



**Notice Inviting Tender  
for  
“Supply, Installation, Maintenance and Support of IT  
Infrastructure on Cloud for Hosting of Webpages for  
Common Admission Process (CAP) 2021”**

(Tender No. IIMR/Tender/2020/14, Date 09/12/2020)

IIM Raipur,  
Atal Nagar, Kurru (Abhanpur), Raipur 493661,  
Tel: 0771-2474-609/610/702/705  
[caooffice@iimraipur.ac.in](mailto:caooffice@iimraipur.ac.in), [itdept@iimraipur.ac.in](mailto:itdept@iimraipur.ac.in)

Contact Person Name :

- Mr.Shakib Ahmed ,Asst.System Manager (IT Department) : 0771-2474-610/609
- Mr.Ashwani Bhardwaj (Sr.SPO) : 0771-2474-705

For and on behalf of IIM Raipur

**CAO, IIM Raipur**



### **NOTICE INVITING TENDER**

**Online bids** under Two-Cover system are invited on behalf of IIM RAIPUR from experienced, interested and competent suppliers / service provider for the following services :-

S.No	Particulars	Details
1.	Work / Service	Supply, installation, maintenance and support of IT Infrastructure on cloud for hosting of webpages for Common Admission Process (CAP) 2021 (with the accessories/software's/hardware's and other services/supports as per the specification / technical details as mentioned below).
2.	Technical Bid	Annexure A
3.	Financial Bid	Annexure B
4.	Estimated Cost	<b>NA</b>
5.	Cost of Tender (Non- Refundable)	Rs.500.00 plus 18 % GST = Total Rs 590.00 (Rupee Five Hundred Ninety Only including GST) <b>*Exempted</b>
6.	Earnest Money Deposit	<b>Rs 21,000/- (Rupee Twenty One Thousand Only)</b> <b>*Exempted</b>
7.	Last date of Bid submission	29.12.2020 @ 12:05 PM
8.	Tender Opening Date	30.12.2020@ 12:10 PM
9.	Delivery Period	Within 07 days from date of Work Order/LOA

**Note: \*EMD (in the form of DD in favour of IIM Raipur, payable at Raipur (in original) or attested copy of valid Micro and Small Enterprise registration should be submitted in the Office of the CAO on or before the last date and time of opening of bid submission failing which the tender shall be summarily rejected (No other document has to be submitted separately).**

- The details of work are available in the tender document which can be downloaded from website [www.iimraipur.ac.in](http://www.iimraipur.ac.in) and Central Public Procurement (CPP) Portal <https://eprocure.gov.in/eprocure/app> and the bid is to be submitted online only on [www.eprocure.gov.in/eprocure/app](http://www.eprocure.gov.in/eprocure/app) upto last date and time of submission of tender. Sale of physical tender document is not applicable.
- The prospective bidder shall fulfil the following minimum eligibility criteria:
  - The bidder should be registered with any Govt. Depts i.e., Central Govt./ State Govt./ PSU OR Registered under MSME/NSIC OR registered under Shop & Establishment Act/ Companies Act.
  - Avg. Annual Turn Over of firm for the last three FYs should be 25 Lakh or more.
  - The bidder must be registered under GST Registration.
  - Undertaking on letter head as per Annexure "C".
  - Tender Fee of Rs.590/- and EMD of Rs. 21,000/- in form of Demand Draft in Favor of Indian Institute of Management Raipur payable at Raipur
  - Seal and sign of each page of the Tender document.
  - Compliance to min. required Technical details / Specification of resource and experience as mentioned in Scope of Work Technical Bid /Scope of Work as "Annexure-A".
- The details/ information regarding online tendering i.e. Registration on CPP Portal, Preparation of Bid and Submission of bid are available in the tender document.** IIM RAIPUR reserves the right to reject any or all tenders and shall not be bound to assign any reason for such rejection.



## **INSTRUCTION TO BIDDERS**

- 1.1** Online bids under two envelope/cover system is hereby invited on behalf of IIM RAIPUR for **Supply, installation, maintenance and support of IT Infrastructure on cloud for hosting of webpages for Common Admission Process (CAP) 2021**. Tender forms can also be downloaded from [www.eprocure.gov.in/eprocure/app](http://www.eprocure.gov.in/eprocure/app) or [www.iimraipur.ac.in](http://www.iimraipur.ac.in)

This section of the bidding documents provides the information necessary for bidders to prepare online responsive bids, in accordance with the requirements of the Institute. It also provides information on online bid submission, opening, evaluation and contract award.

Matters governing the performance of the Contractor, payments under the contract or matters affecting the risks, rights and obligations of the parties under the contract are not normally included in this section, but instead under Terms and Conditions of Contract.

