

Minutes of Meeting for the Hub Governing Body (HGB), Divyasampark
IHub Roorkee for Devices Materials and Technology Foundation held on
13/03/2021 at IIT Roorkee

Date: 13/03/2021

Place: Through VC

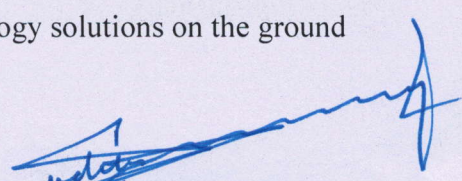
1. The meeting was attended by the following Members of HGB:

- Prof. Ajit K Chaturvedi, Chairman (Director, IIT Roorkee)
- Prof. Manish Shrikhande, Member (Dean SRIC, IIT Roorkee)
- Prof. B.K. Mishra, Member (MIED, IIT Roorkee)
- Prof. Pramod Agarwal, Member (EED, IIT Roorkee)
- Mr. Sanjay Gupta, Member (NXP Semiconductors)
- Dr. Satya Gupta, Member (Seedeyas Innovations)
- Mr. Arvind Khanna, Member (Luminous Power Technologies Pvt. Ltd)
- Dr. K.R. Murali Mohan, Member (Representative from DST, Mission Office NM-ICPS)
- Prof. Sudeb Dasgupta, Secretary (Project Director TIH, ECE, IIT Roorkee)

2. Prof. S Dasgupta, welcomed all the members of HGB. The meeting commenced by presenting an overview of the current status of Divyasampark IHub Roorkee. The presentation highlighted the ongoing as well as past activities of the hub, along with the key initiatives taken by the hub to achieve its objectives.

3. The HGB resolved that TIH should aim towards:


- 3.1. Enhance competencies, capacity building and training to nurture innovation and start-ups
- 3.2. Technology/Product Development
- 3.3. Revenue generation
- 3.4. Funding assistance for start-ups
- 3.5. Undertake expert-driven focused research for specific requirements of Industry
- 3.6. Create linkages with existing Technology Business Incubators (TBI)
- 3.7. Translational work, by delivering technologies or technology solutions on the ground


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3.8. Key Performance Indicators (Annexure H) signed between Mission Director NM- ICPS DST, Indian Institute of Technology Roorkee and Divyasamparak ihub Roorkee for Devices Materials and Technology Foundation is also placed

4. The HGB was informed about the review process, wherein the proposals of each vertical were reviewed by experts from Academic Institutes and Industry. Based on their recommendations & feedback, the proposals were shortlisted (Annexure A) for funding after due diligence.
5. The HGB resolved that 10% of the project outlay to be given by the Industry partner in full cash or part cash/part kind model before project initialization. Further it was also resolved that regular funding to any project will be on the basis of performance of the project. If the project is not performing as per expectations, the funding may be stopped with prior notice.
6. The HGB recommended to bring allied industry on board for all the accepted proposals to be funded by TIH IIT Roorkee.
7. The HGB resolved to delegate the BoD to look after the daily affairs of the company & report major issues to HGB. HGB shall work as a body which will look into the overall direction of the company based on the Key performance Indicators (Annexure H).
8. The HGB ratified the Purchase Rules (Annexure E), Store Rules (Annexure F), Recruitment Rules (Annexure G), and delegation of Financial Powers for running of TIH (Annexure B).
9. The HGB ratified the decisions made by BoD meeting dated 09/11/2020, 24/12/2020, 20/02/2021. (Annexure B, C, D)
10. The HGB decided that the CEO will report to the Project Director and the Board of Directors.
11. HGB resolved to conduct its meetings every quarter.

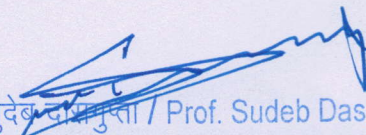
The meeting ended with a vote of thanks.


