INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

(An Institute of National Importance, Ministry of Education (Shiksha Mantralaya), Government of India)
Trichy - Pudukkottai Main Road, Tiruchirappalli-620 024, Tamil Nadu
Phone: 0431-2505121/5122 | E-Mail: purchase@iimtrichy.ac.in

NOTICE INVITING TENDER FOR THE DEVELOPMENT OF ONLINE FORMS TO IIM TIRUCHIRAPPALLI

Tender No. 23SP224T dated 29.09.2023

Details	Date	Time	Venue
Name of Work/Service	*"Tender for the Development of Online Forms to IIM Tiruchirappalli"*		
Date of issue of Tender Document	29.09.2023	15.00 Hrs. onwards	-
Pre bid Meeting	09.10.2023	11.00 Hrs.	Deans Office Meeting Room, Administrative Block, IIM Tiruchirappalli.
Last date for Submission of Tenders	21.10.2023	17.30 Hrs.	-
Opening of Technical Bid (Tentatively)	23.10.2023	11.00 Hrs.	
Opening of Price Bid	*To be informed later*		
Tender Document	The tender document can be downloaded from the IIM Tiruchirappalli website https://www.iimtrichy.ac.in/tender-published		
Cost of Tender Document	**Not Applicable**		
EMD Amount	EMD Amount **Rs. 30,000/- (Rupees Thirty Thousand Only**) 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		
Copies of payment transaction receipt for EMD has to be attached with the application form, without which the bid won't be considered. The payment of EMD is exempted for MSME Bidders. Bidders claiming exemption should attach necessary document proof should be attached with the tender document.			
SD Amount	**5% of the Work Order Value** to be remitted to IIM Tiruchirappalli as SD. The SD amount, less the EMD amount already paid, will have to be remitted to IIM Tiruchirappalli within ten working days along with the letter of acceptance from the receipt of the Work Order, failing which the Empanelment will stand cancelled.		
Address for submission of Tender	The Chief Administrative Officer (i/c) Indian Institute of Management Tiruchirappalli Trichy - Pudukkottai Main Road Chinna Sooriyur Village, Trichy - 620 024.		
Mode of Submission of Tender	Speed Post/Registered Post/Courier or Hand delivery – during office hours (09.30 to 17.30 hrs) only (To be submitted at Dispatch Section of IIM Tiruchirappalli @ Administrative Wing – 2nd Floor and obtain acknowledgment)		

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NOTICE INVITING TENDER

OVER VIEW

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

IIM Tiruchirappalli invites Tender for *the Development of Online Forms to IIM Tiruchirappalli.*

Service Description	Estimated Value of the Tender (Excluding GST)	Interest free Performance Security Deposit
Tender for the Development of Online Forms to IIM Tiruchirappalli Maintenance of the above Online Forms for a period of Five Years.	Rs. 6,00,000/-	5% of the Work Order value

SCOPE OF WORK

The vendor should develop the online forms for the DPM & EDPM admissions, conference paper submission and payment form, non-teaching recruitment form, alumni event payment form etc. Two payment gateways to be incorporated for making the payments. No need to incorporate payment gateways in non teacing recruitment form. The details of the works to be carried out are given under the description of the work section.

1) DESCRIPTION OF WORKS

a. Development of online form for DPM & EDPM admissions

The DPM & EDPM forms have to be developed in a user-friendly manner and the same will be verified by the user department. According to the suggestions to the user department further customization to be done up to the satisfaction of the user department and the admissions department. The format of DPM & EDPM application forms are enclosed herewith as *Annexure V*.

There would be only a slight difference between DPM & EDPM form. However, the forms should be developed as two entirely different forms and the databases/ tables, dashboard, backend interfaces and frontend (registration form & application form) would also be completely separate. There should also be a result-publishing module using which the result of the students will be uploaded from the backend by the user department and the result of the candidate should be available on the dashboard of the respective student. There should be a provision for entering the details from the backend for all the fields that may require changes time to time like categories, gender, area of specialization, name of the qualifying entrance exam etc… The super admin access should be provided to the ICT department and the admin access to be provided to the user department as well. Two payment gateways need to be incorporated with these modules for making the application fee payment online.

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b. **Development of conference paper submission and payment form**
An automated online paper submission form along with online payment to be developed for the conferences that are being hosted by IIM Tiruchirappalli. In addition, there should a standalone one-page conference registration form along with payment (early bird option, dolor payment & INR payment) which would be used for the conferences that may not use the completely automated conference paper submission module.

i. *Development of an automated paper submission and payment module for the international conferences of IIM Tiruchirappalli.*
The detailed SRS document (draft) is enclosed as Annexure VI. The successful bidder can propose more features to make this module more user friendly in consultation with the ICT department and user department. After development, the same will be reviewed by the concerned department of IIM Tiruchirappalli and further customization to be done according to the suggestions of IIM Tiruchirappalli. Two payment gateways need to be incorporated with this module for making the registration fee payment online.

ii. *One-page customizable conference registration form along with payment*

The format of the one page conference registration form is enclosed herewith (ref url: https://conference-registration.iimtrichy.ac.in). Necessary backend interfaces to be provided to enter the pre-requisites values and settings.

The paper details will be uploaded from the backend. According to the nature of the conference, there should be provision for the removal of any section of the registration form (Eg: paper details) from the backend while enabling the registration form. If the paper details are included in the form, we should be able to upload it from the backend (bulk and individually). Only required sections should be visible for the conference. Should be able to upload the logo of the conference in addition to the logo of IIMT. Should have option to see the conference name as the main heading instead of dropdown if we set it accordingly at the backend. You may also refer Daksha 2.0 registration page for another template that we are using for registration (https://www.leadershipconclave2023.iimtrichy.ac.in/#section_6). The form should be customizable accordingly from the backend. The url for the new registration form should be www.registration.iimtrichy.ac.in. If needed, the institute may request the vendor to incorporate a field for including the accommodation cost separately in the registration form. In that case, there will be a maximum room availability set from the backend. Once the booking reach the limit then the room booking section should not be visible. The room booking would be applicable only for certain conferences.

c. **Development of online recruitment form for non-teaching Staff**
A detailed online form has to be developed for application submission of non-teaching positions (permanent and contract). In addition, a one-page resume upload form also to be developed for collecting resumes for some temporary positions.

i. *Detailed Online recruitment application form for non-teaching Staff with multiple tabs/ sections and preview page.*
The online recruitment form for the non-teaching staff should be developed by the vendor as per the format given in the Annexure VII. There should be a provision for

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entering the details from the backend for all the fields / values that may require changes time to time like categories, gender, area of specialization etc.… The super admin access should be provided to the ICT department and the admin access to be provided to the HR department as well. The HR department will independently activate/ publish the recruitment form by making the required setting at the backend. The admin privileges to be given to the HR department for activating the application form, uploading necessary instruction and supporting documents on the application form, downloading the application data in excel format for the respective notifications.

ii. *Development of resume upload form*

An one page resume upload form also to be developed for collecting resumes for some temporary positions. Necessary backend interfaces to be provided to enter the pre requisites values and settings. The format is enclosed herewith as Annexure VIII.

d. Development of alumni event payment form
The successful bidder should develop a single page form integrating two Payment Gateways for collecting the alumni event related fee. The draft template of the form is attached as Annexure IX.

Desired Backend provisions (Indicative):

1. To add/delete, modify, publish/ unpublish the new programme from the backend.
2. To view and download the list of received applications from the backend (Excel & PDF format).
3. To send auto reminders for the incomplete applicants.
4. To trigger reset password email from the backend for specific candidates.
5. To change the status from complete to incomplete when there is request from the candidates to modify/ correct any the information in the submitted application.
6. To view the incomplete and completed application separately.
7. To search the candidates using input parameters like name, submission date (particular date, from to dates), programme, mobile number, email etc…

Important Notes:

1. The above-mentioned templates are indicative which will be revised according to the requirement of the user department during the development stage after the award of work order to the successful bidder.
2. The vendor should not replicate the format given in the indicative templates. They should apply their own skills and ideas to make the forms user-friendly and fast loading. They should also use the latest platforms/ tools (front end, CMS and database) for the development and deployment of the forms. They should integrate all the current trends/ styles and features in all these application forms.

2) OTHER DELIVERABLES, TERMS AND CONDITIONS

a. E-mail & SMS gateway:
The successful bidder should procure and integrate SMS gateway for five years (5,000 SMS credits per year). For any additional SMS credits, the institute would pay extra cost as and

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when needed on actual basis and the actual invoice from the service provider should be submitted for payment.