### **1.2 INSTRUCTIONS FOR ONLINE BID SUBMISSION:**

The bidders are required to submit soft copies of their bids electronically on the Central Public Procurement (CPP) Portal <https://eprocure.gov.in/eprocure/app>, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

#### **1.2.1 REGISTRATION:**

- (i) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal by using the "**Online Bidder Enrollment**" option available on the home page. Enrolment on the CPP Portal is generally free of charge.
- (ii) During enrolment /registration, the bidders should provide the correct/true information including valid email-id & mobile no. All the correspondence shall be made directly with the contractors/bidders through email-id provided.
- (iii) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- (iv) For e-tendering possession of valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) is mandatory which can be obtained from SIFY/TCS/nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/ SmartCard.
- (v) Upon enrolment on CPP Portal for e-tendering, the bidders shall register their valid Digital Signature Certificate with their profile.
- (vi) Only one valid DSC should be registered by a bidder. Bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse and should ensure safety of the same.
- (vii) Bidders can then log into the site through the secured login by entering their userID / password and the password of the DSC /eToken.



### 1.2.2 PREPARATION OF BIDS

- (i) For preparation of bid, Bidders shall search the tender from published tender list available on site and download the complete tender document and should take into account corrigendum if any published before submitting their bids.  
After selecting the tender document same shall be moved to the '**My favourite**' folder or 'My tenders' folder of bidders account from where bidder can view all the details of the tender document.
- (ii) Bidder shall go through the tender document carefully to understand the documents required to be submitted as part of the bid. Bidder shall note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- (iii) Any clarifications if required then same may be obtained online through the tender site, or through the contact details given in the tender document.
- (iv) Bidders should get ready in advance the bid documents to be submitted as indicated in the tender document/schedule in PDF/xls/rar/zip/dwf formats. If there is more than one document, they can be clubbed together using zip format.
- (v) Bidders can update well in advance, the documents such as experience certificates, annual report, PAN, GST, other details etc., under "**My Space**" option, which can be submitted as per tender requirements. This will facilitate the bid submission process faster by reducing upload time of bids.

### 1.2.3 SUBMISSION OF BIDS

#### A) Online Submission

- (i) Bidder should log into the site well in advance for bid submission so that he/ she upload the bid in time i.e. on or before the bid submission time.
- (ii) Micro and Small Scale Enterprises (MSEs) under their single point Registration Scheme for the goods/ services at NSIC or District Industries Centre (DIC) or Khadi & Village Industries Commission (KVIC) or Khadi & Village Industries Board (KVIB) or any other body specified by Ministry of MSME or MSEs having Udyog Aadhar Memorandum for stores/works/services shall be provided benefits as per the "Public Procurement Policy for Micro and Small Scale Enterprises (MSEs) Order 2012".

Eligible MSEs are exempted from furnishing the **Bid Security Deposit/EMD**. They should furnish with the bid a notarized copy of valid registration certificate/ Entrepreneurs memorandum (EM-II) details/ other relevant documents issued by above board/body in their favour, for the goods/ services covered under this tender document, in the Office of the tender inviting authority **on or before the due date** and time of submission of EMD and tender fee. **No other bidders are exempted from furnishing the Bid Security Deposit/ EMD and Tender Fee as mentioned above.**

Bids received unaccompanied by either an acceptable EMD or a photocopy of valid certificate of registration for MSEs shall be rejected as being non-responsive and returned unopened to the bidders. IIM RAIPUR shall not be responsible for any



delay or loss due to postal or courier services.

- (iii) While submitting the bids online, the bidder shall read the terms & conditions (of CPP portal) and accepts the same in order to proceed further to submit their bid.
- (iv) Bidder shall select the payment option as offline to pay the Tender Fee/ EMD and enter details of the **DD/BC**.
- (v) Bidder shall digitally sign and upload the required bid documents one by one as indicated in the tender document.
- (vi) Bidders shall note that the very act of using DSC for downloading the tender document and uploading their offers is deemed to be a confirmation that they have read all sections and pages of the tender document without any exception and have understood the complete tender document and are clear about the requirements of the tender document.
- (vii) Bidder shall note that each document to be uploaded for the tender should be less than 2 MB. If any document is more than 2MB, it can be reduced through zip/rar and the same can be uploaded. For the file size of less than 1 MB, the transaction uploading time will be very fast.
- (viii) **Utmost care shall be taken for uploading Schedule of quantity & Price and any change/ modification of the price schedule shall render it unfit for bidding.** Bidders shall download the Schedule of quantities & Prices i.e. Schedule-A, in XLS format and save it without changing the name of the file. Bidder shall quote their rates both in figures and words in white background cells, thereafter, save and upload the file in financial bid cover (Price bid) only. If the Schedule of Quantity & Price file is found to be modified by the bidder, the bid will be rejected.  
**The bidders are cautioned that uploading of financial bid elsewhere i.e. other than in cover 2 will result in rejection of the tender.**
- (ix) Bidders shall submit their bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.
- (x) After the bid submission (i.e. after Clicking "Freeze Bid Submission" in the portal), the bidders shall take print out of system generated acknowledgement number, and keep it as a record of evidence for online submission of bid, which will also act as an entry pass to participate in the bid opening.
- (xi) Bidder should follow the server time being displayed on bidder's dashboard at the top of the tender site, which shall be considered valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system.