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Annexure A

Proposals Shortlisted by the review committee

Health Research				
ID	Proposal Title	Total Budget Requested	Tentative Total Budget Allocated	Remarks
HR_3	An Ultra-Low Power Wearable ECG Device for Early detection of Cardiovascular diseases	232.04	120	May be funded with reduced funding.
HR_4	Body Movement-based Energy Harvester for Healthcare Application	214.057	150	Focus on Pacemaker only
HR_5	Development of non-invasive biosensor for early detection of lung cancer	169.288	110	Reduce Budget
HR_6	Design and development of a low-cost CPS framework based wearable device for gait analysis in children with cerebral palsy	48.7424	48.7424	Collaborate with Industry
HR_8	Development of cell-based biosensor for studying cellular behaviour	199.24	110	Reduce Budget
HR_12	Cyber-Physical Platform for Prototyping Microfluidic Lab-On-Chips (CPP4LOC)	114.92	80	Modify Deliverables
HR_13	IoT Edge-Cloud Framework for Efficient Patient Monitoring and Effective Provisioning of Healthcare	94.45		Deferred
HR_14	Regenerative Scaffold for second and third Degree burnt wound healing	454.82		Deferred, CPS Justification
HR_16	Fabrication of bio-absorbable mesh for osteo-fixation using indigenous biodegradable biocompatible polymer	88	50	Clarification for CPS


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HR_19	Wireless Physiological Monitor - "Prevent Infection, Save Lives and Minimise Impact" of COVID-19 and Associated Comorbidities	277	277	Reduce Timelines & go early to market for financial gain
HR_20	Development of thin flexible metamaterials as add-ons to MRI-scanners for making MRI more efficient, affordable, and accessible	185.535	120	Collaborate with Industry, Budget Reduction
Total		1932.2844	1065.7	

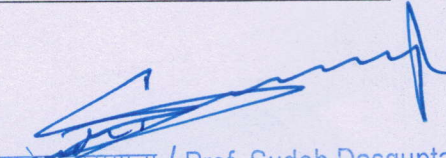
Housing and Urban Affairs				
ID	Proposal Title	Total Budget Requested	Tentative Total Budget Allocated	Remarks
HU_1	Intelligent Predictive and Prescriptive Systems for Traffic and Pavement Condition Management in a Smart City	114.953	80	Collaborate with Industry, Budget Reduction
HU_2	Deployment of T-CPS for Intelligent Mobility and Efficient Traffic Control in Smart Cities: A Promising Future	111.474	80	Collaborate with Industry, Budget Reduction
HU_4	A Novel Privacy-Preserving Participatory Noise-Map System	52.7	45	Collaborate with Industry, Budget Reduction
HU_6	Development of Robotic Solution for Automated Bricklaying in Single and Multi-Storey Houses	166.5	110	Reduce Timeline to 3 years
HU_9	Design and development of a low-cost compact automated guided vehicle for payload movement in housing and urban industries	15.682	15.682	Reduce Timeline, Bring Industry onboard
Total		461.309	330.7	

New and Renewable Energy				
ID	Proposal Title	Total Budget Requested	Tentative Total Budget Allocated	Remarks

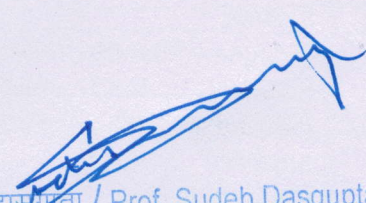
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NE_2	Smart Grid Management System (SGMS) against Cyber Vulnerabilities	446.327	267.7962	Reduce Timeline to 3 years
NE_3	Energy optimization for EV Charging Station through Machine Learning and Artificial Intelligence	124.132	90	Bring Start-up on Board
NE_7	Development of Low Cost, High Efficiency and Stable Perovskite Solar Cells for IOT Device	167.75	120	Collaborate with Industry, Budget Reduction
NE_10	Development of Hack-Free Hydro Plant Control Systems	199.68	150	Budget Reduction
NE_11	Machine learning based PV power forecast and grid support solutions for PV integration in diverse climatic zones in India	98.13	60	Reduce Timeline to 1.5 years
Total		1036.019	597.8	