The successful bidder should also integrate the SMTP of google (our cloud email platform ie. Google workspace) for triggering emails from the institute email address to the users of the forms.

b. **Modifications:**

The structure and design might be modified after discussion with the selected bidder in kickoff meeting of the project. If required, it would be modified again at the time of testing and also at the time of customization period. During the period of support (5 Years), the bidder is responsible to make bug fixings and minor modifications on any part of the form as and when required as per the requirement of IIMT. However, the development of any new forms, major changes in the existing forms and addition of any interactive modules/ tabs and sections will be considered as additional/extra work.

c. **Additional works:**

During the AMC period, no additional charges will be paid by the Institute for any bug fixing and for incorporating any missing functionality changes that are already given in the tender/ Final SRS document (Eg. The requirements that are mistreated during the development process/ the real-time customization period, the updations that cannot be done through backend, any label corrections, addition or deletion of any fields in the existing forms/modules etc.). However, for addition of any New forms or interactive modules that has different process than the existing modules, the rate should be quoted as per the BoQ (per person hour for a maximum of 150 person-hours per year) given in the Price Bid of the Tender document. The major structural changes in any part of the form and the development of additional interactive modules and forms will be considered as extra/ additional work and the payment for the same would be released on man-hour basis. The technology upgradation and migration of the applications & data to a new server will also be considered as extra work. The complete replacement (revamping) of any module using entirely different template and design will also be considered as additional work. However, the minor customization on the existing modules/pages will not be considered as extra work. Label corrections and Addition / deletion of fields/columns in the forms also need to be done without extra charges.

Eligibility Conditions for Bidders

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

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

2. The Bidder (s) should be registered with the appropriate registration authority and should exist *for not less than five years as of 31st August 2023*. Copy of Certificate of Incorporation or relevant registration certificate should be attached.

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3. Bidder(s) should have at least five years' experience in Similar work as on 31ˢᵗ August 2023. Relevant documentary proof like work order / Letter of Intent / Agreement must be submitted with technical bid. **Similar work shall mean**: Development of Online Forms.

4. Copy(ies) of work order(s) showing that the firm has executed *at least one similar work(s) with a value of Rs. 8 Lakhs in single work order in the last 3 years* as on the date of Publishing tender.

5. The Bidder should have done similar work (Development of online forms) in any of the IIMs, IITs or NITs in the past 5 Years.

6. The details of current similar works on hand and other contractual commitments/ SLAs should be attached along with the Technical Bid*.*

7. Average Annual Turnover of the Bidder for the past three consecutive years (2020-21 to 2022-23), should be at least Rs. 20 Lakhs. The year in which no turnover is shown would also be considered for working out the average. Copies of duly audited Balance Sheet with Profit & Loss accounts are to be submitted for the last three years as above as per *Annexure-I (Technical Bid).* If audited financial statement are not available, unaudited financials are to be authorized by CEO or CFO should be submitted with the Technical Bid.

8. Bidders should be regular in filing Income-Tax returns. A copy of Income tax returns filed and audited accounts statement for the last three financial years (2020-21, 2021-22 & 2022-23) should be submitted along with the Technical Bid. In case the income tax return is yet to be filed for the financial year 2022-23, the copy of the audited/unaudited financial statement authenticated by the CEO or CFO shall be submitted.

9. The bidders should not be blacklisted by any department of the Government of India or any State Government and Private organization in the past. There should not be any criminal case registered against the bidding firm or its owners/partners anywhere in India. The Bidder should give self-declaration certificate for acceptance of all terms & conditions of tender documents. An undertaking to this effect in the Company letter head duly signed by the owner / partner or both to be enclosed, as per *Annexure-III.*

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Instructions to Bidders
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1. **Downloading of Tender Document**

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

2. **Earnest Money Deposit**

   a. The bidder(s) should remit an Earnest Money Deposit (EMD) of Rs. 30,000/- (Rupees Thirty Thousand only) through online transfer to "IIM TIRUCHIRAPPALLI" as per the bank details provided at *Page 1*. A copy of the payment transaction receipt has to be attached with the Technical bid, without which the tender won't be considered for the bidding process.

   b. The EMD of the successful bidder will be adjusted against the interest free performance

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Security Deposit due to be paid. The EMD of the unsuccessful bidders will be released after finalization of the tender. No interest is payable on the earnest money.

c. Micro and Small Enterprises (MSEs) firms as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or the firms registered with the Central Purchase Organization or the concerned Ministry or Department or Startups as recognized by Department of Industrial Policy & Promotion (DIPP) for all these items only, are exempted from EMD. However, they have to enclose valid self-attested registration certificate(s) along with the tender to this effect.

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

3. Relationship Certificate

a. The bidder should give a certificate that none of his/her near relative is working in the units as defined below where he is going to apply for the tender. In case of proprietorship firm certificate will be given by the proprietor. For partnership firm certificate will be given by all the partners and in case of limited company by all the Directors of the company. Due to any breach of these conditions by the company or firm or any other person the tender will be cancelled and Bid Security will be forfeited at any stage whenever it is noticed and IIM Tiruchirappalli will not pay any damage to the company or firm or the concerned person.

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

c. The near relatives for this purpose are defined as follows: -
   - Members of a Hindu undivided family,
   - Spouse,
   - The one is related to the other in the manner as father, mother, son(s) & Son's wife (daughter in law), Daughter(s) and daughter's husband (son in law), brother(s) and brother's wife, sister(s) and sister's husband (brother in law).

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

4. Amendment to bid document

a. At any time prior to the date of submission of bids, IIM Tiruchirappalli shall modify the bid document with amendments either on its own or in response to a clarification required by a prospective bidder during pre-bid meeting.

b. Such amendments shall be notified on IIM Tiruchirappalli website only and these amendments will be binding on all prospective bidders.

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c. The Institute may at its own 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 stages of evaluation before finalization.

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

- Accept or reject any or all bids.
- To obtain further clarification or supporting documents during the technical bid evaluation.
- To suspend, discontinue, modify and/or terminate the Tendering process at any time.
- To reserves the right to modify/change/delete/add any further terms and conditions prior to issue of Empanelment Order.

5. **Conditional Bids:**

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

6. **Technical Bid Criteria**

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

b. All information should be organized in logically structured form and submitted as technical bid with an index. Bidders should comply with scope of work, eligibility criteria and technical requirements. The detailed formats are attached at **_Annexure-I_**. The bidder is to complete the same in all respect and submit accordingly. No deviations are acceptable in Annexure-I.

7. **Price Bid Details**

a. Price Bid i.e. BoQ given with the tender to be submitted after filling all relevant information and it should be submitted 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. Price Bid i.e. BoQ given in tender to be submitted after filling all relevant information. The priced BoQ should be submitted strictly as per the _Annexure-II,_ failing which the offer will be rejected.

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

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

e. _**The Rates quoted by the tenderer 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. No claim on this account what so ever shall be entertained at any stage including the extended period, if any.

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

g. Vendor should quote rates in the Price Bid (*Annexure-II*) only, bids indicating discount anywhere else will be rejected.

8. **Validity of bids and rates**

   a. All the quoted discount would be valid until the completion of the Empanelment. No de-escalation of discount percentage whatsoever would be allowed during the period of the Empanelment, including extended period if any.

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

Procedure for submission of tender

a) The tender document should be downloaded from the IIM Tiruchirappalli website https://www.iimtrichy.ac.in/tender-published

b) The bidder(s) shall not make any changes or amendment in the tender document as published in the IIM Tiruchirappalli website.

c) All correspondence and documents relating to the tender shall be written in English.

d) No paper / page shall be detached from the tender document. No addition or alteration should be made in the tender document.

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

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

g) The tender shall be submitted in *two parts*, viz., Technical Bid and Price Bid. All the pages of the tender document being submitted must be signed and sequentially numbered by the bidder(s) before submission, as per the procedures and requirements stipulated herein.

h) It is construed that the bidder has read all the terms and conditions before submitting their offer. An undertaking as given in the Annexure-III to the effect of stating that the terms and conditions of the tender have been read and abided by the tenderer shall be furnished.

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

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

1. **Submission of Bids**

   Since this tender is based on *two bid system*., TWO SEPARATE SEALED ENVELOPES as explained below need to be prepared:

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a) **Technical Bid - (Envelope A)**

The following documents are to be furnished by the bidder(s) along with Technical Bid as per the tender document;

   i.   Profile of the Bidder as per Annexure - I
   ii. Application form as per Annexure - III.
   iii. Copy of PAN and GST Registration.
   iv. EMD Payement Slip/ MSME Certificate for EMD exemption.
   v.   Copy of constitution or legal status of the bidder service provider / Sole proprietorship /firm agency etc. like Attested copy of deed of partnership, if the firm is a partnership concern. Certificate of Incorporation duly certified in case of Company.
   vi. Copy of work orders, testimonials/completion/performance certificate from the present and past clients of equivalent order sized (received in the last three years) with verifiable contacts need to be attached with the Tender document.
   vii. A copy of Income tax returns filed and audited accounts statement for last three financial years (2020-21, 2021-22 & 2022-23).
   viii. The Relationship Certificate (Annexure-III) needs to be placed in the Technical bid cover.
   ix. Duly Signed Tender document and it's all annexures.
   x.   All other document mentioned in tender document, except Price Bid document.
   xi. The **Technical Bid** Envelope with the aforementioned required enclosures should be in sealed condition and SUPERSCRIBED with the following text: ***"Technical Bid for the Development of Online Forms to IIM Tiruchirappalli".***

b) **Price Bid - (Envelope B)**
   i.   **Price bid** (As per Annexure-II duly filled and signed) – Discount must be quoted as per the format specified, failing which tender shall be rejected.
   ii. Only duly filled ***Price Bid*** as per *Annexure-II* should be put in a separate envelope and the envelope should be in sealed condition. This envelope should be **SUPERSCRIBED** with the following text: ***"Price Bid for the Development of Online Forms to IIM Tiruchirappalli".***

All the *two sealed envelopes* should carry the name and address of the bidder and be placed/kept inside a LARGER Size Master Envelope with the following text **SUPERSCRIBED** on the master envelope:

Tender for the Development of Online Forms to IIM Tiruchirappalli (**Tender No: 23SP224T dated: 29.09.2023**)

The master envelope containing the two envelopes should be delivered on or before the deadline.

