



॥ सा विद्या या विमुक्तये ॥

भारतीय प्रौद्योगिकी संस्थान धारवाड
भारतीय प्रौद्योगिकी संस्थान धारवाड
Indian Institute of Technology Dharwad

Near High Court, PB Road, Dharwad-580011

Tender For Providing

Comprehensive Institute Management System (CIMS) at IIT Dharwad

Enquiry No.: IITDH/CS/2022-23/CIMS/04

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NOTICE INVITING TENDER - NIT

1.	Date of Tender Publishing on the institute website and CPPP	19.07.2022
2.	Pre-bid meeting (Attending the Pre-Bid meeting is mandatory for the participation in this tender)	04.08.2022 at 1130 hrs (bidders must send their email IDs to cs.osd@iitdh.ac.in by 1730 hrs on or before 29.07.2022).
3.	Date of publishing minutes of pre-bid meeting & publishing revised tender document (as the case may be) on the institute website and CPPP	10.08.2022
4.	Bid submission date	11.08.2022
5.	Bid closing date	26.08.2022
6.	Opening of Technical Bids, (Technical Presentation and Technical Evaluation)	30.08.2022
7.	Opening of commercial bids	Schedule for opening of Commercial Bids will be notified only to the bidders qualifying the Technical Bid evaluation. Presence of the bidder or his / her authorized representative at the time of opening of the Commercial bids is up to the bidder.
8.	Location of tender box / address for bid submission	The OSD (C&S) IIT Dharwad, Pune Bengaluru Highway, Near High Court Dharwad bench, Dharwad, Karnataka – 580011 Landline : 0836-2212827
9.	EMD Value	Rs. 9,00,000/- (MSME & NSIC shall be exempted)
10.	PBG /Performance Security	Five (05) % of the contract value as PBG and Five (05) % as Performance Security from each running Bill.

Tender document can also be downloaded from the website of the Institute at: http://iitdh.ac.in/announcements_tenders.php

The right to suspend the tender process or part of the process, to accept or reject any or all the tenders at any stage of the process and/or to modify the process or any part thereof at any time without assigning any reason thereto vests with IIT Dharwad without any obligation or liability whatsoever.

**Sd/-
Registrar, IIT Dharwad**

REQUEST FOR BID

For

Comprehensive Institute Management System(CIMS) at IIT Dharwad

Disclaimer

The information contained in this document or subsequently provided to Bidder(s) whether verbally or in documentary form by the Institute, shall be subject to the terms and conditions set out in the Terms of Reference Document and all other terms and conditions subject to which such information is provided. The purpose of this document is to provide the Bidder(s) with information to assist in formulation of their bids. This document does not purport to contain all the information each Bidder may require. This document may not be appropriate for all persons, as it is not possible for the Institute to consider the investment objectives, financial situation and particular needs of each Bidder who uses this document. Each Bidder should conduct its own homework and analysis and should check the accuracy, reliability and completeness of the information in this document and wherever necessary obtain independent advice from appropriate sources. The Institute makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this document. The Institute may in its discretion, but without being under any obligation to do so, update, amend or supplement the information in this document.

1. **About IIT Dharwad**

Indian Institute of Technology Dharwad (IIT Dharwad) is an autonomous premier Science and Technology Institute established by the Ministry of Education, Government of India in 2016 under the mentorship of IIT Bombay. Academic activities at IIT Dharwad commenced in July 2016 with the B.Tech courses being offered in three core branches, namely, Computer Science, Electrical Engineering, and Mechanical Engineering.

Presently, the Institute has 09 academic departments (likely to grow in the coming years) and many administrative units. The total student strength in the Institute is currently 750 with UG courses. The strength shall grow to ~1000 including UG, MS and Ph. D by 2023. Additionally, there will be ~150 Academic and Other Staff Members.

The Institute plans to achieve operational efficiency, transparency and accountability by enabling its activities(workflows) using appropriate information technology and process documentation. Hence, the Institute plans to implement a **Comprehensive Institute Management System (CIMS)** to its various Academic and Administrative processes. The Institute invites tender documents from eligible IT service organizations, registered in India, for implementation of IIT Dharwad e- governance project.

The Institute plans to achieve a **Comprehensive Institute Management System (CIMS)** to its academic and administrative processes through the E-Governance project. It is intended that the official transactions are carried out in a paperless, quick and effective manner and at the same time it brings greater transparency, accountability and effective delivery of service. It is envisaged that all its units communicate through a single system for all kinds of activities.

2. INSTRUCTIONS TO THE BIDDERS

2.1 General

- a) While every effort has been made to provide comprehensive and accurate background information and requirements and specifications, Bidders must form their own conclusions about the solution needed to meet the requirements. Bidders may consult their own legal advisers in relation to this tender document.
- b) All information supplied by Bidders may be treated as contractually binding on the Bidders, on successful award of the assignment by the Institute on the basis of this tender document.
- c) No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of the Institute. Any notification of preferred Bidder status by the Institute shall not give rise to any enforceable rights by the Bidder. The Institute may cancel this public procurement at any time prior to a formal written contract being executed by or on behalf of the Institute.
- d) This tender document supersedes and replaces any previous public documentation and communications, and Bidders should place no reliance on such communications.
- e) Institute reserves the right to relax / amend / withdraw any of the terms and conditions contained in the tender document without assigning any reason thereof. Any enquiry after bid submission end date will not be entertained. Institute reserves the right to modify/change/delete/add any terms and conditions prior to issue of purchase order.

2.2 Completeness of Response

2.2.1 Bidders are advised to study all instructions, forms, terms, requirements and other information in the tender document carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications.

2.2.2 Failure to comply with the requirements of this paragraph may render the bid non-compliant and the bid may be rejected. Bidders must:

- (a) Include all documentation specified in this tender document;
- (b) Follow the format of this tender document and respond to each element in the order as set out in this tender document
- (c) Comply with all requirements as set out within this tender document.

- 3. This procurement will be governed by Integrity Pact, which will be monitored by following Independent External Monitors (IEMs):

4 Code of integrity

No official of a procuring entity or a bidder shall act in contravention of the codes which includes

4.1 Prohibition of

- 4.1.1 Making offer, solicitation or acceptance of bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process.
- 4.1.2 Any omission, or misrepresentation that may mislead or attempt to mislead so that financial or other benefit may be obtained or an obligation avoided.
- 4.1.3 Any collusion, bid rigging or anticompetitive behavior that may impair the transparency, fairness and the progress of the procurement process.
- 4.1.4 Improper use of information provided by the procuring entity to the bidder with an intent to gain unfair advantage in the procurement process or for personal gain.
- 4.1.5 Any financial or business transactions between the bidder and any official of the procuring entity related to tender document or execution process of contract; which can affect the decision of the procuring entity directly or indirectly.
- 4.1.6 Any coercion or any threat to impair or harm, directly or indirectly, any party or its property to influence the procurement process.
- 4.1.7 Obstruction of any investigation or auditing of a procurement process.
- 4.1.8 Making false declaration or providing false information for participation in a tender document process or to secure a contract;

4.2 Disclosure of conflict of interest

4.3 Disclosure by the bidder of any previous transgressions made in respect of the provisions of sub-clause (i) above with any entity in any country during the last three years or of being debarred by any other procuring entity.

4.4 Sharing of data: Bidders are prohibited from using/sharing institute's logo, data, statistics, etc., without the written permission of IIT Dharwad.

In case of any reported violations, the institute, after giving a reasonable opportunity of being heard, comes to the conclusion that a bidder or prospective bidder, as the case may be, has contravened the code of integrity, may take appropriate measures, as deemed

5 Pre-Bid Queries and Clarification

The queries and clarifications pertaining to this tender document must be sent to the e-mail id osd.cs@iitdh.ac.in by the stipulated due date and time in the following format clearly mentioning the tender document No. and Date:

Sl. No.	Tender document Clause No.	Bidder's Query / Clarification sought from IIT Dharwad

Institute shall not be responsible for ensuring that the Bidders' queries have been received by them. Any requests for clarifications post the indicated date and time may not be entertained by the Institute. Institute will endeavor to provide timely response to all queries. However, Institute makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does Institute undertake to answer all the queries that have been posed by the Bidders.

At any time prior to the last date for receipt of bids, Institute may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the tender document by a corrigendum. The Corrigendum (if any) & clarifications to the queries from all Bidders will be posted on the CPP portal and Institute's website.

Any such corrigendum shall be deemed to be incorporated into this tender document. In order to provide prospective Bidders reasonable time for taking the corrigendum into account, Institute may, at its discretion, extend the last date for the receipt of bids.

6 PROCEDURE FOR SUBMISSION OF BID

- 6.1 The Bidder is expected to read and examine all the terms and conditions, of the tender document with full understanding of its implications. Failure to furnish all information required or submission of a bid not substantially responsive in all respect will be at the Bidder's risk and may result in outright rejection of the bid.
- 6.2 **Acquaintance of the Nature of Work.** It shall be the responsibility of the bidder to acquaint himself about the correct nature of the work and requirement of the Institute, according to which the service is expected.
- 6.3 **Format for submission of bid.** The bids shall be submitted in following manner: -
- (a) **The bid must be submitted in two parts comprising Part-I: Technical Bid & Part-II: Financial Bid (i.e. price bid)**
 - (b) Technical Bid along-with supporting documents and EMD, if applicable, in favor of **"The Registrar, IIT Dharwad"** shall be submitted in separate sealed envelopes and then encased inside one sealed envelope super scribed 'Technical Bid for **Comprehensive Institute Management System(CIMS) at IIT Dharwad** ' All the pages of this tender document, along with necessary Appendices (as applicable) duly signed and stamped, will form the technical bid.
 - (c) The Price Bid as per the format annexed with this tender document, should be duly filled, stamped and signed by the authorized signatory of the agency/ firm / company and sealed in a separate envelope super scribing 'Price Bid for **Comprehensive Institute Management System(CIMS) at IIT Dharwad**'
 - (d) The Technical bid and the Price bid shall be sealed in one envelope super scribing Tender for Implementation of **Comprehensive Institute Management System(CIMS)** at IIT Dharwad. The bids shall be dropped in the tender box placed at the entrance of the Administrative block, IIT Dharwad or can be submitted by registered post (at own risk for delays) to the following address:-

To,

OSD (C & S), IIT Dharwad, WALMI Campus, PB Road, Belur Industrial area, Near High Court of Karnataka, Dharwad bench, Dharwad-580011 within the given date and time (Please refer the NIT) The technical bids shall be opened as per schedule placed at Notice Inviting Tender (NIT). The bidders who are shortlisted after qualifying technical bid evaluation will be intimated the date of opening of Price Bids subsequently through proper means. IIT Dharwad reserves the right to reject any or all the tenders/bids without assigning any reason thereof.

- (e) The tender for Implementation of **Comprehensive Institute Management System (CIMS)** at IIT Dharwad shall initially be awarded for a period of five years (including Development and Successful implementation of all modules followed by AMC) from the date of award of contract.

- (f) For any query/clarification please contact OSD (C&S) IIT Dharwad during working hours on phone No. 0836-2212-827 and/or at osd.cs@iitdh.ac.in. Bidders can seek clarifications only till the date of pre-bid meeting. No query / input from bidders will be addressed from the point of view of modification in IIT Dharwad requirement after the pre-bid meeting is over.
- (g) Bidders are invited to participate in a epre-bid meeting scheduled as per the NIT which will be conducted through teleconference / electronically. Attending tele / e-Pre Bid meeting is mandatory, failing which the bid shall not be considered for evaluation. The bidders must forward their email ids one day prior to the date of meeting along with inputs / queries to osd.cs@iitdh.ac.in . A google meet link will be shared with all those who respond within the stipulated time by the same day. No request of participation will be entertained after that. In case the pre-bid meeting is not held on the due date due to unavoidable reasons, the revised schedule will be intimated through Institute's website. All inputs / queries to be submitted as per the NIT before the start of the meeting to osd.cs@iitdh.ac.in . The agenda of the pre-bid meeting will be as follows: -
- i. Elaboration of terms and conditions and procedure of selection.
 - ii. Response to the queries.
 - iii. Any other matter.

6.4 **Bid Disqualification.** The bid is liable to be disqualified in the following cases: -

- 6.4.1 Bid not submitted in accordance with this document and in proper formats during validity of the Bid, or its extended period, if any.
- 6.4.2 Bid is received in incomplete form.
- 6.4.3 Bid is received after due date and time.
- 6.4.4 Bid is not accompanied by all requisite supporting documents
- 6.4.5 Information submitted in technical Bid is found to be misrepresented, incorrect or false, either accidentally, unwittingly or otherwise, at any time during the processing of the contract (no matter at what stage) or during the tenure of the contract including the extension period.
- 6.4.6 If any financial Bid is enclosed in the same envelope as technical Bid.
- 6.4.7 The bidder fails to enter into a contract within specified date of notice of award of contract or within such extended period, as may be specified by the Institute.

6.5 **Right to Accept/Reject Bids.** The Institute reserves the right not to accept any bid and to annul the tender process and reject all bids at any stage, without thereby incurring any liability to the affected Bidders or any obligation to inform the affected Bidders of the grounds for such action.

6.6 **Prices.** The prices to be quoted by the bidder shall have following two components, for each module - (1) **One Time development cost** (Module wise), that includes application cost, customization costs etc. (2) **Annual Maintenance Charges** (Module wise) **as per Annexure –III (A).**

7 **Bid Evaluation Process**

Institute will evaluate the responses of the Bidders. The Institute shall evaluate the responses to the tender document and all supporting documents / documentary evidence. Inability to submit requisite supporting documents / documentary evidence, may lead to rejection.

The decision of the Institute in the evaluation of responses to the tender document shall be final. No correspondence will be entertained outside the process of negotiation/discussion with the Committee. The Institute may ask for meetings with the Bidders to seek clarifications on their bids. The Institute reserves the right to reject any or all bids on the basis of any deviations. Each of the responses shall be evaluated as per the criteria and requirements specified in this tender document.

7.1 **CRITERIA FOR EVALUATION**

A. Pre-Qualification (PQ) Criteria

Sl. No.	<u>Criterion</u>	<u>Documents to be provided</u>
1.	The bidder shall be a Company or Partnership firm or a Proprietor registered under the respective Indian acts (i.e. companies Act and the partnership Act -1932 respectively) having their registered offices in India.	For company- Copy of Certificate of incorporation, for partnership - Partnership deed and for the proprietor - details of registered office. All entities are to submit their bank details.
2.	bidder should be registered with Income Tax and Goods & Service Tax (GST) departments	(a) Self-attested copy of PAN/GIR Card (b) Self-attested copy of Goods & Service Tax (GST) registration certificate
3.	The bidder or any of its partners/directors should not be in the active list of blacklist.	Self-Declaration in the format as per Annexure- II
4.	The bidder should have minimum five years of experience in similar service (Integrated e-governance) as per the Scope of Work) independently without any organizational or other intermediary. Further bidder should have successful implementation records in at least TWO academic Institutions out of which one shall be CFTI (Centrally Funded Technical Institute) like IITs, NITs, IIMs, IISERs etc.	Certified Work Orders / Agreements of award of contract with work order value along with work satisfactory report for providing Integrated e-governance solution. Details of CFTIs are available here: - https://www.education.gov.in/en/technical-education-1

5.	Annual Sales Turnover generated from services related to System Integration during each of the last three financial years (as per the last published Balance sheets), should be at least Rs. 8.00 Crore (Rupees Eight Crore). This turnover should be on account of Software Development, Implementation and maintenance (i.e. revenue should be on account of Software system integration, application development and implementation or associated maintenance or implementation services, COTS/package software, maintenance etc.)	Service providers have to submit satisfactory work completion certificate/s of indicated values.
6.	The bidder should have valid ISO 9000/9001 and ISO 27001 certifications.	Copy of the same are to be submitted along with the bid documents.
7.	The Bidder should be Profitable in at least two out of three financial years (2018-19 to 2020-21).	Duly completed Annexure - IV along with supporting documents (certified by CA) is to be submitted.
8.	The bidder should be a Class-I / Class-II Local Supplier meeting the requirement of minimum 20% Local Content in line with the Public Procurement (Preference to Make in India) Order 2017 No. P-45021/2/2017- PP (BE-II) dated 04 Jun 2020 and as amended from time to time.	A Self-Declaration Certificate regarding "Class-I/Class-II Supplier" for the tendered items as per the Annexure-V is to be submitted.
9.	Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder registered with the competent authority.	The concerned bidder(s) are required to attach the relevant valid Registration Certificate along with the bid for consideration.
10.	<p>Authorized Representatives:</p> <p>Bids of bidders quoting as authorized representative of a principal supplier would also be considered to be qualified, provided:</p> <p>(i) Their principal developer meets all the criteria above without exemption, and</p> <p>ii) The principal developer furnishes a legally enforceable tender- specific authorization assuring full guarantee and warranty obligations as per the general and special conditions of contract; and</p>	

	iii) the bidder himself should have been associated, as authorized representative of the Principal developer for same set of services as in present bid (supply, installation, satisfactorily commissioning, after sales service as the case may be) for same or similar item for past five years ending on bid opening date.	
11	Bidder should accept all the tender document conditions unconditionally and sign all the pages of the document to this effect.	All the pages of the tender document should be signed by the service providers. The competent authority may authorize a person for signing the documents through a letter.
12.	Bidder shall be able to implement the solution directly without any organizational or other intermediary.	An affidavit to this effect is to be submitted.
13.	The Bidder must execute the Integrity pact	As per Annexure XV attached.

B. Technical Evaluation Criteria

Bidders who meet the pre-qualifications requirements would be considered as qualified to move to the next stage of Technical evaluation. Bidders, whose bids are responsive based on Pre- Qualification Criteria and score **at least 70 Marks** in Technical Evaluation in the following scoring mechanism would be considered technically qualified. Price Bids of such technically qualified Bidders shall be opened.

EVALUATION	DESCRIPTION	MAX MARKS
I Number of successful ERP/E- Governance Implementation (Integrated environment in Academic Institutions only, as a proof live application has to be shown)	Implementation in Academic Institutions with minimum Order value of Rs.1.00 Crore billable over a period of maximum three years from the date of publication of tender document. Appropriate testimonial has to be furnished and the same shall be verified. *02 Marks for each implementation subject to maximum marks of 10 <i>Each implementation must be comparable with IIT Dharwad system requirements both in terms of coverage of module requirements and size.</i>	10

	<u>Only comparable implementations with at least 75% coverage IIT Dharwad's requirements will be considered.</u>	
II. Technical Competence Demonstration through current live installations to be evaluated as per the application features prescribed.	Solution Architecture & Technology. It is important that the solution be built on technology that is open and standard rather than proprietary. The key components of technology that we will consider for decision making are: <ol style="list-style-type: none"> 1. Programming Language and environment 2. Frameworks and dependent libraries and 3rd party applications 3. Database 4. Operating Environment <p>Programming language must be not a proprietary language or an obsolete language. If the application is built on a version of programming language that is obsolete, the vendor must clearly state it. For example, an implementation based on pre-Java 5 version or Python 2.X version, etc. Java 7 End of Life (EOL) date is July 2022.</p> <p>Frameworks used must be mentioned along with version. For example, if the application uses ASP.Net version older than 4.5 the support will end April 2022. Vendor must clearly mention versions of frameworks used and if the framework provider is still supporting that version. Similarly, vendor must mention versions of 3rd party libraries and support and EOL dates for them.</p> <p>Database used by the vendor and version of the database must be mentioned. Compatibility with a most recent version must be mentioned.</p> <p>Operating Environment must be mentioned and EOL for the operating environment must also be mentioned. For example, if some frameworks or runtime only with Windows 10 and has not been migrated, it must be mentioned. Windows 10 EOL is 2025.</p>	20
	User friendly interface & Front-end customization for business rules Ease of use of the application is critical given the diverse base of users. The system should have	

	<p>an intuitive user interface. Online help must be available in each screen giving contextual help. One large online help file is not helpful. Any error messages must be informational indicating users of remedial action. Merely displaying technical information like Internal Server Error or DB Error are not helpful.</p> <p>Vendor must provide list of online contextual help available. Vendor must provide list of error messages that are informational and those that provide information about technical errors.</p> <p>Ease of customization has a direct impact on time and cost of implementation. The vendor shall provide metrics indicating ease of customization. Metrics such as average implementation time in previous implementations, average customization effort in terms of code changes – e.g. Average percentage code change to accommodate customization, or similar metrics should be provided.</p>	10
	<p>Workflow features in the proposed solution</p> <p>How are the features in the system implemented? Does the vendor have a configurable workflow or it is hardcoded in the system? It is conceivable that some workflows are configurable and some are hardcoded. The vendor shall make the distinction of such workflows and indicate them clearly.</p>	10
	<p>Number of modules & their functionalities fitting to Institute requirement as per tender document</p> <p>A matrix with the feature list of the system and the institute’s requirements as per tender document shall be prepared and submitted. For each mapping indicate the comprehensiveness of coverage – fully covered and is usable out of the box, customization will be required, or feature will have to be newly developed, etc.</p> <p>Note: Bidders are requested to fill-up the ANNEXURE - XIV</p>	10

<p>III. POC - Proof of Concept</p> <p>(Live demonstration of the problems is given below.)</p> <p>POC shall be conducted as per the availability of the committee members and bidders shall be intimated 15 days in advance for the same.</p>	<p>Implementation of POC with sample data</p> <p>A POC with the institute's data must be demonstrated. The POC must demonstrate the ability to import data from different sources – for example existing finance and accounting system etc. If any ETL or data conversion is needed, that shall be included in the POC as well. That is the POC shall be as close as possible to the actual implementation, but a scaled down version.</p>	<p>40</p>
<p>Total :</p>		<p>100</p>

**Note: Minimum five modules mentioned below are mandatory for 02 marks mentioned in the tender document, otherwise 0.4 marks shall be provided for each module per implementation in an Academic Institution.*

- 1. Academics**
- 2. Finance & Accounts Module,**
- 3. Store and purchase/MMD Module**
- 4. HRM Module**
- 5. R&D module**

Problem Description for evaluation of Proof of Concept (POC)

The Bidder shall have to establish its technical competence as well as application features through live demonstration of two problems given as under within 03 weeks from the day data is provided by the Institute to the bidder.

Problem I

Purchase Requisition (PR) Creation / Approval Workflow given under

following stages Prerequisites:

- (a) Indenter's credentials such as Name, Dept. can be automatically captured from the Employee Master Data File.
- (b) Item Details are to be stored in Item Master Data File. Classification of items are to be made such as assets / consumable and further classification such as Equipment, Computer peripherals, Furniture, Printing & Stationery, Chemicals etc.
- (c) Currency Types such INR, USD, EURO etc. are to be available in Drop Down Menu. While selecting a particular currency, Exchange Rate conversion is to be provided to ascertain the equivalent INR on basis of which the approvers work flow will be set accordingly.
- (d) Each category of accounts to be tagged with appropriate ledger accounts in Finance Module.
- (e) Inventory details of that particular section.
- (f) Clause Master Data.

Procedure: Creating a PR

To create a PR : -

- I. Click **Procurement >> Purchase Requisition**. The **Purchase Requisition** search screen is displayed.
- II. Click **Create** to raise a new PR.
- III. Update the details in the following table:

Field	Description
PR Number	The PR number is auto-generated while submitting the Purchase Request. It is a non-editable field.
PR Date	PR date is also auto-generated. By default, date is the current date. The date should be in <i>dd-mm-yyyy</i> format.
Status	<p>The status of the PR. By default, is Open. The following are the statuses and the descriptions that are assigned to a PR when moving through the Procurement process.</p> <ul style="list-style-type: none">• Open – The PR is created but not submitted for review. The PR details can be modified when the status is Open.• Submitted – When the user clicks the Submit button, the PR status changes to Submitted.• Approved - The review process for a purchase requisition is complete and is approved by the approver.• Rejected – The PR is reviewed but unapproved.• Closed – The PR is closed.• Partially Approved - The PR is partially approved.• Cancelled – If you no longer need an item that is on a purchase requisition process, you can cancel the purchase requisition line if it has been approved. Indenter may cancel the PR at any stage.• Reassigned - The PR is reassigned to the approver.
*PR type	Select the type of Purchase Requisition. It helps in tracking how many and which PRs were made for those types. PR type is defined in the Transaction Type Master. Example : Proprietary, Urgent etc.
Requisition Reason	Enter a valid reason for requisition. You can enter up to 1000 characters.
Requestor Comments	Enter specific comments or instructions. You can enter up to 1000 characters.

- IV. Click on the **Items** tab and specify the following details.

Field	Description
Item Code	Auto Generated.

*Item Name	Click on the lookup icon to select the item name. The items must be created in the Item Master.
Purchase UOM	Once the item is selected, the purchase UOM is displayed as specified while creating item. The Purchase Price is displayed as specified in the <i>Vendor-Item Master</i> screen.
Inventory Quantity	Capture the present inventory quantity of that section.
Last Purchase Price	Capture the LPP from the master inventory, if the said item was purchased earlier with PO and supplier details.
Estimated Rate	Enter two-decimal 12-digit numeric value from 0 to 9. Current weighted rate of the item is shown to calculate the total request value.
*Requested Quantity	Enter 8-digit numeric value from 0 to 9. Request Quantity value is important in case the organization is using amount-based approval process. In this case if the rates are not mentioned properly the document would go to the wrong approver's queue.
Total Price	Enter two-decimal 15-digit numeric value from 0 to 9. Total price is <i>Estimated Rate x Requested Quantity</i> .
Remarks	Enter suitable remarks for the PR.

The clauses are created in **Clause Master** pertaining various General terms & conditions.

For uploading relevant documents with the PR, an Attachment provision should be provided.

- a. Click on **Browse** and navigate to the location where the file is kept.
- b. Select the desired file, click **Open**, and click **Upload**.

The supported file formats are *.doc, .csv, .pdf, .xls, .docx, .xlsx, .jpeg, jpg, .jpeg, .jfif, .gif, .png, .bmp, .txt*.

V. Enter reference/description for the selected file in the Remarks field.

VI. Click **Save as Draft** or **Submit**.

VII. Perform one of the following tasks.

- Click **Save as Draft** to save the PR. The **Search Purchase Requisition** screen appears.
- Click **Submit**. The PR is created.
- Click **Cancel** to stop the creation of PR. The details are not saved.

Result

On submission, the Purchase Request flows to the Approvers queue. Approvers will be role-based approvers. The following role based approvers work flow is to be designed for approval:

Approver Level	Approver Role	From Amount	To Amount	PR Status
Level – 0	PR Creator	Xxxxx	xxxx	Submitted
Level – 1	Accounts Officer	Xxx	xxx	Partially Approved
Level – 2	HoD / Dean / PI / Registrar	Xxxx	Xxxx	Partially Approved / Approved
Level – 3	Director	Xxx	Xxx	Approved

Procedure: Searching, Viewing, Editing a Purchase Requisition

To edit/view a purchase requisition:

1. Go to **Procurement >> Purchase Requisition**.
2. Do one of the following:
 - a. Enter the available details in the search parameters and click **Search** to search for the desired PR.
 - b. Click **Search** directly without entering data into search parameters to search for all PRs raised.
3. After the search entries are listed, you can perform the following action:
To view the existing record details, select the record and click **View**.

To edit the existing record details:

- i. Select the record and click **Edit**.
 - ii. Update the necessary record details.
 - iii. Click **Submit** to submit the modified record.
- To view the PR trail and history, click **Workflow History**.

Approve/Reject Purchase Requisition

Use the Purchase Requisition search screen to approve or reject the purchase requisitions assigned in your queue.

Prerequisites

- Purchase Requisition (PR) should be created and submitted and the status should be Open.
- The PR should be available in the approver’s workflow queue.