Defence Research and Development				
ID	Proposal Title	Total Budget Requested	Tentative Total Budget Allocated	Remarks
DE_1	Development of compact Multi-chip-set T/R module with Active Electronically Steerable Antenna for Multi-functional RF payload of Tactical UAVs	742.032	300	Modify Deliverables
DE_2	Development of AI Powered Multipurpose Intelligent Security and Surveillance System	159.812	100	Collaborate with Industry
DE_3	Design of Flexible Rasorbers for Practical Deployment on Platforms with Antennas for Stealth and Secure Communication	143.54	90	Budget Reduction, Modified Deliverables, Collaborate with Industry, Debidas Kundu cannot be PI


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DE_6	Metacomposites for Impact & Blast Mitigation: Design, Development and Fabrication	180.62	160	Accepted if Revenue Generation Plan provided, Start-up required, Incubation, Industry Collaboration missing
DE_7	Design, Development, and Deployment of Blast Dosimeter	94.08	70	Collaborate with Industry, Budget Reduction
DE_9	INDIGENOUS DESIGN AND DEVELOPMENT OF PROXIMITY FUZE FOR DEFENCE APPLICATION	310.43	100	Collaborate with Industry
Total		1630.514	820	
Total		5060.1264	2814.2	


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Annexure B


Decision resolved in the BoD meetings dated on 09/11/2020

1. The rules and regulations of TIH will be decided after going through rules and regulations of similar TIHs at other IITs.
2. The Board resolved to open the company's financial account in State Bank of India, IIT Roorkee branch.
3. The signing authority for financial decision making was decided as follows:

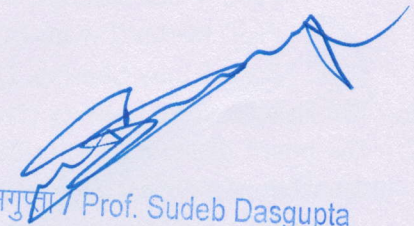
S.No.	Signatory Authority	Amount
1.	Accounts Officer* + CEO	Up to 5 lakhs
2.	CEO + one member of the Board of Directors	5 lakhs to 50 lakhs
3.	CEO + one member of the Board of Directors + Chairman of the Board of Directors	Above 50 lakhs

* Till an Accounts Officer is recruited, Project Assistant (Admin) will look after the responsibilities/duties of Accounts Officer

4. Until CEO is appointed, Prof. S. Dasgupta will look after the responsibilities/ duties of CEO at TIH.
5. The board decided to form a core committee for advising the Board of Directors in various decision-making process, both financial and administrative. Following are the members of the core committee:
 - Mr. Azam Ali Khan, CEO, Tides
 - Prof. Anand Bulusu, ECE Department
 - Prof. Debashis Ghosh, ECE Department
 - Prof. Ravi Kumar, Department of Mechanical & Industrial Engineering
 - Prof. Mukat Lal Sharma, Department of Earthquake Engineering
 - Prof. Sanjeev Manhas, ECE Department
 - Prof. N.P. Padhy, Department of Electrical Engineering
 - Prof. Vipul Rastogi, Department of Physics
 - Prof. Karun Rawat, ECE Department
 - Prof. Vinay Sharma, Department of Management Studies
6. The Hub Governing Body (HGB) will be formed.
7. The board formed a committee for shortlisting the resume of CEO for TIH. Following are the members of shortlisting committee:
 - Prof. Sanjeev Manhas, ECE Department (Chairman)
 - Prof. Bishnu Prasad Das, ECE Department (Member)