The data entered cannot be viewed by unauthorized persons until the time of bid opening. For any queries regarding e-tendering process, the bidders are requested to contact as provided in the tender document. Parallely for any further queries, the bidders are asked to contact over phone: 0120 400 1002, 0120 400 1005, 0120 400 00462 , 0120 627 7787 or send a mail over to ccpp-nic@nic.in , support-eproc@nic.in .



## B) Offline Submission

Hard copy of DD/MSME/NISC towards cost of bid document & DD towards Bid Security etc. shall be submitted offline (i.e. physically) in separate sealed envelope bearing on the top the reference of the Tender specification to "**Chief Administrative Officer, Indian Institute of Management Raipur, Atal Nagar, Kurru (Abhanpur), Raipur 493 661, India**" on or before the due date & time of submission as per NIT.

If any discrepancy is found between Hard Copies of the offline submitted document viz. DD towards cost of bid document & DD/ BG towards Bid Security, then the online bid shall be liable for rejection.

## 1.3 BID OPENING AND EVALUATION

**1.3.1** The Institute will open the online bids received upto last date & time of submission of bid in the presence of the bidders/ bidders' representatives who choose to attend at the time, date and place specified in the NIT. In the event of the specified date for the submission of bids being declared a holiday for the Institute, the Bids will be opened at the specified time and location on the next working day.

**1.3.2** Initially, the 'TECHNICAL BID' shall be opened consisting of online and offline submissions and the 'Price Bid' of only those bidders whose TECHNICAL BID is acceptable to the Employer shall be opened online subsequently.

The date, time and place of opening of financial bids shall be informed through above mentioned web site to the bidders whose TECHNICAL BIDs are found responsive. Tenderer or their representative may choose to attend opening of online financial bids.

## 2.0 ELIGIBILITY CRITERIA

2.1 The bidders must fulfill the following minimum Qualifying Criteria: -

- i. The bidder should be registered with any Govt. Depts i.e., Central Govt./ State Govt./ PSU OR Registered under MSME/NSIC OR registered under Shop & Establishment Act/ Companies Act.
- ii. Annual Turn Over of firm for the last three FYs should be 25 Lakh or more.
- iii. The bidder must be registered under GST Registration.
- iv. Undertaking on letter head as per Annexure "C".
- v. Tender Fee of Rs. 590/- and EMD of Rs. 21,000/- in form of Demand Draft in Favor of Indian Institute of Management Raipur payable at Raipur.
- vi. Seal and sign of each page of the Tender document.
- vii. Compliance to min. required Technical details / Specification of resource and experience as mentioned in Scope of Work Scope of work /Technical Bid as "Annexure-A"

## 3.0 DOCUMENT TO BE SUBMITTED WITH TECHNICAL BID

The bidder shall furnish legible Scanned Copies for documentary proof as below for fulfilling eligibility criteria as above failing which his offer shall be summarily rejected. Illegible documents shall not be considered for evaluation of bid.

- i. Scanned Copy of registration certificate with any Govt. Depts i.e., Central Govt./ State Govt./ PSU OR MSEs OR Shop & Establishment Act/ Companies Act





- ii. Scanned Copy of **GST** registration certificate.
- iii. Scanned Copy of the CA certified FYs wise Turn Over Certificate
- iv. Scanned copy of Duly signed & stamped all pages of Tender documents as a mark of your acceptance.
- v. Scanned copy of Undertaking as per Annexure "C"
- vi. Scanned copy of EMD and in case of Exemption the bidder should submit scanned copy of the exemption certificate.
- vii. Scanned copy of Tender Fee and in case of Exemption the bidder should submit scanned copy of the exemption certificate.
- viii. Scanned copy for the Compliance to min. required Technical details / Specification of resource and experience as mentioned in Scope of Work / Technical Bid as "Annexure-A".