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If the Two inner envelopes A (Technical Bid), B (Price Bid) and the one outer envelope (i.e., larger envelope) are not marked as instructed, IIM Tiruchirappalli will assume no responsibility for the misplacement of the envelopes. Any bid received in unsealed condition will be rejected.

The tender should be submitted either through Registered Post/Speed Post/Courier or delivered to IIM Tiruchirappalli in hand. IIM Tiruchirappalli will not accept any responsibility or grant any relaxation of time for any Postal delay in submission of tender.

Pre-Bid Meeting

A Pre-Bid Meeting with the intending bidders will be conducted in person at Deans Office Meeting Room, Administrative Block, IIM Tiruchirappalli on 09.10.2023 at 11.00 Hrs. to clarify doubts that shall arise before submitting the bids.

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

The bidders need to send the scanned copy of the letter of authorization from their firm (or firms they are representing) to purchase@iimtrichy.ac.in before 15.30 Hrs., on 07.10.2023 to attend the Pre-bid meeting as per the format enclosed vide ***Annexure-IV***.

The Bidders are requested to mail their doubts/queries to purchase@iimtrichy.ac.in before the pre-bid meeting, i.e. by 15.30 hrs, 07.10.2023, to enable us to clarify the doubts in the pre-bid meeting itself.

Opening of Technical and Price Bid

The master envelope and technical bid will be opened by the Purchase Committee in the presence of the bidders or their authorized representatives through video conferencing mode on 23.10.2023 at 11.00 Hrs. *(Tentatively)*.

A maximum of two representatives per bidder shall be authorized and permitted to attend the bid opening. Bidders / Representatives have to send the scanned copy of **letter of authorization from their firm** (or firms they are representing) to *purchase@iimtrichy.ac.in* before attending the Opening of Master envelope & Technical bid meeting on the given date (to be informed later) in the opening of Technical Bid as per the format enclosed vide *Annexure -IV*.

Tender Evaluation Process

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

b. Final selection of the vendor shall be based on *Quality and Cost Based Selection (QCBS)* with *70% weightage for technical* evaluation and *30% weightage for commercial* evaluation.

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

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

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

Stage 2: Technical Evaluation – Those qualified in Stage-1 shall be invited to make a presentation to the Evaluation Committee on **27/10/2023 from 11.00 Hrs** onwards (tentatively) through virtual/physical mode. The committee will assess the firm as per criteria mentioned in the technical bid.

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

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

S. No	Parameters for Technical Evaluation	Maximum Score
1	Experience in the development of recruitment form	20 Marks
2	Experience in admissions form development	20 Marks
3	Technology that are going to be used	10 Marks
4	Paid plugins that are going to be used	20 Marks
5	User friendliness & Appearance (based on presentation and demonstration)	20 Marks
6	Knowledge about IIMT requirement (based on presentation)	10 Marks
	Total	**100 Marks**

The bidder should present all the above listed parameters and related documents.

Decision taken by the Evaluation Committee on the Technical Evaluation will be final.

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

Price bids will be opened for the bidders getting score **60 and above** in technical bid evaluation. Under QCBS selection process, the **technical proposals** will be allotted weightage of **70%** while the **financial proposals** will be allotted weightages of 3**0%**.

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

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

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following formula.

$$TCS = 0.3*C1/C + 0.7*T/T1$$

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

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

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

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

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

The price bids of all the technically eligible bidders will be opened. The date and time for opening of the Price Bid will be informed later.

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

General Term & Conditions
1) **SCHEDULE AND PHASES**
   a) **Software Requirement Study and kickoff meeting:**
   The successful bidder should submit a detailed project plan document in kickoff meeting of the project which will include but not limited to technical specifications of the form, functional specifications of form, project lifecycle details, workflow, links, navigation, architecture, structure of form, methodology of 24*7 support during the maintenance & support period of 5 years etc.

   The successful bidder has to study the entire requirement in consultation with the IIM Tiruchirappalli officials and a detailed presentation of the SRS document should be made before starting the Development of each form. The changes suggest by the officials/members during this presentation need to be incorporated on the revised SRS document. The institute may also conduct discussions with each department individually for the finalization of the SRS document.

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b) **Hosting**

The institute has a managed dedicated server wherein the developed forms will be hosted. IIMT will provide a reliable and secure web hosting service provider account that offers features such as uptime guarantees, backups, and security measures. The hosting and related configurations should be done by the successful bidder. The successful bidder should maintain the hosting server (hosted content and the configurations/settings) during the support and AMC period and necessary upgradation, fine tuning, configurations and security settings need to be done/enabled by the successful bidder periodically in coordination with IIM Tiruchirappalli and the hosting service provider to tweak the performance of the server periodically. The specification of the server is given below:

Operating System	: Alma Linux
Storage	: 960 GB SSD.
Processor	: CPU 8 core Oct X 2 Sockets
Ram	: 32 GB,
Administration	: cPanel for remote administration,
Others	: Anti- malware protection, Firewall protection etc.
Backup space	: 1TB FTP backup

c) **Timeline**

The successful bidder should complete all the form development works and integrating CMS as per the timeline given below:

i. Non-Teaching Recruitment Form : 3 - 4 Weeks
ii. DPM & EDPM application forms : 4 - 6 Weeks
iii. Conference paper submission with payment : 3- 4 Weeks
iv. Alumni Event Payment page : 1 - 2 Weeks
v. All other development and integration works : 1 – 2 Weeks

i) **Phase I:** The development & hosting of the online forms as follows:

All the forms should be completely integrated with CMS and IIM Tiruchirappalli should have all the privileges to make the backend settings related to the forms. The forms should be available on a staging server during the development process which should be provided by the successful vendor. All the forms of IIM Tiruchirappalli completed in all respect should be hosted on the dedicated server (production) within four months from the date of issue of work order. The hosting plan/server will be provided by IIM Tiruchirappalli. The L1 vendor should submit the contact details of the development team members to the ICT department of IIM Tiruchirappalli during the kickoff meeting. The vendor cannot use any existing forms (frontend) for the development of the new forms and the new forms should be developed afresh. The access to any of the existing forms will be provided only via remote access only for the purpose of requirement study and SRS finalization.

The demonstration and training of the backend administration modules should be given as part of the first phase. Necessary user/admin manuals should also be submitted to the

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ICT department before releasing the first phase payment. The vendor should also provide support for integrating the forms' urls on the respective pages of the institute website.

ii) Phase II: Real time testing, fine tuning & customization of the forms.

Fine tuning, live testing & customization of the forms and CMS has to be done as per the requirement of IIM Tiruchirappalli during phase II customization period. The period for the Phase II development would be 1 Month from the date of hosting of the forms. All the bugs have to be fixed during the real-time customization period. After making the portals live, each department will start using this platform for their routine activities and they may make recommendations/suggestions for more refinement of the application which has to be done by the successful bidder during the real-time customization period.

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

2) Contract period for support & maintenance (5 Years)

A service level agreement shall be executed with the successful bidder for the support and maintenance of the forms during the five years' period starting **from the date of completion of phase-II**. Vendor is expected to submit severity wise resolution matrix and the changes should be made live within the timelines as per approved effort estimation.

Fixes, minor customization, updates, incorporation of any missing backend functionality etc. during the support and maintenance period of 5 years shall be part of the development cost. The turnaround time should be less than a couple of hours if something has to be fixed on an urgent basis. For feature updates which involve functionality/structural change, the timeline will be 2-3 working days. The vendor should monitor the security and uninterrupted operation. The FTP access should be accessible only from the network of IIMT and developers' office/site.

For critical issues that may cause downtime of the forms, the vendor has to act quickly without registering the same as a "change request" and without having a time component, as part of the on-going association. Either a telephone call or an email from IIMT shall be sufficient to place a change request during emergency situations. The vendor should submit a monthly timesheet for the tasks undertaken. Design, technical documents and source code will be the property of IIM Tiruchirappalli. Hence, the vendor is expected to submit all the required documents and copy of the entire software and database post go live and after implementation of each change request.

On the expiry of 5 years' support contract, the data should be handed over to IIM Tiruchirappalli officials. The data should not be available with the vendor (after the contract period) and should not be leaked to any third party. The vendor is also responsible for any such

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incidents in the next two years after the contract. The institute may extend the contract period for one more year if needed in a mutually agreed cost, terms & conditions.