Procedure: Approving/Rejecting Purchase Requisition

1. Click **Procurement >> Purchase Requisition**.

2. Do one of the following:
 - a) Enter the search parameters and click Search to search for the required PR record.
 - b) Click **Search** directly without entering data into search parameters to search for all PRs raised.
3. Select the PR record and click **Edit**.
4. Enter your comments for approving or rejecting the PR in the Comments text box.
5. To approve the PR, click **Approve**.
6. To reject the PR, click **Reject**.

To view the workflow history of the PR, click Workflow History.

Result

- For the approved PR, the status of the record changes to approved.
- For the rejected PR, the status changes to rejected.

Close Purchase Requisition Prerequisites

The PR should be in Approved state.

Procedure

To close a Purchase Requisition:

1. Click **Procurement >> Purchase Requisition**.
2. Perform one of the following functions:
3. Enter necessary data in the search parameters and click Search to search for the desired PR.
4. Click **Search** directly without entering data into search parameters to search for all PRs raised.
5. Select the desired PR and click **Edit**.
6. Enter your comments for closing the PR in the Comments textbox and click Close.
7. Click Close to close the record.

Result

The status of the PR record changes to **Closed**.

Print Purchase Requisition

You can open/save the PR in a PDF form and take a printout.

Prerequisites

- Only PRs with Partially Approved/Approved status can be printed.
- If you try to print the PR with statuses other than Approved or Closed, a message

“Only Approved, Partially Approved and Closed Purchase Requests can be Printed” appears.

Procedure: Printing A Purchase Requisition (PR)

To print a Purchase Requisition (PR):

1. Click **Procurement >> Purchase Requisition**.
2. To search for the PR, perform one of the following:
 - 2.1 Enter necessary data in the search parameters and click Search to search for the desired PR.
 - 2.2 Click Search directly without entering data into search parameters to search for the PRs raised in the system.
3. Select the Approved/Closed PR and click Print to print the PR. The Opening Purchase_Requisition.PDF window is displayed.
4. Select one of the following options:
 - 4.1 Open with to view the PR details in a PDF form and take the printout.
 - 4.2 Save File to save the PDF in your computer and take a printout later.

Result

An approved or closed PR can be printed easily. Additionally, the PR details can be stored in PDF form and used for future reference.

Problem II:

Student Registration, Work Flow given under following stages

- i. Student present himself to the Registration Desk
- ii. His basic data is captured and scanned doc are stored/uploaded
- iii. Student ID generated and e-mail sent with login and password
- iv. Fee Challan generated and online fee is paid by the student
- v. Fee reconciliation is done online based on online payment based on the bank statement.
- vi. Course Registration done by the Student
- vii. Approval of Courses by a faculty advisor (Types of Courses as per the Scheme are: Program Core, Program Elective (PE) and Open elective (OE). As a course which is PE for one program may become PE or OE for another program or vice versa.)
- viii. Student Roll List generated for Each course: The students that are registered for each course need to be consolidated along with their details (roll number and name).
- ix. Access of Roll list to Course Instructor: The student rolls list needs to be forwarded to the corresponding course instructor.

Admission & Registration Procedure of Students through ERP System for IIT Dharwad. The admission and the registration of the students will involve various steps for eg:

New user sign-in: (please complete this process before you come for registration)

Please create your account in ERP System by clicking on the link New User sign Up. The above link (new user) will help you to create your account and give you access to ERP. By clicking on the new user link you have to provide information which is stated below. Please remember that all fields are case sensitive.

- (a) Please select New Admission in Stakeholder Type drop down menu.
- (b) Select your entrance examination code (given in the following table) and put registration/application number, as asked for, in the appropriate field. Your applicable login ID, which is a temporary one, would be generated as per the format specified in the table below:

Type	Entrance Exam	Applicable Login ID
UG (B.Tech)	JEE	JEE<ADV roll No.>
PG (M.Tech)	GATE	GATE<Registration No.>
PG (M.Sc)	JAM	JAM<JAM application No.>
PG-Research (MS)	MS	MS<application No.>
PG-Research (PhD)	PhD	PhD<application No.>

- (c) Temporary Login ID will automatically be generated as. Ex. JEEXXXX, GATEXXX, JAMXXX etc. Your temporary login id will be automatically changed to your roll number after the documents submitted by you are verified by academicsection.
- (d) Password: Enter your login password (At least 8 characters with a mix of alphabets and numerals preferably with one special character like @ # * & \$ etc.).
- (e) Confirm the password: Retype the password
- (f) Security Question and Answers: You will be requested here to give your date of birth. Please use the calendar to enter the date of birth. Please write in the security questions on the left side and provide corresponding answers on the right side of the table. Some suggested security questions are: (i) Name of first school you attended or (ii) Name of favorite season/sport/food/place/animal,
- x. Sign-In (please complete this process before you come for registration) Please provide Login ID (Ex: JEEXXXX, GATEXXXX, JAMXXX etc.) and the password to "sign in" into the ERP System. All information asked at the time of "signin" is case sensitive.
- xi. Update and Print Student Profile (please complete this process before you come for registration) After logging in, select the "Academic" menu from the bar at top. Go to "Update and Print Student Profile" (New Admission) link and click on it. Please note down your tentative roll number and hall shown in the link. Update all the necessary details such as their parent's details, permanent address of their residence, contact numbers of the student and their parents, and click on the "Update" button to save the changes. After successfully saving your data take a printout using the "Print Profile" button. "Print Profile" and "Pay Fees" button would be enabled only after the data saved in ERP. Students shall generate "student profile" from the ERP site after logging in and obtain print out of the same. They should submit a signed copy of the

student's profile at the time of registration.

- xii. Payment of fees: The fees payable by the student depends on various parameters (the program – BTech/MTech, gender, category – EBC, etc.) if the student master has all these dimensions captured, the fees payable should be auto-calculated by the system.
- xiii. Course registration: The courses for registration can be populated from a "curriculum". For that, a curriculum master be prepared for each program each batch. Electives can be registered based on the student choice and curriculum does not make recommendations for the same. Curriculums of various programs and various batches are available on IIT Dharwad's website.

A sample course registration form is given below.

Sl. No.	Course No.	Course Name	Category	Number of Credits
1.	CS4100	Computer System Design	Program Core	3
2.	CS4801	Artificial Intelligence	Program Core	4
3.	CS4700	Parallel Computing	Program Elective	3
4.	HS3211	Leadership and Team Management	Free Elective	3
5.	CS4602	Reinforcement Learning	Program Elective	3
6.	MA2021	Linear Algebra	Free Elective	2

Types of Courses as per the Scheme are: Program Core, Program Elective and Open elective.

C. Financial Evaluation

The Financial bids of technically qualified bidders shall be opened after completion of Technical Evaluation.

Institute reserves the right to procure all the modules or one or more than one modules mentioned in the tender document from a single bidder. Splitting of modules is not allowed. However, the bidder has to quote for all the modules otherwise the bid is to be considered as non-responsive.

Any conditional bid would be rejected. Arithmetical errors will be rectified on the following basis: "If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail".

D. Final Evaluation: Combined Quality Cum Cost Based System (CQCCBS)

The final evaluation shall be based on **Combined Quality Cum Cost Based System**

(CQCCBS). The weightage for Technical and Financial criteria are 70% and 30%, respectively. The final evaluation of bids shall be as per the following table:

Criteria	Score	Multiplying Factor	Weighted Score
Technical	Technical Score	0.7	X
Financial	(LPO/PO) * 100	0.3	Y
	Final score		(X+Y)

Note: LPO – Lowest Price Offer amongst all Qualified Bidders; PO-Price Offer of the Bidder in question. Weighted Score will be adjusted to two decimal places.

The Bidder with the highest total score will be considered as Lowest One (L1).

In case of a tie between two or more bidders, following tie breaker modes shall be adopted by the Institute.

- 1. The bidder with the higher technical score will be recommended.**
- 2. If there is a tie again, then more number of CFTI’s implementations shall considered as Lowest One(L1).**
- 3. If there is a tie still, then the bidder having more score in POC shall be considered as the lowest one (L1).**

E. Purchase Preference:

Micro and Small Enterprises (MSEs):

Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) ***for goods produced and services rendered***, may be provided purchase preference vide Public Procurement Policy for MSEs Order 2012 dated 23.03.2012, as amended from time to time.

F. Award of Contract

The Institute will award the Contract to the successful L1 Bidder whose bid has been determined to be substantially responsive and has been determined as the most responsive bid as per the process outlined above.

8 NOTIFICATION OF AWARD

Institute will notify the successful Bidder in writing or by email that its bid has been accepted (Letter of Intent). In case the bidding process / public procurement process has not been completed within the stipulated period, the Institute, may request the Bidders to extend the validity period of their bid.

8.1 PERFORMANCE GUARANTEE

8.1.1 The successful bidder will have to submit/deposit five percent (**05%**) of the Work Order Value towards the PBG within 15 days from the date of Letter of Intent in the form of DD/TDR/FDR/Bank Guarantee valid for contract period plus three months (90 days) at the earliest. No interest will be paid by Institute on the deposit.

In addition to the above, **a performance security of 5%** of each running bill will be deducted and same will be released to the vendor after successful completion of the contract.

In case the successful Bidder fails to submit Performance Security within the time stipulated, the Institute may at its sole discretion cancel the letter of intent without giving any notice and in addition to any other right available to it under this tender document.

The successful Bidder shall ensure the Performance Security is valid at all times during the term of the contract (including any renewal) and for a period of 90 days beyond all contractual obligations, including warranty terms. The Institute may invoke the Performance Security in the event of a material breach by the successful Bidder leading to termination for material breach.

8.1.2 Performance Security will be refunded to the Bidder, after it duly performs and completes the contract period in all respects after 90 days.

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

8.1.4 In case, the firm fails to provide the required services within specified period, the same services will be obtained from open market, if required, 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.

8.2 SIGNING OF CONTRACT

Subsequent to receipt of valid Performance Security from the successful Bidder, the parties shall enter into a contract, incorporating all clauses, pre-bid clarifications and the bid of the Bidder, between the Institute and the successful Bidder.

8.3 FAILURE TO AGREE WITH THE TERMS AND CONDITIONS OF THE TENDER DOCUMENT

Failure of the successful Bidder to agree with the Draft Legal Agreement and Terms & Conditions of the tender document shall constitute sufficient grounds for the annulment of the award, in which event Institute may call for new bids. In such a case, the Institute shall forfeit the PBG along with debarment for the period stipulated.

9 SCOPE OF WORK

Scope of the work is broadly mentioned as below

Module 1 : "Finance, Accounts, and Audit"	
Process	Description
<p>Transactions related to Main or Institute Accounts (Student fees, MOE funding, Hostel fees, etc.)</p>	<p>Define and Manage Masters like Student Master, Fees Structure Management, Fees Receipts. Generate relevant MIS Reports. Though Hostel fees is sent to Hostel Account, sometimes students may pay to the Students Fees Account. MIS reports shall be generated as to the receipts from all the students and reconciliation thereof. Similarly, MOE Grants received have to be captured under four categories i.e. 31- Recurring General, 31-Recurring - HEFA Payments, 36- Salaries, and 35 - Capital. Especially while capturing the Fee receipts based on the Fee structure, some items like Caution deposit has to be classified as Deposits (Refundable) and a student-wise ledger has to be maintained. At the time of refund of the Caution deposit, the same Head of Account has to be debited. Also based on the Fee structure, we have to incur expenditure under various items like Gymkhana Fee. Medical insurance, Student wellness fee, etc. As and when expenditure is incurred it has to be classified under the relevant item in the fee structure. MIS reports shall be available total receipts under particular items in the fee structure and expenditure incurred under the same and balance available.</p>
<p>Various Payment processes</p>	<p>Different types of payments are being made by the Accounts Section. There shall be an automatic inflow of data for various types of payments as mentioned below: Personal Claims & Payroll: Personal Claims like CEA, LTC, Leave Encashment during LTC, Increments, Fellowship payments, etc. to be received from Admin. Data. Similarly, for payment to Vendors, the System shall capture data from the Purchase module related to purchase order regarding the source of funding, Committed value, Payment already released if any as advance, PO No., name and address of the vendor, other information relating to freight, taxes, Bank details. Similarly, the system has to capture from the Stores module regarding Receipt of Equipment, Installation, and Acceptance of the equipment, etc. as the case may be. Similar workflow has to be there between Engineering Unit to Accounts related to Minor works and maintenance works being carried out by them. Similar workflow has to be there between Service contracts maintained by the Administration related to House Keeping, Security, Transport hire service. The system shall support the generation of reports as per formats required for PFMS portal.</p>

<p>Sponsored Project & Consultancy Project Accounts</p>	<p>The system is expected to manage key activities like: Project Master Creation, Sales Invoice, Receipts, Cheque Remittance Report, Payment Voucher Entry & Print, Journal Voucher - Imprest A/c, Journal Voucher, Project Report - Yearly, Receipts & Payment Register, Adjustment Vouchers, Project wise & Department wise Report, Department wise Summary Report, Purchase Bill Breakup report and Voucher Printing, Cheque Counter Foil Register, Payment Advice to Bank like Same Bank Transfer, RTGS/NEFT or PFMS as the case may be.</p> <p>Cheque Receipt Summary Report, Journal Adjustment with Bill wise and Project wise Report, Project wise & Department wise Report, Journal Voucher Printing, Distribution abstract Report, Sponsored & Consultancy Project wise Report, Department wise Summary Report, Receipt Register, Cheque Printing, Exception Report for Staff, Supplementary Bill, Relief Date Verification (Employee wise), Project No wise Receipt Report, Commitment Report for the Project, Staff Commitment Report, Project wise Expenditure Report, Sponsored Project wise GST Report, Sponsored Project wise Corpus Transfer List F' a/c Deposits Sponsored Receipt Report (Project & Date wise), Project wise Monthly and expenses summary, Distribution List Report, Ledger detail Report for the Project. Filing of GST Return and Filing of Income Tax Return. Mainly System shall automatically generate the Utilization Certificate as prescribed in GFRs.</p> <p>Institute Development Fund, Department Development Fund, Centre Development Fund, Professional Development Fund, patent rights account (Technology Transfer) etc. to be included.</p>
<p>Mess Account</p>	<p>The system is expected to Manage Student Master, Mess Fees Structure, Mess Fees Receipts, along with the relevant MIS Reports. Based on the Absentee statement of the students beyond a specified number of days, the amount reduced from the bill has to be captured for refunding that amount to the student. Payment Vouchers to the Mess Contractor and other payments from Mess Account have to be generated including ledgers and journals.</p>
<p>Employee Advances and Loans</p>	<p>Manage key business activities like Employee Master, Cheque Payments, Bank Advice / RTGS Payments. Data Migration from Tally to the ERP database for effecting monthly recoveries from salaries etc. MIS Reports. Maintain data related to various types of Loans and Advances, like PC Advance, House Building Advance etc.</p>
<p>TDS details from Pay slip for employees/Payments to the Vendors</p>	<p>The system is expected to generate Form 24Q/26Q and its Annexures, monthly Computation Statements, Challan Reports. To generate reports for Form-16/16A, and Payroll Statutory Reports. The system shall send the individual computation statement to the individuals through e-mail regularly along with monthly pay-slip/payment confirmation.</p>
<p>Department wise budget tracking</p>	<p>The system is expected to manage Various Budget Masters, Budget Head Allocations, Budget Control mechanisms, and Department wise Budget Vs Actuals Tracking.</p>
<p>Department Imprest</p>	<p>The system is expected to manage Cash Payments, Cheque Payments Bank Advice / RTGS Payments Department-wise in case Pre-paid cards / Debit cards, etc., are issued to the Departments.</p>

Cumulative Professional Development Allowance (CPDA) Account	The system is expected to manage Cash Payments, Cheque Payments Bank Advice / RTGS Payments. System shall enable individual faculty members to know the amount spent under CPDA, balance available at any time taking into consideration the date of joining and the CPDA Block period etc.
Student Gymkhana Expenditure	The system is expected to manage Cash Payments, Cheque Payments and Bank Advice / RTGS Payments from Establishment amount maintained along with Hostel Account or a separate account if identified for cultural, technical, and sports activities.
Scholarship Payment for Student	The system is expected to manage Students Master, Scholarship Type Master, Scholarship Allocations to students, Payroll Process, Cheque Payments, Bank Advice / RTGS Payments along with all relevant MIS reports. Scholarship payment for students may be integrated with Academic module as all students master details are available in academic module.
Cash Book and Bank Book	The system is expected to manage Daily Cash Payments and Receipts with Opening & Closing Balances, Cash Book wise Summary Report. System shall generate Bank Reconciliation Statement with Direct Debits from Bank and Direct credits from Bank.
General Ledger	The system is expected to manage General Ledger Masters and General Ledger Reports.
Trial Balance, Income & Expenditure and Balance sheet	The system is expected to support Annual Financial Statements like Income & Expenditure Statement, Receipts & Payments, Trial Balance on monthly basis, Final Balance sheet along with all the schedules as per MOE formats.
Depreciation Percentages (%) account-wise for fixed/current assets/tangible and intangible assets	The system is expected to manage depreciation using Straight Line Depreciation, Declining Balance, Double Declining Balance. MOE guidelines for depreciation with various percentages for various items to be followed.
LC /Wire transfer to Bank for Purchase	The system is expected to manage Bank Advice / RTGS Payments along with relevant MIS Reports. The system shall generate based on the type of Transaction i.e. L.C. Payment or Wire Transfer necessary forms to be submitted to the Bank (Form A-1/A-2 as the case may be). Letter of Credits to be generated for the Imports for both Institute Account and Project Accounts in the formats prescribed by various Banks.
Budget	The budget has to be prepared in two stages, Annual Budget Estimates to be submitted for the next Financial Year and Revised Estimates for the current financial year. The Budget formats prescribed by MOE to be followed, for which opening balance at the beginning of the Financial Year has to be generated Head-wise. Also, the quarterly requirement has to be projected for every quarter duly indicating expenditure as at the end of the quarter. Ability to provide MIS of the capital expenditure and operational expenditure for every financial year. The system should be able to generate the RE/BE, Budget Documents, and DDG document as

	per the requirement of the Ministry.
Earnest Money Deposit (EMD)	All the EMDs received either directly to the Bank Account or received as an instrument and credited to the respective Bank Account have to be maintained. Also, a refund of EMD has to be generated with some key fields. Accounting the EMDs under Annual Financial Statements has to be done as per MOE formats. An alert system should also be there to indicate the payment due for EMD.
Security Deposit (SD)/ PBG	All the SD / PBG received either directly to the Bank Account or received as an instrument and credited to the respective Bank Account has to be maintained. Also, a refund of SD / PBG has to be generated with some key fields. Accounting the SD / PBG under Annual Financial Statements has to be done as per MOE formats
Loan Management System	The system should have the provision to give/receive the loan from the IRG and GIA and vice versa.
Payroll	<p>Payroll is one of the most important modules in Accounts. Individual Masters with all relevant data viz., date of joining to date of retirement, increment date, amount, postponement if any due to Extraordinary leave and Dies-non to be generated by the system. The system shall automatically calculate the leave salary in case an individual goes on leave affecting the pay for ex. Half-Pay Leave, Extra Ordinary Leave, etc. Payroll has to be generated in two or three separate payrolls, one for faculty, one for staff, and one for Ad-hoc staff. The Payroll package should be a well-defined one with income Tax calculation and based on the rules prevailing and amended from time to time. The system shall generate Arrears payments like salary arrears, DA arrears and other arrears by inputting the relevant parameters like from date, %age, etc. Various components have to be worked out by the System such as House Rent Allowance (HRA), Transport Allowance (TA) and DA on Transport Allowance, Transport Allowance for Physically challenged officials.</p> <p>For new Entrants NPS Account generation, recovery of subscription, and calculation of Contribution from the Employer to be auto-generated. NPS Form has to be generated from the system based on the data available from the Bio- data to Appointment order and Joining Report. As and when any arrears are paid as part of emoluments reckoned to calculate NPS, NPS arrears have to be calculated automatically by the system.</p>
Income Tax declaration by employee (12BB)	The system should allow the employees to submit their income tax declaration as per Form 12 BB. Statutory taxation processing with tax slabs as prescribed by the Government of India including amendments from time to time.
Higher Education Financing Agency	This is a new concept in IITs. Being 3G IIT, Principal Repayment and Interest payments are being given as Grants from MOE. The system

(HEFA)	shall generate HEFA Disbursement Request based on the inputs and shall capture the payments made by HEFA again based on the inputs, calculation of quarterly interest, separate ledgers for Civil Works and Capital Equipment which would be given in a detailed manner.
Management Information System Reports	Various MIS Reports like Object wise Expenditure from-to dates, Total expenditure from-to dates, and total payments made, etc.
Processing of Statutory and other payments/remittances	Support sales Taxes, Service Tax, GST, Income Tax, Import duty, Electricity Bill, Water Bill, and all other Taxes/Surcharge/Cess and other charges are to be incorporated.
Receivable and Payable	Support all receivables and Payable.
Student fee management	Ability to maintain student fees, such as tuition fee, Hostel fee, mess fee, online fee payment, etc. It should have integration with Academic Module.
The donation, Scholarship and Research Funds Including the Alumni Funds	Support maintenance of donations, sponsorships, scholarships, honorarium, and research fund allocation to various student and project staff including adjunct, visiting, and guest faculty.
Multiple Account management	Ability to handle all multiple accounts such as, Main Account, Endowment account, Research project account, Industrial consultancy account and Corpus Fund etc.
Advance Issuance & Bill Clearance Module	<ol style="list-style-type: none"> 1. This module shall serve the purpose of managing expenses of the office Advances requisition and clearance of bills as either reimbursements or advance settlements. 2. It shall enable staff to fill an online form for advances & bill clearance through his/her user interface. 3. It shall enable staff to view list of advances taken in his/her user interface and submit advance settlement request by selecting a particular request from the list of unsettled but- approved advances. 4. It shall generate unique reference for the request. 5. Link should be available in all other Modules.
Other process	Sources of Funds Accounting, Application of Funds Accounting, Indirect Taxation, Direct Taxation, Fixed Assets, Audit.

Module 2 – “Materials Management”

Process	Description
Annual Procurement Plan	The annual Procurement module should be able to capture the list of items along with their associated details. The concerned department should upload their approved plan through this module. Based on the consolidated data, an appropriate procurement process is to be adopted for provisioning of the required items.
Purchase Requisition / Auto Purchase Requisition	<p>Purchase Requisition (PR) is raised by the store/department on the Purchase section to buy items that are not available in stock/store or for non-stocked items.</p> <p>The following actions should be performed using the Purchase Requisition screen:</p> <ul style="list-style-type: none"> • Create / View / Edit Purchase Requisition • Create Purchase Requisition from Alert • Convert Purchase Requisition to Purchase Order • Approve / Reject / Close / Print Purchase Requisition <p>The following are the status and the descriptions that are assigned to a PR when moving through the Procurement process to be incorporated.</p> <ul style="list-style-type: none"> • Open – The PR is created but not submitted for review. The PR details can be modified when the status is Open. • Submitted – When the user clicks the Submit button, the PR status changes to Submitted. • Approved - The review process for a purchase requisition is complete and is approved by the approver. • Rejected – The PR is reviewed but unapproved. • Closed – The PR is closed. • Partially Approved - The PR is partially approved. • Cancelled – If you no longer need an item that is on a purchase requisition process, you can cancel the purchase requisition line if it has been approved. Only the PR that has been approved can be canceled. • Reassigned - The PR is reassigned to the approver.
Quotation Management	Starting from raising a request to generating a quotation request, mapping the vendors to whom the request has to be sent so that they can quote; and a comparison sheet for the quotation received.
Financial Approval	Financial Approval as per the prescribed format is to be generated based on the inputs provided for the approvers for their comments/recommendations/approvals.
EMD And PBG Record Management	Receipt and Return of EMD / PBG of service providers is to be captured and alerts to be generated for return/extension of EMD/PBG.

<p>Purchase Order (Domestic / Import)</p>	<p>The Purchase Order (PO) module is to be used to create a PO from a Purchase Requisition (PR) after the approval of competent authority or a direct PO. Use the Purchase Order screen to:</p> <ul style="list-style-type: none"> • Create PO from PR • Create a direct PO • Send PO for Approval • Search / View / Edit / Approve / Reject PO • Amend / Cancel PO <p>Provision should exist for amending an approved PO to modify its details. A modified PO can have a separate workflow defined for re-approval. POs against which GRNs are not created can be modified. The authorized user can reapprove the amended PO.</p>
<p>Advance Payment to Supplier</p>	<p>Provision for processing of Advance Payment to the supplier against approved PO based on the vendor's request / Proforma Invoice. The same data should be available at the time of processing of bills for settlement of advance payment.</p>
<p>Letter of Credit Monitoring</p>	<p>From opening of L/C to final settlement of payment and closing of L/C with the interface with Finance module.</p>
<p>MIS</p>	<p>It is to be used to generate user-defined reports or Pre-Configured reports as per your requirement. It should also provide autonomy in designing a new report format or changing the existing format based on analytical requirements by selecting desired filters and display fields.</p>
<p>GIN</p>	<p>Goods Inward Note or GIN can be created when the material is received against a PO or Party Invoice.</p>
<p>GRN</p>	<p>Goods Received Note (GRN) is a document or a record which is to be created and submitted for approval process when the goods are received. You can capture the received, rejected and free quantity of items / material in GRN. When GRN is created, the inventory quantity increases. GRN should have the provision of amendment/reversal mechanism.</p> <p>GRN is to be raised against a/an:</p> <ul style="list-style-type: none"> • Purchase Order (PO) - A PO needs to be raised first and then the item is delivered against the PO released to the vendor. • Invoice – This is raised when items are received without a PO and an invoice for the purchase is received from the supplier. Such orders are released by e-mail or through a phone call due to an urgent requirement of material or when the item required is not of very high value due to which the PO process has been bypassed. • GIN - For single, multiple GIN through purchase orders or multiple GIN through Invoices.

Bills Processing for Payment	Based on the GRN, the system should be able to generate a draft bill for payment processing.
Return to Vendor	Return to Vendor (RTV) is to be used for items that have expired, are not as per the specifications, or are excess in stock and the vendor has agreed to take back the material. RTV is done when once an item has been taken in stock, which implies that GRN has been made and approved. RTV automatically raises a debit note on the vendor in F&A. The Return to Vendor feature returns goods back to the vendor once GRN is approved in order to show correct stock-in-hand. It helps in automatically raising a debit note on the supplier and avoiding excess payment.
Issue and Return Request	The Issue Request is to be used to create requisition requests by various sections for items stocked in Stores. A requisition defines the item and quantity needed along with the source site and destination site. Similarly, while returning the received items, if any, the requester can return the same.
Stock taking and Adjustment	Stock Adjustment is used to pass stock adjustment during/end of the month to reduce or increase stock at a site. Adjustment entry will impact inventory only after it is approved by the authorized approver. The inventory rate shown during adjustment would be the weighted rate for the item. You can also do the stock adjustment for items with active, inactive, and deleted status.
Bulk Upload	Provision should be made for bulk uploading of data for various modules as per the pre-defined template.
Prospective Vendors Database	Prospective vendors should be able to submit online their business credentials along with supporting documents as per the prescribed format to maintain.
Audit Trails	Audit Trails for procurement within the system should be verifiable.
Assets and Liabilities register	The asset and liabilities register has the complete list of items in the campus with location Viz. individual Office wise / classroom wise / laboratory wise / Section-wise / Auditorium wise / Board room wise / etc.
Stock Verification	All the assets in the Premise have to be covered in the list. The list should indicate the status of the individual item as – Working / Repairable / Not repairable (write-off) etc.
Feedback Management system	System should be able to receive and handle various types of feedbacks related to Civil, Electrical, Carpentry, Plumbing, Water supply, Housekeeping, Pest control etc.