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- Prof. Karun Rawat, ECE Department (Member)
 - Prof. Vinay Sharma, Department of Management Studies (Member)
 - Mr. Azam Ali Khan, CEO, Tides (Member)
8. The Board of Directors decided that committees will be formed for each vertical of TIH, for reviewing the shortlisted proposals. The proposals will be peer reviewed followed by a presentation in front of the selection committee. The selected proposals will be allotted the first installment of the proposed amount after due process, as dictated by MCA for section 8 company.
9. The Board of Directors decided to appoint a CA and Legal Advisor for the company. Prof. S. Dasgupta has been advised to discuss with prospective CAs & Legal Advisors/ Lawyers to appoint them as per regulation.




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Annexure C

Decision resolved in the BoD meetings dated on 24/12/2020

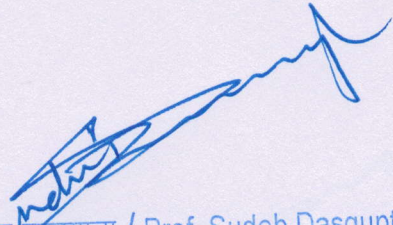
1. Following issues were discussed:
 - Selection of CEO
 - Review of Research Proposals
 - Formation of HGB
 - Appointment of Chair Professors and Faculty Fellows
2. A screening committee was proposed for screening the applications of CEO. Following are the members of the committee:
 - Prof. Manish Shrikhande, Dean SRIC IIT Roorkee (Chairman)
 - Prof. Manoranjan Parida, Deputy Director IIT Roorkee (Member)
 - Prof. Vinay Sharma, Department of Management Studies (Member)
 - Prof. Sudeb Dasgupta, Head ECE Department (Member)
3. The Review committee for various verticals was discussed. The members of Industry who would be part of review committee, can be taken from ADCI. (Action: S. Dasgupta)
4. The members to be accommodated in HGB were discussed and Prof. M. Shrikhande was requested to coordinate the formation of HGB.
5. The appointment of Chair Professors and Faculty Fellows will be discussed in subsequent board meeting.


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Annexure D

Decision resolved in the BoD meetings dated on 20/02/2021

1. Conclusions were made over Research Proposals (Annexure A) based on the comments provided by Review Committee. Action: BoD
2. The Board resolved to defer the result of Electronics & Information Technology vertical and Telecommunication vertical, as all the reviewers have not provided the evaluation yet. It will be discussed in next Board meeting.
3. The Board of Directors resolved to put up the recommended research proposals for Approval if the Hub Governing Body (HGB).
4. TIH should have a fresh call for proposal after 3 months. Later it can also start rolling advertisements for Call for Proposals, if required. Action: S. Dasgupta
5. Board resolved that TIH shall remunerate a sum of ₹ 3000/- per presentation to Reviewers as Professional Charges for attending the presentation by PI(s) and reviewing the same. This approval shall be treated as **General Approval** and valid until further modified by TIH.


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Annexure E

Purchase Rules

1. Preamble

In the context of changing economic and business scenario, introduction of the General Financial Rule, 2017 (GER, 2017), GST, use of online services, digital India mission, transparent and efficient, it is imperative to formulate the rules and regulations for purchase and stores. As a matter of policy DIVYASAMPARK IIT ROORKEE encourages the adoption of established procedure, wide publicity, fair competition and efficient delivery of the desired objectives for which the purchases/ orders are made in the company.

DIVYASAMPARK, being primarily a research supporting and funding Hub, the requirements are scientific with limited vendors. The procurement is time as well as project specific.

The purchaser shall make reasonable efforts to draw precise and accurate specifications of products/ works and find out the details of possible bidders for purchases.