The vendor should keep the software versions uptodate and necessary tweaking to be done as and when needed to keep the front end, backend and related tools uptodate. If needed, the vendor should be willing to move all the applications to a new upgraded hosting server (once in the five years' support period).

3) **Payment Terms:**

   a. No advance payment will be made in any case.
   b. 65% (Sl. No.1 in BoQ, Price Bid) will be released after the successful development & hosting of the forms [Phase I].
   c. Documents to be submitted before releasing the first payment (**65% of the amount for** Sl. No.1 in the BoQ, Price Bid):
      i.   Administration manual for CMS interface of the forms.
      ii. Proof for SMS gateway from the service providers for a period of five years.
      iii. Training (online or offline) report on the backend modules along with signoff from respective department.
      iv. List of paid plugins used for the built-in CMS along with proof.
      v.   All deliverables developed should be handed over in a pendrive.

   All the deliverables and documentation on content management should be completed/submitted and training needs to be provided to the concerned Employees of every department of IIM Tiruchirappalli before releasing the first installment (65 %) of the payment.

   d. 25% of the amount (Sl. No.1 in BoQ, Price Bid) will be released as second installment after the successful completion of realtime customization, testing and fine-tuning of the forms [Phase-II].
   e. 10% of the amount (Sl. No.1 in BoQ, Price Bid) will be released after the successful completion of the first year maintenance and support.
   f. The AMC charge for the second year (Sl. No.2 in BoQ, Price Bid) would be released after the successful completion of the second year maintenance and support.
   g. The AMC charge for the third year (Sl. No.3 in BoQ, Price Bid) would be released after the successful completion of the third year maintenance and support.
   h. The AMC charge for the Fourth year (Sl. No.4 in BoQ, Price Bid) would be released after the successful completion of the fourth year maintenance and support.
   i. The AMC charge for the Fifth year (Sl. No.5 in BoQ, Price Bid) would be released after the successful completion of the fifth year maintenance and support.
   j. Payment will be released within 25 days' subject to submission of Invoice/Bill with all relevant documents like warranty certificate, etc.
   k. TDS and any other Government levies applicable on bills as per Government instructions/ notifications issued from time to time shall be applicable and deducted from Service Provider's bills.
   l. Bidders should consider all the costs required for the successful running of the forms which are specifically not mentioned in the document. IIM Tiruchirappalli will not be liable to

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pay any extra cost other than the cost mentioned in the financial bid of the bidder (price bid).

4) Warranty of Quality

i. The successful bidder will be responsible for Design, Development, Hosting, Customizations, Testing, Support and Maintenance of all the online forms for a Period of **5** (Five) Years.

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

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

5) Penalty Clause:

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

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

iii. If any of the bidders submit any altered, forged documents in their technical bid, the following actions will be taken.

    i. If the workorder is awarded to the bidder the same will be immediately canceled without any intimation and penalty will be charged.

    ii. The bidder will be blacklisted permenantly and the same will be published on the website.

    iii. The issue will be reported to the governmnet authorities and e tendering service providers.

    iv. The issue will be reported to the police department for investigation and action.

    v. In addition, all the applicable actions will be taken as per the law of the land.

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6) **Forfeiture of Earnest Money:**

The earnest money will be forfeited in the following cases:

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

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

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

7) **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 to IIM Tiruchirappalli Bank Account, within ten working days from receipt of the work order. *The Security Deposit will remain with the Institute until the completion of the Support period of 5 Years and it will be refunded after adjusting applicable deductions along with the final bill payment, if any.*

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

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

8) **Termination of Agreement**

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

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

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

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

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

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iv. IIM Tiruchirappalli may, without prejudice to any other remedy for breach of contract, terminate the contract in whole or in parts in the event of the following:

a. If the Service Provider fails to provide the services as detailed in the Tender within the period (s) specified in the contract or any extension thereof granted by the Institute.

b. If the Service Provider fails to perform any other obligation(s) under the contract.

c. If the Service Provider being declared insolvent by the competent Court of Law without any notice.

9) Intellectual Property Rights:

All deliverables developed by the bidder as part of this project, including but not limited to the coding, the software program and source code, the database structure, the algorithms, functions, procedures, tables etc., should be handed over to IIM Tiruchirappalli at the time of commissioning of the project and shall become the sole property of IIM Tiruchirappalli on such handover. Such handing over should be done on a **pen-drive** of suitable capacity, each containing all the relevant information and deliverables for the project. Such handing over would also be considered as a prerequisite for releasing the payment for the services of the bidder under the project. On handing over of such deliverables, the bidder shall not have any rights on such deliverables and IIM Tiruchirappalli would have complete control over the intellectual property rights on it including making modification on it, either in-house or through any other party that it deems fit and the bidder will have no claims over it, either against IIM Tiruchirappalli or against such other third party. Also by such handing over, the bidder agrees not to use them in any other project, without express consent from IIM Tiruchirappalli.

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

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

10) Data security, Data integrity and Data management during SLA period:

By the reason of this relationship and service level agreement, the successful bidder shall have access to the confidential Information relating to the Institute, students of the institute (including potential, prospective and admitted), its processes (including administrative, management, financial, etc.) etc., the value of which would be impaired if such information

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were disclosed. By entering into the contract with IIM Tiruchirappalli, the bidder agrees not to disclose such confidential information to any other person /entity for the benefit of itself or any other person, corporation or business organization, entity or enterprise.

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

11) **Breach of Data Security and Data Privacy and also Penalty for the same**

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

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

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

Any failure to fulfill the above mentioned obligations under clauses **(Section 13 & 14)** above would lead to a penalty under the **Personal Data Protection Bill 2018**. In addition, damages to the tune of Rs. 30,000/- (Rupees Thirty Thousand) per instance of breach would be charged as a pre-determined damages. In addition to this, the bidder would have the responsibility of setting the things right quickly for such failure at its own cost and till such time it is restored and secured, it would agree to pay Rupees Twenty Thousand per day as damages to IIM Tiruchirappalli during the delay in the restoration. Such failure would also lead to blacklisting of the vendor from all future projects or tenders floated by IIM Tiruchirappalli for a period of 3 years.

12) **SIGNING OF CONTRACT:**

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

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

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contract.

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

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

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

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

16) *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.

17) 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.

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

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

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

21) **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.

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

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

24) Force Majeure:

    a. Should any force majeure circumstances arise, each of the contracting parties be excused for the non-fulfillment or for the delayed fulfillment of any of its contractual obligations, if the affected party within 15 days of its occurrence informs in a written form the other party.

    b. Force Majeure shall mean fire, flood, natural disaster, or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restriction, strikes, and lockouts i.e. beyond the control of either party.

Annexure – I (Profile of the Bidder)

EMD Transaction/Exemption Eligibility Details	Transaction Ref No: _____ dated: _____ If exempted Provide 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 business.		
6	Statutory details (Photocopies to be attached):	Registration number of the firm.	
		PAN No. of the Agency	
		GST No. of the Agency	
7	Have your firm/company ever changed its name any time? If yes, provide the previous name and the reasons there for?		

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(An Institute of National Importance, Ministry of Education (Shiksha Mantralaya), Government of India)
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Phone: 0431-2505121/5122 | E-Mail: purchase@iimtrichy.ac.in

8	Have you or your constituent ever left the contract awarded to you incomplete? If so, give name of the contract and reasons for not completing the contract.	
9	Brief details of Litigations, if any, Connected with related work, Current or during the last three years, the opposite party and the disputed amount.	
10	Give details of Termination of previous contract, if any	
11	**Details of bank mandate;** Name of the Bank Name of the Branch Account No. Type of Account IFSC Code No. (copy of the cancelled cheque should be enclosed)	
12	Total experience (years/ months) in the Related work	

Turnover in the relevant field on contract basis during the last 3 years (from 2019-20 to 2021-22). Please submit documentary evidence i.e. extract of Profit and Loss account, Balance Sheet & Income Tax return filed.

Financial Years	**2019-20**	**2020-21**	**2021-22**
Details of Gross Annual Turnover - (Rs. in Lac)			
Average Turnover in last three years	INR_____in Lakhs		

Signature of the Bidder with seal

Annexure – I (Continued)

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

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

Signature of the Bidder with seal

Annexure – II (PRICE BID (BoQ)

S. No	Description of Work	Amount (Excluding GST)
1	Design, Development, Hosting, Customizations, Testing, Support and Maintenance(for 1st Year) of all the online forms	
2	AMC for Second year	
3	AMC for Third Year	
4	AMC for Fourth Year	
5	AMC for Fifth Year	
	Total Amount excluding GST	

ANNEXURE – III: SUBMISSION OF TENDER DOCUMENT

The Chief Administrative Officer (i/c),   Date:

Indian Institute of Management Tiruchirappalli,

Trichy-Pudukkottai Main Road,

Chinna Sooriyur Village,

Tiruchirappalli 620 024.