Consistency Maintenance Advance request & Settlement Advance Request & Settlement	The system shall be able to process the advance request for approvals on a hierarchy basis and shall submit it to the accounts section. Shall also be able to submit all the bills against the advance amount for a settlement.
Budget Approval	The system is to be expected to facilitate to prepare recurring and non-recurring budget for EU department.
Tendering and Work orders module	System to be expected to facilitate to tender documents, comparison report, material supplier details, special terms if any required etc.
Vendor Management	System to be expected to facilitate to prepare vendor list , site visit report, annual evaluation report & feedback.
Maintaining procurement and Stock of various items	System Shall be able to Maintain the Inventory details, Stock details & system shall be able to provide complete data against any item (ex. request given by, item serial number, P.O. details, end-user, warranty details, breakdown history, Maintenance history)
Bills & payments	System to be expected to facilitate to process AMC bills of Civil, Electrical, Horticulture, Housekeeping, Security Service, Housekeeping Service, Ambulance Service, Garbage Disposal, Man Power Services, Pest control, ect. bills & their track for annual budget.
Indents and purchase module	The system is expected to facilitate the indent from raising of indent to till purchase.
Campus maintenance module	System to be expected to facilitate Civil, Electrical, Horticulture, Housekeeping, Pest control maintenance data & maintenance mode/procedures.
The Solar and electricity bills	System shall be able to process for necessary approvals for payments against the Temporary campus main building, annexure building, Transit campus APSPDCL & Solar electricity bills, thereafter shall be forwarded to the accounts section. Once the payment is done by the accounts section, the system shall reflect the payment details for confirmation. Also, System shall be able to provide old bills history.
As built drawings for EU department	System to be expected to facilitate area-wise measurements & as-built drawings which help in resolve complaints as well as avoid damages/interruption of other services during redevelopment/rectification.
Staff & Rental agency electricity bills	System Shall able to generate electricity bill for their consumption and shall deduct from respective staff salaries, Rental agencies payments against electricity bill shall be reflected.
Booking and allotment of Institute common	The system should be able to facilitate the booking and allotment of institute common facilities such as Senate Room, Meeting Room, Auditoriums etc.

facilities	
Institute Furniture	The system shall be able to Make the specification, Submit the approval copy to tender document section, Maintaining of Inventories, Clearing of supplied material bills, Documentation of indents and approvals, Number of Institute furniture.
Payments of Various Departments (CPWD, RWSS, Architects fee. Etc.)	Shall able to create the noted approval based on the demand note received from the concerned department, after note approval it should able to give to Accounts section to processing the demand through HEFA.
tender document Section	System shall be able to tender of Civil, Electrical, Horticulture works, tendering of institute Furniture, Preparation of tender documents, Uploading the tender documents, Evaluating the tender documents, Awarding of works, and Documentation of tender documents related documents.
Materials and Fixed Asset Management for accessing purchase invoices	The system is expected to manage various aspects of Asset Handling like Description of the asset, Unique code number or reference for the asset, Date of acquisition, Original cost, Depreciation charged on an annual basis, Accumulated depreciation charge, Netbook value, Date of disposal, Income or Expenditure on disposal and the way capital expenditure was financed —hire purchase, loan, etc. Integration with the Assets Register maintained at MMD and C&S Offices.

Module 3 : "Human Resources Management"

Process	Description
Faculty recruitment Portal And Staff Recruitment Portal	Posting of the recruitment notification.
	Capturing of personal, educational and experience data, etc.
	On uploading of data, the applicant should get e-mail and application number for future reference.
	Candidate can apply for multiple posts with a single log-in.
	Generation of Excel sheets department and post wise.
	Initial screening by the Department based on number of papers, age, experience etc. by setting minimum criteria/parameters/field
	Generation of Screening Committee Report.
	Generation and Sending call letters.
	Uploading the status of individual applicant.
	Generation of Shortlisting Committee Report (FM/Staff)
	Generation of applicant details along with certificates of the candidates called for interview in PDF format.
	Process of TA claims. For candidates and Process of Honorarium to the experts. Integration with F&A Module
	Issue of offer of appointment order.
	Cancellation of appointments.
	Joining formalities and check list generation.
Joining report and transfer of data from recruitment to Establishment.	
	Note: Most of the screening-related jobs are being carried out by the HoDs concerned. Hence The views of HoDs concerned are also to be taken for further improvements.
Employee Joining Form along with previous Experience	The system is expected to manage various aspects of Employee Recruitment. Employee Master-Details capture along with Integration with Accounts for Payroll Processing. Ability to store service records of all Institute Staff, that includes e-service book in a public-funded institution, Job description and performance appraisal. It is expected that the system creates and Integrates with ADS and E-mail ID. The system should allow to maintain the e-service book.
Employee Confirmation	Manage Confirmation after completing the Probation Period and Capture Appraisal Details for confirmation. Processing the probation report/self-assessment report as per pre-defined parameters.
Leave Record/Shift Attendance	The system is expected to manage various types of leave and their approvals. Facilities should also be provided to each employee to Delegate tasks to others playing the same role during leave.

	Bio-metric attendance is to be integrated.
Re-joining after vacation and EL	Facilities to be provided to Re-join after leave, Cancellation of Leave and retrieve back tasks from people to whom tasks were delegated to after re-joining.
Leave Travel Concession	Facilities to be provided to Apply for LTC for Home town or Anywhere in India, Capture Dependent traveling and place of Travel, Apply for Advance before travel, Apply for Settlement after Travel with Interface with Main accounts for Payments.
Promotion / Transfer Details	Facilities to be provided to support Transfer of employees from one department/section to another department, Promotion details with increase in -pay details, with Interface with payroll for Department and Pay change.
Annual Increment	Facilities to be provided to manage Annual Increment on Basic and DA for those who have joined before Jan 1 st /July 1st along with an Interface with Payroll.
Financial Upgrade	Facilities to be provided to support Financial Upgrade for employees who have not got a promotion for a certain period along with Interface with payroll.
Summer and Winter Vacation	Facilities to be provided to Prepare circulars for summer and winter vacation, support Faculty to apply for their working days during this period, and manage Faculty EI calculation based on their summer and winter working days.
National and International Travel	Facilities to be provided to apply for national and international travel for conferences, seminar etc., support Travel on CPDA balance or Project funds, Nominate Alternate staff for Academics and Projects for the travel period, and Apply for Advance under CPDA or Project Funds.
NOC Certificate for Visa and Passport	Facilities to Apply for NOC Certificate before any international travel for Visa, Apply for NOC certificate for Passport.
EL Encashment	The system is expected to support EL encashment to be claimed during LTC travel for a maximum of 10 days as per the prevailing norms.
Loans and Advances	Facilities to be provided to manage Employee application for Festival, Vehicle, and Housing loan with Interface with payroll for Loan Amount and appropriate computations to calculate EMI amount to be deducted from salary.
Insurance Details	Facilities to be provided to Issue circular for GMIS and GTIS insurance, support Employee application for Additional or Higher Coverage along with Interface with payroll for salary deductions.

Relieving records/ Terminal Benefits	The system is expected to support Capture of NPS amount, Encashment of EL amount along with Interface with Pension for salary payments. Gratuity, CGEGIS Records.
CEA Allowance	Facilities to let Employee apply for CEA allowance with Interface with accounts for Payments and Deductions in Income Tax rebate.
Electronic File System (e-File)	e-File is to be developed as a workflow based system that includes the features of existing manual handling of files in addition to more efficient electronic system. This system involves all stages of working in a file, including the diarizing of inward receipts, creation of files, movement of receipts and files and finally, the archival of records. With this system, the movement of receipts and files should be seamless and there is more transparency in the system since each and every action was taken on a file is recorded electronically. This simplifies decision-making, as all the required information is available at a single point. It envisions a paperless office, with increased transparency, efficiency, and accountability of the organization. e-File has to enable a paperless office by scanning, registering and routing the inward correspondences along with the creation of the file, noting, referencing, correspondence attachment, draft for approvals, and finally movement and tracking of files as well as receipts.
Annual Property Return	Online submission of Annual immovable Property and Assets and Liabilities Return by the employees as per the prescribed norms.
MIS Reports	MIS Reports application is to be designed with role-based scope privilege for users to access different reports based on the statistical output of transactions done in the Module. This application facilitates reports for almost all available metadata parameters along with the provision of selection-based customized output. On generating the reports, the user gets the results in default HTML format which can also be downloaded in PDF as well as excel formats. MIS Reports should be available in PDF, excel format. Super Administrator of the Institute can provide various level privileges and reports to the roles of the users as per respective requirements. MIS Reports application comprises of different modules.
Staff Payment management	Support payroll processing, another reimbursement, such as LTC, Leave encashment, medical and Other reimbursements, CPDA, Travel for Conferences/Other official purposes, Temporary advances, etc.
Training management	Maintain training details of Institute Staff/Faculty.
Staff Performance Management - APAR	Ability to manage the performance appraisals of Institute Staff including training related information. The module shall capture the performance of the work of an employee and map it to the concerned cell in the APAR format.
Adjunct/visiting / guest faculty detail	Ability to maintain information on adjunct, visiting and guest faculty.

No Dues Management	<ol style="list-style-type: none">1. This module shall serve the purpose of managing dues of members of the institute and clearance at the time of exit from the institute.2. It shall enable each department to maintain an internal dues module to capture dues against the staff or student or faculty in terms of monetary and non-monetary dues.
<p>Note: In the definition of Institute Staff, Academic Staff, Technical and Administrative and Other Staff are included besides this there may be other temporary/contractual staff.</p>	

Module 4 : “ Academics”

Process	Description
Admission and Student Record Management –	The system is expected to create the student admission data and generate roll No. and print ID Card. It should act as STUDENT MASTER which should store offer letter, grade sheets, other certificates etc. and also include all contact details of the respective student and their parents/guardian. It should generate Reports program wise/ Category wise/ gender wise etc. Subsequently it should allow auto updation of all student details like fee, income proofs, caste, etc. It should prompt for updation of new income, caste certificates after expiry of the old certificates. Medical leave details should also be included. Workflow 1: Data Entry by PA/JA - Verification by JS - Locking/Unlocking by AR/DR - Other bonafides printing Work Flow 2: Registration of Course and change requests - Processing and updation.
Fees and Scholarships	The system should extract data regarding income and category details from STUDENT MASTER. It should extract data from Grades/CGPA. Accordingly, it should show the eligibility of scholarship to the student. It should give option for manual entry of external scholarships. It should extract data from accounts regarding payment of fee and refund of paid fee as scholarship at a later date. It should show details of bank loan availed by the student. Accordingly, scholarships should be disbursed either to individual or to the bank. Integration of fees and scholarship can be discussed and worked out. It should have all the fee receipts of individual students (probably with the digital signature of Accounts personnel). There should be a provision for late payment/flexible window for payment. Workflow 1: Updation of Caste/income by PA/JA - Verification by JS - Locking/Unlocking by AR/DR For Scholarships: Online Applications sent by mail merge by JA/PA/JS/AR - Verification of data uploaded by student for scholarship by JA/PA- Generation of eligibility by JS - Verification of eligibility and communication to Accounts by AR/DR Work Flow 2: Updation of fee by academics - Auto population of fee discounts from Student Master and Scholarship Module - Students can access their final fee - Communication of payment link or bank details (separately outside ERP) – Student will update payment details - Generation of reports of fee payment by Academics - After verification, communicate to Accounts - Fee receipt (probably with digital signature generated by Finance Department).

<p>Course Management</p>	<p>This should be a COURSE MASTER. It should have all the details of the course LTPC, curriculum and syllabus, prerequisite to the course, Core/Elective course etc. The system shall have facilities to enable Creation and Modification of courses, Creation/Modification and maintenance of slot book, Creation/Modification and maintenance of curriculum, along with Integration of slot book to Moodle. It should enable creation of a new course and deletion/modification of existing courses. In case a course is modified (Course Code), the old course should be shown in disabled mode. It should have details of when the course was introduced and in which Senate / BoG. Course Proposer can be an option and it can be linked to Faculty ID. In case of syllabus change or name change without change in Course ID, it should show the previous version in disabled mode along with timestamp. Workflow: Auto-population of Course related information from Senate / BoG Portal.</p> <p>- Assigning of course code for new course-disabling of deleted course in Course master and version changes by JA/JS-Unlocking/Locking Course Master by AR/DR/Dean.</p>
<p>Student Course Management</p>	<p>The system is expected to handle the following: Course Registration, Minimum No. of Credits, Adding and Dropping of Courses, selection of Minor programme and Course Registration, Elective Registration, HSS, Project selection and registration along with Integration of registrations to Moodle. Work Flow: Auto-population of Course related information from Time table (for regular courses) and Course Master (for OOC, backlogs, electives etc.) for selection by student - Approval by Faculty advisor - Generation of attendance sheet by Academics.</p>
<p>Withdrawal of Semester</p>	<p>There should be a provision for Withdrawal of semester with proper documents and approval.</p> <p>Workflow: Student to apply for withdrawal with necessary documents-verification by academic office-forward for approval-approval by the competent authority-auto deregistration of courses.</p>
<p>Research Scholar Management</p>	<p>The system shall enable Guide/Co-Guide Allocation, Formation of RPC /General Test Committee, Course Prescription for Research Scholars, Progress review and monitoring, comprehensive examination, Submission of Synopsis and Submission of Thesis. Research scholar information such as TA/PA/EX category etc. TA duty allotment etc. Workflow: Module 1 - Auto-population of Course</p>

	related information from Time table and Course Master for selection by student - Approval by Faculty Advisor Module 2 - Leave Management Module 3 – Stipend TA/PJ/External as per TA duty 4- Research Grant 5. TA/DA claims related to conference etc.
Student Results	<p>The system shall enable Uploading and Publishing of Grades, Correction of Grades and Generation of Grade Cards Work Flow: Auto-population of Grades and Attendance after CCM - Generation of Grade Cards by Academics - View access to be provided to Placement Cell.</p> <p>Generation of Semester wise grade cards and consolidated transcripts. Eligibility to Semester Exam based on attendance, Supplementary exams, Degree Certificate.</p>
Attendance Management	Recording of Student leaves and attendance, Biometric attendance, provision of manual attendance,
Senate Proceedings and Administration	The system shall enable Convening of Senate meetings and various sub- committee meetings periodically, Preparation of agenda and circulate agenda and meeting minutes to participants and members, issue office orders based on decisions taken by senate and its committees and Archive all records relating to senate and committee meetings Work Flow: Generation of draft of MoM of Senate by JS - Verification and forwarding to AR/DR - Recommendation by Dean / Registrar - Uploading the final copy after Chairman's signature.
Convocation	The system shall be able to manage the constitution of committees and subcommittees, requirements of each committee, preparation of agenda, circulation and minutes of the meetings, office orders based on decisions taken during various meetings, managing VVIPs and other guest lists, records, etc. Workflow: Updation of Senate Approval for issuance of Degree - Printing of degree - Issuance.
Formation and Management of Committees	The system is expected to manage Constitution of committees to meet various internal requirements, Schedule meetings, Preparation and circulation of agenda and minutes of meetings to members and invitees as per circulation list, Issue office orders based on decisions taken by committees and Archive all records relating to committee meetings Work Flow: Creation of Committee- Constitution of members from Faculty & Staff (based on approval from competent authority) - Preparation of agenda - Circulation - Schedule of meeting - Minutes - Approval - Circulation - Updation in relevant modules (like Course Master, Time-table, CCM, Scholarships etc.)

Event Management	The system shall manage various aspects of event management like Scheduling events, Booking of halls and infrastructure for events, Approval of advance payments for organizing events, Disbursement of advance amount from petty cash and Submission of supporting documents and settlement of advance after the event Workflow: Approval of budget for event - Purchase order/work order related details entry - Budget reconciliation.
Scholarship Management (Student Welfare)	System shall enable Application for scholarships and Issue and Maintenance of scholarships (Basic Data Management of Various students welfare/scholarship/creative activities/schemes) Workflow: Calling for applications from Academics - Filling of details & uploading of relevant docs by students - Processing - After approval from Director, updating Scholarships - Auto population to Student Master and also fee updation in the Fee module.
MS and Ph.D Admission - online application	The admission portal will be integrated between the IT department and Academic Section Workflow(M.S & PhD): Calling for applications from Academics - Filling of details & uploading of relevant docs by students - Processing by Departments through Dept. Admission Login - Ordinances & Regulations Admission guidelines - Student admission offers - Fee & Final list.
M.Tech Admission and M.Sc (Spot Admission)	The admission portal will be integrated between the IT department and Academic Section Workflow (M.Tech): Calling for applications from Academics - Filling of details & uploading of relevant docs by students - Processing - COAP Admission guidelines - Round wise student admission offers - Fee & Final list Workflow (M.Sc – Spot Admission): Calling for applications from Academics - Filling of details & uploading of relevant docs by students - Processing by Departments through Dept. Admission Login - JOAP Admission guidelines - Student admission offers - Fee & Final list.
Academic Calendar	It should have a provision to prepare academic calendar, remind the deadlines of the activities as per the approved academic calendar. Workflow: Preparation of academic Calendar-Approval by Senate.
Class Time Table & Class Room Management	Workflow: Updation of time table and class room occupation from Time table Committee minutes - class room booking for extra classes.
Examination	Generation of examination time table and class room occupancy depending on course registration.
Faculty / Course Feedback	Workflow: Auto-population from Student Course Management - Feedback from students - Generation of the necessary reports like Institute average, faculty average etc.

International Admissions	Calling for applications from Academics - Filling of details & uploading of relevant docs by students - Processing by Departments through Dept. Admission Login - Ordinances & Regulations Admission guidelines - Student admission offers - Fee & Final list.
Online Student grievances processing	Workflow / Flow chart: Grievances related to Academics - Verification and redressal. Work flow: Online submission of grievance by the student-processing by grievance committee/officer-decision approved by the competent authority-redressal.
Flexibility on Semester	The system should have flexibility to define an academic term. Provision to add a semester such as summer semester. Academic terms need not be restricted to "Semesters" (4 to 6 months) alone. There may be academic programs in future that may be offered in academic terms that don't match the duration of semesters. The system administrator (or someone in the academic unit) should have the rights to define an academic term.
Alumni Relationship Management	<ol style="list-style-type: none"> 1) Alumni information collection/update/database management. 2) Send group emails with desired attachments such as newsletters/ text / WhatsApp messages to alumni based on selected criteria. 3) Payment gateway for accepting donations from Alumni and friends.
No Dues Management	<ol style="list-style-type: none"> 1. This module shall serve the purpose of managing dues of members of the institute and clearance at the time of exit from the institute. 2. It shall enable each department to maintain an internal dues module to capture dues against the student in terms of monetary and non-monetary dues.
<p>Abbreviations:</p> <p>PA: Project Assistant/Associate JS: Junior Superintendent, AR: Assistant Registrar, DR: Deputy Registrar</p>	

Module 5: Student Affairs, Hostel Management, Placements and Alumni Affairs

Student Affairs : -

Students constitution	Document should be made available Create a form to propose any amendment by a student.
Technical activities	Ability to create and manage the entire life cycle of technical clubs, technical events, workshops which includes registering for events, event coordinators, participants, conducting and managing the event, logistics for event management, financial links for the events, feedback on events.
Cultural activities	<ul style="list-style-type: none"> • List of all cultural groups • Description of each group • Structure of a group • Once Dean announces, student should be able to submit EoI for a particular cultural group to act as Coordinator. • Present coordinator & council • The system is expected to enable Student to subscribe for any activity. • The Student shall pay the amount of the fee online for subscribed group activities.
Sports activities	<ol style="list-style-type: none"> 1. A workflow for all students to register for different sporting selection of Inter IIT and Intra IIT meets. 2. Keeping record of all equipment that are in stock. Request for additional requirement through same system. 3. Expenses and bills to be updated in portal for record keeping purpose. 4. Attendance of students for selection and practice sessions needs to be entered for record. 5. Sports department to access the students' performance and attendance data set in consolidated manner for all activities. 6. Announcements on results, selection events, practice matches should be updated on website and concerned students and staff should receive notifications. 7. Performance of students in each events should be updated on portal and students can be tagged in match result sheet to automatically show in students' individual account. 8. Keeping note of performances of all students at Inter IIT and Intra IIT for future use of selection for Inter IIT meet.

	<p>9. For travel and ticket booking for all students for Inter IIT meets and individual requests for change in travel itinerary or any other request during the meet should come through the sports portal and it should be accessed or approval by authority in an organized manner.</p> <p>10. Complete results of all IITs at Inter IIT meets need to be available for internal reference and can be accessed with prior permission only.</p> <p>11. Feedback form students so that can give their feedback, the responses can be accesses through a selected few email id's so to keep students' identities confidential.</p>
<p>Guiding and Counselling Unit (GCU)</p>	<ol style="list-style-type: none"> 1. Form to book a session. 2. Form to register an issue. 3. Administrator interface - list of students registering for sessions, inputs from students, remarks from counsellors for the previous sessions, remarks from the students about counsellors, different categories of students to track for repeat sessions or escalation 4. Counsellor interface - list of students waiting for his/her sessions, remarks per students, repeat session requests. 5. A workflow to track a student once registered, periodically. 6. Academic section to GCU link through low performers list. 7. GCU to Faculty advisors link through specific student interactions. 8. The data about the students going through the counselling needs to be encrypted and is accessible only to the decision makers.
<p>National Sports Organization (NSO)</p>	<ol style="list-style-type: none"> 1. A workflow for first year students to register for NSO. 2. Students to select daily activities in portal sometime before each session. 3. Concerned sports trainer to enter attendance, starting time and closing time for each student. 4. Individual students to access their training and attendance data for different activities. 5. Sports department to access the students' data set in a consolidated manner as well as for different activities. 6. Announcements regarding NSO to reach automatically to all registered students and concerned authorities. 7. One feedback form where all NSO participants can give their feedback, the responses can be accesses through a selected

	<p>few email ids' so to keep students' identities confidential.</p> <p>8. Keeping note of performances of all students for future use of selection for Inter IIT meet.</p>
National Service Scheme (NSS)	<p>1. A workflow to keep records of hour calculation of students along with date and other details. It will be nice if we can make arrangements for semester wise as well as year wise.</p> <p>2. Any suitable finance software to maintain the annual budget.</p>
Student Clubs	<p>List of all clubs</p> <p>Description of each club</p> <p>Structure of a club</p> <p>Once Dean announces, student should be able to submit EoI for a particular club to act as Coordinator</p> <p>Present coordinator & council</p> <p>The system is expected to enable Student to subscribe for any activity. The Students shall pay the fee online for subscribed club activities</p>
Students Body Selection	<p>Entire module on online selections with following features:</p> <p>Once Selection officer opens up, student should be able to submit his/her nomination for one position</p> <p>Provision for withdrawal.</p> <p>Provision for casting vote on a particular date and time period.</p> <p>Results announcement.</p>
Downloads	<p>Following forms can be made available:</p> <ol style="list-style-type: none"> 1. Approval request for any technical project 2. Approval request to participate in a competition organized by other Institution/organization 3. Approval request for budget to organize a program (technical/cultural/sports/club).
Hostel Management : -	
Hostel details	Should have the capability to keep the record of hostels including the hostel wardens, staff, hostel room occupancy details, hostel inventory etc.
Hostel admission	Ability to manage admissions to the hostel.
Hostel room provisioning	<p>The system shall manage the allocation of hostel rooms for students and guests;</p> <p>Request to change the rooms; Vacating the rooms at the end of the program or conversion of the hosteller to day-scholar.</p>

Room occupancy record-keeping, Visitor logbook, Security guard details /duty etc.	The system shall enable a detailed student record keeping, including logbooks and so on.
Mess registration	Monthly mess registration for students and guests; vacation mess registration; mess rebate etc.
Hostel & mess maintenance query	Need to be connected to concerned departments like EU, CC etc.
Student & HM staffs medical insurance	Facilitating the students and staffs by connecting to the appropriate department.
Placements : -	
Process	Description
Student Management Data	Student profiling, Profile Verification, Resume Builder, Filtration & Export.
Corporate Management Relations	Company HR Management, Relationship Management, Sending campus recruitment invitations, Activity Logging, Email Integration.
Multiple Placement Cycles & Job Profiles Management	Multiple Parallel Placement Cycles, Job Profile Management, Internship Management, PPO Management, Application Management, Shortlisting and Offers Management, Attendance Tracking.
Auto-Communication	Automated emails, mobile app notifications, reminders for events, online notice board, personalized notifications.
Collaboration	Faculty Access, Staff Access, Administration Access, Role Based Access Rights Control. Collaboration at College, Student, Campus Drive, Job Profile etc. levels.
Custom Rules & Policies	Custom Configurable Placement Policies, Attendance Rules, Eligibility Criteria, Incentivisation & Penalization Rules.
Live Dashboards and Campus Drive Analysis	Real-time Custom Dashboards, Custom Reports, Inbuilt Data Explorer, Custom Pivot Tables & Charts.
Calendar Management, Custom Forms & Feedback Surveys	Role-Based Calendar Views, Custom Feedback Collection & Reports. Forms, Linked Surveys, Employer
Training Management	System shall enable Online test portal, Collaborations Training, Online Tests Management, Test requests and evaluation, Group Discussions,

	Mock Interviews Soft Skill, Corporate Training, Department Training Student feedback on trainers and training, Trainer feedback on students, Training Calendar.
Job Sharing	Posting Jobs & Internship Openings, Enforcing Eligibility Criteria, Creating Drives.
Application Tracking and Management	Live Application tracking, Candidate Filtration Tools, Shortlisting Tools, Internal Collaboration Tools.
Manage Recruitment Process	Shortlist Management & Communication, Offers Management.
Alumni Affairs : -	
Process	Description
Alumni Affairs Management	The system shall enable Maintenance of batch-wise records of alumni, Schedule and invite for alumni meetings, Invitations to alumni for Orientation sessions for students, Study abroad programs and Career mentoring for students Work Flow: Auto-population after issuance of final grade card - Generation of alumni email ID - Communication management from/to Alumni. This module should be reflected in International relations also.

Module 6 : "Knowledge Resource Management"

Process	Description
Fine Management and Due Clearance Module	Students will be able to clear their dues and fines online through a payment gateway in ERP and the details should be notified with the Library spontaneously (Integration with Koha is required). An IIT student / staff / faculty should be able to apply for a no-due certificate and get the approval online.
Status of library account	Student / faculty / staff should be able to view the library books in their account (that were issued using Koha - Library management System), library fines if any, due dates of library issued books once they login to ERP (Integration with Koha is required).
Book Acquisition Module	The module will be for accepting book requests (only from Faculty/group A staff logins)- then it should come to library for duplicate checking and after that finally to LC Chairman (digital signature for approval at each stage of book acquisition form). Once approved, the approval should be downloadable.
Journal Acquisition Module	The module will be for accepting journal requests, but will be time restricted to September - October in order to initiate subscriptions by January of next year. Request has to go from faculty to HoD, then to Library and then Library Committee Chairman.
Lost book Module	Library user will be able to enter lost book detail in ERP application.