### **TERMS & CONDITIONS**

Submission of the tender implies that these conditions of tender have been read by the Tenderer and is aware of the scope of the supply and the quality of the goods/services to be supplied. The final acceptance of the tender rests with the Director of IIMR, who reserves the right to accept or reject any or all tenders without assigning any reason thereof.

- a) No representation for the enhancement of the prices of the accepted tender or alteration of the terms and conditions will be entertained at any stage. Required quantity of software may increase/ decrease.
- b) The delivery period for the supplies/services to be completed within 07 days from the date of issue of confirmed supply order from IIM Raipur. In case tenderer fails to supply within the accepted period, penalty clause/LD will be applicable per day which is **0.5 %** of total order value or Director, IIM Raipur, reserves the right to cancel the supply order and may initiate action to debar the supplier for all future business dealing with IIM Raipur for next three years.
- c) The rates quoted shall be firm & all-inclusive for delivery at destination IIM Raipur.
- d) No advance payment is permissible. 100% Payment will be made within 30 days after successful completion of work. For this, successful completion report will be received from IT department of IIM Raipur for final the payment process.
- e) Validity of tender shall be 90 days from the date of opening of Technical bid
- f) EMD of the successful bidder will be converted to Performance Security Deposited. No interest on EMD/ PSD will be paid.
- g) While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected.
- h) Any request by the bidders to consider their EMD furnished by them for any other contract/ tender cannot be considered as EMD for this tender.
- i) The EMD will be refunded to the unsuccessful bidders after the orders are placed on the
- j) The EMD will be forfeited in following cases:
  - a. If the bidder fails to accept the order based on his offer within 3 working days.
  - b. If the bidder fails to supply the services/item within 15 days from the date of issue of confirmed supply order.
  - c. If bidder fails to abide T & C of the award of this tender.
- k) Director, IIM Raipur reserves the right to accept or reject in full or any part of this tender at any stage of this tender process.
- l) In the event of any dispute the legal matter shall be subjected to the jurisdiction of Raipur Courts only.





## **Annexure – `A`**

### **TECHNICAL BID OR SCOPE OF WORK**

#### 1. Schedule of Requirement

Item Description	Period
Supply, installation, maintenance and support of IT Infrastructure on cloud for hosting of webpages for Common Admission Process (CAP) 2021 (with the accessories/software's/hardware's and other services/supports as per the specification / technical details as mentioned below).	For total admission process period i.e. Four months or as required by the admission committee.

#### 2. Technical Details

Sno	Resource Name and Min required Technical details / Specification of resource and experience	Compliance to mentioned Specification Yes or No	Variation Remarks if any
1	<b>Web Server</b> Web Application - 4 Instances (each instance should have 4 nos 4GB vCPU) Linux Based [It should be automatically scalable at the time of higher load] Storage: 100 GB SSD Elastic File System or equivalent Shared File system for 1 TB mounted on all the Web Servers (for Storing the documents) VPN Server - 1 instance (1 vCPU, 2GB Memory, 30 GB SSD) Linux Based		
2	<b>Database Server</b> 1 instance (4 vCPU, 30 GB + Memory 20GB SSD Storage) MySQL Server with disaster recovery. {Recommended two Servers for Relational Database Service on MySQL (RDBMS) on Linux OS Platform}		
3	<b>Processing Server</b> 4 Core CPU, 8 GB RAM, 250 GB HDD (For Combining the Multiple uploaded PDFs in application)		
4	<b>Load Balancing Service</b> 1 Load Balancer with High Availability with uptime of 99.999 guarantee.		
5	<b>E-Mail Service</b> SMTP Server with daily sending Min limit of 20000 emails and sending rate of 10 emails per second (May exceed to 50000 emails and at sending rate of 14 emails per second)		
6	<b>Data Transfer out</b> 1 TB of Data transfer out monthly		
7	<b>Backup Database Server</b> Backup Database Server for Disaster recovery {Additional Server for Disaster Recovery}		
8	Commissioning and readiness of Infrastructure within 7 days from the date		