2. Approval of items and funds

Items and funds for purchase may be approved by the Competent Authority as defined below:

Competent Authority:

- i For purchase/ orders up to ₹ 1 Lakhs is CEO/ Vertical Head (VH).
- ii The online purchase up to ₹ 2 lakh from source within India is CEO/ VH.
- iii For purchases from ₹ 1-5 Lakhs is the CEO.
- iv For purchases more than ₹ 5 - ₹ 50 lakhs are the CEO + Project Director is required.
- v For the purchase above ₹ 50 Lakhs the CEO + Project Director + Chairman, Board of Director.
- vi For purchases made by local purchase committee (LPC) up to ₹ 5 lakhs recommended by the Indentor and approved by CEO and above ₹ 5 lakhs to ₹ 10 lakhs recommended by Indentor and approved by CEO + Project Director.
- vii The annual maintenance/ service contract from the original equipment/ machines/ ACS manufacturer/ manufacturer's authorized supplier, for a value of maximum of 10% of the original cost for the first 2 years and thereafter 15% of the original cost or 110% of previous year AMC value, whichever is lower by CEO.
- viii The repair work, spare parts, calibration from the original equipment manufacturer/ manufacturer's authorized supplier, calibration from NABL accredited laboratory, by CEO.


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3. Purchase Committees

- i DIVYASAMPARK shall make any purchase costing above ₹ 100,000/- except online purchases (Section 2, Point ii) and purchases for which an LPC (Section 2, Point v) has been constituted.
- ii All the purchases shall be made as per the Purchase Rules of DIVYASAMPARK. The following committees are proposed to simplify the purchase process:
 - a. Purchase Committee (PC) for purchases upto ₹ 25 Lakhs, with one Indentor, one vertical Head, one financial authority and CEO. The term of PC shall be the duration of the project.
 - b. Major Purchase Committee (MPC) for purchases upto ₹ 50 Lakhs, with one indentor+ CEO+ VH+ Financial Officer in charge + Project Director.
 - c. Special Purchase Committee for Purchases above ₹ 50 Lakhs with Chairman, BoD or his nominee + CEO + Project Director + VH+ Finance Officer + Indentor
 - d. Local Purchase committee (LPC) will be constituted by Divyasampark/ PI, having three members, after approval by CEO for making purchases which are urgent in nature or job/ fabrication works for the completion of installation.

4. Types of purchase

- i Purchase upto ₹ 1 Lakh may be made without calling quotations.
- ii Online purchases upto ₹ 2 lakh if the source of supply is within India.
- iii All purchases above ₹ 1 Lakh should invariably be made by the Divyasampark through inviting quotations as well as website publication except on line purchases at point ii above which may be made by the indenter and LPC at point vi of Section 2. However, in case of single source purchases (other than proprietary items), website publication is not required.
- iv Limited Tender: For purchases from ₹ 1 Lakh to ₹ 15 lakhs, Divyasampark will send Enquiry Letters under Limited Tender to minimum 5 potential vendors identified by the indenter/ PC.
- v Limited Tender: For purchases between ₹ 15 Lakhs and ₹ 50 Lakhs Divyasampark will send Enquiry Letters under Limited Tender to minimum potential vendors identified by the indenter/PC. In case potential vendors are less than 6, Divyasampark can opt for open tender. However, for purchases above ₹ 30 Lakhs, the enquiry letters shall also be placed on Gol website (eprocure.gov.in).
- vi Open Tender: Where the total cost of purchase is estimated above Rs. 50,00,000; tenders will be invariably be invited through publication of tender notice in e-publication on GOI website (eprocure.gov.in) and tendering may be through e-procurement.
- vii Single Tender: Purchase upto ₹ 30 lakhs can be done by sending an Enquiry letter to a single firm under the following circumstances:
 - a. It is in the knowledge of the user department that only a particular firm is the manufacturer/ supplier of the required goods or is proprietary item(s).
 - b. The required goods are to be purchased from a particular source and the reason for such decision is to be recorded in the form of PC Report.
 - c. For standardization of machinery or spare parts to be compatible to the existing sets of equipment, the required item is to be purchased only from a selected firm.
 - d. The notice regarding the purchase of item(s) of propriety in nature must be uploaded on Divyasampark's Website giving a minimum time of 7 days (excluding National


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Holidays) to submit quotation. However, in other cases of single source purchases e.g. a compatible spare part from manufacturer of the equipment, order can directly be placed without publishing the requirements on the website.