Module 7 : Works	
Process	Description
Complaint Management Module	System should be able to Receive and handle various types of complaints related to Civil, Electrical, Carpentry, Plumbing, Water supply, Housekeeping, Pest control etc.
Contingency Maintenance Advance Request & Settlement	System shall be able to process the advance request for approvals on hierarchy basis and shall submit to accounts section. Shall also be able to submit all the bills against advance amount for a settlement.
Budget Approval	System is to be expected to facilitate to prepare recurring and non- recurring budget for EU department.
Tendering and Work orders module	System to be expected to facilitate to tender documents, comparison report, material supplier details, special terms if any required etc.
Vendor Management	System to be expected to facilitate to prepare vendor list , site visit report, annual evaluation report & feedback.
Maintaining procurement and Stock of various items	System Shall be able to Maintain the Inventory details, Stock details & system shall be able to provide complete data against any item (ex. request given by, item serial number, P.O. details, end user, warranty details, breakdown history, Maintenance history)
Bills & payments	System to be expected to facilitate to process AMC bills of Civil, Electrical, Horticulture, Housekeeping, Security, Ambulance, Garbage Disposal, Pest control bills & their track for annual budget.
Indents and purchase module	System is expected to facilitate the indent from raising of indent to till purchase.
Campus maintenance module	System to be expected to facilitate Civil, Electrical, Horticulture, Housekeeping, Pest control maintenance data & maintenance mode/procedures.
Solar and Electricity Bills	System shall able to process for necessary approvals for payments against the Temporary campus main building, annexure building, Transit campus APSPDCL & Solar electricity bills, thereafter shall be forwarded to accounts section. Once the payment done by accounts section, system shall reflect the payment details for confirmation. Also System shall be able to provide old bills history.
As built drawings for EU department	System to be expected to facilitate area wise measurements & as built drawings which helps in resolve complains as well as avoid damages/interruption of other services during redevelopment/rectification.

Staff & Rental agency electricity bills	System Shall able to generate electricity bill for their consumption and shall deduct from respective staff salaries, Rental agencies payments against electricity bill shall be reflected.
Booking and allotment of Institute common facilities	System should be able to facilitate the booking and allotment of institute common facilities such as Senate Room, Meeting Room, Auditoriums etc.
Institute furniture	System shall able to Make the specification, Submitting the approval copy to tender document section, Maintaining of Inventories, Clearing of supplied material bills, Documentation of indents and approvals and Number of Institute furniture.
Payments of Various Departments (CPWD, RWSS, Architects fee. Etc.)	Shall able to create the note approval based on the demand note received from the concern department, after note approval it should able to give to Accounts section to processing the demand through HEFA.
tender document section	System shall be able to tendering of Civil, Electrical, Horticulture works, tendering of institute Furniture, Preparation of tender documents, Uploading the tender documents, Evaluating the tender documents, Awarding of works and Documentation of tender documents related documents.
Trial Balance, Income & Expenditure and Balance sheet	The system is expected to support Annual Financial Statements like Income & Expenditure Statement, Receipts & Payments, Trial Balance on monthly basis, Final Balance sheet along with all the schedules as per MOE formats.

Module 8 : “System Administration and Integration”	
Process	Description
Online Alerts	Ability to send automated e-mails and SMS as well as broadcasting information to specific groups on need basis.
Dashboards	<p>Ability for the institute management to measure various metrics such as admission demographics, student performance, patents, placement statistics, etc.</p> <p>Should be able to search on files/notes etc. (Meta-data should be generated for each workflow through end-user intervention).</p>
Flexible report writer	Ability to generate flexible reports on the criteria selected by the user.
IT Security including single-sign on, digital rights management, user level rights	Provision for IT Security to prevent hacking, virus detection, and cure, firewall, digital rights, restricting access based on user, etc.
Backup and recovery	Provide a mechanism to take automated backup and recovery of data.
Ticketing System	For Complaints related to installation, website updates, software-related services.
<p>The workflow system should have the following abilities -</p> <ol style="list-style-type: none"> 1. Create customized forms 2. Define actors and roles 3. Define path in which the data should flow 4. Provision a dashboard for actors to see where the files and status 5. Should have an UNDO mechanism 	<p>Ability to have approvals at various levels across various business processes. Most of the present-day workflow systems are pre-manufactured for specific use cases. Each organization is different and has its peculiarities. The workflows and interactions between various units cannot all be predicted much beforehand as templates. In this regard, it is important for the workflow systems to provide the highest level of customizability. This customizability should be in the hands of the end-user. Typically, what we have observed is, the vendor takes requirements from the organization, gets back to their development teams, and comes back with implementation later. This cycle takes longer, is rigid, and is not scalable for a dynamic setup. Customizability directly enhances any workflow customer experience.</p>
Availability:	<p>A threshold may be defined (suggested - 99.5%).</p> <p>If the system availability in any month falls below the threshold, a suitable penalty may be levied.</p>

Reliability	zero-tolerance of any loss in the ERP data. Sufficient backup needs to be maintained. If the Institute is okay with it, cloud-based backup may also be specified.
User authentication	IITDh has its own LDAP system. The user credentials defined here are to be used by the ERP.
Security	<ul style="list-style-type: none"> • A Linux-based system, following all best practices related to system security. A third-party security audit of the entire software is recommended. • The software must be self-contained, and should not invoke any third-party services across the Internet. If it is invoking any services, the security of those services, and the communication to those services, need to be audited as well.

Module 9 : General Administration

Process	Description
Legal Matters	The system is expected to manage the Legal Proceedings related issues. Facilities to be provided for engagement of Lawyers Firm, MIS on various legal cases, decisions, status, closed or upcoming and relevant documents etc.
RTI	The system is expected to manage the RTI related issues of the Institute. Facilities to be provided to display the Section 4 requirement on Website. Two way communication with all section/department for collection of data and generation of information.
Grievance Redressal	The system is expected to manage the Grievance related issues of the Institute. Facilities to be provided to integrated with the designated email ID.
CVO	The system is expected to manage the Vigilance related compliances of the Institute. Facilities to be provided to keep the record related to appointment of CVO, Monthly/quarterly/annually compilation of information in the prescribed format from the different modules of purchase, services, works and accounts.
Women Cell	The system is expected to manage the Women Cell related activities of the Institute. Facilities to be provided to keep the records regarding constitution of Women Cell, activities, complaint management and disposal thereof and report generation.
Internal Complaint Committee	The system is expected to manage the activities related to ICC of the Institute. Facilities to be provided for integration with designated email ID, receiving of the complaints, disposal and report generation etc.

BoG, FC, BWC and Senate	<p>The system is expected to provide the interface to manage and coordinate the various statutory committee related issues.</p> <ol style="list-style-type: none"> 1. System should be capable of taking inputs/agenda from different stake holders. 2. This module shall serve the purpose of recording and releasing minutes of meetings. 3. It shall enable user to record minutes of the meetings by creating dynamic headers along with already created static headers such as Meeting Title, Date & Time of Meeting, Venue, Attendees, Agenda and Items. 4. It shall enable user to record items under each agenda. 5. It shall generate a meeting reference number for every MoM. 6. It shall generate a printable format of MOM in the user defined format. 7. It shall enable user to create the list of signatories on the printable format of MoM. 8. It shall enable user to upload the scanned copy of signed MoM with the meeting reference number. 9. It shall enable user to create a list of recipients for a particular meeting reference number and auto-generate email to all of them with MoM content in the body of the mail and scanned copy of signed MoM as attachment. 10. It shall enable users, based on role level access & authentication, to access this database 11. for reference or reporting or updation purposes with a search option on meeting reference no., meeting title, meeting date etc. 12. It shall trigger intimations in form of email and/or SMS as applicable in the process.
Quarter Allotment	<p>The system is expected to manage the House Allotment related issues of the Institute. Facility to be provided to display the vacancy, norms, receiving the applications, committee decision, allotment, inventory, damages, surrender of the house etc. The facility should also be provided to provide the details regarding user charges and license fees etc.</p>
DAK Management at two levels (Institute and department).	<p>The system is expected manage the Inward and outwards of the documents and tracking thereof. Facility to be provided to keep the records, tracking of the documents and reports generation.</p>

<p>Health Centre</p>	<p><u>Doctor Consultation:</u></p> <p>The system is expected to provide features to</p> <ol style="list-style-type: none"> 1. Display Doctor/s details 2. Doctor can manage his/her availability timings 3. Students / Employees to Book Doctor’s appointment 4. Provide and manage Prescriptions. 5. Database of medical history. <p><u>Students’ Medical Records Management:</u></p> <p>The system is expected to</p> <ol style="list-style-type: none"> 1. Create / Edit Student medical records. 2. Generate medical reports and Certificates. <p><u>Employees’ Medical Records Management:</u></p> <p>The system is expected to manage</p> <ol style="list-style-type: none"> 1. Employee medical records. 2. Create / Edit / Delete dependent details and medical records. 3. Generate Annual medical reports of Employees. <p><u>Pharmacy Date:</u></p> <p>The system is expected to Create/Edit/Delete Pharmacy Product details</p> <p><u>Referrals Letter to the Hospitals:</u></p> <p>The system is expected a feature to generate referral letters to the Hospitals.</p> <p>Recommendation/Certification for reimbursement of medical expenses incurred at referral hospitals. Payment of Certified Bills by account section.</p>
<p>Institute Vehicle Management for Guest</p>	<p>Travel ID, Guest Name, Guest code, Affiliation, Advance details: Travel brief, from date, to date, journey from. Journey to, Mode of travel, flight number, domestic/international, applied date, Estimates: Stay, food, Local travel, Vehicle details, others Approvals: Approved date, Approved by.</p>

<p>Institute Guest house Management</p>	<ol style="list-style-type: none"> 1. This module shall serve the purpose of booking available facilities in VH like room booking, dining hall booking, conference hall and seminar Hall booking, VFA booking, Dharwad guest house booking, etc. 2. It shall enable user to maintain master of these facilities as per categories and subcategories with details like capacity, rate, eligibility, etc. 3. It shall enable members of the institute to book these facilities on intranet and internet – based interface. 4. It shall show members the availability of facility with dates. In case of rooms, it shall show member of rooms as well as bed availability for rooms with double or triple beds along with gender of existing occupants of beds in the room, if any. 5. Check-In: It shall enable user to check-in the guest house at his/her arrival, for room booking. 6. Modification in booking: <ol style="list-style-type: none"> i. Cancellation: It shall enable the member, who has booked the facility to cancel on his/her own up to a day before the booking starting date. For same day cancellations, it shall push the request to VH office for appropriate approval and action. ii. Extension: It shall enable the member, who has booked the facility to give request for extension in the similar manner as that of fresh booking. 7. No-Show: It shall show pop-up message to the user for such an event and enable him/her to take further action of cancelling the booking or snoozing the message for a later duration. 8. All booking details should be available/visible on the dashboard.
<p>Details of Outsource services/agencies</p>	<p>Basic information to be captured for operational efficiency and finance management.</p>

Module 10 : - "Sponsored Research and Consultancy (SRC) and Projects"

Process	Description
Agency Code Master	The system shall facilitate Creation/Modification of a Unique code for sponsored and consultancy projects agencies
Principal Investigator Code Master	The system shall facilitate the Creation/ modification of Unique code for all the Principal Investigators and capability to assign if required.
Sponsored Project Proposal	The system shall facilitate the Submission of a Proposal for a new sponsored project, Capture the scope and objective of the Project, Sanction value and Duration of the project, Create project numbers, etc.
Consultancy Project Proposal	The system is expected to enable Submission of Proposal for new consultancy project, Capture scope and objective of the Project Sanction value and Duration of the project, Create project number, etc.
Internal Project Proposal	The system is expected to enable Submission of Proposal for Internal Projects, Capture scope and objective of the Project Sanction value and Duration of the project, Create project number, etc.
Project ID creation	Facility to Create Project Number after Receiving Sanction Letter and/or Funds from Agency for all Projects. Budget allocation for each project.
Project Finance Management	The system shall facilitate Project Finance Management. Allocate budget as per the sanction under various heads, allow for funds re-appropriation, track all the expenditures & receipts, allow for blocking of funds when any financial commitment is made, Calculation of interest earned for respective projects, etc.
Utilization Certificates and Statement of Expenditures (UC & SE)	The system shall facilitate the generation of Utilization Certificates (UC) and Statement of Expenditures(SE) of Projects for various parameters like Time, Heads, etc.
Project Amendments for Sponsored Projects	The system shall facilitate any amendments in the sanctioned projects regarding extension of duration or additional funds.
Project Amendments for Consultancy Projects	The system shall facilitate any amendments in the sanctioned projects regarding extension of duration or additional funds.
Project status tracking	The system is expected to manage/record project status, reports/reviews and comments for Actuals Tracking.
Project Closure	Facility to close the project. An e-mail should be triggered to the PI about the project completion.

Project Staff Recruitment	<p>The system shall facilitate Recruitment of temporary project staff. This may be integrated with the recruitment module for all the recruitment processes like hosting of advertisements, receiving applications, screening/ shortlisting, issuing of offer letters, etc. Facilitate joining formalities, issue ID numbers/cards, joining orders, etc.</p> <p>This may also be integrated with the payroll module for payment of emoluments/stipends.</p>
Adhoc Recruitment	The system shall enable Recruitment of project staff under Adhoc through Referral, advertisement, student (part time), staff (Part Time) and student recruitment through MS/PhD, along with interface with payroll for payment emoluments/stipends. Facilitate joining formalities, issue ID numbers/cards, joining orders, etc.
Staff Extension/Enhancement or Relieving	Facilitate Extension/Enhancement/Relieving of project staff from the project, completion of Exit formalities, generation of relieving orders, issue experience certificates, etc..
Project Purchase	The system is expected to facilitate Capture of Indent details, with item and supplier details, commitment and interface with accounts for payment. This may be integrated with the MMD/Purchase module.
Project Receipts	The system shall facilitate Capture of receipts details received from agency, calculation of service tax for consultancy project, calculation of overheads for sponsored project, etc.
Reimbursement claim	The system is expected to manage reimbursement Claims for items like stationary, Chemicals or some consumables for the use of the Project and Interface with accounts for payment.
Temporary Advance Sanction / Settlement	The system shall facilitate drawing of advances from Project Account for some urgent requirements like arranging for a meeting, purchasing items like stationary, Chemicals or some consumables for the use of Project, etc., and also facilitate the settlement of the same.
Project Imprest	Facility to get sanction as a temporary advance from Project Accounts for some petty and contingency purchases for the use of the Project.
Project Travel	Facilitate applications for sanction of travel, process TA/DA claims/advances/settlements, generation of standard letters to authorized travel agents, etc.
Disbursement from Consultancy Projects	Disbursement of manpower cost/overhead/any other cost from consultancy projects.
Faculty Database	This database can be used to get details for MoE requests. This will be also used together with Annual Report and Newsletter Committee. Publications (Journal, Book, Book chapter, Conference), Projects, Conferences attended, Paper/Postern Presented in conference/Seminar/Workshop/Symposium, Guest

	Lectures Delivered, Award and Achievements, Memberships, patents filed/registered etc.
Department Database	Conferences / Workshops / Symposium Organized, Colloquium / Invited Lectures hosted by the Institute, MoUs signed, Industrial Visits, Patents filed/registered, etc.
Open Projects Notifications	The system is expected to provide notification regarding open projects to the concerned faculty.
Centre of Continuing Education (CCE)/QIP	
Process	Description
Registration	The applicants need to register for a workshop/training program by providing the necessary details.
Certificates	The organizers shall be able to issue certificates for the people who have successfully finished attending workshops
Applying to short-term courses	Manage applications for short term courses / GIAN courses / Workshops / Conferences, etc.
Shortlisting and confirmation	Workshop coordinators should be able to shortlist the candidates based on various criteria and confirmation needs to be communicated.
Handling of Payments	The system should allow the participants to pay the fee online. Also, able to process honorarium/TA-DA/any other payments to the speakers.
Showing Statistics in Dashboards	The main coordinator should be able see various statistics such as the number of conferences being organized in each department, number of participants attended in each short-term course, the expenses incurred for each event, total fees collected from all the participants.
No Dues Management	<ol style="list-style-type: none"> 1. This module shall serve the purpose of managing dues of members of the institute and clearance at the time of exit from the institute. 2. It shall enable each department to maintain an internal dues module to capture dues against the staff or student or faculty in terms of monetary and non-monetary dues.

Module 11 : Contracts and services	
Process	Description
Procurement and tendering process	Similar to the Module - MMD
File Tracking & Management	<ol style="list-style-type: none"> 1. Central File Management: Creation, updating and file search 2. Approval workflow 3. File tracking - by indenter wise / approval authority wise 4. Various formats handling like-Doc, exls, PDF, Html etc. along with multi file upload/download facility 5. Maintenance and management of audit history 6. Sharing of documents and files and other content within the organization 7. Multiple search types with various combinations including advanced search screen for detailed queries
Document Lifecycle Management	with facilities for reminders, Alerts and event-based triggers.
Minutes of Meeting	<ol style="list-style-type: none"> 1. This module shall serve the purpose of recording and releasing minutes of meetings. 2. It shall enable user to record minutes of the meetings by creating dynamic headers along with already created static headers such as Meeting Title, Date & Time of Meeting, Venue, Attendees, Agenda and Items. 3. It shall enable user to record items under each agenda. 4. It shall generate a meeting reference number for every MoM. 5. It shall generate a printable format of MOM in the user defined format. 6. It shall enable user to create the list of signatories on the printable format of MoM. 7. It shall enable user to upload the scanned copy of signed MoM with the meeting reference number. 8. It shall enable user to create a list of recipients for a particular meeting reference number and auto-generate email to all of them with MoM content in the body of the mail and scanned copy of signed MoM as attachment. 9. It shall enable users, based on role level access & authentication, to access this database 10. for reference or reporting or updation purposes with a search option on meeting reference no., meeting title, meeting date etc. 11. It shall trigger intimations in form of email and/or SMS as applicable in the process.
Work Order	<p>This shall serve the purpose of creating and releasing work orders.</p> <ol style="list-style-type: none"> 1. It shall enable user to create Work order in the defined template with dynamic and static headers. 2. It shall generate a Work order number in the user defined format.

	<ol style="list-style-type: none"> 3. It shall generate a printable format of Work order in the user defined format. 4. It shall enable user to create the list of signatories on the printable format of Work order. 5. It shall enable user to upload the scanned copy of signed Work order against the unique office order number. 6. It shall enable user to create a list of recipients for circulating a Work order. This module shall enable user to define a group of recipients which may be common for every order and add individual recipients to the group, if required. 7. It shall auto-trigger email to all recipients with order content in the body of the mail. 8. It shall enable users, based on role level access & authentication, to access this database for reference or reporting or updation purposes with a search option on Work order number, Work order date etc. 9. It shall trigger intimations in form of email and/or SMS as applicable in the process.
Manpower Recruitments	Handling employee recruitment process from resource requirement to employee on boarding and personnel file management.
Outsource Employee Attendance Management	Attendance tracking and management, integration options with card based and/or biometric based attendance systems.
Security Service	<ol style="list-style-type: none"> 1. This module shall serve the purpose of recording all events that are reported to the control room of the security office such as road accidents, fire related incidents, breach of perimeters, thefts, emergencies, etc. 2. It shall enable user to capture details of the incident e.g. origin of the incident, actions taken and severity etc. 3. It shall generate unique reference number (Incident ID) for every such incident. 4. It shall communicate with appropriate departments' databases to retrieve specified personal information and internal databases within Security Office for related information as captured in various modules of Security Office. 5. This shall help in recording and maintaining basic information of security personnel provided to the institute by external security agencies. Information may include name, contact details, permanent address of the individual, role, joining date, resignation, termination, awards, punishments etc. 6. It shall assign a unique reference number to each security personnel and enable user to mark active or not-active flag against each of them. 7. It shall push data to Duty Roster module for assigning duties and shifts.
Gate Pass Protocol	<ol style="list-style-type: none"> 1. This module shall serve the purpose of tracking outgoing movement of articles / equipment's from the institute i.e. it

	<p>shall be issued at every instance when an article or equipment is moved out of the institute gate.</p> <ol style="list-style-type: none"> 2. It shall enable user to capture information of the article / equipment, person or vehicle moving the article / equipment, original destination of article / equipment, date, time and reason etc. 3. It shall generate instance id (unique reference number) for the movement. It shall generate triplicate copies of the gate pass in a specified format. 4. Signing authority for issuing 1 Way / 2Way gate pass <ol style="list-style-type: none"> a) Dean (FW) for Faculties b) Supervisors for Ph D c) Dean (SW) for Students d) Dean (AP) for Academics e) HOD/AR for Non-teaching Staff
Housekeeping Service	<ol style="list-style-type: none"> 1. This shall help in recording and maintaining basic information of housekeeping staff provided to the institute by external Man Power outsourcing agencies. Information shall include name, contact details, permanent/contact address of the individual, role, joining date, resignation, termination, awards, punishments etc. 2. It shall assign a unique reference number to each housekeeping staff and enable user to mark active or not-active flag against each of them. 3. It shall push data to Duty Roster module for assigning duties and shifts.
Integration with Online banking framework	Net banking, credit card, online payments etc. for submission of license fee and rent etc.
EMD and PBG record management system	<ol style="list-style-type: none"> 1. Record management 2. Data should be retrieved on various parameters and alert system should be there to release PBG/SD and EMD
No dues Management	<ol style="list-style-type: none"> 1. This module shall serve the purpose of managing dues of members of the institute and clearance at the time of exit from the institute. 2. It shall enable each department to maintain an internal dues module to capture dues against the staff or student or faculty in terms of monetary and non-monetary dues. 3. It shall enable each department to record dues details like nature of dues, due amount, etc. 4. It shall retrieve details of members from appropriate departments' databases. 5. It shall enable departments to aggregate dues against a particular roll number/employee number.

	<p>6. It shall enable departments to update dues status as paid or unpaid.</p> <p>7. It shall enable members to pay the dues online through integration with electronic payment gateway module.</p>
Tracking of Details of various services	It shall enable the user to keep track on contract period of services running in the Institute and send alert emails before three months for extension or fresh tendering of the service.

Note : The above broad scope of work are indicative and not exhaustive. The successful bidder is required to provide the complete e-governance solution which an Academic Institution like IIT may require for its day to day efficient functioning.

10. APPLICATION FEATURES

- 10.1** The Application (i.e. Solution) shall be the company's own product.
- 10.2** The applications shall be based on **Open Source Technology**.
- 10.3** The solution should be completely web based.
- 10.4** The solution shall be in the 'Service Model' format.
- 10.5** The application shall be compatible with Windows, Linux and Mac at client level.
- 10.6** The application shall be compatible with web browsers in smartphones.
- 10.7** Mobile apps support is required to allow certain operations/actions for appropriate modules
- 10.8** The application shall be compatible with all common web browsers, namely, Google chrome, Firefox, Safari, Microsoft edge etc.
- 10.9** The application shall be able to export reports to MS-Excel and pdf.
- 10.10** The application shall be able to support attachments (i.e. Image, pdf etc.).
- 10.11** The solution shall be a single integrated system for various modules.
- 10.12** The application shall be able to provide data backup, at the periodicity and format as decided by the Institute.
- 10.13** The application shall be able to provide audit trails of at least 6 months.
- 10.14** The data of students and staff are owned by the Institute and hence, the Bidder shall provide (i) detailed schema of all databases and (ii) regular data backup in local recovery format at the given time for Information Audit and store.
- 10.15** Data Archival – The data needs to be archived at regular intervals as per the Institute data archival policy.
- 10.16** Workflows and general access should follow the Role Based Access Control (RBAC). Multiple people can play same role. Also, a person can play multiple roles. The application should support configurable provision for recommendation, approval and auto-escalation at various levels.
- 10.17** The application should be able to expose using simple Application Programming Interfaces (API) to other solutions that the Institute deploys. This is to support other software system which will appear at a later stage and wish to have interface and exchange of data.
- 10.18** Every user should have a dashboard in which pending tasks/action items are easily noticeable and there should be provision for alerts/reminders.
- 10.19** Integration of SMS, Telegram, WhatsApp like rich text and UI based alerts to users.
- 10.20** Technology used should not be firm based

11. INCREASE IN SCOPE

The Bidder is expected to read and examine all the terms and conditions, specifications and instructions, in the tender document with full understanding of its implications. The broad scope has been identified under the above modules; nonetheless, the Institute may add more features to the existing modules as per the requirements, for which the Bidder shall be able to provide without any additional cost. However, for development of new module, if required by the Institute, the bidder has to provide the same for which Institute will pay justifiable additional "***One time cost.***" The said additional cost will be worked out on mutual understanding based on the no. of hours required for development of such a new module/sub module. Therefore, the bidder has to quote separately "per hour development charges as per the **Annexure III (B)**" for providing such services to the Institute as and when required. The charges quoted should be reasonable. Abnormal rates will not be considered.

12. TRAINING

The Bidder shall be responsible for training the Institute personnel in the areas of implementation, operations, management, error handling, troubleshooting, system administration etc. This training must be primarily arranged at the Institute premises. Employees identified by the Institute are to be trained by the Bidder and shall comprise of people having different levels of qualifications and responsibilities. The final training program shall be decided according to mutually agreed terms.

13. USER BASE AND SCALABILITY

Presently the application should be able to handle a user base of **300 faculty and staff and 2500 students**, but should have scalability of up to **500 and 5000** for faculty/staff and student, respectively, without any additional application cost.

14. SERVICE MODEL - SOFTWARE AS SERVICE (SAS)

Initially the application shall be hosted on cloud (remote server must be located in India), however, on request, the Bidder shall be able to host on Institute server without any extra cost. Initially, for a period of 12 months the application shall be hosted on a secure public cloud (on a remote server located in India), however, the Bidder shall be able to host on Institute server or Institute identified infrastructure (data centre) without any extra cost, the cloud server recommended/opted by the Bidder shall be of the international standards for Security for data protection (proven record with hosting history of Institutions of repute).

15. PAYMENT OF CLOUD HOSTING CHARGES

Cloud hosting shall be in the name of the institute and payment of hosting charges shall be paid by the Institute. However, the successful bidder shall coordinate with

the Cloud hosting service provider and submit the bills in original from the service provider to the institute for payment.

16. POST IMPLEMENTATION PRODUCT ENHANCEMENT AND MAINTENANCE SERVICE

16.1 The successful Bidder has to provide **FOUR years Product Enhancement & Maintenance Service** as per the quoted price. For providing Service support, the Bidder has to provision an online helpdesk system to take care of day to day issues which may arise in smooth functioning of the complete application. All such issues are to be addressed and resolved at the shortest possible time for providing uninterrupted e-governance service at IIT Dharwad. In addition, an Escalation Matrix is to be provided for flagging up the issue to the appropriate level, if required.

16.2 AMC will start after the warranty period of 90 days from the date of completion and successful implementation of all the modules.

17. COMPLIANCE TO E- GOV STANDARDS:

17.1 Single-sign On:

The application should enable single-sign-on so that any user once authenticated and authorized by the system is not required to be re-authorized for completing any of the services in the same session. For employees of the department concerned, the browser based application accessed on the intranet, through single-sign-on mechanism, will provide access to all the services of the departments concerned (based on their roles and responsibilities), Help module, basic and advanced reporting etc. similarly, for external users (citizens, etc), based on their profile and registration, the system shall enable single sign on facility to apply for various services, make payments, submit queries /complaints and check status of their applications.

17.2 Support for PKI based Authentication and Authorization:

The solution shall support PKI based Authentication and Authorization, in accordance with IT Act 2000, using the Digital Certificates issued by the Certifying Authorities (CA) such as MTNL or NIC. In particular, 3 factor authentication (login id & password, biometric and digital signature) shall be implemented by the selected Bidder for officials/employees involved as per the Functional requirement specification of the services specified.

17.3 Interoperability Standards:

Keeping in view the evolving needs of interoperability, especially the possibility that the solution shall become the focal point of delivery of services, and may also involve cross functionality with the other departments / businesses in future, the solution should be built on Open Standards. The bidder shall ensure that the

application developed is easily integrated with the existing applications. Every care shall be taken to ensure that the code does not build a dependency on any proprietary software, particularly, through the use of proprietary 'stored procedures' belonging to a specific database product.