9	Provisioning of a dedicated technical point of contact for server administration		
10	The Services are on cloud Provisioning of dedicated helpdesk for server administration support on demand by online/phone support will be the responsibility of service provider		
11	Provisions of 24 x 7 online on web/telephonic support		
12	Hosting of the infrastructure on reputed cloud service provider to reduce latency, with prior experience of providing similar service in conducting such type of process in reputed institution/organization		
13	Provisions for latest security technologies for better security management and DDoS mitigation		
14	Provision for Portal should have SSL integration with auto redirect http request on https		
15	Deployment of subdomain for CAP2021 iimraipur.edu.in. (or as decided by the IIM Raipur/CAP authorities) on cloud which should have capabilities to resolve large numbers of DNS queries during the 2021 process.		
16	Development and deployment/hosting of all the dynamic CAP application web forms and web page with upload facility for documents wherever required/mentioned (Approx. / Indicative layouts / Specification attached as Annexure 1). Developer has to provide the logins, dashboard etc wherever required/mentioned.		
17	Any software, applications. Including. Operating Systems etc. if required to develop the above IT related Infrastructure or exclusively for CAP requirements as. covered under the proposal shall be the sole responsibility of the contracting supplier/service provider agency		
18	Provisions for onsite training to the designated users for CAP 2021 and literature/user manuals etc.		
19	Modification to the software's/applications as suggested by the buyer and such modifications will be mutually agreed only		
20	Confirmation by the bidder confirms that the software applications proposed to be developed and supplied under this contract will be genuine/licenced only		
21	Provisions for SMTP server configuration modification, if required, to allow a higher frequency and numbers of emails per day (double/triple) in addition to the configurations mentioned above.		
22	Agreement to provide uninterrupted services/support (ie. Paid) beyond initial contract period if required, in multiples of min. 15 days extension period (may be for 06 months)		
23	Experience on similar nature of work/services with at least one premier academic institute like – IIMs/ IITs (Please attach proof of the same ie. letter of award/contract document as well as work completion certificate		



**Special Terms and Condition**

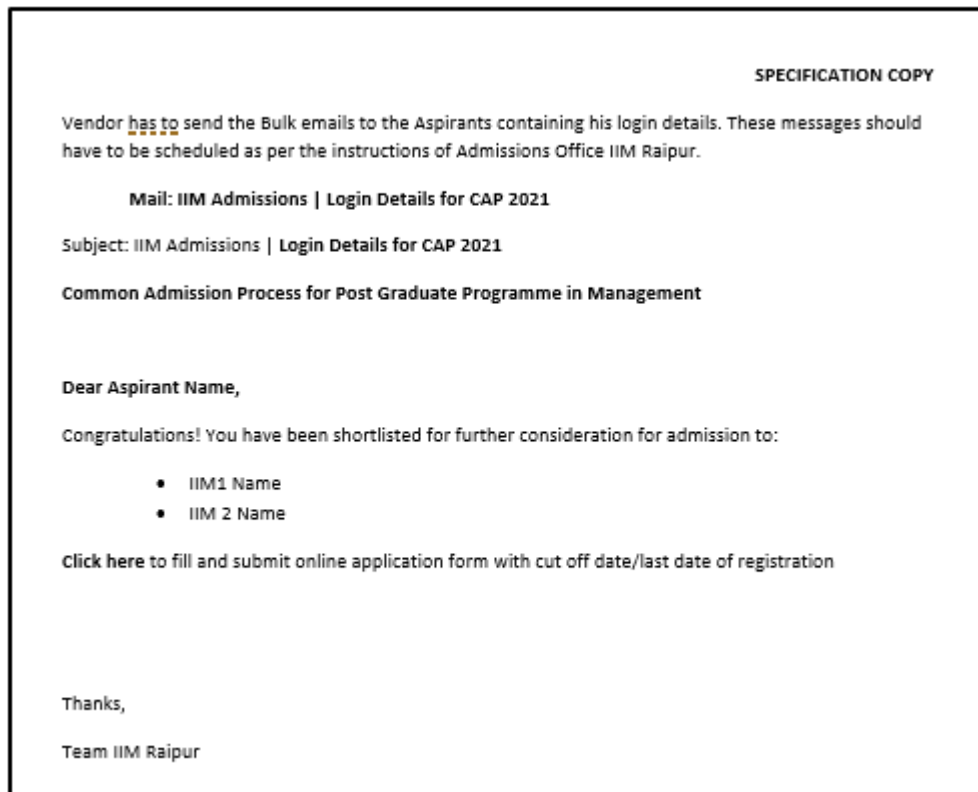
1. **Delivery / Contract Period** - Minimum of four months from full-fledged setup/commission date till completion of CAP 2021 process or as per user department requirements. Please note that contract can be cancelled unilaterally by the Buyer in case items/software/infrastructure/associated services/ keys are not received within the contracted/allowed delivery period, Extension of contracted delivery period will be at the sole discretion of the Buyer, with applicability of LD clause.
2. **Suggestions or any technical support requirement** - It is must to provide suggestions in advance with the bid on all technical/infrastructure supports which would be mandatorily or optionally be required from IIM Raipur end for successful/seamless operations/conduct of CAP 2021 process under this contract, if any.
3. **OEM Certificate**- In case the Bidder is not the OEM, the agreement/authorization certificate with the Original developer for sourcing the software/applications shall be mandatory.
4. **Import License**- The Bidders are to confirm that they have requisite import license from respective organization/firm/company/authorities and Authorized from the manufacturer/developer. The bidder should arrange all the import licences, wherever applicable for the software to be used. No extra cost will be borne by the Institute.
5. **Quality**- The quality of the Software delivered according to the contract shall correspond to the technical conditions and standards valid for the delivery of the same or specifications enumerated as per RFP and shall also include therein modification to the software's/applications as suggested by the buyer. Such modifications will be mutually agreed to. The Service Provider confirms that the software to be supplied under the Contract shall be genuine.
6. **Inspection Authority**- The Inspection will be done by IIM Raipur.
7. **Warranty/Guarantee**- As per Original developer's warranty/guarantee/Online support from activation date to be offered by the Service Provider.
8. All the data should be given back to IIM Raipur server through online mode. Post the data transfer, the service provider must destroy all the data at their end.
9. A Declaration to thus effect (that the data are destroyed) should be submitted by the service provider with his final bill. The Confidentiality of the data should be maintained by the service provider by giving an undertaking separately in this regard.  
  