- e. Many times, it is found that the certain items which carries some critical technologies are solely manufactured by some foreign companies who may not have any Indian counterpart/ representative/ dealer. In such cases, it becomes extremely difficulty to purchase these specialized/ customized items carrying critical technology which might be essentially desired to meet the objectives of research endeavours. In such cases, the notice regarding purchase of item(s) must be first uploaded on Divyasampark's website giving a minimum time of 7 days (excluding National Holidays) to submit quotations. In case there is no response, quotations may be collected through e-mail, with a clause that the proof of email communication with at least three relevant companies should be given by the indenter. Further, even if only one of the foreign manufacturers responds against the email enquiry, then it should be considered as the valid quote to place the PO.

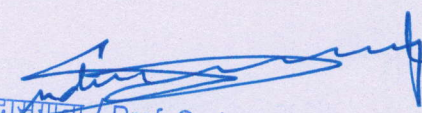
5. Orders on nomination basis:

If the purchase is proposed from the Central/ State Government or Central/ State Public Sector Undertaking/ Organization/ Company, the competent authority may approve proposal on the recommendations of concerned PC and CEO for purchase up to ₹ 1.5 Crore, without inviting any type of tender as per terms and conditions of the Government/ Public Sector Undertaking/ Organization as the case may be. Certified Fabrication, Foundaries, special type of scientific equipments/services which are not available in India. The purchase upto ₹ 1.5 crores can be made on nomination basis after signing an appropriate MoU/Agreement approved by Chairman BoD.

6. Government e-Market place (GeM):

Government of India recently initiated online Government e-Marketplace (GeM) for common use Goods and Services. The GeM portal may be utilized by Divyasampark for direct on-line purchases as under:

- Up to ₹ 100,000/- through any of the available suppliers on the GeM, meeting the requisite quality, specifications and delivery period.
- Above ₹ 100,000/- and up to 30,00,000 through the GeM seller having lowest price amongst the available sellers, of at least three different manufacturers, on GeM, meeting the requisite quality, specifications and delivery period.
- Above 30,00,000 through the supplier having lowest price meeting the requisite quality, specifications and delivery period after mandatorily obtaining bids, using online bidding or reverse auction tool provided on GeM.


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7. Expression of Interest (EOI):

In case, there is unawareness or not enough clarity about the specifications of the intended purchase/ services/ orders for an estimated amount of Rs. 50 lakhs and above and their possible bidders, the method of inviting "expression of interest" and also known as "two stage bidding" may be adopted through open tender process and after receiving the details, the specifications may be finalized and offers be obtained as limited tender from the eligible vendors.

Enquiry for seeking EOI should include in brief, the broad scope of the work or service, inputs to be provided, eligibility and the prequalification criteria to be met by the bidders and their past experience in similar work/ service. The bidders may also be asked to send their comments on the scope and specifications of the works or services projected in the enquiry. Adequate time should be allowed for getting responses from interested bidders.

On the basis of the responses received from the interested parties, bidders meeting the requirements should be short listed for further consideration. However, in special cases if there are less than three bidders an EOI can be send again. Based on the inputs received from the shortlisted bidders, detailed specifications/ terms of reference/ general and special conditions/ formats shall be drawn to seek two-part bids as technical and financial proposals only from shortlisted bidders. If it is appropriate a pre-bid meeting may also be scheduled where the suggestions from prospective bidders on the issued document be discussed and amended if necessary. Amendments, if any, need to be shared with all short-listed bidders in writing before the bid submission.