Subject: "Tender for the Development of Online Forms to IIM Tiruchirappalli"

Reference: Tender Notice published in IIM Tiruchirappalli website. - ***Tender No:*** **23SP224T dated: 29.09.2023**

Dear Sir,

With reference to the tender notice published in above mentioned website, I / We hereby submit my/ our Tender in a required format. I / We have carefully gone through the terms and conditions and prescribed given and I / We accept the same without any alterations / modifications.

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

S/o   Shri_____

r/o _____

a) am   authorized   to   sign   this   document   on   behalf   of   M/s.
_____
    (the name of the firm / company which is bidding in this tender) and that our firm / company have never been blacklisted by any of the Government Organization / Agencies in the past and there is no criminal case registered against our firm / company or its owner / partners anywhere in India.

b) hereby certify that none of my relative (s) as defined in the tender document is / are employed in IIM Tiruchirappalli as per details given in tender document. In case at any stage, it is found that the information given by me is false / incorrect, IIM Tiruchirappalli shall have the absolute right to take any action as deemed fit / without any prior intimation to me.

Signature of the Bidder with seal

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

c) further declare that:

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

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

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

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

Place: _____   Signature_____

                                         Name _____

Date: _____   Designation: _____

                                         Seal of agency / Firm / Company

ANNEXURE – IV: LETTER OF AUTHORISATION

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

To

The CAO (i/c)

IIM Tiruchirappalli

Pudukkottai Main Road,

Chinna Sooriyur Village,

Tiruchirappalli - 620 024

Subject: Authorization for attending Pre Bid/Technical Evaluation cum Presentation/Price Bid Opening Meeting on ………………………….. (date) in the "***Tender for the Development of Online Forms to IIM Tiruchirappalli".***

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

Order of preference	Name	Designation	Contact No	Specimen Signatures
I				
II				

Alternate Representative

Signatures of Bidder

or

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

Notes:

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

Signature of the Bidder with seal

CHECKLIST FOR DOCUMENTS TO BE ATTACHED WITH THE TENDER

Sl. No	Covers	Details	Remarks	Tick (√)
1	(Cover 1)	All the documents and Annexures, except Price Bid document.		
2	(Cover 2)	Only Price Bid documents as per the Annexure-II		
3	Whether GST Registration Certificate is enclosed.			
4	Whether PAN is enclosed.			
5	Whether duly filled in Technical Bid documents (i.e., Annexure-I to the tender document) along with all the related enclosures have been enclosed with the Tender: i. Registration/ Incorporation details of the bidding firm/Agency/ Company ii. Documents in support of Legal Status of the Bidder. Copy of Registered Partnership Deed or Articles / Memorandum of Association in the case of partnership firm or Private Limited Company. iii. Authorization / Power of attorney for signing the tender document iv. Audited Annual Accounts, Income Tax Return and assessment orders for the last three consecutive financial years i.e., 2020-21 to 2022-23 v. Details of completed contracts in the prescribed format during the last three years along with proof with verifiable contacts. vi. Details of ongoing contracts in the prescribed format along with proof with verifiable contacts. vii. All other information/ details/ supporting documents/proof desired in the viii. Tender document.			
6	Whether Technical Bid documents as per ***Annexure-I*** of the tender document is submitted.			
7	Whether Undertaking Certificate as per ***Annexure-III*** to the effect that the Bidder had never been blacklisted by any of the Government Organization / Agencies is submitted.			
8	Near Relative Certificate as per ***Annexure –III*** is submitted.			
9	Whether declaration as per ***Annexure-III*** regarding accepting all the terms and conditions of the tender document is submitted.			
10	Whether Technical Bid documents and all the required enclosures to the Technical Bid are serially numbered and over writing/ erasures, if any, in the technical bid duly been signed and endorsed with seal?			
11	Whether an **Index or Table of Content** of all enclosures to the Technical bid has been prepared and attached with the Technical bid, to facilitate quick reference?			
12	Whether Tender documents have been signed with seal in all the pages by the Bidder.			

Signature of the Bidder with seal

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List of Enclosures

Draft Format for the following Forms are enclosed:

a) DPM & EDPM application form – Annexure V
b) Automated paper submission and payment module – Annexure - VI
c) Online recruitment application form for non-teaching Staff – Annexure VII
d) Resume upload form – Annexure VIII
e) Alumni event payment form – Annexure IX

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

Doctoral Programme in Management Admissions Form (DPM) 2023

Section 1: Area of Specialization

Area of Specialization:	**Dropdown**
	Business Law Economics and Public Policy Finance & Accounting Information Systems and Analytics Marketing Operations Management & Decision Sciences Organizational Behaviour & Human Resource Management Strategy Add/ Edit/ Delete provision should be need from the backend
Application Code:	This should be auto generated

Section 2: Personal Details

Applicant	Only Text Should be Accepted (As in school leaving certificate)		**Photo:**
Father's/Guardian's Name:	Only Text Should be Accepted		Browse Button with preview (The size must be less than 1.5 MB and allowed only jpg, jpeg)
Gender:	**O** Male **O** Female **O** Others (Radio Button)	**Marital Status:**	**O** Single **O** Married (Radio Button)
Date of Birth (DD/MM/YYYY):	Date Picker	**Age:**	Should be auto calculated from the DOB
Nationality:	By default, Indian		

1

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Doctoral Programme in Management Admissions Form (DPM) 2023

Contact Details: **(Check box) Same as permanent address**

Permanent	Text Box	Permanent Pin code:	Validation Required
Mailing Address:	Text Box	**Mailing Pin code:**	Validation Required
Email Address:	Validation Required		
Telephone No:	Non-Mandatory		
Mobile No:	Validation Required		

Which Category do you belong to:	**O** SC O ST **O** NC-OBC **O** Others/ General **O** EWS (Enclose certificate if applicable) (others / General no need to upload certificate) Add/ Edit/Delete provision from the backend	**Category Certificate:**	Browse Button with preview (The size must be less than 1.5 MB and allowed only pdf, please upload the scanned copy of the certificate)
State of Domicile:	Dropdown		
Are you disabled/ Differently Abled Person (DAP) (as defined in the Persons with Disability Act, 1995)? :	**O** Yes **O** No (radio Button) If yes upload certificate	**Disability Certificate:**	Browse Button with preview (The size must be less than 1.5 MB and allowed only pdf, please upload the scanned copy of the certificate)

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

Select the name of the qualifying entrance exam	Dropdown CAT GMAT GRE UGC-JRC IIMB Test GATE CLAT Others – (Text box – Manually entered by the candidate) Add/ Edit/ Delete provision should be need from the backend
Test Registration Number	
Percentile (if not available please enter – NA)	
Scorecard	Browse Button with preview (The size must be less than 1.5 MB and allowed only pdf, please upload the scanned copy of the certificate)

Section 5: Educational Qualifications

Name of the Degree/ Certificate / Diploma	Instit ution	Period from Date	Perio d to Date	Subjects taken Major & Minor	Perce ntage of mark	Certificate(s)	Action
Text Box	Text Box	Date picker (DD/MM/YYYY) Validation Required	Date picker (DD/MM/YYYY) Validation Required	Text Box	Text Box	Browse Button with preview (The size must be less than 1.5 MB and allowed only pdf, please upload the scanned copy of the certificate)	Add Row/ Delete
Chronological order – Starting from SSLC							

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Doctoral Programme in Management Admissions Form (DPM) 2023

Section 6: Details of Work Experience   (Check box) Currently Working

Name of the Employer	Designation	Date From	Date To	Experience (in Months)	Remuneration (per Mont	Nature of Work	Experience Certificate(s)	Action
Text Box	Text Box	Date picker (DD/MM/YYYY) Validation Required	Date picker (DD/MM/YYYY) Validation Required	Should be auto calculated from (from date, to date)	Text Box	Text Box	Browse Button with preview (The size must be less than 1.5 MB and allowed only pdf, please upload the scanned copy of the certificate)	Add Row/ Delete
Total (in Years)				Should be auto calculated from experience columns				

Section 7: Details of Honours, Awards and Distinctions Received

Approving / Nominating / Recognizing Body Bestowing the Honour/ Award / Distinction	Month and Year	Brief Details of Award / Reward / Recognition
Text Box	Date Picker (MM/YYYY)	Text Box

Doctoral Programme in Management Admissions Form (DPM) 2023

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

Please provide your responses (along with the questions) for the following in the textbox below: *

What is the motivation behind choosing to pursue a doctoral degree (PhD) from IIM Tiruchirappalli? (500 words)

<div style="text-align:center;color:green">Text Box</div>

Total word(s) Count: (This should be calculated automatically)

What is the broad area in which you would like to pursue your research and why? (500 words)

<div style="text-align:center;color:green">Text Box</div>

Total word(s) Count: (This should be calculated automatically)

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Doctoral Programme in Management Admissions Form (DPM) 2023

Please state any other information that you would like to provide in support of your candidature. You may also provide details of any publications and outline any research or allied experience that you have..

Text Box

Total word(s) Count: (This should be calculated automatically)

Section 9: Declaration by The Candidate

I certify that the information given by me in this application is correct.