17.4 Scalability:

One of the fundamental requirements of the proposed application is its scalability. The architecture should be proven to be scalable (cater to increasing load of internal and external users and their transactions) and capable of delivering high performance for at least five years from the date of deployment. In this context, it is required that the application and deployment architecture should provide for Scale-Up and Scale out on the Application and Web Servers, Database Servers and all other solution components.

17.5 Security:

The systems implemented for the project should be highly secure, considering that it is intended to handle sensitive data. The overarching security considerations are described below.

- 17.5.1 The security services used to protect the solution shall include: Identification, Authentication, Access Control, Administration and Audit and support for industry standard protocols.
- 17.5.2 The solution shall support advanced user authentication mechanisms including digital certificates and biometric authentication.
- 17.5.3 Security design should provide for a well-designed identity management system, security of physical and digital assets, data and network security, backup and recovery and disaster recovery system.
- 17.5.4 The solution should provide for maintaining an audit trail of all the transactions and should also ensure the non-repudiation of the audit trail without impacting the overall performance of the system.
- 17.5.5 The overarching requirement is the need to comply with ISO 27001 standards of security.

17.6 The application design and development should comply with Open Web Application Security Project [OWASP] top10 principles.

List of information security requirements is specified below.

Sl. No.	Security Areas	Specifications
1	Network Security	<ul style="list-style-type: none"> • Appropriate firewalls, IPS, SSL devices etc. should be used to ensure Network security. • The solution should support SSL encryption mechanism for transferring data across network and between client and server

2	System Security	<ul style="list-style-type: none"> • Adequate access control procedures should be defined to secure the entire IT system, physically and logically. • The access controls procedures should cover all stages in the life-cycle of user access, from the initial registration of new users to the final deregistration of users who no longer require access to information systems and services. • The system should have a 2 factor authentication mechanism either through One Time Password (OTP) or soft tokens based technologies for access control and user authentication.
3	Application Security	<ul style="list-style-type: none"> • The solution should have appropriate authentication mechanisms • Application user authentication & authorization related transactions should be encrypted. • Operating system should be hardened on which the application is installed. A web application firewall shall be deployed to secure the web-layer. • The web applications should be free from OWASP / SANS and CERT-IN web application vulnerabilities as released from time to time.
4	Audit Trails & Logs	<ul style="list-style-type: none"> • Event logging should create an accurate record of user activity such as which users accessed which system, and for how long. • The solution should log all types of events especially those related to security
5	Data Protection	<ul style="list-style-type: none"> • The solution should support SSL encryption mechanisms for transferring data across networks. Provision should be made to ensure that data in any form should not be copied on to any external media without authorization. • The data transferred across the network should be encrypted using Public Key (PKI) Infrastructure. • Complete endpoint data protection should be provided at client sites such that any type of data pilferage using unauthorized copying, storing and emailing could be prohibited. • Access to all system resources including data files, devices, processes and audit files should be provided to the intended users only. • All mobile applications should be designed and developed in a way that it ensures security of the application and data on the device. • Ensure to protect documents by assigning security parameters and criteria in order to provide more effective protection for an electronic document in order to maintain Confidentiality, Authorization, Accountability, Integrity, Authenticity and Non-repudiation.
6	Session Management	<ul style="list-style-type: none"> • The system should limit to only one session per user or process ID. • The system should put a limit on the maximum time length of an idle session, which should ensure that automatic session termination takes place after expiry of the specific time length.

7	Data Warehouse Security	<ul style="list-style-type: none"> • Users must not have access to the data warehouse prompt of the application. Access to the data warehouse prompt must be restricted only to the database administrator. • "Super user" rights for the data warehouse must only be given to the administrator and the activities of these accounts must be properly logged.
8	Storage Equipment	<ul style="list-style-type: none"> • All information storage media (e.g. hard disks, magnetic tapes, CD ROMs etc.) should be physically secured. • Physical access to magnetic tape, disk, CD libraries etc. should be restricted to authorized personnel.
9	Compliance To Security Standards	<ul style="list-style-type: none"> • Software/Hardware system should be in compliance with <ISO/IEC 27001:2015>.
10	Security Information and Event Management System - (SIEM)	<ul style="list-style-type: none"> • The agency should install SIEM for Real-time analysis of security alerts generated by applications and infrastructure.
11	Database Activity Monitoring	<ul style="list-style-type: none"> • The agency should install DAM to monitor all database activities and internal users with privileged access.

17.7 Application Architecture:

17.7.1 It has been proposed that the applications designed and developed for the departments concerned must follow some best practice and industry standards. In order to achieve the high level of stability and robustness of the application, the system development life cycle must be carried out using the industry standard best practices and adopting the security constraints for access and control rights. The various modules / application should have a common Exception Manager to handle any kind of exception arising due to internal/external factors.

17.7.2 Similarly, the modules of the application are to be supported by the Session and Transaction Manager for the completeness of the request and response of the client request. The system should have a module exclusively to record the activities/ create the log of activities happening within the system / application to avoid any kind of irregularities within the system by any User / Application.

17.8 Proposed Application Architecture:

The entire processing should take place in n-tier architecture:

- 17.8.1 Front-end software (client tier) - responsible for the presentation of information, and provides user interface.
- 17.8.2 Business Process / Service Layer –SSDG or equivalent may be used, as an Integrated Framework for delivery of Services.
- 17.8.3 Application Layer – The Business logic for all the application as per the FRS document
- 17.8.4 Database Layer - responsible for the manipulation and storage of data.

17.9 High Level Design (HLD):

Once the Software Requirements Specification (SRS) are approved, the agency shall complete the High Level Designing and all HLD documents of all the functionalities, integration with existing application and external application. The agency shall prepare the HLD and have it reviewed and approved by the Institute.

17.10 Detailed (Low Level) Design (LLD):

The LLD shall interpret the approved HLD to help application development and shall include detailed service descriptions and specifications, application logic (including "pseudo code") and UI design (screen design and navigation). The preparation of test cases will also be completed during this stage. The agency shall have the design documents reviewed and approved by the Institute. Institute will sign off on the LLD documents.

17.11 Test Plan:

Once the SRS is approved and design is started, the agency shall prepare all necessary Test Plans (including test cases), i.e., plans for Acceptance Testing. Test cases for Initial and Final User Acceptance Testing shall be developed in collaboration with domain experts identified at the state Institute. Initial and Final User Acceptance Testing shall involve Test Case development, Unit Testing, Integration and System Testing, Functional testing of Application, Performance testing of the Application including measurement of all Service Levels as mentioned in this tender document and finally agency shall also carry out Load/ Stress testing. The agency will submit the test plans and test result reports to the Institute for comprehensive verification and approval.

17.12 Adherence to Open Source Standard:

The solution must be designed following open standards, and in line with overall system requirements set out in this tender document, in order to provide for good interoperability with multiple platforms and avoid any technology or technology provider lock-in.

17.13 Compliance with Government standards & policies

The solution must comply with all the relevant standards & policies of the Government related with e-Governance application development as amended from time to time.

17.14 Compliance with Industry Standards:

In addition to above, the proposed solution has to be based on and compliant with industry standards (their latest versions as on date) wherever applicable. This will apply to all the aspects of solution including but not limited to design, development, security, installation, and testing. There are many standards that are summarized below. However, the list below is for reference purposes only and is not to be considered as exhaustive.

- 17.14.1 Portal development W3C specifications
- 17.14.2 Information access/transfer protocols SOAP, HTTP/HTTPS
- 17.14.3 Photograph JPEG (minimum resolution of 640 x 480 pixels)
- 17.14.4 Scanned documents TIFF (Resolution of 600 X 600 dpi)
- 17.14.5 Biometric framework BioAPI 2.0 (ISO/IEC 19784-1:2005)
- 17.14.6 Latest HTML standards

17.15 Specification

- 17.15.1 Fingerprint scanning IAFIS specifications
- 17.15.2 Digital signature RSA standards
- 17.15.3 Document encryption PKCS specifications IV. Information Security to be ISO 27001 compliant
- 17.15.4 Operational integrity & security management to be ISO 17799 compliant
- 17.15.5 IT Infrastructure management ITIL / EITM specifications VII. Service Management ISO 20000 specifications
- 17.15.6 Project Documentation IEEE/ISO specifications for documentation
- 17.15.7 While developing an application in response to this tender document, the agency shall adhere to all applicable policies and standards published by Government of India, which includes:
 - 17.15.7.1 Ministry of Electronics and Information Technology, Government of India as updated from time to time. The latest version of the standards may be found at <https://egovstandards.gov.in>

- 17.15.7.2 National Informatics Corporation The latest version of the standards may be found at web.guidelines.gov.in/
- 17.15.7.3 Guidelines for Indian Government Websites (GIGW), available at http://darpg.gov.in/sites/default/files/Guidelines_for_Government_websites_0_0.pdf
- 17.15.7.4 "Policy on Open Application Programming Interfaces (APIs) for Government of India" available at: <http://www.egazette.nic.in/WriteReadData/2015/164238.pdf>
- 17.15.7.5 "Policy on Adoption of Open Source Software for Government of India" available at URL <http://www.egazette.nic.in/WriteReadData/2015/163746.pdf>

18. SCHEDULE OF IMPLEMENTATION

The total time limit for the successful implementation of the solution shall be **12 months** from the date of signing the agreement. The mutually agreed implementation schedule and milestone chart shall be part of the service level agreement.

18.1 Implementation Stages

The project shall be implemented under the following five stages; the payment shall be linked to the successful implementation of these stages.

18.1.1 Detailed Process Study (Stage-I)

Detailed analysis of the existing systems, whether automated or manual shall be done at this stage. This shall include analysis of documentation in use, detailed information requirements, reporting procedures and formats, reporting levels, coding and classification being followed etc. Identification of unique data elements their size, format, source, use and sequence of data storage, data volume, its frequency of updating, responsibility of the department/sections for updating, inter-system flow of data, current volume and growth rate etc.

18.1.2 System Configuration and Implementation (Stage-II)

The Bidder is expected to configure and Implement the proposed system keeping in view the following points:

- i. The system should be menu driven and user friendly. It should support point and click technology with minimum data entry/typing with due date verification as per business rules.
- ii. As far as possible it should be a single on- line application with single point data capture and global access with single sign on through a single registry (LDAP etc.)
- iii. It should be a robust system which is crash proof, fail safe, easy to restore and secure.
- iv. It should have a maximum level of parameterization to meet the frequent need for changes without disturbing the software.
- v. Provision to review reports on screen. Both horizontal as well as vertical scrolling available while viewing reports
- vi. Provision to mark reports optional or mandatory through parameters.
- vii. User access should be there based upon their functional areas, and User level should be assigned to each user depending upon his functional areas.
- viii. Role based security should be implemented through centralized documents/file repositories

- ix. User-Id and password should be allotted to each user so that no unauthorized person can work on the machine.
- x. Access to menu items for execution should be restricted up to user level.
- xi. Provision for temporarily disabling users against unauthorized use with triggered alerts.
- xii. Locking of user screen provision should be there. Auto locking of the screen also should be allowed if no activity is performed for specified time.
- xiii. Bidder shall be able to implement the solution directly without any other intermediary organizations.
- xiv. Bidder shall be able to host the application on remote server, but as and when the Institute wants shall be able to host on Institute server without any extra cost.
- xv. The completion of Stage-II shall be ascertained through a show and tell process to the committee identified by the institute, the committee shall be the sole entity from the institute's side for certifying the completion of every module as specified in Stage-I documentation.

19. Data Loading and Acceptance Testing (Stage-III)

After completion of stage-II, the Bidder shall be asked to implement the Module, and Institute shall provide the data for trial run and will also take responsibility for legacy data entry. The Implementation for each Module shall include:

1. Trial runs with live data for 6-8 weeks under actual conditions, with real end user groups (students, vendors, faculty and staff).
2. Implementation of systems and handing over to the users for acceptance and operation
3. Preparation of user Manual including online help.

20. Training (Stage-IV)

The Bidder shall provide training on appropriate aspects of the Application per module at appropriate location of the concerned department. The Institute shall identify the members to be trained, specifically for each module. Train the trainers model shall be adopted. Employees identified by the institute are to be trained by the Firm and shall comprise of people having different levels of qualifications and responsibilities.

The individual training of the module can be taken as per mutually agreed time slot. However, the committee identified by the institute may request for repeat

training for any module or the complete system as appropriate. A separate training plan shall be prepared by the bidder to describe the training approach.

21. Maintenance and Customization of Application Modules (Stage-V)

Maintenance and Customization of the Application shall be provided to the Institute during the period of "Service Agreement".

22. Deputation of Staff as required

The Bidder shall be able to depute his personnel, that is, developer/programmer etc., during the contract period, as and when requested by the Institute without any extra cost. The number and level of personnel shall be decided as per the requirement as mutually agreed. The Institute shall bear the cost of travel as per the level of the staff (travel cost shall be limited to the equivalent staff eligibility in the Institute). The boarding and lodging to such personnel shall be borne by the Institute, preferably in the Institute Guest House (if available).

23. Rights to use the Delivered Application Free of Cost post contractual period:

- 23.1** After the expiry of contract, application shall be used by the Institute free of cost.
- 23.2** Perpetual license for using the application unlimited.
- 23.3** Company shall provide source code and related artefacts customized or developed specifically to IITDh ERP solution.
- 23.4** If company leaves this business for any reason, then company voluntarily should transfer source code and give the required training.
- 23.5** If company sells the business to other company, same terms and conditions should also be transferred to the new company so that seamless support should be available to the Institute.

24. CONTRACT PERIOD

The contract period is for five (05) years. The entire scope of work is to be completed within a period of 12 months followed by FOUR (04) years of Product Enhancement & Maintenance Service from the date of signing of SLA. The performance of the Bidder will be evaluated on a yearly basis. Based on satisfactory performance, the contract may be renewed or otherwise. Institute reserves the right to terminate the contract with three-months' notice in case the services are not found satisfactory.

25. PAYMENT SCHEDULING

25.1 Payment towards One Time Development Cost

The selected bidder is to be paid one-time development cost for delivering the complete solution as per the scope of work outlined in the tender document. Payment is to be made to the successful bidder after the certification by the committee as stated in the following milestones:

Milestone – I: **Twenty percent (20%)** of the total one-time development cost **(All Modules)** is to be made after successful implementation of **Stage-II**.

Milestone – II: **Thirty percent (30%)** of the total one-time development cost **(Module wise)** is to be made after successful implementation of **Stage-III**.

Milestone –III: **Twenty-Five percent (25%)** of the total one-time development cost **(Module wise)** is to be made after successful implementation of **Stage-IV**.

Milestone - IV: **Twenty-Five percent (25%)** after the Warranty period.

25.2 A performance security of 5% of each running bill will be deducted and same will be released to the vendor after successful completion of the contract.

25.3 Payment of Annual Charges towards Product Enhancement, Maintenance and Cloud Deployment / Hosting:

The annual charges shall be paid on successful service provided during the period on quarterly and pro rata basis on submission of bills and verification of the same.

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 Bidder's bills.

25.4 Penalties for Delay

In case of delay by the firm in the execution of services, penalties at the following rates shall be imposed on one-time development cost of the respective module. The delay shall be based on the agreed implementation schedule as per the service level agreement (SLA).

- 25.4.1 2% for delay of the first two months
- 25.4.2 4% per month for subsequent delays

Maximum delay of four months is tolerable, beyond which the order/agreement may be cancelled.

26. Fraud and Corrupt Practices

- 26.1** The Bidder/Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this tender document, the Institute shall reject a bid without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices") in the Selection Process. In such an event, the Institute shall, without prejudice to its any other rights or remedies, forfeit the Bid Security/Performance Security.
- 26.2** Without prejudice to the rights of the Institute under Clause above and the rights and remedies which the Institute may have under the LOI or the Agreement, if a Bidder or Systems Implementation Agency, as the case may be, is found by the Authority to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issue of the LOI or the execution of the Agreement, such bidder or Systems Implementation Agency shall not be eligible to participate in any tender document or tender document issued by the Institute during a period of **two years**.

27. Conflict of Interest

A Bidder shall not have a conflict of interest that may affect the Selection Process or the Solution delivery. Any Bidder found to have a Conflict of Interest shall be disqualified. In the event of disqualification, the Institute shall forfeit and appropriate the EMD, if available, as mutually agreed genuine pre-estimated compensation and damages payable to the Institute for, *inter alia*, the time, cost and effort of the Institute including consideration of such Bidder's Bid, without prejudice to any other right or remedy that may be available to the Institute hereunder or otherwise.

The Institute requires that the Implementation Agency provides solutions which at all times hold the Institute's interest paramount, avoid conflicts with other assignments or its own interests, and act without any consideration for future work. The Systems Implementation Agency shall not accept or engage in any assignment that would be in conflict with its prior or current obligations to other clients, or that may place it in a position of not being able to carry out the assignment in the best interests of the Institute.

28. OTHER CONDITIONS:

28.1 Confidentiality:

The Bidder and their personnel shall not, either during the term or after expiration of this work order, disclose any proprietary or confidential information relating to the services, agreement or the Institute's business or operations without the prior written consent of the Institute's authority.

28.2 Force Majeure: -

During the pendency of the service agreement if the performance in whole or part thereof by either party is prevented/delayed by causes arising due to any war, hostilities, civil commotion, act of public enemy, sabotage, fire, floods, explosion, epidemics, non-availability of raw material, and other consumables, or any other causes including breakdown of equipment beyond their reasonable control neither of the two parties shall be made liable for loss or damage due to delay or failure to perform the contract during the pendency of forced conditions provided that the happenings are notified in writing within **7 days** from the date of occurrence. The work shall be resumed under the contract as soon as possible after the restoration of normalcy.

28.3 Termination for Default: -

The Institute may, without prejudice to any other remedy for breach of agreement, may terminate the work order in whole or in part, by written notice of default sent to the Bidder, and the performance guarantee shall stand forfeited if:

The Bidder fails to deliver any or all of the obligations within the time period(s) specified in the work order/agreement, or any extension thereof granted by the Institute.

The Bidder fails to perform any other obligation(s) under the work order/agreement and fails to rectify it within the notice period for the rectification of the same.

28.4 Termination for Insolvency: -

The Institute may at any time terminate the work order by giving written notice to the Bidder without compensation, if the Bidder becomes bankrupt/insolvent, provided that such termination shall not prejudice or affect any right of action or remedy which has accrued thereafter to the Institute.

28.5 Suspension: -

The Institute may, by a written notice of suspension to the Bidder, suspend all payments to the Bidder under the work order, if the Bidder fails to perform any of its obligations under this work order/agreement, (including the carrying out of the services).

28.6 Arbitration: -

All disputes, differences, claims and demands arising under the agreement shall be referred to the sole arbitrator to be appointed by the Institute. The award of the sole arbitrator shall be final and binding on both the parties under the provisions of the Arbitration and Conciliation Act, 1996 or by statutory modification/re-enactment thereof for the time being in force. Such arbitration shall be held at Dharwad.

28.7 Jurisdiction of Court: -

In all matters and disputes arising here under, the appropriate Court at Dharwad only shall have jurisdiction to entertain and try them.

Details of documents to be enclosed (mandatory)

Sl. No.	Criterion	Documents to be provided	Page No.
1.	The service providers shall be a Company or Partnership firm or a Proprietor registered under the respective Indian acts (i.e. companies Act and the partnership Act - 1932 respectively) having their registered offices in India.	For company- Copy of Certificate of incorporation, for partnership - Partnership deed and for the proprietor - details of registered office. All entities are to submit their bank details.	
2.	Service providers should be registered with Income Tax and Goods & Service Tax (GST) departments	(a) Self-attested copy of PAN/GIR Card (b) Self-attested copy of Goods & Service Tax (GST) registration certificate	
3.	The service providers or any of its partners/directors should not be in the active list of blacklist.	Self-Declaration in the format as per Annexure - II	
4.	The bidder should have minimum five years of experience in similar service (Integrated e-governance as per the Scope of Work) independently without any organizational or other intermediary. Further bidder should have successful implementation records in at least TWO academic Institutions out of which one shall be CFTI (Centrally Funded Technical Institute) like IITs, NITs, IIMs, IISERs etc.	Certified Work Orders / Agreements of award of contract with work order value along with work satisfactory report for providing Integrated e- governance solution.	
5.	Annual Sales Turnover generated from services related to System Integration during each of the last three financial years (as per the last published Balance sheets), should be at least Rs. 8.00 Crore (Rupees Eight Crore). This turnover should be on account of Software Development, Implementation and maintenance (i.e. revenue should be on account of Software system integration, application development and implementation or associated maintenance or implementation services, COTS/package software, maintenance etc.)	Service providers have to submit satisfactory work completion certificate/s of indicated values.	
6.	The bidder should have valid ISO 9000/9001 and ISO 27001 certifications.	Copy of the same are to be submitted along with the bid documents.	
7.	The Bidder should be Profitable in at least two out of three financial years (2018-19 to 2020-21).	Duly completed Annexure-IV along with supporting documents is to be submitted.	
8.	The bidder should be a Class-I / Class-II Local Supplier meeting the requirement of minimum 20% Local Content in line with the Public Procurement (Preference to Make in India) Order 2017 No. P-45021/2/2017- PP (BE-II) dated 04 Jun 2020.	A Self-Declaration Certificate regarding "Class-I/Class-II Supplier" for the tendered items as per the Annexure-V is to be submitted.	

9.	Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder registered with the competent authority.	The concerned bidder(s) are required to attach the relevant valid Registration Certificate along with the bid for consideration.	
10.	<p>Authorized Representatives:</p> <p>Bids of bidders quoting as authorized representative of a principal supplier would also be considered to be qualified, provided:</p> <ol style="list-style-type: none"> 1. Their principal developer meets all the criteria above without exemption, and 2. The principal developer furnishes a legally enforceable tender- specific authorization assuring full guarantee and warranty obligations as per the general and special conditions of contract; and 3. the bidder himself should have been associated, as authorized representative of the Principal developer for same set of services as in present bid (supply, installation, satisfactorily commissioning, after sales service as the case may be) for same or similar item for past five years ending on bid opening date. 		
11	Service providers should accept all the tender document conditions unconditionally and sign all the pages of the document to this effect.	All the pages of the tender document should be signed by the service providers. The competent authority may authorize a person for signing the documents through a letter.	
12.	Service Provider shall be able to implement the solution directly without any organizational or other intermediary.	An affidavit of this effect is to be submitted.	
13.	Acceptance of terms and conditions of tender document	Annexure VI to be attached	
14.	Bid Security declaration	Annexure VII to be attached	
15.	Technical Capability	Annexure VIII to be attached	
16.	Bidder's Profile	Annexure IX to be attached	
17.	Implementation Schedule of the Project	Annexure X to be attached	
18.	Format For Performance Guarantee Bond	Annexure XII to be attached	
19.	Details of Manpower deploying for the development of solution.	Annexure XIII to be attached	
20.	Module implementation details	Annexure XIV to be attached	
21.	The Bidder must execute the Integrity pact	Annexure XV to be attached	

SELF-DECLARATION – NO BLACKLISTING

Reference No.

(Date)

The Registrar, IIT Dharwad.

Dear Sir,

Ref: Tender for Comprehensive Institute Management System(CIMS) at IIT Dharwad

In response to the Tender Document for **Comprehensive Institute Management System(CIMS) at IIT Dharwad**, I/ We hereby declare that (name and address of the bidder) is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/Autonomous Body.

We further declare that presently (name and address of the bidder) is not active in the blacklisted or debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission including violation of relevant labour laws.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, our security may be forfeited in full and the bid, if any to the extent accepted may be cancelled at any stage and the contract may be terminated and we shall be debarred from bidding in future at IIT Dharwad.

Date and place with seal Name, signature of the authorized representative of the bidder

ANNEXURE – III(A)

PRICE BID

1.1 Implementation of Comprehensive Institute Management System(CIMS) at IIT Dharwad										
Sl. No	Description of Work / Item(s)	Qty.	Units	Item Code	Price in Rs.					
					One time cost	Annual maintenance cost				Total (In Rs.)
						1 st year	2 nd year	3 rd year	4 th year	
1.01	Module No.1	1.00	No.	item1						
1.02	Module No.2	1.00	No.	item2						
1.03	Module No.3	1.00	No.	item3						
1.04	Module No.4	1.00	No.	item4						
1.05	Module No.5	1.00	No.	item5						
1.06	Module No.6	1.00	No.	item6						
1.07	Module No.7	1.00	No.	item7						
1.08	Module No.8	1.00	No.	item8						
1.09	Module No.9	1.00	No.	item9						
1.10	Module No.10	1.00	No.	item10						
1.11	Module No.11	1.00	No.	item11						
		Total in Rupees								
	GST									
	Grand Total									
	Total in words									

Date and place with seal

Name, signature of the authorized representative of the bidder

Year wise per hour development charges (in Rs. Excluding GST).

First year	Second year	Third Year	Fourth Year	Fifth Year

ANNEXURE – IV

Annual Turnover and Profit Details:

Evaluation Criteria				Remark	Specific page No. where the proof of documents are enclosed
Bidder's Annual Sales Turnover from Software Development and Profit for last three financial years	Financial Year	Annual Turnover in Rs.	Annual Profit in Rs.	-	
	2020-21			Supporting Documents are to be attached along with the Annexure-IV	
	2019-20				
	2018-19				

Date and place with seal

Name, signature of the authorised representative of the bidder

Format for Self-Declaration under preference to make in India order

In line with Government Public Procurement Order No. P-45021/2/2017-BE-II date. 15.06.2017 & P-45021/2/2017-PP (BE-II) dated: 04 June 2020 and as amended from time to time.

We hereby certify that M/s. _____ (supplier name) are **CLASS-I/Class-II (Please specify clearly)** supplier meeting the requirement of minimum local content (50% / 20%) as defined in above orders.

Details of location at which local value addition will be made as follows: (complete address to be mentioned)

Percentage of Local Content: _____

We also understand, false declarations will be in breach of the Code of Integrity under rule 175 (1) (i) (h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law.

Seal and signature of Supplier

Date:

Undertaking

To

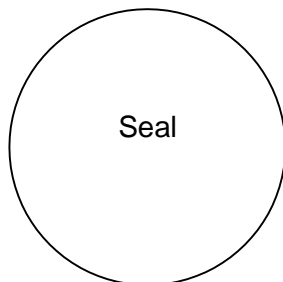
The Registrar,
Indian Institute of Technology
Dharwad, Karnataka -
580011

Sir,

1. Please refer to your tender document No. _____ regarding Implementation of **Comprehensive Institute Management System (CIMS) at IIT Dharwad.**
2. I hereby confirm and declare that I have carefully read, understood & complying the above referred tender document including instructions, terms & conditions, scope of work, schedule of quantities and all the contents stated therein. I also confirm that the rates quoted by me / us are inclusive of all taxes, duties etc., applicable as on date.

Date:

Place:



Authorized Signatory

Name:

Designation:

Contact No:

On Company Letter Head

ANNEXURE – VII

Bid Security Declaration

To

The Registrar,
Indian Institute of Technology
Dharwad, Karnataka -
580011

Tender No. _____

(Regarding Implementation of **Comprehensive Institute Management System(CIMS)**
at IIT Dharwad.)