The rights of the data generated by the application during the CAP 2021 process will be reserved with IIM Raipur.
10. **Product Support**- The following product support clause will form part of the contract Placed on successful Bidder-
  - a. The Service Provider agrees to Provide product support for the total infrastructure setup under this contract or as agreed mutually for the contract period.
  - b. Breakdowns/malfunctioning/maintenance Services: In case of any breakdown/malfunctioning on receiving a call from the Buyer, the Service Provider is to provide online/offline maintenance/support service to make the software serviceable during contract period.
  - c. Serviceability of 100 % during currency of contract must be assured by the Service Provider,
  - d. Technical Literature - Tin details of technical literature to be supplied at the time of setup (should be listed, suggested with tender document).



- e. Training: it will be sole responsibility of the service provider to provide onsite/online training to the users.

**Process Flow (Indicative)**

1. Admissions Office will share the data (CAT data) of shortlisted candidates for CAP 2021 process in excel format for uploading on cloud to successful bidder.
2. Based on the instructions/information for Admissions Office, the Email from Cloud; containing the login details will be sent to students informing about filling their Personal Information Form on cloud. The specification email as below.



3. The students will login to their account on cloud and fill the **Application Form** (indicative form is given below) and after submission student can print it.

Hosting of Web based Application for the Common Admission Process (CAP 2021)

<https://cap2019.iimraipur.edu.in/> (Tentative Name)

Welcome Page/Landing Page: (Specimen/indicative purpose only)

ALL IIMs Logo who are participating in CAP 2021 Process (in Alphabetical Order)  
Common Admission Process for Post Graduate Programme in Management

Welcome to the CAP Admission Process of IIM BODH GAYA/IIM JAMMU/IIM KASHIPUR/IIM RAIPUR/IIM RANCHI/IIM  
SAMBALPUR/IIM SIRMAUR /IIM TIRUCHIRAPPALLI/ IIM UDAIPUR

Login

CAT Registration Number

Enter Registration ID


Date of Birth

Date of Birth

Email ID

Email Address

Please check the box below to proceed.

☐ I'm not a robot
 

Login

**Disclaimer:** This electronically generated information does not have legal validity. We have made all efforts to make the data correct. In case of error/query contact Admission Office. IIM Raipur.

Copyright 2021@ IIM Raipur

**SPECIFICATION COPY**

**Welcome Page for candidates selected only for the new IIM's**

**From (to be filled by Candidate)**

ALL IIMs Logo who are participating in CAP 2021 Process (in Alphabetical Order)  
Common Admission Process for Post Graduate Programme in Management

Welcome to the CAP Admission Process of IIM BODH GAYA/IIM JAMMU/IIM KASHIPUR/IIM RAIPUR/IIM RANCHI/IIM  
SAMBALPUR/IIM SIRMAUR /IIM TIRUCHIRAPPALLI/ IIM UDAIPUR

Congratulations! You have been shortlisted  
for further consideration for admission to:

- IIM1 Name
- IIM 2 Name

Welcome Aspirant Name

Registration Number:

Name:

Aspirant Name

[Click here to fill and submit online application form](#)





Specification / Indicative Copy

**INDIAN INSTITUTES OF MANAGEMENT**  
**BODHGAYA, JAMMU, KASHIPUR, RAIPUR, RANCHI, SAMBALPUR, SIRMAUR, TRICHY, UDAIPUR**  
**Post Graduate Programme in Management - Common Admission 2020-22**

**Personal Data Form**  
**INSTRUCTIONS**

1. Complete the form in CAPITAL letters only.
2. This form is a key part of admission process. Complete and accurate answer to the questions are, therefore, extremely important. Incomplete or false information will make your candidature null and void.
3. For letter grades or grade points instead of marks, provide equivalent marks and attach a certificate from the Registrar / Principal / Head of the Department explaining the method of conversions.
4. In all matters relating to admission, the decision of the Institute will be final and binding on the applicants. No correspondence will be entertained from the applicant regarding his/her non-selection.
5. Submit this form along with other testimonials when you will come for WAT & PI

CAT Registration No.