Place	Text Box
Date	Auto update (Based on the current date) should be updated automatically during the submission i.e submission date
Signature of Applicant	Browse Button with preview (The size must be less than 1.5 MB and allowed only jpg, jpeg)

Remittance of Application Fee:

Mode of payment

O offline **O** Online (Radio Button)

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Indian Institute of Management Tiruchirappalli
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Doctoral Programme in Management Admissions Form (DPM) 2023

If offline, the following details should be filled.

NEFT/ UPI Transaction Text Box	Date of Remittance Date Picker (DD/MM/YYYY)	Full name of account holder Text Box
NEFT/ UPI Screenshot	Browse Button with preview (The size must be less than 1.5 MB and allowed only jpg, jpeg)	

If online, the following details should be filled.

Chose an option
　　ICICI Payment Gateway
　　Kotak Payment gateway

Application Preview

Preview Form (Button)

The candidate should edit all the information's by him by pressing the back to edit button. He should able to go to the particular page for editing.

The final submit button should be available at the end of the preview page.

- There should be a separate form for DPM & EDPM.
- The difference between DPM & EDPM application is,
  - Entrance exam is non-mandatory for EDPM
  - Minimum 10 years working experience is mandatory for EDPM
  - First class in the UG & PG is mandatory for EDPM.
- The form should be maximum four to six pages (including all the sections)
- Application fee for DPM & EDPM is Rs.1000/- (No fee for SC / ST / DAP candidates)
- The candidates need to pay only through the online mode. Other payment modes are strictly not accepted.
- Those who are selecting IIMB test in the **"Details of Admission Tests"** section, they need to pay 1000/- (This should applicable for all the category [SC, ST, GENRAL & EWS])
- Registered applicant can apply one or more application (maximum 2 applications, different area) from the dashboard. While filling the second application the details of address, educational qualifications, work experience etc. will be remain for the second application and it should be editable by the candidate.
- If applying to more than one area, the application fee needs to be paid separately for each area.
- The candidates are not allowed to edit the application after final submission.
- There should be option to add/remove, edit the application fee from the backend.

- Online payment options
  - Online payment via ICICI / kotak PG
  - Backend admin can see the type of payment (online) for appropriate application review process.
- OTP based applicant registration system
  - Applicant register and confirm the registered email & Mobile number via OTP on email & SMS
  - Lifelong applicant login for application and follow the status from the dashboard.
- Applicant latest application form state will remain maintained.
  - Next login applicant will be prompted to complete the pending application
- Form fields are validation against the type of data to be verified
  - Name validation
  - Email validation
  - Phone number validation
  - Score validation
  - Date and time validation
  - Number validation
  - Other required validation
- Email notification
  - Email notification for OTP
  - Email notification for successful application
  - Email notification for application status change

1. Desired backend admin control

There should be option to add/remove, edit from the backend.
        Marital status
        Gender
        Age limit should be set from the backend (minimum and maximum age limit)
        Category (SC, ST, General & EWS)
        Area of specialization

A) Application configuration page (Please refer the below image)

B) There should be a filter option (By applied year, by applying for, by area of specialization, by applicant name, by email address, by mobile number etc.) please refer the below image.

C) Filter the list of registered applicants. (Please refer the below image)

D) Application for instruction content (Please refer the below image)

DPM Instruction – Forms ☆

Home » Administration » Programmes » FPM

Instruction Year : *

2023

eg. YYYY

DPM Instruction Content : *

B I 5 x² x₂ | I_x | ⊕ ⊜ | ≡ ≡ | 99 ⊞ ≣ | Format ▾ | ⊞ ⓘ Source

Instructions for filling DPM/EDPM Online Application Form 2023:

General Instructions:

- **Last date for the submission of this application form is 31/01/2023.**
- After filling the online application form, you will get a copy of your application form in pdf format in your mailbox.
- Before filling the forms, the candidates have to prepare required pdf documents (i.e., 10th, 12th, UG & PG Degree certificates, Mark sheets, work experience, and appointment letter). The pdf files of academic certificates should be uploaded under section 5 of the online form. The pdf files of the work experience certificate should be uploaded under section 6 of the online form.

Section-wise Instructions:

- In **Section 1:**
  - Please select the area (only one) you are applying to.
  - If you are applying to more than one area you will have to again click the 'Apply' button on your dash board after the successful completion of the first application.
  - You can apply to a maximum of two areas only.
- In **Section 3:**
  - Application fee of Rs.1000/- (No fee for SC / ST / DAP candidates) to be remitted through

    Name of the Bank : State Bank of India
    NEFT SB A/c No. : 32170808935
    In favour of : Indian Institute of Management Tiruchirappalli (Candidates can enter as IIM Tiruchirappalli)
    IFSC Code : SBIN0071187
    Bank Branch : SBI-IIM Tiruchirappalli
    Bank branch code : 71187

  - In addition, if the candidate chooses to use IIMB Test score an additional amount of Rs. 1000/- has to be paid to the above account along with application fee of Rs. 1000/-. IIMB Test fee is applicable for all the candidates irrespective of the category.
  - Kindly upload a scanned copy of the screen shot of the NEFT/UPI payment made.
  - SC / ST / DAP candidates shall enter 'NA' in the text boxes (NEFT/UPI transaction No. & Full name of the account holder). Date shall be the date of filling of the application.
  - **If applying to more than one area, application fee needs to be paid separately for each area.**
- In **Section 4:**
  - Please upload a self-attested copy of the relevant entrance examination score sheets. (not applicable for EDPM candidates)
- In **Section 5:**
  - Please mention your academic details from matriculation onwards in reverse chronological order.
  - The applicants should fill the percentage of marks obtained from the academic qualifications (i.e. from 10th standard to Post-Graduation) in percentage / in equal percentage only. The percentage of marks obtained by the candidate would be calculated based on the practice followed by the respective University/Institution. In case of grades / CGPA, the conversion to percentage of marks would be based on the procedure certified by the respective University/ institution. If a University/institution confirms that there is no scheme for converting CGPA into equivalent marks, the equivalence would be established by dividing the candidate's CGPA by the maximum possible CGPA, and multiplying the result by 100.
  - Please attach self-attested copies of your mark sheet and certificates wherever applicable.
  - Before filling the forms, the candidates have to prepare required pdf documents (i.e., 10th, 12th, UG & PG Degree certificates, Mark sheets, work experience, and appointment letter). The pdf files of academic certificates should be uploaded under section 5 of the online form. The pdf files of the work experience certificate should be uploaded under section 6 of the online form.
- In **Section 9:**
  - The recommenders (2 persons) details will be collected before the final interview (google form will be shared with the candidates, the same should be sent to recommenders to fill the recommendation details)
  - in case of any confusion, you can drop an email to fpadmissions[at]iimtrichy[dot]ac[dot]in

Text format Full HTML ▾   About text formats ⓘ

Status : *

Published ▾

[Save]   [Cancel]

E) Category add/ edit, publish/ unpublish option (please refer the below image)

DPM – Category ☆

Home » Administration » Programmes » FPM

« Back To Main Menu

FILTER

By DPM Category Title :

[   ]

[Filter]   [Clear]

Page Limit # Action
[10 ▾]   [--- Select Action --- ▾]

[Apply to selected items]   [Add New Category]

List of all DPM category details – [Total 5 records]

☐	CATEGORY TITLE	STATUS	DATE & TIME	EDIT	ACTION
☐	EWS	Published	06-12-2019 08:45:54 PM	Edit	Unpublished
☐	Others/General	Published	05-12-2018 12:44:15 PM	Edit	Unpublished
☐	NC-OBC	Published	12-02-2021 12:37:38 AM	Edit	Unpublished
☐	ST	Published	01-01-1970 05:30:00 AM	Edit	Unpublished
☐	SC	Published	01-01-1970 05:30:00 AM	Edit	Unpublished

ANNEXURE - VI

1. **Create a 'Submit Paper' account to submit your paper for the conferences conducted by IIM Tiruchirappalli using the following form:**

Enter your personal data.

First name†: ▪ Lal

Last name: ▪ Jalapathi

Affiliation: ▪

Mobile Number*

Email Address*

Gender

Country/region: ▪ ⌄

The Web page is used to provide a link to it on some Submit Paper pages, for example when you are mentioned as an author in a published conference program. It is optional. Please do not use the Web page of your organization here: if you fill this out, it should only be your personal Web page.

Your personal Web page

Enter your password

Password: ▪

Retype the password: ▪

To use Submit Paper you must agree to its Terms of Service (view terms),

☐ I agree to Submit Paper Terms of Service

Create my account

Once account is created, the link should go to their email for login, the author ID should also be auto created during the registration. The author ID/ Account will be used for lifetime membership and they could submit papers to n number of conferences using the same login.

The documents for the hyperlinks like terms and conditions will be uploaded from the backend.