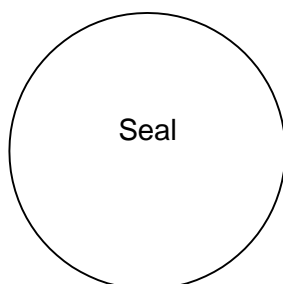
Sir,

We, the undersigned, declare that

1. We understand that, according to tender conditions, bids must be supported by a Bid Securing Declaration.
2. We accept that we will automatically be suspended from being eligible for bidding in any contract with the Institute for the period of **2 years** starting from the bid closing date, if we are in breach of our obligation(s) under the bid conditions, because we:

- (a) Have withdrawn our bid during the period of bid validity specified in the letter of bid;
or
- (b) Having been notified of the acceptance of our bid by the institute during the period of bid validity, fail or refuse to execute the contract, if required, or
- (c) fail or refuse to furnish the performance security, in accordance with the tender conditions.

Date:



Authorized Signatory

Name:

Place:

Designation:

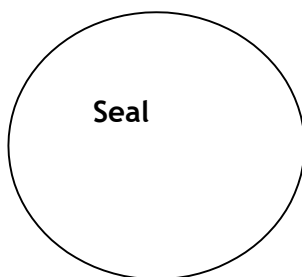
Contact No:

ANNEXURE – VIII

a) Technical Capability

Year	Name of the Project successfully implemented	Purchase Order No. & Date (Copy of the Orders to be attached)	Date of successfully completion of the Project (copy of completion report from client to be attached)	Name & address of the Academic Institution where the Projected implemented	Contact Details of Client
2021					
2020					
2019					
2018					

Date:



Authorized Signatory

Name:

Place:

Designation:

Contact No.:

Bidder's Profile

Name of the Party/Firm		
Date of Incorporation / Establishment		
PAN Number		
GST Registration Number		
Bank Details	Account Number	
	IFS Code	
	Bank Name	
	Branch Name	
Registered Office Address		
Authorized Signatory Details (Company/Firm Authorization by the competent authority, to be attached)	Name	
	Designation	
	Email	
	Phone	
Details of Contact other than Authorized Signatory	Name	
	Designation	
	Email	
	Phone	

Signature and Seal of the Bidder:

Name in Block Letter:

Designation:

Contact no.

Date:

Implementation Schedule of the Project

Module No.	Time Required for Completion (in Months)			
	Stage-I	Stage-II	Stage-III	Stage-IV
Module No.1				
Module No.2				
Module No.3				
Module No.4				
Module No.5				
Module No.6				
Module No.7				
Module No.8				
Module No.9				
Module No.10				
Module No.11				

Note: Total time period for development of all stages I, II, III and IV of all modules should not exceed 12 months from the date of issuing of work order.

Signature and Seal of the Bidder:

Name in Block Letter:

Designation:

Contact No.

Date:

CHECKLIST FOR BIDDERS - TO BE SUBMITTED DULY FILLED AND SIGNED

Sl. No.	Name of the Document	Document Particulars	Submitted (Yes/No)	Page No. of the attached Document
1	Power of Attorney / Authorization Letter			
	PAN Card			
	Incorporation / Registration certificate of the company			
	GST Registration copy			
	Bid Security Declaration			
	Tender acceptance letter			
	Non-Blacklisting undertaking			
	Bidder's Profile			
	Financial Bid			
2	Sales Turnover in Software Development			
3	Profitability			
4	Technical Capability			
5	ISO 9001 and 27001 Certifications			
6	Declaration of Local Content			
7	Schedule of Implementation			

Signature and Seal of the Bidder:**Name in Block Letter:****Designation:****Contact No.****Date:**

FORMAT FOR PERFORMANCE GUARANTEE BOND

(To be typed on Non-judicial stamp paper of the value of Indian Rupees of One Hundred)

(TO BE ESTABLISHED THROUGH ANY OF THE NATIONAL BANKS (WHETHER SITUATED AT HUBALI / DHARWAD OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT HUBALI / DHARWAD OR ANY SCHEDULED BANK SITUATED AT HUBALI / DHARWAD. BONDS ISSUED BY CO-OPERATIVE BANKS ARE NOT ACCEPTED.

To,
The Registrar,
Indian Institute of Technology Dharwad, Karnataka-580011.

LETTER OF GUARANTEE

WHEREAS Indian Institute of Technology, Dharwad (Buyer) has invited Tenders vide Tender No _____ Dt. _____ for **'Comprehensive Institute Management System(CIMS) at IIT Dharwad'** ANDWHEREAS the said tender document requires that any eligible successful tenderer (seller) wishing to supply the service in response thereto shall establish an irrevocable Performance Guarantee Bond in favour of **"Registrar, Indian Institute of Technology, Dharwad"** in the form of Bank Guarantee for Rs _____ Only(05% (Five percent) of thecontract value) and **valid till 90 days after the completion of the contract period** from the date of issue of Performance Guarantee Bond may be submitted within 15 (Fifteen) days from the date of Order Acknowledgment as a successful bidder.

NOW THIS BANK HEREBY GUARANTEES that in the event of the said tenderer (seller) failing to abide by any of the conditions referred in tender document / purchase order / performance of the catering service this Bank shall pay to Indian Institute of Technology, Dharwad on demand and without protest or demur Rs _____ **(Amount of PBG)**

This Bank further agrees that the decision of Indian Institute of Technology, Dharwad (Buyer) as to whetherthe said Tenderer (Seller) has committed a breach of any of the conditions referred in tender document / purchase order shall be final and binding.

We,.....(name of the Bank & branch) hereby further agree that the Guarantee herein contained shall not be affected by any change in the constitution of the Tenderer (Seller) and/ or IndianInstitute of Technology, Dharwad (Buyer).

Notwithstanding anything contained herein:

1. Our liability under this Bank Guarantee shall not exceed Rs. _
2. This Bank Guarantee shall be valid up to _____ (date) and
3. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if IITDharwad serves upon us a written claim or demand on or before(date).

This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office at situated at (Address of local branch).

Yours truly,

Signature and seal of the guarantor: Name of Bank: Address: Date:

Date and place with seal

Name, signature of the authorised representative of the bidder

Details of Manpower deploying for the development of solution

Sl. No.	Designation	Qualification	Relevant Experience

Module implementation details

Module 1 : “Finance, Accounts, and Audit”		Fully implemented	Partially implemented	Not Implemented
Process	Description			
Transactions related to Main or Institute Accounts (Student fees, MOE funding, Hostel fees, etc.)	Define and Manage Masters like Student Master, Fees Structure Management, Fees Receipts. Generate relevant MIS Reports. Though Hostel fees is sent to Hostel Account, sometimes students may pay to the Students Fees Account. MIS reports shall be generated as to the receipts from all the students and reconciliation thereof. Similarly, MOE Grants received have to be captured under four categories i.e. 31- Recurring General, 31-Recurring - HEFA Payments, 36- Salaries, and 35 - Capital. Especially while capturing the Fee receipts based on the Fee structure, some items like Caution deposit has to be classified as Deposits (Refundable) and a student-wise ledger has to be maintained. At the time of refund of the Caution deposit, the same Head of Account has to be debited. Also based on the Fee structure, we have to incur expenditure under various items like Gymkhana Fee. Medical insurance, Student wellness fee, etc. As and when expenditure is incurred it has to be classified under the relevant item in the fee structure. MIS reports shall be available total receipts under particular items in the fee structure and expenditure incurred under the same and balance available.			
Various Payment processes	Different types of payments are being made by the Accounts Section. There shall be an automatic inflow of data for various types of payments as mentioned below: Personal Claims & Payroll: Personal Claims like CEA, LTC, Leave Encashment during LTC, Increments, Fellowship payments, etc. to be received from Admin. Data. Similarly, for payment to Vendors, the System shall capture data from the Purchase module related to purchase order regarding the source of funding, Committed value, Payment already released if any as advance, PO No., name and address of the vendor, other information relating to freight, taxes, Bank details. Similarly, the system has to capture from the Stores module regarding Receipt of Equipment, Installation, and Acceptance of the equipment, etc. as the case may be. Similar workflow has to be there between Engineering Unit to Accounts related to Minor works and maintenance works being carried out by them. Similar workflow has to be there between Service contracts maintained by the Administration related to House Keeping, Security, Transport hire service system shall support the generation of PFMS database and payment through PFMS portal.			

Sponsored Project & Consultancy Project Accounts	<p>The system is expected to manage key activities like: Project Master Creation, Sales Invoice, Receipts, Cheque Remittance Report, Payment Voucher Entry & Print, Journal Voucher - Imprest A/c, Journal Voucher, Project Report - Yearly, Receipts & Payment Register, Adjustment Vouchers, Project wise & Department wise Report, Department wise Summary Report, Purchase Bill Breakup report and Voucher Printing, Cheque Counter Foil Register, Payment Advice to Bank like Same Bank Transfer, RTGS/NEFT or PFMS as the case may be.</p> <p>Cheque Receipt Summary Report, Journal Adjustment with Bill wise and Project wise Report, Project wise & Department wise Report, Journal Voucher Printing, Distribution abstract Report, Sponsored & Consultancy Project wise Report, Department wise Summary Report, Receipt Register, Cheque Printing, Exception Report for Staff, Supplementary Bill, Relief Date Verification (Employee wise), Project No wise Receipt Report, Commitment Report for the Project, Staff Commitment Report, Project wise Expenditure Report, Sponsored Project wise GST Report, Sponsored Project wise Corpus Transfer List F' a/c Deposits Sponsored Receipt Report (Project & Date wise), Project wise Monthly and expenses summary, Distribution List Report, Ledger detail Report for the Project. Filing of GST Return and Filing of Income Tax Return. Mainly System shall automatically generate the Utilization Certificate as prescribed in GFRs.</p> <p>PCF Accounts & Research Management Fund (RMF) Accounts, IDF/PDF, patent rights account (Technology Transfer) etc. to be included.</p>			
Mess Account	<p>The system is expected to Manage Student Master, Mess Fees Structure, Mess Fees Receipts, along with the relevant MIS Reports. Based on the Absentee statement of the students beyond a specified number of days, the amount reduced from the bill has to be captured for refunding that amount to the student. Payment Vouchers to the Mess Contractor and other payments from Mess Account have to be generated including ledgers and journals.</p>			
Employee Advances and Loans	<p>Manage key business activities like Employee Master, Cheque Payments, Bank Advice / RTGS Payments. Data Migration from Tally to the ERP database for effecting monthly recoveries from salaries etc. MIS Reports. Maintain data related to various types of Loans and Advances, like PC Advance, House Building Advance etc.</p>			
TDS details from Pay slip for employees/Payments to the Vendors	<p>The system is expected to generate Form 24Q/26Q and its Annexures, monthly Computation Statements, Challan Reports, Form-16/16A, and Payroll Statutory Reports. The system shall send the individual computation statement to the individuals through e-mail regularly along with monthly pay-slip/payment confirmation.</p>			
Department wise budget tracking	<p>The system is expected to manage Various Budget Masters, Budget Head Allocations, Budget Control mechanisms, and Department wise Budget Vs Actuals Tracking.</p>			
Department Imprest	<p>The system is expected to manage Cash Payments, Cheque Payments Bank Advice / RTGS Payments Department-wise in case Pre-paid cards / Debit cards, etc., are issued to the Departments.</p>			

Cumulative Professional Development Allowance (CPDA) Account	The system is expected to manage Cash Payments, Cheque Payments Bank Advice / RTGS Payments. System shall enable individual faculty members to know the amount spent under CPDA, balance available at any time taking into consideration the date of joining and the CPDA Block period etc.			
Student Gymkhana Expenditure	The system is expected to manage Cash Payments, Cheque Payments and Bank Advice / RTGS Payments from Establishment amount maintained along with Hostel Account or a separate account if identified for cultural, technical, and sports activities.			
Scholarship Payment for Student	The system is expected to manage Students Master, Scholarship Type Master, Scholarship Allocations to students, Payroll Process, Cheque Payments, Bank Advice / RTGS Payments along with all relevant MIS reports. Scholarship payment for students may be integrated with Academic module as all students master details are available in academic module.			
Cash Book and Bank Book	The system is expected to manage Daily Cash Payments and Receipts with Opening & Closing Balances, Cash Book wise Summary Report. System shall generate Bank Reconciliation Statement with Direct Debits from Bank and Direct credits from Bank.			
General Ledger	The system is expected to manage General Ledger Masters and General Ledger Reports.			
Trial Balance, Income & Expenditure and Balance sheet	The system is expected to support Annual Financial Statements like Income & Expenditure Statement, Receipts & Payments, Trial Balance on monthly basis, Final Balance sheet along with all the schedules as per MOE formats.			
Depreciation Percentages (%) account-wise for fixed/current assets/tangible and intangible assets	The system is expected to manage depreciation using Straight Line Depreciation, Declining Balance, Double Declining Balance. MOE guidelines for depreciation with various percentages for various items to be followed.			
LC /Wire transfer to Bank for Purchase	The system is expected to manage Bank Advice / RTGS Payments along with relevant MIS Reports. The system shall generate based on the type of Transaction i.e. L.C. Payment or Wire Transfer necessary forms to be submitted to the Bank (Form A-1/A-2 as the case may be)			
Budget	The budget has to be prepared in two stages, Annual Budget Estimates to be submitted for the next Financial Year and Revised Estimates for the current financial year. The Budget formats prescribed by MOE to be followed, for which opening balance at the beginning of the Financial Year has to be generated Head-wise. Also, the quarterly requirement has to be projected for every quarter duly indicating expenditure as at the end of the quarter. Ability to provide MIS of the capital expenditure and operational expenditure for every financial year. The system should be able to generate the RE/BE, Budget Documents, and DDG document as per the requirement of the Ministry.			
Letter of Credit	Letter of Credits to be generated for the Imports for both Institute Account and Project Accounts in the formats prescribed by various Banks.			

Earnest Money Deposit (EMD)	All the EMDs received either directly to the Bank Account or received as an instrument and credited to the respective Bank Account have to be maintained. Also, a refund of EMD has to be generated with some key fields. Accounting the EMDs under Annual Financial Statements has to be done as per MOE formats. An alert system should also be there to indicate the payment due for EMD.			
Security Deposit (SD)/ PBG	All the SD / PBG received either directly to the Bank Account or received as an instrument and credited to the respective Bank Account has to be maintained. Also, a refund of SD / PBG has to be generated with some key fields. Accounting the SD / PBG under Annual Financial Statements has to be done as per MOE formats			
Integration with PFMS, SBI Collect, TALLY Software system	The system should have Integration with PFMS, SBI Collect, TALLY Software system			
Loan Management System	The system should have the provision to give/receive the loan from the IRG and GIA and vice versa.			
Payroll	Payroll is one of the most important modules in Accounts. Individual Masters with all relevant data viz., date of joining to date of retirement, increment date, amount, postponement if any due to Extraordinary leave and Dies-non to be generated by the system. The system shall automatically calculate the leave salary in case an individual goes on leave affecting the pay for ex. Half-Pay Leave, Extra Ordinary Leave, etc. Payroll has to be generated in two or three separate payrolls, one for faculty, one for staff, and one for Ad-hoc staff. The Payroll package should be a well-defined one with income Tax calculation and based on the rules prevailing and amended from time to time. The system shall generate Arrears payments like salary arrears, DA arrears and other arrears by inputting the relevant parameters like from date, %age, etc. Various components have to be worked out by the System such as House Rent Allowance (HRA), Transport Allowance (TA) and DA on Transport Allowance, Transport Allowance for Physically challenged officials. For new Entrants, NPS Account generation, recovery of subscription, and calculation of Contribution from the Employer to be auto-generated. NPS Form has to be generated from the system based on the data available from the Bio- data to Appointment order and Joining Report. As and when any arrears are paid as part of emoluments reckoned to calculate NPS, NPS arrears have to be calculated automatically by the system.			
Higher Education Financing Agency (HEFA)	This is a new concept in IITs. Being 3G IIT, Principal Repayment and Interest payments are being given as Grants from MOE. The system shall generate HEFA Disbursement Request based on the inputs and shall capture the payments made by HEFA again based on the inputs, calculation of quarterly interest, separate ledgers for Civil Works and Capital Equipment which would be given in a detailed manner.			
Management Information System Reports	Various MIS Reports like Object wise Expenditure from-to dates, Total expenditure from-to dates, and total payments made by HEFA, etc.			
Processing of	Support sales Taxes, Service Tax, GST, Income Tax,			

Statutory	Import duty, Electricity Bill, Water Bill, and all other Taxes/Surcharge/Cess and other charges are to be incorporated.			
Taxes	statutory taxation processing with tax slabs as prescribed by the Government of India including amendments from time to time.			
Account Receivable and Payable	Support all receivables and Payable. The system should be integrated with PFMS, SBI Collect, Tally Software.			
Student fee management	Ability to maintain student fees, such as tuition fee, Hostel fee, mess fee, online fee payment, etc. It should have integration with Academic Module.			
The donation, Scholarship and Research Funds Including the Alumni Funds	Support maintenance of donations, sponsorships, scholarships, honorarium, and research fund allocation to various student and project staff including adjunct, visiting, and guest faculty.			
Multiple Account management	Ability to handle all multiple accounts such as, Main Account, Endowment account, Research project account, Industrial consultancy account and Corpus Fund etc.			
Advance Issuance & Bill Clearance Module	<ol style="list-style-type: none"> 6. This module shall serve the purpose of managing expenses of the office 7. Advances requisition and clearance of bills as either reimbursements or advance settlements. 8. It shall enable staff to fill an online form for advances & bill clearance through his/her user interface. 9. It shall enable staff to view list of advances taken in his/her user interface and submit 10. advance settlement request by selecting a particular request from the list of unsettled but-approved advances. 11. It shall generate unique reference for the request. 12. Link should be available in all other Modules. 			
Other process	Sources of Funds Accounting, Application of Funds Accounting, Indirect Taxation, Direct Taxation, Fixed Assets, Audit.			

Module 2 – “Materials Management”				
Process	Description	Fully implemented	Partially implemented	Not Implemented
Annual Procurement Plan	The annual Procurement module should be able to capture the list of items along with their associated details. The concerned department should upload their approved plan through this module. Based on the consolidated data, an appropriate procurement process is to be adopted for provisioning of the required items.			
Purchase Requisition / Auto Purchase Requisition	<p>Purchase Requisition (PR) is raised by the store/department on the Purchase section to buy items that are not available in stock/store or for non-stocked items.</p> <p>The following actions can be performed using the Purchase Requisition screen:</p> <ul style="list-style-type: none"> • Create / View / Edit Purchase Requisition • Create Purchase Requisition from Alert • Convert Purchase Requisition to Purchase 			

	<p>Order</p> <ul style="list-style-type: none"> • Approve / Reject / Close / Print Purchase Requisition <p>The following are the status and the descriptions that are assigned to a PR when moving through the Procurement process to be incorporated.</p> <ul style="list-style-type: none"> • Open – The PR is created but not submitted for review. The PR details can be modified when the status is Open. • Submitted – When the user clicks the Submit button, the PR status changes to Submitted. • Approved - The review process for a purchase requisition is complete and is approved by the approver. • Rejected – The PR is reviewed but unapproved. • Closed – The PR is closed. • Partially Approved - The PR is partially approved. • Cancelled – If you no longer need an item that is on a purchase requisition process, you can cancel the purchase requisition line if it has been approved. Only the PR that has been approved can be canceled. • Reassigned - The PR is reassigned to the approver. 			
Quotation Management	Starting from raising a request to generating a quotation request, mapping the vendors to whom the request has to be sent so that they can quote; and a comparison sheet for the quotation received.			
Financial Approval	Financial Approval as per the prescribed format is to be generated based on the inputs provided and provided for the approvers for their comments/ recommendations/approvals.			
EMD And PBG Record Management	Receive and Return of EMD / PBG of service providers is to be captured.			
Purchase Order (Domestic / Import)	<p>The Purchase Order (PO) module is to be used to create a PO from a Purchase Requisition (PR) after the approval of competent authority or a direct PO. Use the Purchase Order screen to:</p> <ul style="list-style-type: none"> • Create PO from PR • Create a direct PO • Send PO for Approval • Search / View / Edit / Approve / Reject PO • Amend / Cancel PO <p>Provision should exist for amending an approved PO to modify its details. A modified PO can have a separate workflow defined for re-approval. POs against which GRNs are not created can be modified. The authorized user can reapprove the amended PO.</p>			
Advance Payment to Supplier	Provision for processing of Advance Payment to the supplier against approved PO based on the vendor's request / Proforma Invoice. The same data should be available at the time of processing of bills for settlement of advance payment.			

Letter of Credit Monitoring	From opening of L/C to final settlement of payment and closing of L/C with the interface with Finance module.			
MIS	It is to be used to generate user-defined reports or Pre-Configured reports as per your requirement. It should also provide autonomy in designing a new report format or changing the existing format based on analytical requirements by selecting desired filters and display fields.			
GIN	Goods Inward Note or GIN can be created when the material is received against a PO or Party Invoice.			
GRN	<p>Goods Received Note (GRN) is a document or a record which is to be created and submitted for approval process when the goods are received. You can capture the received, rejected and free quantity of items / material in GRN. When GRN is created, the inventory quantity increases. GRN should have the provision of amendment/reversal mechanism.</p> <p>GRN is to be raised against a/an:</p> <ul style="list-style-type: none"> • Purchase Order (PO) - A PO needs to be raised first and then the item is delivered against the PO released to the vendor. • Invoice – This is raised when items are received without a PO and an invoice for the purchase is received from the supplier. Such orders are released by e-mail or through a phone call due to an urgent requirement of material or when the item required is not of very high value due to which the PO process has been bypassed. • GIN - For single, multiple GIN through purchase orders or multiple GIN through Invoices. 			
Bills Processing for Payment	Based on the GRN, the system should be able to generate a draft bill for payment processing.			
Return to Vendor	Return to Vendor (RTV) is to be used for items that have expired, are not as per the specifications, or are excess in stock and the vendor has agreed to take back the material. RTV is done when once an item has been taken in stock, which implies that GRN has been made and approved. RTV automatically raises a debit note on the vendor in F&A. The Return to Vendor feature returns goods back to the vendor once GRN is approved in order to show correct stock-in-hand. It helps in automatically raising a debit note on the supplier and avoiding excess payment.			
Issue and Return Request	The Issue Request is to be used to create requisition requests by various sections for items stocked in Stores. A requisition defines the item and quantity needed along with the source site and destination site. Similarly, while returning the received items, if any, the requester can return the same.			
Stock taking and Adjustment	Stock Adjustment is used to pass stock adjustment during/end of the month to reduce or increase stock at a site. Adjustment entry will impact inventory only after it is approved by the authorized approver. The inventory rate shown during adjustment would be the weighted rate for the item. You can also do the stock adjustment for items with active, inactive, and deleted status.			

Bulk Upload	Provision should be made for bulk uploading of data for various modules as per the pre-defined template.			
Prospective Vendors Database	Prospective vendors should be able to submit online their business credentials along with supporting documents as per the prescribed format to maintain.			
Audit Trails	Audit Trails for procurement within the system should be verifiable.			
Assets and Liabilities register	The asset and liabilities register has the complete list of items in the campus with location Viz. individual Office wise / classroom wise / laboratory wise / Section-wise / Auditorium wise / Board room wise / etc.			
Stock Verification	All the assets in the Premise have to be covered in the list. The list should indicate the status of the individual item as – Working / Repairable / Not repairable (write-off) etc.			
Feedback Management system	System should be able to receive and handle various types of feedbacks related to Civil, Electrical, Carpentry, Plumbing, Water supply, Housekeeping, Pest control etc.			
Consistency Maintenance Advance request & Settlement Advance Request & Settlement	The system shall be able to process the advance request for approvals on a hierarchy basis and shall submit it to the accounts section. Shall also be able to submit all the bills against the advance amount for a settlement.			
Budget Approval	The system is to be expected to facilitate to prepare recurring and non- recurring budget for EU department.			
Tendering and Work orders module	System to be expected to facilitate to tender documents, comparison report, material supplier details, special terms if any required etc.			
Vendor Management	System to be expected to facilitate to prepare vendor list , site visit report, annual evaluation report & feedback.			
Maintaining procurement and Stock of various items	System Shall be able to Maintain the Inventory details, Stock details & system shall be able to provide complete data against any item (ex. request given by, item serial number, P.O. details, end-user, warranty details, breakdown history, Maintenance history)			
Bills & payments	System to be expected to facilitate to process AMC bills of Civil, Electrical, Horticulture, Housekeeping, Security Service, Housekeeping Service, Ambulance Service, Garbage Disposal, Man Power Services, Pest control, ect. bills & their track for annual budget.			
Indents and purchase module	The system is expected to facilitate the indent from raising of indent to till purchase.			
Campus maintenance module	System to be expected to facilitate Civil, Electrical, Horticulture, Housekeeping, Pest control maintenance data & maintenance mode/procedures.			
The Solar and electricity bills	System shall be able to process for necessary approvals for payments against the Temporary campus main building, annexure building, Transit campus APSPDCL & Solar electricity bills, thereafter shall be forwarded to the accounts section. Once the payment is done by the accounts section, the system shall reflect the payment details for confirmation. Also, System shall be able to provide old bills history.			

As built drawings for EU department	System to be expected to facilitate area-wise measurements & as-built drawings which help in resolve complaints as well as avoid damages/interruption of other services during redevelopment/rectification.			
Staff & Rental agency electricity bills	System Shall able to generate electricity bill for their consumption and shall deduct from respective staff salaries, Rental agencies payments against electricity bill shall be reflected.			
Booking and allotment of Institute common facilities	The system should be able to facilitate the booking and allotment of institute common facilities such as Senate Room, Meeting Room, Auditoriums etc.			
Institute Furniture	The system shall be able to Make the specification, Submit the approval copy to tender document section, Maintaining of Inventories, Clearing of supplied material bills, Documentation of indents and approvals, Number of Institute furniture.			
Payments of Various Departments (CPWD, RWSS, Architects fee. Etc.)	Shall able to create the noted approval based on the demand note received from the concerned department, after note approval it should able to give to Accounts section to processing the demand through HEFA.			
tender document Section	System shall be able to tender of Civil, Electrical, Horticulture works, tendering of institute Furniture, Preparation of tender documents, Uploading the tender documents, Evaluating the tender documents, Awarding of works, and Documentation of tender documents related documents.			
Materials and Fixed Asset Management for accessing purchase invoices	The system is expected to manage various aspects of Asset Handling like Description of the asset, Unique code number or reference for the asset, Date of acquisition, Original cost, Depreciation charged on an annual basis, Accumulated depreciation charge, Netbook value, Date of disposal, Income or Expenditure on disposal and the way capital expenditure was financed—hire purchase, loan, etc. Integration with the Assets Register maintained at MMD and C&S Offices.			

Module 3 : “Human Resources Management”		Fully implemented	Partially implemented	Not Implemented
Process	Description			
Faculty recruitment Portal And Staff Recruitment Portal	Posting of the recruitment notification.			
	Capturing of personal, educational and experience data, etc.			
	On uploading of data, the applicant should get e-mail and application number for future reference.			
	Candidate can apply for multiple posts with a single log-in.			
	Generation of Excel sheets department and post wise.			
	Initial screening by the Department based on number of papers, age, experience etc. by setting minimum criteria/parameters/field			
	Generation of Screening Committee Report.			
	Generation and Sending call letters.			
	Uploading the status of individual applicant.			
	Generation of Shortlisting Committee Report (FM/Staff)			
	Generation of applicant details along with certificates of the candidates called for interview in PDF format.			
	Process of TA claims. For candidates and Process of Honorarium to the experts. Integration with F&A Module			
	Issue of offer of appointment order.			
	Cancellation of appointments.			
	Joining formalities and check list generation.			
Joining report and transfer of data from recruitment to Establishment.				
	Note: Most of the screening-related jobs are being carried out by the HoDs concerned. Hence The views of HoDs concerned are also to be taken for further improvements.			
Employee Joining Form along with previous Experience	The system is expected to manage various aspects of Employee Recruitment. Employee Master-Details capture along with Integration with Accounts for Payroll Processing. Ability to store service records of all Institute Staff, that includes e-service book in a public-funded institution, Job description and performance appraisal. It is expected that the system creates and Integrates with ADS and E-mail ID. The system should allow to maintain the e-service book.			
Employee Confirmation	Manage Confirmation after completing the Probation Period and Capture Appraisal Details for confirmation. Processing the probation report/self-assessment report as per pre-defined parameters.			
Leave Record/Shift Attendance	The system is expected to manage various types of leave and their approvals. Facilities should also be provided to each employee to Delegate tasks to others playing the same role during leave. Bio-metric attendance is to be integrated.			