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**A. PERSONAL DATA**

1. Name \_\_\_\_\_

2. Date of Birth 

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d d m m y y y y

3. Address for Correspondence \_\_\_\_\_  
\_\_\_\_\_

PIN \_\_\_\_\_ E-mail id: \_\_\_\_\_

4. Contact Telephone No. with STD Code \_\_\_\_\_ Mobile No. \_\_\_\_\_

5. Annual Parental Income Rs. 

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6. Nationality \_\_\_\_\_

7. Category (Pl. tick)	SC	
	ST	
	NC-OBC	
	EWS	
	GEN	

8. Phy. Handicapped (pl. tick)	
1 Blindness and low vision	
2 Deaf and hard of hearing	
3 Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy	
4 Autism, intellectual disability, specific learning, disability and mental illness	
5 Multiple disabilities from amongst persons under clauses	

9. Sex (pl. tick)		
	M	F

**B. ACADEMIC QUALIFICATIONS**

**B1. Pre-Bachelor's Degree Examination(s)**

- A. Fill only if a Board or a University Examination.  
B. Take into account only the marks in the subjects/papers which are counted for awarding class/division.

Standard	Board/University	Year	Max Marks	Marks Obtained	Class/Division	% of Marks Obtained
10 <sup>th</sup>						
12 <sup>th</sup>						

**EDUCATIONAL BACKGROUND: (Pl. Tick)**

AGRI ☐ ARTS ☐ COMM ☐ ENGG ☐ SCI ☐ OTHERS ☐





**B2. Bachelor's Degree Examination(s)**

Degree Sought \_\_\_\_\_ Subject/Specialization \_\_\_\_\_  
College/Institute \_\_\_\_\_ University \_\_\_\_\_

Year	Date		Marks considered for award of Class/Division in Bachelor's degree		
	From	To	Max. Marks/GPA	Marks/GPA Obtained	% of Marks Obtained
1 <sup>st</sup> Year					
2 <sup>nd</sup> Year					
3 <sup>rd</sup> Year					
4 <sup>th</sup> Year					
5 <sup>th</sup> Year					
Total / CGPA					
Class / Division Obtained					

If you are appearing for the final year Bachelor's Degree examination, indicate the time of examination

Month   Year

If you have already completed the Bachelor's Degree Examination, indicate month/year of completion

Month   Year

**B3 Master's Degree / Post-Graduation / Professional Qualification**  
(College/University/Institute attended)

	Year		Subject	Max. Marks	Marks Obtained	% of Marks Obtained
	From	To				
1 <sup>st</sup> Year						
2 <sup>nd</sup> Year						
3 <sup>rd</sup> Year						
Overall percentage of marks obtained						

**C. WORK EXPERIENCE \***

(Do not include training, project work, work done as an integral part of curricular requirement, and part time work.)

Organization	Designation	From			To			Monthly Remuneration (Rs.)	Reasons for leaving
		DD	MM	YY	DD	MM	YY		

Nature of Responsibility (Latest) \_\_\_\_\_

Total work experience as per CAT 2019 (in months)

\* Please bring the total experience certificates and the copies of the first and last 3 month salary slips at the time of interview.

**D. EXTRA-CURRICULAR ACTIVITIES**

Please mention inter-collegiate, Institute and higher level activities only. These may include games and sports, cultural, literary and similar other activities.

\_\_\_\_\_

**E. DECLARATION**

I have carefully read the instructions and agree to abide by the decision of the institute's authorities regarding my selection for the programme. I certify that the particulars given by me in this form are true to the best of my knowledge and belief.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

**PLEASE EXAMINE THIS FORM ONCE AGAIN AND MAKE SURE THAT YOU HAVE COMPLETED ALL THE ITEMS**

There should be upload (Document/Certificate) button for the following: 10th, 12th, Bachelor Marksheet, bachelor's degree, Work experience, Extra Curricular and Co-Curricular Activities.



SPECIMENT COPY

**Mail on Successful application submission**

Subject: IIM Admissions | Confirmation of PI Schedule

**Common Admission Process for Post Graduate Programme in Management**

Dear <<Aspirant's Name>>,

Thanks for submitting the Application form successfully. Please note the ref number for future communication.