2   Dashboard for Paper Submission

Add a new Paper (Preprint)

As a first phase, all the active/ current conferences should be listed and the author will select the conference to which he wants to submit the paper. If there are no live/ active conferences the respective buttons/ dropdowns/ lists should not be visible/ the form should be inactive. It should say 'Currently, there is no active conferences at IIM Tiruchirappalli'. The active conferences should be determined based on the paper submission deadline that would be set from the backend. The author should select the respective conference and then fill the other details as given below.

There should be a link to download the paper format before preprint submission page (it will be different for each conference). If the same is not uploaded from the backend, this option should not be visible for the authors during paper submission.

Add a New Paper/ Preprint

Follow the instructions, step by step, and then use the "Next" button at the bottom of the form. The required fields are marked by (").

Author Information

For each of the authors please fill out the form below. The email address will only be used for communication with the aut? will not appear in public Web pages of this preprint.

Author 1 (click here to add yourself) ☐ Corresponding Author

First name*: *

Last name: *

Email: *

Author 2 (click here to add yourself)

First name*: *

Last name: *

Email: *

Author 3 (click here to add yourself)

By default, there should be one author when the candidate select the conference. There should be a button 'click here to add more authors' and when the author clicks it, the 2nd , 3rd , 4th etc (eg:Author2, Author 3 etc.) should be added. Maximum allowed authors = 10.

"Click here to add yourself" link is to automatically add the information fill by the author during the registration. Once the candidate clicks this button, this link should not be available for the remaining authors thereafter. Paper ID should be created for each paper. One author should be allowed to submit
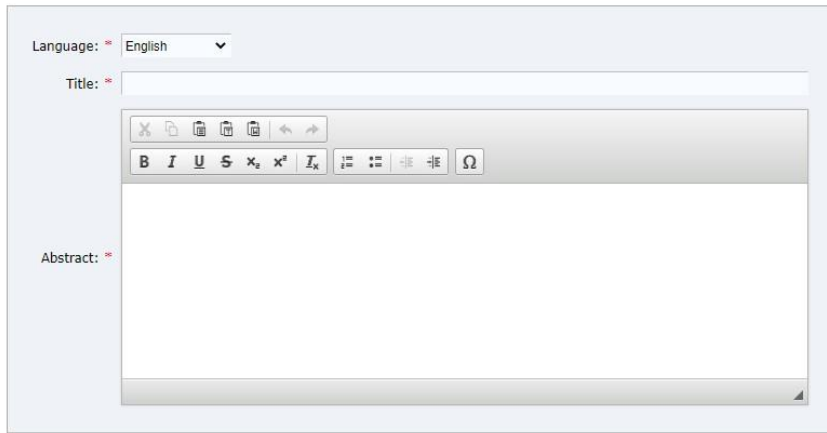
multiple papers for the same conference. However, the submission and processing of the paper should happen separately. All the papers of the author (Both Archives and papers that are under processing should be shown separately) should be available on the dashboard of the author.

Click here to add more authors

† Note: leave first name blank if there is no first name. If you are not sure how to divide a name into the first and last name, read the Help article about names.

Title and Abstract

The title should be entered as plain text and the abstract can contain some simple markup such as **bold**, *italic*, subscript, superscript or lists.

Language: * English

Title: *

B I U S x₂ x² I_x

Abstract: *
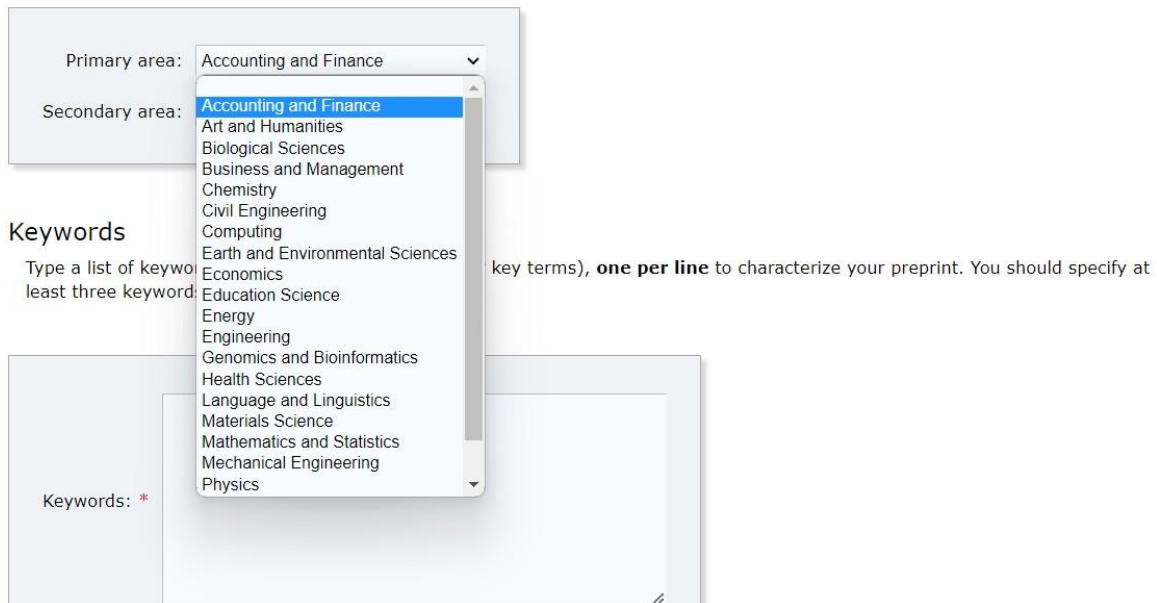
Research Areas

Select the main research area to which your preprint belongs. If it fits into more than one area, select also the secondary area.

Primary area:

Secondary area:

Values for the dropdown (Primary Area) are given below for the reference which will be finalized during the kick off meeting. The Secondary Area shall be a text box wherein the author enters the details.

Primary area: Accounting and Finance

Secondary area:

- Accounting and Finance
- Art and Humanities
- Biological Sciences
- Business and Management
- Chemistry
- Civil Engineering
- Computing
- Earth and Environmental Sciences
- Economics
- Education Science
- Energy
- Engineering
- Genomics and Bioinformatics
- Health Sciences
- Language and Linguistics
- Materials Science
- Mathematics and Statistics
- Mechanical Engineering
- Physics

Keywords

Type a list of keywo... (key terms), **one per line** to characterize your preprint. You should specify at least three keywords

Keywords: *

Area (Primary) will be set from the backend by IIM Trichy. The secondary area shall be a text box and non-mandatory. Thereafter, the keywords will also be entered.

Keywords

Type a list of keywords (also known as key phrases or key terms), **one per line** to characterize your preprint. You should specify at least three keywords.

Keywords: *

There should be a button to upload the paper only in 'MS word' format.

Editing/Withdraw option:

After submission of paper authors should be allowed to update information and withdraw the paper as given below. There should be provision to upload additional files as well.

Preprint: Test (Draft Version)

Update information
Update authors
Upload files

If you want to **change any information** about this preprint, use links in the upper right corner.

You have to **upload files** for this preprint before publishing.

Withdraw

Upload Files

Preprint Version Information

Title:	Test
Abstract:	
Primary area:	Engineering
Secondary area:	Physics
Author keywords:	Test1 Test2 Test3
Created:	2023-05-08

Authors

First name	Last name	Email
Lal	Jalapathi	ssttry0112███@gmail.com

If they click upload files button, the following should appear:

Update Preprint or Upload Additional Files

Use the form below to upload your aditional files.

The draft preprint has been created!

(images, tables etc)

Aditional files

While your uploaded document is sufficient for publishing, we would allow want if you also to **upload the source files** for the following two reasons:

1. Should uploaded files be changed or complemented by other formats, we would like to be able to build them from your aditional files
2. It can help us data-mine your preprint so that other users and services could find relevant preprints.

We accept aditional files in the following format

a) Any aditional documents other than preprint /rar
b) For preprints prepared **using LaTeX**, please submit the **zip archive** containing the LaTeX source files.

File Upload Form

Aditional document: * [Choose File] No file chosen

Source file: [Choose File] No file chosen

Upload Files

If the candidate click withdraw preprint button, the following should appear:

Withdraw Preprint

Press the button below to **withdraw your preprint**.

After the preprint is withdrawn it will be removed from the system and you will not be able to see or modify it. You will have to create a new preprint if you reconsider. There is no way of restoring a withdrawn preprint.

When the preprint is withdrawn, all authors will get notifications by email.

Withdraw

Preprint Version Information

Title:	Test
Abstract:	
Primary area:	Engineering
Secondary area:	Physics
Author keywords:	Test1 Test2 Test3
Created:	2023-05-08

Authors

First name	Last name	Email
Lal	Jalapathi	ssttry01122`` @gmail.com

CANCEL

After the submission deadline, the reviewer are not allowed to edit/withdraw the paper. There should be provision on the dashboard only to download the submitted paper. Replacement of submitted paper should not be allowed after the deadline of submission.

After submitting the paper, all the Reviewers' will publish their comments on each and every papers and these comments need to be listed on the Dashboard of the respective paper one below the other (once the comments are published by the reviewers). Please see the below image for reference.