Re-joining after vacation and EL	Facilities to be provided to Re-join after leave, Cancellation of Leave and retrieve back tasks from people to whom tasks were delegated to after re-joining.			
Leave Travel Concession	Facilities to be provided to Apply for LTC for Home town or Anywhere in India, Capture Dependent traveling and place of Travel, Apply for Advance before travel, Apply for Settlement after Travel with Interface with Main accounts for Payments.			
Promotion / Transfer Details	Facilities to be provided to support Transfer of employees from one department/section to another department, Promotion details with increase in -pay details, with Interface with payroll for Department and Pay change.			
Annual Increment	Facilities to be provided to manage Annual Increment on Basic and DA for those who have joined before Jan 1 st /July 1st along with an Interface with Payroll.			
Financial Upgrade	Facilities to be provided to support Financial Upgrade for employees who have not got a promotion for a certain period along with Interface with payroll.			
Summer and Winter Vacation	Facilities to be provided to Prepare circulars for summer and winter vacation, support Faculty to apply for their working days during this period, and manage Faculty EI calculation based on their summer and winter working days.			
National and International Travel	Facilities to be provided to apply for national and international travel for conferences, seminar etc., support Travel on CPDA balance or Project funds, Nominate Alternate staff for Academics and Projects for the travel period, and Apply for Advance under CPDA or Project Funds.			
NOC Certificate for Visa and Passport	Facilities to Apply for NOC Certificate before any international travel for Visa, Apply for NOC certificate for Passport.			
EL Encashment	The system is expected to support EL encashment to be claimed during LTC travel for a maximum of 10 days as per the prevailing norms.			
Loans and Advances	Facilities to be provided to manage Employee application for Festival, Vehicle, and Housing loan with Interface with payroll for Loan Amount and appropriate computations to calculate EMI amount to be deducted from salary.			
Insurance Details	Facilities to be provided to Issue circular for GMIS and GTIS insurance, support Employee application for Additional or Higher Coverage along with Interface with payroll for salary deductions.			
Relieving records/ Terminal Benefits	The system is expected to support Capture of NPS amount, Encashment of EL amount along with Interface with Pension for salary payments. Gratuity, CGEGIS Records.			

CEA Allowance	Facilities to let Employee apply for CEA allowance for 2 children for one academic year with Interface with accounts for Payments and Deductions in Income Tax rebate.			
Electronic File System (e-File)	e-File is to be developed as a workflow based system that includes the features of existing manual handling of files in addition to more efficient electronic system. This system involves all stages of working in a file, including the diaring of inward receipts, creation of files, movement of receipts and files and finally, the archival of records. With this system, the movement of receipts and files should be seamless and there is more transparency in the system since each and every action was taken on a file is recorded electronically. This simplifies decision-making, as all the required information is available at a single point. It envisions a paperless office, with increased transparency, efficiency, and accountability of the organization. e-File has to enable a paperless office by scanning, registering and routing the inward correspondences along with the creation of the file, noting, referencing, correspondence attachment, draft for approvals, and finally movement and tracking of files as well as receipts.			
Annual Property Return	Online submission of Annual immovable Property and Assets and Liabilities Return by the employees as per the prescribed norms.			
MIS Reports	MIS Reports application is to be designed with role-based scope privilege for users to access different reports based on the statistical output of transactions done in the Module. This application facilitates reports for almost all available metadata parameters along with the provision of selection-based customized output. On generating the reports, the user gets the results in default HTML format which can also be downloaded in PDF as well as excel formats. MIS Reports should be available in PDF, excel format. Super Administrator of the Institute can provide various level privileges and reports to the roles of the users as per respective requirements. MIS Reports application comprises of different modules.			
Staff Attendance/ Leave management	Maintain Staff Attendance and leave records.			
Staff Payment management	Support payroll processing, another reimbursement, such as LTC, Leave encashment, medical and Other reimbursements, CPDA, Travel for Conferences/Other official purposes, Temporary advances, etc.			
Training management	Maintain training details of Institute Staff/Faculty.			
Staff Performance Management - APAR	Ability to manage the performance appraisals of Institute Staff including training related information			
Adjunct/visiting / guest faculty details	Ability to maintain information on adjunct, visiting and guest faculty.			

Module 4 : “ Academics”				
Process	Description	Fully implemented	Partially implemented	Not Implemented
Admission and Student Record Management –	The system is expected to create the student admission data and generate roll No. and print ID Card. It should act as STUDENT MASTER which should store offer letter, grade sheets, other certificates etc. and also include all contact details of the respective student and their parents/guardian. It should generate Reports program wise/ Category wise/ gender wise etc. Subsequently it should allow auto updation of all student details like fee, income proofs, caste, etc. It should prompt for updation of new income, caste certificates after expiry of the old certificates. Medical leave details should also be included. Workflow 1: Data Entry by PA/JA - Verification by JS - Locking/Unlocking by AR/DR - Other bonafides printing Work Flow 2: Registration of Course and change requests - Processing and updation.			
Fees and Scholarships	The system should extract data regarding income and category details from STUDENT MASTER. It should extract data from Grades/CGPA. Accordingly, it should show the eligibility of scholarship to the student. It should give option for manual entry of external scholarships. It should extract data from accounts regarding payment of fee and refund of paid fee as scholarship at a later date. It should show details of bank loan availed by the student. Accordingly, scholarships should be disbursed either to individual or to the bank. Integration of fees and scholarship can be discussed and worked out. It should have all the fee receipts of individual students (probably with the digital signature of Accounts personnel). There should be a provision for late payment/flexible window for payment. Workflow 1: Updation of Caste/income by PA/JA - Verification by JS - Locking/Unlocking by AR/DR For Scholarships: Online Applications sent by mail merge by JA/PA/JS/AR - Verification of data uploaded by student for scholarship by JA/PA- Generation of eligibility by JS - Verification of eligibility and communication to Accounts by AR/DR Work Flow 2: Updation of fee by academics - Auto population of fee discounts from Student Master and Scholarship Module - Students can access their final fee - Communication of payment link or bank details (separately outside ERP) – Student will update payment details - Generation of reports of fee payment by Academics - After verification, communicate to Accounts - Fee receipt (probably with digital signature generated by Finance Department).			
Course Management	This should be a COURSE MASTER. It should have all the details of the course LTPC, curriculum and syllabus, prerequisite to the course, Core/Elective course etc. The system shall have facilities to enable Creation and Modification of courses, Creation/Modification and maintenance of slot book, Creation/Modification and maintenance of curriculum, along with Integration of slot book to Moodle. It should enable creation of a new course and deletion/modification of existing courses. In case a course is modified (Course Code), the old course should be shown in disabled mode. It should have details of when the course was introduced and in which Senate / BoG. Course Proposer can be an option and it can be linked to Faculty ID. In case of syllabus change or name change without change in Course ID, it should show the previous version in disabled mode along with timestamp. Workflow: Auto-population of Course related information from Senate / BoG Portal.			

	- Assigning of course code for new course-disabling of deleted course in Course master and version changes by JA/JS-Unlocking/Locking Course Master by AR/DR/Dean.			
Student Course Management	The system is expected to handle the following: Course Registration, Minimum No. of Credits, Adding and Dropping of Courses, selection of Minor programme and Course Registration, Elective Registration, HSS, Project selection and registration along with Integration of registrations to Moodle. Work Flow: Auto-population of Course related information from Time table (for regular courses) and Course Master (for OOC, backlogs, electives etc.) for selection by student - Approval by Faculty advisor - Generation of attendance sheet by Academics.			
Withdrawal of Semester	There should be a provision for Withdrawal of semester with proper documents and approval. Workflow: Student to apply for withdrawal with necessary documents-verification by academic office-forward for approval-approval by the competent authority-auto deregistration of courses.			
Research Scholar Management	The system shall enable Guide/Co-Guide Allocation, Formation of RPC /General Test Committee, Course Prescription for Research Scholars, Progress review and monitoring, comprehensive examination, Submission of Synopsis and Submission of Thesis. Research scholar information such as TA/PA/EX category etc. TA duty allotment etc. Workflow: Module 1 - Auto-population of Course related information from Time table and Course Master for selection by student - Approval by Faculty Advisor Module 2 - Leave Management Module 3 – Stipend TA/PJ/External as per TA duty 4- Research Grant 5. TA/DA claims related to conference etc.			
Student Results	The system shall enable Uploading and Publishing of Grades, Correction of Grades and Generation of Grade Cards Work Flow: Auto-population of Grades and Attendance after CCM - Generation of Grade Cards by Academics - View access to be provided to Placement Cell. Generation of Semester wise grade cards and consolidated transcripts. Eligibility to Semester Exam based on attendance, Supplementary exams, Degree Certificate.			
Attendance Management	Recording of Student leaves and attendance, Biometric attendance, provision of manual attendance,			

Senate Proceedings and Administration	The system shall enable Convening of Senate meetings and various sub- committee meetings periodically, Preparation of agenda and circulate agenda and meeting minutes to participants and members, issue office orders based on decisions taken by senate and its committees and Archive all records relating to senate and committee meetings Work Flow: Generation of draft of MoM of Senate by JS - Verification and forwarding to AR/DR - Recommendation by Dean / Registrar - Uploading the final copy after Chairman's signature.			
Convocation	The system shall be able to manage the constitution of committees and subcommittees, requirements of each committee, preparation of agenda, circulation and minutes of the meetings, office orders based on decisions taken during various meetings, managing VVIPs and other guest lists, records, etc. Workflow: Updation of Senate Approval for issuance of Degree - Printing of degree - Issuance.			
Formation and Management of Committees	The system is expected to manage Constitution of committees to meet various internal requirements, Schedule meetings, Preparation and circulation of agenda and minutes of meetings to members and invitees as per circulation list, Issue office orders based on decisions taken by committees and Archive all records relating to committee meetings Work Flow: Creation of Committee-Constitution of members from Faculty & Staff (based on approval from competent authority) - Preparation of agenda - Circulation - Schedule of meeting - Minutes - Approval - Circulation - Updation in relevant modules (like Course Master, Time-table, CCM, Scholarships etc.)			
Event Management	The system shall manage various aspects of event management like Scheduling events, Booking of halls and infrastructure for events, Approval of advance payments for organizing events, Disbursement of advance amount from petty cash and Submission of supporting documents and settlement of advance after the event Workflow: Approval of budget for event - Purchase order/work order related details entry - Budget reconciliation.			
Scholarship Management (Student Welfare)	System shall enable Application for scholarships and Issue and Maintenance of scholarships (Basic Data Management of Various students welfare/scholarship/creative activities/schemes) Workflow: Calling for applications from Academics - Filling of details & uploading of relevant docs by students - Processing - After approval from Director, updating Scholarships - Auto population to Student Master and also fee updation in the Fee module.			
MS and Ph.D Admission - online application	The admission portal will be integrated between the IT department and Academic Section Workflow(M.S & PhD): Calling for applications from Academics - Filling of details & uploading of relevant docs by students - Processing by Departments through Dept. Admission Login - Ordinances & Regulations Admission guidelines - Student admission offers - Fee & Final list.			
M.Tech Admission and M.Sc (Spot Admission)	The admission portal will be integrated between the IT department and Academic Section Workflow (M.Tech): Calling for applications from Academics - Filling of details & uploading of relevant docs by students - Processing - COAP Admission guidelines - Round wise student admission offers - Fee & Final list Workflow (M.Sc - Spot): Calling for applications from Academics - Filling of details & uploading of relevant docs by students - Processing by Departments through Dept. Admission Login - JOAP Admission guidelines -			

	Student admission offers - Fee & Finalist.			
Academic Calendar	It should have a provision to prepare academic calendar, remind the deadlines of the activities as per the approved academic calendar. Workflow: Preparation of academic Calendar-Approval by Senate.			
Class Time Table & Class Room Management	Workflow: Updation of time table and class room occupation from Time table Committee minutes - class room booking for extra classes.			
Examination	Generation of examination time table and class room occupancy depending on course registration.			
Faculty Course Feedback	Workflow: Auto-population from Student Course Management - Feedback from students - Generation of the necessary reports like Institute average, faculty average etc.			
International Admissions	Calling for applications from Academics - Filling of details & uploading of relevant docs by students - Processing by Departments through Dept. Admission Login - Ordinances & Regulations Admission guidelines - Student admission offers - Fee & Final list.			
Online Student grievances processing	Workflow / Flow chart: Grievances related to Academics - Verification and redressal. Work flow: Online submission of grievance by the student-processing by grievance committee/officer-decision approved by the competent authority-redressal.			
Flexibility on Semester	The system should have flexibility to define an academic term. Provision to add a semester such as summer semester. Academic terms need not be restricted to "Semesters" (4 to 6 months) alone. There may be academic programs in future that may be offered in academic terms that don't match the duration of semesters. The system administrator (or someone in the academic unit) should have the rights to define an academic term.			
Alumni Relationship Management	<ol style="list-style-type: none"> 4) Alumni information collection/update/database management. 5) Send group emails with desired attachments such as newsletters/ text / WhatsApp messages to alumni based on selected criteria. 6) Payment gateway for accepting donations from Alumni and friends. 			
Abbreviations: PA: Project Assistant/Associate JS: Junior Superintendent, AR: Assistant Registrar, DR: Deputy Registrar				

Module 5 : Student Affairs, Hostel Management, Placements and Alumni Affairs		Fully implemented	Partially implemented	Not Implemented
Student Affairs : -				
Students constitution	Document should be made available Create a form to propose any amendment by a student.			
Technical activities	Ability to create and manage the entire life cycle of technical clubs, technical events, workshops which includes registering for events, event coordinators, participants, conducting and managing the event, logistics for event management, financial links for the events, feedback on events.			
Cultural activities	<ul style="list-style-type: none"> • List of all cultural groups • Description of each group • Structure of a group • Once Dean announces, student should be able to submit EoI for a particular cultural group to act as Coordinator. • Present coordinator & council • The system is expected to enable Student to subscribe for any activity. • The Student shall pay the amount of the fee online for subscribed group activities. 			
Feed Back				
Sports activities	<ol style="list-style-type: none"> 1. A workflow for all students to register for different sporting selection of Inter IIT and Intra IIT meets. 2. Keeping record of all equipment that are in stock. Request for additional requirement through same system. 3. Expenses and bills to be updated in portal for record keeping purpose. 4. Attendance of students for selection and practice sessions needs to be entered for record. 5. Sports department to access the students' performance and attendance data set in consolidated manner for all activities. 6. Announcements on results, selection events, practice matches should be updated on website and concerned students and staff should receive notifications. 7. Performance of students in each events should be updated on portal and students can be tagged in match result sheet to automatically show in students' individual account. 8. Keeping note of performances of all students at Inter IIT and Intra IIT for future use of selection for Inter IIT meet. 9. For travel and ticket booking for all students for Inter IIT meets and individual requests for change in travel itinerary or any other request during the meet should come through the sports portal and it should be accessed or approval by authority in an organized manner. 10. Complete results of all IITs at Inter IIT meets need to be available for internal reference and can be accessed with prior permission 			

	<p>only.</p> <p>11. Feedback form students so that can give their feedback, the responses can be accesses through a selected few email id's so to keep students' identities confidential.</p>			
Guiding and Counselling Unit (GCU)	<ol style="list-style-type: none"> 1. Form to book a session. 2. Form to register an issue. 3. Administrator interface - list of students registering for sessions, inputs from students, remarks from counsellors for the previous sessions, remarks from the students about counsellors, different categories of students to track for repeat sessions or escalation 4. Counsellor interface - list of students waiting for his/her sessions, remarks per students, repeat session requests. 5. A workflow to track a student once registered, periodically. 6. Academic section to GCU link through low performerslist. 7. GCU to Faculty advisors link through specific studentinteractions. 8. The data about the students going through the counselling needs to be encrypted and is accessible only to the decision makers. 			
National Sports Organization (NSO)	<ol style="list-style-type: none"> 1. A workflow for first year students to register forNSO. 2. Students to select dailyactivities in portal sometime before each session. 3. Concerned sports trainer to enter attendance, starting time and closing time for each student. 4. Individual students to access their training and attendance data for different activities. 5. Sports department to access the students' data set in a consolidated manner as well as for different activities. 6. Announcements regarding NSO to reach automatically to all registered students and concerned authorities. 7. One feedback form where all NSO participants can give their feedback, the responses can be accesses through a selected few email ids' so to keep students' identities confidential. 8. Keeping note of performances of all students for future use of selection for Inter IIT meet. 			
National Service Scheme (NSS)	<ol style="list-style-type: none"> 1. A workflow to keep records of hour calculation of students along with date and other details. It will be nice if we can make arrangements for semester wise as well as year wise. 2. Any suitable finance software to maintain the annualbudget. 			
Student Clubs	<p>List of all clubs</p> <p>Description of each club</p> <p>Structure of a club</p> <p>Once Dean announces, student should be able to submit EoI for a particular club to act as Coordinator</p> <p>Present coordinator & council</p> <p>The system is expected to enable Student to subscribe for any activity. The Students shall pay the fee online for subscribed club activities</p>			

Students Body Selection	Entire module on online selections with following features: Once Selection officer opens up, student should be able to submit his/her nomination for one position Provision for withdrawal. Provision for casting vote on a particular date and time period. Results announcement.			
Downloads	Following forms can be made available: 1. Approval request for any technical project 2. Approval request to participate in a competition organized by other Institution/organization 3. Approval request for budget to organize a program (technical/cultural/sports/club).			
Hostel Management : -				
Hostel details	Should have the capability to keep the record of hostels including the hostel wardens, staff, hostel room occupancy details, hostel inventory etc.			
Hostel admission	Ability to manage admissions to the hostel.			
Hostel room provisioning	The system shall manage the allocation of hostel rooms for students and guests; Request to change the rooms; Vacating the rooms at the end of the program or conversion of the hosteller to day-scholar.			
Room occupancy record-keeping, Visitor logbook, Security guard details /duty etc.	The system shall enable a detailed student record keeping, including logbooks and so on.			
Mess registration	Monthly mess registration for students and guests; vacation mess registration; mess rebate etc.			
Hostel & mess maintenance query	Need to be connected to concerned departments like EU, CC etc.			
Student & HM staffs medical insurance	Facilitating the students and staffs by connecting to the appropriate department.			
Placements : -				
Process	Description			
Student Management Data	Student profiling, Profile Verification, Resume Builder, Filtration & Export.			
Corporate Management Relations	Company HR Management, Relationship Management, Sending campus recruitment invitations, Activity Logging, Email Integration.			

Multiple Placement Cycles & Job Profiles Management	Multiple Parallel Placement Cycles, Job Profile Management, Internship Management, PPO Management, Application Management, Shortlisting and Offers Management, Attendance Tracking.			
Auto-Communication	Automated emails, mobile app notifications, reminders for events, online notice board, personalized notifications.			
Collaboration	Faculty Access, Staff Access, Administration Access, Role Based Access Rights Control. Collaboration at College, Student, Campus Drive, Job Profile etc. levels.			
Custom Rules & Policies	Custom Configurable Placement Policies, Attendance Rules, Eligibility Criteria, Incentivisation & Penalization Rules.			
Live Dashboards and Campus Drive Analysis	Real-time Custom Dashboards, Custom Reports, Inbuilt Data Explorer, Custom Pivot Tables & Charts.			
Calendar Management, Custom Forms & Feedback Surveys	Role-Based Calendar Views, Custom Feedback Collection & Reports. Forms, Linked Surveys, Employer			
Training Management	System shall enable Online test portal, Collaborations Training, Online Tests Management, Test requests and evaluation, Group Discussions, Mock Interviews Soft Skill, Corporate Training, Department Training Student feedback on trainers and training, Trainer feedback on students, Training Calendar.			
Job Sharing	Posting Jobs & Internship Openings, Enforcing Eligibility Criteria, Creating Drives.			
Application Tracking and Management	Live Application tracking, Candidate Filtration Tools, Shortlisting Tools, Internal Collaboration Tools.			
Manage Recruitment Process	Shortlist Management & Communication, Offers Management.			
Alumni Affairs : -				
Process	Description			
Alumni Affairs Management	The system shall enable Maintenance of batch-wise records of alumni, Schedule and invite for alumni meetings, Invitations to alumni for Orientation sessions for students, Study abroad programs and Career mentoring for students Work Flow: Auto-population after issuance of final grade card - Generation of alumni email ID - Communication management from/to Alumni. This module should be reflected in International relations also.			

Module 6 : “Knowledge Resource Management”				
Process	Description	Fully implemented	Partially implemented	Not Implemented
Fine Management and Due Clearance Module	Students will be able to clear their dues and fines online through a payment gateway in ERP and the details should be notified with the Library spontaneously (Integration with Koha is required). An IIT student / staff / faculty should be able to apply for a no-due certificate and get the approval online.			
Status of library account	Student / faculty / staff should be able to view the library books in their account (that were issued using Koha - Library management System), library fines if any, due dates of library issued books once they login to ERP (Integration with Koha is required).			
Book Acquisition Module	The module will be for accepting book requests (only from Faculty/group A staff logins)- then it should come to library for duplicate checking and after that finally to LC Chairman (digital signature for approval at each stage of book acquisition form). Once approved, the approval should be downloadable.			
Journal Acquisition Module	The module will be for accepting journal requests, but will be time restricted to September - October in order to initiate subscriptions by January of next year. Request has to go from faculty to HoD, then to Library and then Library Committee Chairman.			
Lost book Module	Library user will be able to enter lost book detail in ERP application.			

Module 7 : Works				
Process	Description	Fully implemented	Partially implemented	Not Implemented
Complaint Management Module	System should be able to Receive and handle various types of complaints related to Civil, Electrical, Carpentry, Plumbing, Water supply, Housekeeping, Pest control etc.			
Contingency Maintenance Advance Request & Settlement	System shall be able to process the advance request for approvals on hierarchy basis and shall submit to accounts section. Shall also be able to submit all the bills against advance amount for a settlement.			
Budget Approval	System is to be expected to facilitate to prepare recurring and non- recurring budget for EU department.			
Tendering and Work orders module	System to be expected to facilitate to tender documents, comparison report, material supplier details, special terms if any required etc.			
Vendor Management	System to be expected to facilitate to prepare vendor list , site visit report, annual evaluation report & feedback.			
Maintaining procurement and Stock of various items	System Shall be able to Maintain the Inventory details, Stock details & system shall be able to provide complete data against any item (ex. request given by, item serial number, P.O. details, end user, warranty details, breakdown history, Maintenance history)			
Bills & payments	System to be expected to facilitate to process AMC bills of Civil, Electrical, Horticulture, Housekeeping, Security, Ambulance, Garbage Disposal, Pest control bills & their track for annual budget.			
Indents and purchase module	System is expected to facilitate the indent from raising of indent to till purchase.			
Campus maintenance module	System to be expected to facilitate Civil, Electrical, Horticulture, Housekeeping, Pest control maintenance data & maintenance mode/procedures.			
Solar and Electricity Bills	System shall able to process for necessary approvals for payments against the Temporary campus main building, annexure building, Transit campus APSPDCL & Solar electricity bills, thereafter shall be forwarded to accounts section. Once the payment done by accounts section, system shall reflect the payment details for confirmation. Also System shall be able to provide old bills history.			
As built drawings for EU department	System to be expected to facilitate area wise measurements & as built drawings which helps in resolve complains as well as avoid damages/interruption of other services during redevelopment/rectification.			
Staff & Rental agency electricity bills	System Shall able to generate electricity bill for their consumption and shall deduct from respective staff salaries, Rental agencies payments against electricity bill shall be reflected.			
Booking and allotment of Institute common facilities	System should be able to facilitate the booking and allotment of institute common facilities such as Senate Room, Meeting Room, Auditoriums etc.			
Institute furniture	System shall able to Make the specification, Submitting the approval copy to tender document section, Maintaining of Inventories, Clearing of supplied material bills, Documentation of indents and approvals ,Number of Institute furniture.			

Payments of Various Departments (CPWD, RWSS, Architects fee. Etc.)	Shall able to create the note approval based on the demand note received from the concern department, after note approval it should able to give to Accounts section to processing the demand through HEFA.			
tender document section	System shall be able to tendering of Civil, Electrical, Horticulture works, tendering of institute Furniture, Preparation of tender documents, Uploading the tender documents, Evaluating the tender documents, Awarding of works and Documentation of tender documents related documents.			
Trial Balance, Income & Expenditure and Balance sheet	The system is expected to support Annual Financial Statements like Income & Expenditure Statement, Receipts & Payments, Trial Balance on monthly basis, Final Balance sheet along with all the schedules as per MOE formats.			

Module 8 : "System Administration and Integration"				
Process	Description	Fully implemented	Partially implemented	Not Implemented
Online Alerts	Ability to send automated e-mails and SMS as well as broadcasting information to specific groups on need basis.			
Dashboards	Ability for the institute management to measure various metrics such as admission demographics, student performance, patents, placement statistics, etc. Should be able to search on files/notes etc. (Meta-data should be generated for each workflow through end-user intervention).			
Flexible report writer	Ability to generate flexible reports on the criteria selected by the user.			
IT Security including single-sign on, digital rights management, user level rights	Provision for IT Security to prevent hacking, virus detection, and cure, firewall, digital rights, restricting access based on user, etc.			
Backup and recovery	Provide a mechanism to take automated backup and recovery of data.			
Ticketing System	For Complaints related to installation, website updates, software-related services.			
The workflow system should have the following abilities - 1. Create customized forms 2. Define actors and roles 3. Define path in which the data should flow provision a	Ability to have approvals at various levels across various business processes. Most of the present-day workflow systems are pre-manufactured for specific use cases. Each organization is different and has its peculiarities. The workflows and interactions between various units cannot all be predicted much beforehand as templates. In this regard, it is important for the workflow systems to provide the highest level of customizability. This customizability should be in the hands of the end-user. Typically, what we have observed is, the vendor takes requirements from the organization, gets back to their development teams, and comes back with implementation later. This			

dashboard for actor to see where the files and status Should have an UNDO mechanism	cycle takes longer, is rigid, and is not scalable for a dynamic setup. Customizability directly enhances any workflow customer experience.			
Availability:	A threshold may be defined (suggested - 99.5%). If the system availability in any month falls below the threshold, a suitable penalty may be levied.			
Reliability	zero-tolerance of any loss in the ERP data. Sufficient backup needs to be maintained. If the Institute is okay with it, cloud-based backup may also be specified.			
User authentication	IITDh has its own LDAP system. The user credentials defined here are to be used by the ERP.			
Security	<ul style="list-style-type: none"> A Linux-based system, following all best practices related to system security. A third-party security audit of the entire software is recommended. The software must be self-contained, and should not invoke any third-party services across the Internet. If it is invoking any services, the security of those services, and the communication to those services, need to be audited as well. 			

