Chairperson.
- If being availed before clearing the CQE, the grant can be used only if the student is presenting a paper at the conference.
- A maximum of 1 National or 1 International Conference can be attended by the student before the end of CQE.
- There is no limit on the number of conferences or the locations, as long as the total expenditure is within the approved limit.
- If any financial support is received from conference organizers, students need to inform the DPR Office and can claim reimbursement of expenses only to the extent not covered by the conference financial support.
- Students who use institute funding (either from contingency or conference grants) for presenting papers at conferences need to present their paper to an open audience (preferably before the conference, but not later than a month after the conference). Ideally, the student's faculty mentor/DAC Chair should attend the seminar (subject to their availability).

ANNEXURE – C(2) : CONTINGENCY REIMBURSEMENT FORM

CONTINGENCY GRANT REIMBURSEMENT FORM

Date:.....

Name:

Doctoral Programme in Management (20..... Batch)

Registration Number:

Area:

To

The Director

Indian Institute of Management Tiruchirappalli,

Tamil Nadu, India

Sub: Reimbursement of Expenses for the purchase of _____

Dear Sir,

Request for reimbursement of expenses incurred towards the purchase of With respect to the request letter dated I have incurred an expense of ₹..... (Rupees Only, towards the purchase of the following items. I have attached the original invoice for the same.

The actual expenses are as follows:

S. No.	Particulars	Bill/Invoice/Receipt No and Date	Page Nos of bills placed	Total amount including GST
Total amount including GST				



INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

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

Phone: 0431-250 5121/22 | E-Mail: purchase@iimtrichy.ac.in

I kindly request your approval towards reimbursement of the same from the grant under the head of

Thanking you.

Yours sincerely,

[Signature of the Student]

[Signature of Mentor/ DAC Chair]



INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

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

Phone: 0431-250 5121/22 | E-Mail: purchase@iimtrichy.ac.in

Ref No.:

Date:

Space for Official Use

The DPR Office has verified the original bills submitted by the scholar, and they are in order. The Field Research Grant may be reimbursed to the student.

DPR Office

AO (Academics)

Chairperson, DPR

Dean (Academics)

Director

Contingency Grant

A contingency grant of Rs.30,000/- per year is allowed on a reimbursement basis for the purchase of hardware, software, books, databases, data collection expenses, conference expenses and any other items directly related to the programme for a maximum of 4 years. Any unspent money of the contingency grant in one year can be carried forward to a future period, as long as the student is registered in the programme.

The DPR Office has verified the original bills submitted by the scholar, and they are in order. The Field Research Grant may be reimbursed to the student.

DPR Office

AO (Academics)

Chairperson, DPR

Dean (Academics)

Director

ANNEXURE – C(3) : FIELD RESEARCH REIMBURSEMENT FORM

FIELD RESEARCH REIMBURSEMENT REQUEST LETTER

Date:.....

Name:

Doctoral Programme in Management (..... Batch)

Registration Number:

Area:

To

The Director

Indian Institute of Management Tiruchirappalli

Tamil Nadu, India.

Sub: Reimbursement of Expenses for the _____

Dear Sir,

Request for reimbursement of expenses incurred towards the With respect to the request letter dated I have incurred an expense of ₹..... (Rupees only towards the same. I have attached the original invoice.

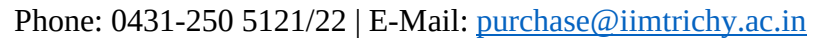
Field research Grant Used so far: _____

The actual expenses for the field research are as follows:

S. No.	Particulars	Bill/Invoice/Receipt No and Date	Page Nos of bills placed	Total amount including GST
Total amount including GST				

I request you to reimburse the above said amount from my field research grant.

Thank You,



Field Research Grant

Students undertaking field research will be eligible for the Field Research Grant up to a maximum limit of Rs. 50,000/-.