Submitted Paper

After submitting paper, after the reviewers create comments in submitted paper the Reviewers' comments button needs to be shown

Reviewers comments   **Reply to Reviewers Comments**

if more Reviwers comments continue it will shows like Reviwers 1 comments, Reviwers 2 comments, Reviwers 3 comments etc. Each Reviewers comments need to have separate Reply button

Note: If there is no comments for improvement by the reviewers, it means that they may accept or reject any paper without publishing any reviewers comments.

1. We need to setup the deadline for Reply to Reviewers comments button in backend which should be shown on the dashboard of the authors towards the respective paper/ conference.
2. Reply to Reviewers comments should have the following fields
   a. Clarifications for the comments
   b. Changes made based on reviewer's comments
   c. Remarks (if any)
3. After replying to all the reviewers' comments, there should be provision for uploading revised paper ('Submit revised paper' button)
4. There shall be a status window for all the conference papers on which the processing status should be shown (eg: Paper submitted -> Under process (stage I) -> Reply to reviewers' comments is pending -> Under process (stage II) -> Accepted/Rejected)
5. After the submission of the replies and revised paper by the author, the IIMT Team of the respective conference will evaluate the same and take a decision on acceptance. Afterwards, the status will be shown in the Dashboard (whether the Paper is Accepted or Rejected) from the backend and the authors should be able to see it.
6. After accepting the paper, the Payment button need to be shown. Dollar payment option should be available for the people who makes payment from outside India.
   a. Region: dropdown with values India, SARC countries, other countries. (It may differ from conference to conference, For some conferences India and other countries will only be available)
   b. Participation: dropdown with values Research Students, Industry practitioners and Academicians.

7. We would setup the deadline for the Payment from the backend.
8. There should be a field in the payment section to enter Address for invoice generation (optional)
9. **Payment**
   A. Lesser amount for Early bird registration during the period date #1 to date #2.
   B. After deadline of early bird registration, the amount will be increased with another deadline.
   C. Amount will be different for research scholar, practitioners and Academicians.
   D. Amount will be different for India (in rupees) and other countries (in $)

For some conferences, early bird option might not be available.

We should be able to download the paper information, preprints and additional files along with author details and the successful payment details from the backend.

During the submission of a paper, author and the conference chair should get an email confirmation/intimation. After successful payment, an online receipt should be sent to the author. Receipt download option should also be available on the dashboard towards the respective conference.

Note: Please apply your ideas for the development of this module and make necessary text/ format/ template corrections wherever needed.

Indian Institute of Management Tiruchirappalli

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

IIMT Recruitment Form 2021-2022

Personal Information:

Advertisement Name :	Recruitment of non-teaching staff (Fetch from backend)	Photo
Advertisement No :	Eg: EST-II/A-02/2021/001 Fetch from backend	
Application for the post of :	Fetch from backend	
Application Code :	Auto Generated	
Honorific:		
Full Name (in CAPITAL letters) :	Text Box	
Name of Father/Guardian/Husband :	Text Box	

Date of Birth (DD-MM-YYYY) :	Date Picker DD/MM/YYYY	Age :	Should be auto calculated from DOB
Age Proof Certificate :			
Nationality:	By default INDIAN	Gender :	O Male O Female O Others (Radio button)
Marital Status :	O Single O Married O Other (Radio button)		
Category :	O SC O ST O OBC O General O PWD O Ex- service man O Others (Radio button)	Category Proof :	Upload Certificate (button)

Address :

Communication Address

Address	City	State	Pin code	E-Mail Address	Telephone No	Mobile No
Test Box	Test Box	Test Box	Number Validation Required	Email Validation Required		Number Validation Required

Same as communication address (Check box)

Permanent Address

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

IIMT Recruitment Form 2021-2022

Academic Qualifications (Chronological order - Starting from SSLC) :

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

Technical Skills:

Computer Operations	Dropdown (Excellent, Good, Average, Weak, Nill)
Proficiency in MS office	Dropdown (Excellent, Good, Average, Weak, Nill)
Computer Keyboard typing	Dropdown (Excellent, Good, Average, Weak, Nill)
Any Other Skill	Text Box
Computer qualifications	

Language Proficiency:

Language	Fluent in Speaking	Fluent in Reading	Fluent in Writing
English	Check Box	Check Box	Check Box
Hindi	Check Box	Check Box	Check Box
Tamil	Check Box	Check Box	Check Box
Other Language(s)	Check Box	Check Box	Check Box

![IIM Trichy Logo] भारतीय प्रबंध संस्थान तिरुचिरापल्ली
Indian Institute of Management Tiruchirappalli
(An Autonomous Institute under Ministry of HRD, Government of India)

IIMT Recruitment Form 2021-2022

Employment details (Start from your present/most recent job)
(If you are currently working, application submission date should be entered in Date of Leaving)

Organisation & Location	Organisation Type	Position Held	Job Profile - Major Responsibilities	Date of Joining	Date of Leaving	Total (In Months)	Reasons for leaving	Gross Salary Drawn per month (Rs.)	Certificate(s)
Text Box	Dropdown Government PSU Private Autonomous Others	ex	ox		Date Picker				
					Total experience (in year)				

Currently working in Government/PSU/Govt-Autonomous	
NOC Certificate	

Major Achievements during the Career
Text Box

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

Details of Training Programmes attended:
Text Box

Membership in Professional and Technical Bodies:
Text Box

Any other information that you would like to share:
Text Box

References:
Text Box

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IIMT Recruitment Form 2021-2022

DECLARATION

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

Place	Text Box	
Date	Automatic Current Date	**Signature of the applicant**

ANNEXURE - VIII

Resume Upload Form

Advertisement Name: Auto fetch from backend

Application Code: Auto generated (unique number)

Position Applying for*

Dropdown, values from backend

First Name*

Text Box

Last Name*

Text Box

Email Address*

Valid Email (Email Validation required)

Mobile Number*

10 Digit (Number validation required)

Alternate mobile Number

10 Digit (Number validation required)

Date of Birth*

Date Picker

Gender*   Male, Female & others (Radio Button)

Age*:

Should be auto calculated from DOB

DAP*   Yes or No (Radio Button)

Communication Address: *

House Name/ No:

Text Box

Street Name:

Text Box

City: State:

Text Box
Text Box

Pin code:

Numeric (Validation required)

(Check box) Same as communication address

Permanent Address:

House Name/ No: | Text Box

Street Name: | Text Box

City: | Text Box

State: | Text Box

Pin code: | Numeric (Validation required)

Qualification (Diploma, Graduation, Post-Graduation)* | Text Box

Experience in years | Numeric (years) | Numeric (months)

Nature of Experience | Text Box descriptive

Additional Information if any | Text Box

Upload your detailed resume* | Browse Button (MS word/PDF) 5 Mb file size

Declaration (Check Box) *

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

Submit

Note:

❖ **After successful completion, an acknowledgement should go to the candidate's email and concerned department should receive email along with the form and resume.**

❖ **The admin/ HR should be able to download the form and uploaded resume from the backend as well.**

Desired Backend provisions:

1. To add/delete, modify, publish/ unpublish the new programme from the backend.
2. To view and download the list of received applications from the backend (Excel & PDF format)
3. To send auto reminders for the incomplete applicants
4. To trigger reset password email from the backend for specific candidates
5. To change the status from complete to incomplete when there is request from the candidates to modify/ correct any the information in the submitted application.
6. To view the incomplete and completed application separately.
7. To search the candidates using input parameters like name, submission date (particular date, from to dates), programme, mobile number, email etc…

Alumni Event Payment Form

IIMT Logo & Alumni logo should appear

Name*

[   ]

Programme Type*

[(Dropdown)   ]

PGPM
PGPMHR
PGPBM   } Will be entered from the backend
DPM
EDPM
EEP

If one selects programme type as "EEP Alumni" then the following dropdown should appear

Select the Respective Course*

[(Dropdown)   ]

PGCBM PGCBAM
FEFM PGCSHRM
EGMP
EPLCM   } Will be entered from the backend
PGCSCM
PGCSM PGCMMA
PGCBA
Others

if others please specify*

[   ]

Year of Completion*

[(Dropdown)   ]

2024

2023……

Roll No*

[   ]

IIM Trichy Email Id*

[   ]   } **Validation is required**

Alternate Email Id

[   ]

Programme/ Event Name*

[(Dropdown)   ]

Annual Alumni Meet

City Alumni Meet

Other Alumni Events

If one selects Programme / Event Name as "City Alumni Meet" then the below dropdown should appear

City*

[(Dropdown)   ]

Chennai
Bengaluru
New Delhi   } **Will be entered from the backend**
Hyderabad
Mumbai

Mobile No*

[   ]

Amount*

[(Auto fetch from the relevant Alumni meet)]   } **Will be entered from the backend**

Whatsapp:

[   ]

Captcha*

XX+XX   [Enter Answer   ]

Pay Now

Note:

- ❖ **After successful payment, the receipt and details should go to the candidate's email and concerned department email.**
- ❖ **The admin should be able to download from the backend as well.**