Module 9 : General Administration				
Process	Description	Fully implemented	Partially implemented	Not Implemented
Legal Matters	The system is expected to manage the Legal Proceedings related issues. Facilities to be provided for engagement of Lawyers Firm, MIS on various legal cases, decisions, status, closed or upcoming and relevant documents etc.			
RTI	The system is expected to manage the RTI related issues of the Institute. Facilities to be provided to display the Section 4 requirement on Website. Two way communication with all section/department for collection of data and generation of information.			
Grievance Redressal	The system is expected to manage the Grievance related issues of the Institute. Facilities to be provided to integrated with the designated email ID.			
CVO	The system is expected to manage the Vigilance related compliances of the Institute. Facilities to be provided to keep the record related to appointment of CVO, Monthly/quarterly/annually compilation of information in the prescribed format from the different modules of purchase, services, works and accounts.			
Women Cell	The system is expected to manage the Women Cell related activities of the Institute. Facilities to be provided to keep the records regarding			

	constitution of Women Cell, activities, complaint management and disposal thereof and report generation.			
Internal Complaint Committee	The system is expected to manage the activities related to ICC of the Institute. Facilities to be provided for integration with designated email ID, receiving of the complaints, disposal and report generation etc.			
BoG, FC, BWC and Senate	<p>The system is expected to provide the interface to manage and coordinate the various statutory committee related issues.</p> <ol style="list-style-type: none"> 1. System should be capable of taking inputs/agenda from different stake holders. 2. This module shall serve the purpose of recording and releasing minutes of meetings. 3. It shall enable user to record minutes of the meetings by creating dynamic headers along with already created static headers such as Meeting Title, Date & Time of Meeting, Venue, Attendees, Agenda and Items. 4. It shall enable user to record items under each agenda. 5. It shall generate a meeting reference number for every MoM. 6. It shall generate a printable format of MOM in the user defined format. 7. It shall enable user to create the list of signatories on the printable format of MoM. 8. It shall enable user to upload the scanned copy of signed MoM with the meeting reference number. 9. It shall enable user to create a list of recipients for a particular meeting reference number and auto-generate email to all of them with MoM content in the body of the mail and scanned copy of signed MoM as attachment. 10. It shall enable users, based on role level access & authentication, to access this database 11. for reference or reporting or updation purposes with a search option on meeting reference no., meeting title, meeting date etc. 12. It shall trigger intimations in form of email and/or SMS as applicable in the process. 			
House Allotment	The system is expected to manage the House Allotment related issues of the Institute. Facility to be provided to display the vacancy, norms, receiving the applications, committee decision, allotment, inventory, damages, surrender of the house etc. The facility should also be provided to provide the details regarding user charges and license fees etc.			
DAK Management at two levels.	The system is expected manage the Inward and outwards of the documents and tracking thereof. Facility to be provided to keep the records, tracking of the documents and reports generation.			

<p>Health Centre</p>	<p><u>Doctor Consultation:</u> The system is expected to provide features to</p> <ol style="list-style-type: none"> 1. Display Doctor/s details 2. Doctor can manage his/her availability timings 3. Students / Employees to Book Doctor's appointment 4. Provide and manage Prescriptions. 5. Database of medical history. <p><u>Students' Medical Records Management:</u> The system is expected to</p> <ol style="list-style-type: none"> 1. Create / Edit Student medical records. 2. Generate medical reports and Certificates. <p><u>Employees' Medical Records Management:</u> The system is expected to manage</p> <ol style="list-style-type: none"> 1. Employee medical records. 2. Create / Edit / Delete dependent details and medical records. 3. Generate Annual medical reports of Employees. <p><u>Pharmacy Date:</u> The system is expected to Create/Edit/Delete Pharmacy Product details</p> <p><u>Referrals Letter to the Hospitals:</u> The system is expected a feature to generate referral letters to the Hospitals. Recommendation/Certification for reimbursement of medical expenses incurred at referral hospitals. Payment of Certified Bills by account section.</p>			
<p>Institute Vehicle Management for Guest</p>	<p>Travel ID, Guest Name, Guest code, Affiliation, Advance details: Travel brief, from date, to date, journey from. Journey to, Mode of travel, flight number, domestic/international, applied date, Estimates: Stay, food, Local travel, Vehicle details, others Approvals: Approved date, Approved by.</p>			
<p>Institute Guest house Management</p>	<p>Request No, Applied Date, Name of the Guest, Request by (in house staff or outside guest), Transit house, Room type, No. of Rooms, Official/personal, Check-in date, Check-out date, Extension required, Event/Purpose, Payment: Click on the payment, payment methods, payment done through payment gateway, receipt generated. Approvals: Approved date, Approved by. Booking of the meeting room. Database of vehicles – Vehicle entry & exit details at the Guest House main gate.</p>			

Details of Outsource services/agencies	Basic information to be captured for operational efficiency and finance management.			
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Module 10 :- “Sponsored Research and Consultancy (SRC) and Projects”				
Process	Description	Fully implemented	Partially implemented	Not Implemented
Agency Code Master	The system shall facilitate Creation/Modification of a Unique code for sponsored and consultancy projects agencies			
Principal Investigator Code Master	The system shall facilitate the Creation/modification of Unique code for all the Principal Investigators and capability to assign if required.			
Sponsored Project Proposal	The system shall facilitate the Submission of a Proposal for a new sponsored project, Capture the scope and objective of the Project, Sanction value and Duration of the project, Create project numbers, etc.			
Consultancy Project Proposal	The system is expected to enable Submission of Proposal for new consultancy project, Capture scope and objective of the Project Sanction value and Duration of the project, Create project number, etc.			
Internal Project Proposal	The system is expected to enable Submission of Proposal for Internal Projects, Capture scope and objective of the Project Sanction value and Duration of the project, Create project number, etc.			
Project ID creation	Facility to Create Project Number after Receiving Sanction Letter and/or Funds from Agency for all Projects. Budget allocation for each project.			
Project Finance Management	The system shall facilitate Project Finance Management. Allocate budget as per the sanction under various heads, allow for funds re-appropriation, track all the expenditures & receipts, allow for blocking of funds when any financial commitment is made, Calculation of interest earned for respective projects, etc.			
Utilization Certificates and Statement of Expenditures (UC & SE)	The system shall facilitate the generation of Utilization Certificates (UC) and Statement of Expenditures(SE) of Projects for various parameters like Time, Heads, etc.			
Project Amendments for Sponsored Projects	The system shall facilitate any amendments in the sanctioned projects regarding extension of duration or additional funds.			
Project Amendments for Consultancy Projects	The system shall facilitate any amendments in the sanctioned projects regarding extension of duration or additional funds.			
Project status tracking	The system is expected to manage/record project status, reports/reviews and comments for Actuals Tracking.			

Project Closure	Facility to close the project. An e-mail should be triggered to the PI about the project completion.			
Project Staff Recruitment	The system shall facilitate Recruitment of temporary project staff. This may be integrated with the recruitment module for all the recruitment processes like hosting of advertisements, receiving applications, screening/ shortlisting, issuing of offer letters, etc. Facilitate joining formalities, issue ID numbers/cards, joining orders, etc. This may also be integrated with the payroll module for payment of emoluments/stipends.			
Adhoc Recruitment	The system shall enable Recruitment of project staff under Adhoc through Referral, advertisement, student (part time), staff (Part Time) and student recruitment through MS/PhD, along with interface with payroll for payment emoluments/stipends. Facilitate joining formalities, issue ID numbers/cards, joining orders, etc.			
Staff Extension/Enhancement or Relieving	Facilitate Extension/Enhancement/Relieving of project staff from the project, completion of Exit formalities, generation of relieving orders, issue experience certificates, etc..			
Project Purchase	The system is expected to facilitate Capture of Indent details, with item and supplier details, commitment and interface with accounts for payment. This may be integrated with the MMD/Purchase module.			
Project Receipts	The system shall facilitate Capture of receipts details received from agency, calculation of service tax for consultancy project, calculation of overheads for sponsored project, etc.			
Reimbursement claim	The system is expected to manage reimbursement Claims for items like stationary, Chemicals or some consumables for the use of the Project and Interface with accounts for payment.			
Temporary Advance Sanction / Settlement	The system shall facilitate drawing of advances from Project Account for some urgent requirements like arranging for a meeting, purchasing items like stationary, Chemicals or some consumables for the use of Project, etc., and also facilitate the settlement of the same.			
Project Imprest	Facility to get sanction as a temporary advance from Project Accounts for some petty and contingency purchases for the use of the Project.			
Project Travel	Facilitate applications for sanction of travel, process TA/DA claims/advances/settlements, generation of standard letters to authorized travel agents, etc.			
Disbursement from Consultancy Projects	Disbursement of manpower cost/overhead/any other cost from consultancy projects.			
Faculty Database	This database can be used to get details for MoE requests. This will be also used together with Annual Report and Newsletter Committee. Publications (Journal, Book, Book chapter, Conference), Projects, Conferences attended, Paper/Postern Presented in conference/Seminar/Workshop/Symposium, Guest Lectures Delivered, Award and			

	Achievements, Memberships, patents filed/registered etc.			
Department Database	Conferences / Workshops / Symposium Organized, Colloquium / Invited Lectures hosted by the Institute, MoUs signed, Industrial Visits, Patents filed/registered, etc.			
Open Projects Notifications	The system is expected to provide notification regarding open projects to the concerned faculty.			
Centre of Continuing Education (CCE)				
Process	Description			
Registration	The applicants need to register for a workshop/training program by providing the necessary details.			
Certificates	The organizers shall be able to issue certificates for the people who have successfully finished attending workshops			
Applying to short-term courses	Manage applications for short term courses / GIAN courses / Workshops / Conferences, etc.			
Shortlisting and confirmation	Workshop coordinators should be able to shortlist the candidates based on various criteria and confirmation needs to be communicated.			
Handling of Payments	The system should allow the participants to pay the fee online. Also, able to process honorarium/TA-DA/any other payments to the speakers.			
Showing Statistics in Dashboards	The main coordinator should be able see various statistics such as the number of conferences being organized in each department, number of participants attended in each short-term course, the expenses incurred for each event, total fees collected from all the participants.			
QIP Centre Activities				

Module 11 : Contracts and services				
Process	Description	Fully implemented	Partially implemented	Not Implemented
Procurement and tendering process	Similar to the Module - MMD			
File Tracking & Management	<ol style="list-style-type: none"> 1. Central File Management: Creation, updating and file search 2. Approval workflow 3. File tracking - by indenter wise / approval authority wise 4. Various formats handling like-Doc, exls, PDF, Html etc. along with multi file upload/download facility 5. Maintenance and management of audit history 6. Sharing of documents and files and other content within the organization 7. Multiple search types with various combinations including advanced search screen for detailed queries 			
Document Lifecycle Management	with facilities for reminders, Alerts and event-based triggers.			
Minutes of Meeting	<ol style="list-style-type: none"> 1. This module shall serve the purpose of recording and releasing minutes of meetings. 2. It shall enable user to record minutes of the meetings by creating dynamic headers along with already created static headers such as Meeting Title, Date & Time of Meeting, Venue, Attendees, Agenda and Items. 3. It shall enable user to record items under each agenda. 4. It shall generate a meeting reference number for every MoM. 5. It shall generate a printable format of MOM in the user defined format. 6. It shall enable user to create the list of signatories on the printable format of MoM. 7. It shall enable user to upload the scanned copy of signed MoM with the meeting reference number. 8. It shall enable user to create a list of recipients for a particular meeting reference number and auto-generate email to all of them with MoM content in the body of the mail and scanned copy of signed MoM as attachment. 9. It shall enable users, based on role level access & authentication, to access this database 10. for reference or reporting or updation purposes with a search option on meeting reference no., meeting title, meeting date etc. 11. It shall trigger intimations in form of email and/or SMS as applicable in the process. 			
Work Order	This shall serve the purpose of creating and releasing work orders.			

	<ol style="list-style-type: none"> 1. It shall enable user to create Work order in the defined template with dynamic and static headers. 2. It shall generate a Work order number in the user defined format. 3. It shall generate a printable format of Work order in the user defined format. 4. It shall enable user to create the list of signatories on the printable format of Work order. 5. It shall enable user to upload the scanned copy of signed Work order against the unique office order number. 6. It shall enable user to create a list of recipients for circulating a Work order. This module shall enable user to define a group of recipients which may be common for every order and add individual recipients to the group, if required. 7. It shall auto-trigger email to all recipients with order content in the body of the mail. 8. It shall enable users, based on role level access & authentication, to access this database for reference or reporting or updation purposes with a search option on Work order number, Work order date etc. 9. It shall trigger intimations in form of email and/or SMS as applicable in the process. 			
Manpower Recruitments	Handling employee recruitment process from resource requirement to employee on boarding and personnel file management.			
Outsource Employee Attendance Management	Attendance tracking and management, integration options with card based and/or biometric based attendance systems.			
Visitor/ Guest House Module	<ol style="list-style-type: none"> 1. This module shall serve the purpose of booking available facilities in VH like room booking, dining hall booking, conference hall and seminar Hall booking, VFA booking, Dharwad guest house booking, etc. 2. It shall enable user to maintain master of these facilities as per categories and subcategories with details like capacity, rate, eligibility, etc. 3. It shall enable members of the institute to book these facilities on intranet and internet – based interface. 4. It shall show members the availability of facility with dates. In case of rooms, it shall show member of rooms as well as bed availability for rooms with double or triple beds along with gender of existing occupants of beds in the room, if any. 5. Check-In: It shall enable user to check-in the guest house at his/her arrival, for room booking. 9. Modification in booking: <ol style="list-style-type: none"> i. Cancellation: It shall enable the member, who has booked the facility to cancel on his/her own up to a day before the booking starting date. For same day cancellations, it shall push 			

	<p>the request to VH office for appropriate approval and action.</p> <p>ii. Extension: It shall enable the member, who has booked the facility to give request for extension in the similar manner as that of fresh booking.</p> <p>10. No-Show: It shall show pop-up message to the user for such an event and enable him/her to take further action of cancelling the booking or snoozing the message for a later duration.</p> <p>11. All booking details should be available/visible on the dashboard.</p>			
Security Service	<ol style="list-style-type: none"> 1. This module shall serve the purpose of recording all events that are reported to the control room of the security office such as road accidents, fire related incidents, breach of perimeters, thefts, emergencies, etc. 2. It shall enable user to capture details of the incident e.g. origin of the incident, actions taken and severity etc. 3. It shall generate unique reference number (Incident ID) for every such incident. 4. It shall communicate with appropriate departments' databases to retrieve specified personal information and internal databases within Security Office for related information as captured in various modules of Security Office. 5. This shall help in recording and maintaining basic information of security personnel provided to the institute by external security agencies. Information may include name, contact details, permanent address of the individual, role, joining date, resignation, termination, awards, punishments etc. 6. It shall assign a unique reference number to each security personnel and enable user to mark active or not-active flag against each of them. 7. It shall push data to Duty Roster module for assigning duties and shifts. 			
Gate Pass Protocol	<ol style="list-style-type: none"> 1. This module shall serve the purpose of tracking outgoing movement of articles / equipment's from the institute i.e. it shall be issued at every instance when an article or equipment is moved out of the institute gate. 2. It shall enable user to capture information of the article / equipment, person or vehicle moving the article / equipment, original destination of article / equipment, date, time and reason etc. 3. It shall generate instance id (unique reference number) for the movement. 4. It shall generate triplicate copies of the gate pass in a specified format. 5. Signing authority for issuing 1 Way / 2Way gate pass <ol style="list-style-type: none"> i. Dean (FW) for Faculties ii. Supervisors for Ph D iii. Dean (SW) for Students iv. Dean (AP) for Academics v. HOD/AR for Non-teaching Staff 			
Housekeeping Service	<ol style="list-style-type: none"> 1. This shall help in recording and maintaining basic information of housekeeping staff provided to the institute by external Man 			

	<p>Power outsourcing agencies. Information shall include name, contact details, permanent/contact address of the individual, role, joining date, resignation, termination, awards, punishments etc.</p> <ol style="list-style-type: none"> 2. It shall assign a unique reference number to each housekeeping staff and enable user to mark active or not-active flag against each of them. 3. It shall push data to Duty Roster module for assigning duties and shifts. 			
Integration with Online banking framework	Net banking, credit card, online payments etc. for submission of license fee and rent etc.			
EMD and PBG record management system	<ol style="list-style-type: none"> 1. Record management 2. Data should be retrieved on various parameters and alert system should be there to release PBG/SD and EMD 			
No dues	<ol style="list-style-type: none"> 1. This module shall serve the purpose of managing dues of members of the institute and clearance at the time of exit from the institute. 2. It shall enable each department to maintain an internal dues module to capture dues against the staff or student or faculty in terms of monetary and non-monetary dues. 3. It shall enable each department to record dues details like nature of dues, due amount, etc. 4. It shall retrieve details of members from appropriate departments' databases. 5. It shall enable departments to aggregate dues against a particular roll number and PF number. 6. It shall enable departments to update dues status as paid or unpaid. 7. It shall enable members to pay the dues online through integration with electronic payment gateway module. 			
Tracking of Details of various services	It shall enable the user to keep track on contract period of services running in the Institute and send alert emails before three months for extension or fresh tendering of the service.			

INSTRUCTIONS FOR EXECUTION OF THIS INTEGRITY PACT

- 1.0 Bidder shall submit the Integrity Pact on a non-judicial stamp paper of ₹100/- duly signed by the person(s) signing the bid. Foreign Bidder may submit the Integrity Pact on its company's Letter Head, duly signed by the person(s) signing the bid.
- 2.1 The non-judicial stamp papers are to be purchased in the name of the Bidder or **EMPLOYER** and the date of purchase should not be earlier than six months of date of execution. The same is to be attached with this bound volume mentioning the following on the stamp paper:

"This stamp paper is an integral part of the Integrity Pact executed by us

For providing Comprehensive Institute Management System(CIMS) at IIT Dharwad, File No. IITDH/CS/2022-23/CIMS/04

- 2.2 In case of a foreign bidder, the Letter Head is to be attached with this bound volume mentioning the following on the Letter Head: Not Applicable
- 3.0 Bidders are required to clearly indicate the name of the package and its specification number on the stamp paper/covering letter and first page of the Integrity Pact.
- 4.0 All the pages of the integrity pact are to be signed by the Bidder. If the Bidder is a partnership or a consortium, the Integrity Pact shall be signed by all the partners or consortium members.
- 5.0 Bidders are required to clearly indicate the name and designation of the signatory (ies) as well as the name and address of the witnesses.
- 6.0 The Bidder shall not change the contents of the Integrity Pact.
- 7.0 Bidder may note that Bidder's failure to submit the Integrity Pact duly signed along with the Bid shall lead to outright rejection of the Bid.

Note: The word EMPLOYER has been used in place of PIA short name. The same may be changed accordingly. (These are instructions for execution and does not form part of the Integrity Pact)

INTEGRITY PACT

Between

IIT DHARWAD

hereinafter referred to as

"EMPLOYER",

and

(

_____)

hereinafter referred to as

"The Bidder/Contractor"

Preamble

EMPLOYER intends to award, under laid-down organizational procedures, contract(s) **For providing Comprehensive Institute Management System(CIMS) at IIT Dharwad**. EMPLOYER values full compliance with all relevant laws and regulations, and the principles of economical use of resources, and of fairness and transparency in its relations with its Bidders/ Contractors.

In order to achieve these goals, EMPLOYER and the above named Bidder/Contractor enter into this agreement called '**Integrity Pact**' which will form a part of the bid.

It is hereby agreed by and between the parties as under:

Section I - Commitments of EMPLOYER

- (1) EMPLOYER commits itself to take all measures necessary to prevent corruption and to observe the following principles :

- a) No employee of EMPLOYER, personally or through family members, will in connection with the tender, or the execution of the contract, demand, take a promise for or accept, for him/herself or third person, any material or other benefit which he/she is not legally entitled to.
 - b) EMPLOYER will, during the tender process treat all Bidder(s) with equity and fairness. EMPLOYER will in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential/ additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.
 - (c) EMPLOYER will exclude from evaluation of Bids its such employee(s) who has any personnel interest in the Companies/Agencies participating in the Bidding/Tendering process
- (2) If Chairman and Managing Director obtains information on the conduct of any employee of EMPLOYER which is a criminal offence under the relevant Anti-Corruption Laws of India, or if there be a substantive suspicion in this regard, he will inform its Chief Vigilance Officer and in addition can initiate disciplinary actions under its Rules.

Section II - Commitments of the Bidder/Contractor

- (1) The Bidder/Contractor commits himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and during the contract execution:
- a) The Bidder/Contractor will not, directly or through any other person or firm, offer, promise or give to EMPLOYER, or to any of EMPLOYER's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange an advantage during the tender process or the execution of the contract.
 - b) The Bidder/Contractor will not enter into any illegal agreement or understanding, whether formal or informal with other Bidders/Contractors. This applies in particular to prices,

specifications, certifications, subsidiary contracts, submission or non-submission of bids or actions to restrict competitiveness or to introduce cartelization in the bidding process.

- c) The Bidder/Contractor will not commit any criminal offence under the relevant Anti-corruption Laws of India; further, the Bidder/Contractor will not use for illegitimate purposes or for purposes of restrictive competition or personal gain, or pass on to others, any information provided by EMPLOYER as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
 - d) The Bidder/Contractor of foreign origin shall disclose the name and address of the Agents/representatives in India, if any, involved directly or indirectly in the Bidding. Similarly, the Bidder/Contractor of Indian Nationality shall furnish the name and address of the foreign principals, if any, involved directly or indirectly in the Bidding.
 - e) The Bidder/Contractor will, when presenting his bid, disclose any and all payments he has made, or committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract and/or with the execution of the contract.
 - f) The Bidder/Contractor will not misrepresent facts or furnish false/forged documents/informations in order to influence the bidding process or the execution of the contract to the detriment of EMPLOYER.
- (2) The Bidder/Contractor will not instigate third persons to commit offences outlined above or be an accessory to such offences.

Section III- Disqualification from tender process and exclusion from future contracts

- (1) If the Bidder, before contract award, has committed a serious transgression through a violation of Section II or in any other form such as to put his reliability or credibility as Bidder into question, EMPLOYER may disqualify the Bidder from the tender process or terminate the contract, if already signed, for such reason.

- (2) If the Bidder/Contractor has committed a serious transgression through a violation of Section II such as to put his reliability or credibility into question, EMPLOYER may after following due procedures also exclude the Bidder/Contractor from future contract award processes. The imposition and duration of the exclusion will be determined by the severity of the transgression. The severity will be determined by the circumstances of the case, in particular the number of transgressions, the position of the transgressors within the company hierarchy of the Bidder/ Contractor and the amount of the damage. The exclusion will be imposed for a minimum of 12 months and maximum of 3 years.
- (3) If the Bidder/Contractor can prove that he has restored/recouped the damage caused by him and has installed a suitable corruption prevention system, EMPLOYER may revoke the exclusion prematurely.

Section IV - Liability for violation of Integrity Pact

- (1) If EMPLOYER has disqualified the Bidder from the tender process prior to the award under Section III, EMPLOYER may forfeit the Bid Guarantee under the Bid.
- (2) If EMPLOYER has terminated the contract under Section III, EMPLOYER may forfeit the Contract Performance Guarantee of this contract besides resorting to other remedies under the contract.

Section V- Previous Transgression

- (1) The Bidder shall declare in his Bid that no previous transgressions occurred in the last 3 years with any other Public Sector Undertaking or Government Department that could justify his exclusion from the tender process.
- (2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

Section VI - Equal treatment to all Bidders / Contractors

- (1) EMPLOYER will enter into agreements with identical conditions as this one with all Bidders.
- (2) EMPLOYER will disqualify from the tender process any bidder who does not sign this Pact or violate its provisions.

Section VII - Punitive Action against violating Bidders / Contractors

If EMPLOYER obtains knowledge of conduct of a Bidder or a Contractor or his subcontractor or of an employee or a representative or an associate of a Bidder or Contractor or his Subcontractor which constitutes corruption, or if EMPLOYER has substantive suspicion in this regard, EMPLOYER will inform the Chief Vigilance Officer (CVO).

Section VIII - Independent External Monitor/Monitors

- (1) EMPLOYER has appointed a panel of Independent External Monitors (IEMs) for this Pact with the approval of Central Vigilance Commission (CVC), Government of India, out of which one of the IEMs has been indicated in the NIT/IFB.
- (2) The IEM is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement. He has right of access to all project documentation. The IEM may examine any complaint received by him and submit a report to Chairman-cum-Managing Director, EMPLOYER, at the earliest. He may also submit a report directly to the CVO and the CVC, in case of suspicion of serious irregularities attracting the provisions of the PC Act. However, for ensuring the desired transparency and objectivity in dealing with the complaints arising out of any tendering process, the matter shall be referred to the full panel of IEMs, who would examine the records, conduct the investigations and submit report to Chairman-cum-Managing Director, EMPLOYER, giving joint findings.
- (2) The IEM is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. He reports to the Chairman-cum-Managing Director, EMPLOYER.
- (3) The Bidder(s)/Contractor(s) accepts that the IEM has the right to access without restriction to all documentation of EMPLOYER related to this contract including that provided by the Contractor/Bidder. The Bidder/Contractor will also grant the IEM, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his documentation. The same is applicable to Subcontractors. The IEM is under contractual obligation to treat the information and documents of the Bidder(s)/Contractor(s)/Subcontractor(s) with confidentiality.

- (4) EMPLOYER will provide to the IEM information as sought by him which could have an impact on the contractual relations between EMPLOYER and the Bidder/Contractor related to this contract.
- (5) As soon as the IEM notices, or believes to notice, a violation of this agreement, he will so inform the Chairman-cum-Managing Director, EMPLOYER and request the Chairman-cum-Managing Director, EMPLOYER to discontinue or take corrective action, or to take other relevant action. The IEM can in this regard submit non-binding recommendations. Beyond this, the IEM has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action. However, the IEM shall give an opportunity to EMPLOYER and the Bidder/Contractor, as deemed fit, to present its case before making its recommendations to EMPLOYER.
- (6) The IEM will submit a written report to the Chairman-cum-Managing Director, EMPLOYER within 8 to 10 weeks from the date of reference or intimation to him by EMPLOYER and, should the occasion arise, submit proposals for correcting problematic situations.
- (7) If the IEM has reported to the Chairman-cum-Managing Director, EMPLOYER, a substantiated suspicion of an offence under relevant Anti-Corruption Laws of India, and the Chairman-cum-Managing Director, EMPLOYER has not, within the reasonable time taken visible action to proceed against such offence or reported it to the CVO, the Monitor may also transmit this information directly to the CVC, Government of India.
- (8) The word '**IEM**' would include both singular and plural.

Section IX - Pact Duration

This Pact begins when both parties have legally signed it. It expires for the Contractor after the closure of the contract and for all other Bidder's six month after the contract has been awarded.

Section X - Other Provisions

- (1) This agreement is subject to Indian Law. Place of performance and jurisdiction is the establishment of EMPLOYER. The Arbitration clause provided in the main tender document / contract shall not be applicable for any issue / dispute arising under Integrity Pact.
- (2) Changes and supplements as well as termination notices need to be made in writing.

- (3) If the Contractor is a partnership firm or a consortium or Joint Venture, this agreement must be signed by all partners, consortium members and Joint Venture partners.
- (4) Nothing in this agreement shall affect the rights of the parties available under the General Conditions of Contract (GCC) and Special Conditions of Contract (SCC).
- (5) Views expressed or suggestions/submissions made by the parties and the recommendations of the IEM in respect of the violation of this agreement, shall not be relied on or introduced as evidence in the arbitral or judicial proceedings (arising out of the arbitral proceedings) by the parties in connection with the disputes/differences arising out of the subject contract.
- (6) Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

 (For & On behalf of EMPLOYER)
 (Office Seal)

 (For & On behalf of Bidder/Contractor)
 (Office Seal)

Place: _____

Witness 1 : _____
 (Name & Address)

Date: _____

Witness 2 : _____
 (Name & Address)