- The grant request should be recommended by the student's DAC Chairperson with clear documentation of the kind of data being collected and the paper/ chapter it will be used in.
- This grant can only be used for field research being conducted as part of the student's dissertation.
- The student can utilize this grant for approved field work-related travel and lodging.
- There is no limit to the number of times or locations the student may travel for field research, as long as the total expenditure is within the approved limit.
- The grant will be provided on a reimbursable basis upon submission of bills, tickets, etc., as the case may be.

ANNEXURE – D : STIPEND FORM

 INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI												
IOM												
From: DPR Office		Subject: Release of Stipend and the HRA amounts to Ph.D. 2025 batch students for the month of July 2026					Ref. No: IIMT/Ph.D/Stpd/2026-27/7					
To: FA & CAO (i/c)							Date: _____					
Kindly arrange to credit the Stipend and the HRA amounts for the month of July 2026 to the Ph.D 2025 batch students' SB account numbers mentioned against their names.												
Sl. No.	Name of the Ph.D. Student	Roll No. of the Ph.D. Student	Batch	Stipend Amount (INR)	HRA	Total Amount	Bank Account Number	Total Leave (2026-27)	Previous Leave Taken (Since April 2026)	No of leave taken from 23rd 5th May to 22nd June 2026	Balance Leave	Reason for leave
1			2025		-	-		30				
2					-	-		30				
3					-	-		30				
4					-	-		30				
5					-	-		30				
6					-	-		30				
7					-	-		30				
8					-	-		30				
9					-	-		30				
10					-	-		30				
11					-	-		30				
Total						-	Rupees _____ Only					
You are requested to credit the above-said Stipend and the HRA amounts to their bank accounts on or before 05th August 2026 .												
DPR Office				AO (Academics)				Chairperson-DPR				



INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

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

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

Phone: 0431-250 5121/22 | E-Mail: purchase@iimtrichy.ac.in

ANNEXURE – E : TERM REGISTRATION FORM

भारतीय प्रबंधन संस्थान तिरुचिरापल्ली

INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

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

REGISTRATION FORM

Name of the Candidate : Date:

Roll Number :

Year & Term :

Programme : Ph.D. ☐ Executive Ph.D. ☐

Proposed Plan for the Term

Signature of the Student

Comments of the Faculty Mentor/DAC Chairperson

Assessment of Student's Progress by the Faculty Mentor/Research Guide/DAC Chairperson

Satisfactory/Unsatisfactory (Please select the appropriate assessment of student's progress)

Signature of the Faculty Mentor/Research Guide/DAC Chairperson

Comments of the DPR Chairperson

Assessment of Student's Progress by the DPR Chairperson

Satisfactory/Unsatisfactory (Please select the appropriate assessment of student's progress)

Signature of the DPR Chairperson



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ANNEXURE – F : SUMMER RESEARCH FORM

Doctoral Programme in Management

Report on Summer Research Project

Date:

Name of the student with roll number:

Title of the RBIS:

Name of the Summer Research Project Guide:

Comments of the Summer Research Project Guide:

Signature of the Summer Research Project Guide

Letter Grade:

Grade Point:

Signature of the DPR Office

Signature of the Chairperson-DPR



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ANNEXURE – G : RBIS EVALUATION FORM

Doctoral Programme in Management

Report on Research Based Independent Study (RBIS)

Date:		
Name of the student with roll number:		
Title of the RBIS:		
Name of the RBIS Guide:		
Comments of the RBIS Guide:		
Comments of the Internal Examiner:		
Evaluation details for RBIS working paper:		
Mid-term draft (20 %) by RBIS Guide	Final working paper (40%) by RBIS Guide	Final working paper (40%) by Internal Evaluator
Signature of the RBIS Guide		Signature of the Internal Examiner
Letter Grade:		
Grade Point:		
Signature of the DPR Office		Signature of the Chairperson-DPR

ANNEXURE – H : ORAL – CQE VIVA EVALUATION FORM



**INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI
EXECUTIVE DOCTORAL PROGRAMME IN MANAGEMENT
Comprehensive Qualifying Exam (Viva) evaluation form**

Student name:

Student roll no:

Area:

Date:

		DPR Chairperson / nominee	Area Chairperson / nominee	Member 1	Member 2
Committee member name					
#	Parameter (Please circle either S/NS and CLEARED/ NOT CLEARED)				
1	Sufficient depth and reading in the student's area of specialization	S / NS	S / NS	S / NS	S / NS
	Ability to review literature in the student's area of specialization	S / NS	S / NS	S / NS	S / NS
3	Ability of the student to conceptualise original research questions and to independently undertake rigorous research	S / NS	S / NS	S / NS	S / NS
4	Research "readiness" of the student	S / NS	S / NS	S / NS	S / NS
5	OVERALL GRADE	CLEARED/ NOT CLEARED	CLEARED/ NOT CLEARED	CLEARED/ NOT CLEARED	CLEARED/ NOT CLEARED

Member signatures

S = SATISFACTORY

NS = NOT SATISFACTORY

Below part to be filled by **DPR Chairperson / Nominee**

OVERALL RESULT* : CLEARED / NOT CLEARED Space for comments of the viva committee (if any)

Name and signature of **DPR Chairperson / Nominee**

*A minimum of 3 members should give a CLEARED grade for the student to clear the viva

ANNEXURE – I : DAC FORM

 Indian Institute of Management Tiruchirappalli		
DPM / EDPM Dissertation Advisory Committee *		
Name of the DPM / EDPM Student:		Roll No.
Area:		Batch:
DAC Members	Name of the Faculty	Signature of the Faculty
Chairperson		
Member 1 (Co-Chair Designate#)		
Member 2		
Member 3		
Date:		Signature of the student

* Please refer to the DPM / EDPM Manual for details regarding DAC formation and constitution

The faculty member from the same area serving on the DAC may be designated as the Co-Chair. In the event that the DAC Chairperson leaves the Institute, retires, completes tenure/contract, or is otherwise unable to continue in the role at any stage of the dissertation, the DAC Co-Chair shall assume the role of DAC Chairperson, subject to the ratification of the DPR Committee. Subsequently, another faculty member from the same area of the Institute may be nominated to serve as the designated DAC Co-Chair.

ANNEXURE – J : REPORT ON PROPOSAL AND PROGRESS SEMINAR

Doctoral Programme in Management (DPM) /

Executive Doctoral Programme in Management (EDPM)

Report on First Progress Seminar

Name of the Student :

Roll Number :

Area :

Date and Time of Progress Seminar :

Venue of the Progress Seminar :

Title of Thesis :

Dates of Proposal & previous Progress Seminars

Date of Proposal presentation –

Comment & Signature of DAC Members:

Prof. (Thesis Advisor & DAC Chair)

.....

Prof. (Member)

.....

Prof. (Member)

.....

.....

Chairperson, DPR

ANNEXURE – K : DISSERTATION PROPOSAL FORM

Student Name:

Date:

Roll No. :

Topic :

Details of the proposal evaluation committee

- | | |
|----|---------------------|
| 1. | - DAC Chairperson |
| 2. | - DAC Member |
| 3. | - DAC Member |
| 4. | - DAC Member |
| 5. | - External examiner |

Does the proposed topic address a significant research question in the discipline?

Please comment on the clarity of the objectives/research questions/hypotheses of the proposal

Please comment on the adequacy of the scope of the proposed research

Please comment on

1. Soundness, and relevance of the conceptual framework presented
2. Clarity and rigor of the proposed methodology

Final recommendation of the committee (pls. tick): Proposal Approved / Proposal Not Approved

Any other suggestions:

(If proposal is not approved, please indicate date for the revised proposal. This should be within 3 months)

ANNEXURE – L : FINAL DEFENSE VIVA FORM

DEFENSE VIVA

1. Name of the Student : _____

2. Roll No. : _____

3. Dissertation Title : _____

4. Date of Viva : _____

5. Result (Kindly check mark the appropriate box) : _____

Pass

☐

Rejected

☐

Comments (Kindly attach additional sheet if space is insufficient):

6. Dissertation Examination Committee (Name and Signature) : _____

1. _____

2. _____

3. _____