Reference No:

Congratulations! You have been shortlisted for further consideration for admission to:

- IIM1 Name
- IIM 2 Name

Online Personal Interview Details will be shared soon. Please keep checking the CAP 2021 ~~website~~.

Thanks

Team IIM Raipur

**In case if the candidate is not Shortlisted for these 9 IIMs below message will be displayed**

We regret to inform you that you have not been shortlisted by any of the nine participating IIMs in the common admission process. Please make sure that you have entered the date of birth and email-id as entered in the CAT application [form](#) : Registration No: (eg. XXXXXXXX) DOB: yyyy-mm-dd Email: [youremail@domain.com](#). If you are entering correct data and still facing issues, please try on a different browser.

5. Admission Office will share the details of each student as well as his Interview related information (like Interview panel number, Interview Slot, Interview Date, Interview Time, Institute, Interviewer details etc.) in excel format. The link information will be appended based on the interview panel for the candidate by the Vendor.



**SPECIFICATION COPY**

Vendor has to send the Bulk emails to the Aspirants for confirmation of their PI Details. These messages should have to be scheduled as per the instructions of Admissions Office IIM Raipur.

**Mail: IIM Admissions | Confirmation of PI Schedule**

Subject: IIM Admissions | Confirmation of PI Schedule

**Common Admission Process for Post Graduate Programme in Management**

Dear Aspirant Name,

Congratulations! You have been shortlisted for further consideration for admission to:

- IIM1 Name
- IIM 2 Name

**Online Personal Interview Details**

Date:

SLOT: Forenoon/Afternoon, Time

Please join the online interview session through <<link URL>>

Kindly Note:

When you connect online for the PI Process, please ensure you should have proper internet connectivity during the interview and good working Laptop.

Thanks,

Team IIM Raipur

6. Vendor will create login for the Interviewer and on the instruction of Admission Office email will be sent for the respective IIM's Interviewer on their email id as per the database provided. From this login the Interviewer will view the respective student profile only in pdf of their panel; date wise and time/slot wise.



**SPECIFICATION COPY**

Vendor has to send the Bulk emails to the Interviewer containing their login details. These messages should have to be scheduled as per the instructions of Admissions Office IIM Raipur.

**Mail: IIM Admissions | Login Details for Interviewer for CAP 2021**

Subject: IIM Admissions | **Login Details for Interviewer for CAP 2021**

**Login Details for Common Admission Process for Post Graduate Programme in Management**

Dear Interviewer Name,

Your login details are as below

User name:

Password:

Click here <hyperlink to be provided by successful bidder> to login

Thanks,

Team IIM Raipur

7. *Please note that the layouts/Specifications/Process Flow are indicative only, actual development work will be done with consultation of IIM Raipur.*





## AGENCY DETAILS

1. Tender Ref. No: -----
2. Name of Tenderer: .....
3. Complete office address of Tenderer.....  
.....
4. Contact details of authorized person of tenderer who have signed the tender.
  - a. Name.....
  - b. Designation.....
  - c. Phone (Office).....
  - d. Phone (Mobile).....
  - e. E mail.....
5. EMD payment details (DD number & bank detail) .....  
..... (DD to be attached in original)
6. Tender fee details: DD number & bank detail .....
7. Submission of technical specifications confirmation to the requirement mentioned in the Tender document.
8. Turn Over for last three FYs  
FY 2017-18 -Rs.....  
FY 2018-19- Rs.....  
FY 2019-20- Rs.....
9. GST Registration Number.....
10. Company Registration Number.....

Sign with date and Seal  
(Authorized Signatory)



## **Annexure – `B`**

(Sample format of Financial Bid to be submitted online on CPP Portal)

Sr. No	Item Description	Contract Period	Unit	Rate for whole Job (In Rs.)	Total Amount for whole Job excluding GST (In Rs.)
01	Supply, installation, maintenance and support of IT Infrastructure on cloud for hosting of webpages for Common Admission Process (CAP) 2021 (with the accessories/software's/hardware's and other services/supports as per the specification / technical details/Scope of Work, General & Special Terms Conditions and all other as per Tender document).	For total admission period i.e four months or as required by IIM Raipur	01 Job		

GST will be paid extra as per actual at the time of billing.

Sign with date and Seal  
(Authorized Signatory)





**Annexure – `C`**

**Undertaking**  
(On company letter head)

We declare that we are not a defaulter to any Govt. organization/ PSU since last 5 years from the date of issue of this tender no. \_\_\_\_\_ due to non-supply of material/subscription for any reason as agreed to supply in stipulated time.

Sign with date and Seal  
(Authorized Signatory)

\*\*\*\*\*END OF TENDER DOCUMENT\*\*\*\*\*