8. Rate Contract:

If the purchase is proposed on the basis of rate contract approved by Central Government Company, or on rate Contract approved by TIH/IITs/GeM/DGS&D, orders for purchase upto Rs. 25 Lakhs, may be approved by the competent authority, without inviting any type of tender as per terms and conditions of the Government/ Public Sector Undertaking/ Organization as the case may be.

9. Purchase through LPC:

Purchase of goods, in case of urgency/ to complete installations/running experiments/ chemicals/ some specific needs of time-bound research projects (e.g. electronic components, capacitors, inductors, etc.)/ machine parts/ liveries or sundry items etc. duly recorded, on each occasion may be made on the recommendations of a duly constituted LPC. At least three quotations (by email or fax or collected personally in a cover) be obtained by LPC. The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate suppliers. Roorkee being the small town, nearby cities like Haridwar, Dehradun, and Delhi etc and from Industry Hubs such as Bangalore, Hyderabad, /Chennai, etc are also covered for such purchase. In specific cases other places in India or abroad may be considered for such purchases.

The benefit of warranty and other clauses as available must be availed.

The committee may also make purchase by taking advance. However, purchase in such case should invariably be made by placing order by the concerned indenter.

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10. Special Purchase Committee (SPC): Purchase of any special kind or need duly recorded may be processed through a SPC.

11. Tender notices must also be displayed on the Divyasampark website. Those downloading the tender document from the website should deposit tender fee, if any, while submitting their quotation/ tender. Earnest money deposit (EMD) should also be submitted along with the quotation/ tender, only if PC decides to do so.

12. Only those quotations which are received within the due date and time, specified in the enquiry letter/ tender notice, will be considered

13. Black listing of a firm can be done by Divyasampark on the basis of recommendation of PC, advice from legal cell and with the approval of the Competent Authority.

14. The firms for the purpose of inviting quotations for purchase of materials/ services/ equipment/ instrument etc. will be manufactures or authorized dealer/ agents/ stockiest/ suppliers/ service providers or firms undertaking job works.

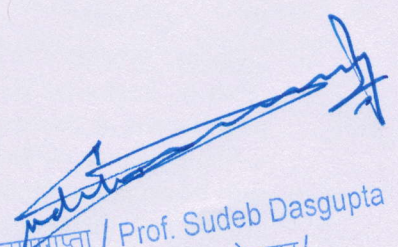
15. Procedure for Inviting Quotations:

The following procedure should be observed for inviting quotations/ tenders:

- a The Indentor will prepare the specifications of the required item and also, prepare the list of suppliers. However, Divyasampark/PC can also identify venders in addition to the list provided.
- b In the indent, the Indentor should duly mention the quantity of proposed item, copy of the approval of funds (with allotted grant code) for the required item, complete specifications as well as requirements of warranty, training/ technical support, after sales service, AMC, packing etc. The indent should be submitted to Divyasampark along with the hard and soft copies of the addresses of the likely suppliers and precise and accurate specifications.
- c Divyasampark will examine the indent/ documents as per approved project and put it in front of PC for its approval. Divyasampark will then initiate the purchase process by inviting quotations
 - i Single-bid system: For purchases with estimated cost of up to ₹ 30 lakhs under single bid system (technical and financial bid together and opened at single instance). Bids will be opened by Divyasampark in the presence of bidders and indenter if they so desire. Techno-commercial comparative statement will be prepared by Divyasampark and put it in front of PC for approval.
 - ii Two-bid system: For purchase with estimated cost of more than ₹ 30 lakhs two bid system (Part A: Technical Bid and Part B: Financial Bid in separate sealed envelopes to be opened at different instances) shall be followed. Technical bid will be opened by Divyasampark in the presence of bidders and indenter if they so desire. Technical comparative statement will be prepared by the Indentor/ PI.
If required, the concerned PI/ indenter may obtain clarification/ document from bidders at the time of technical evaluation regarding any technical aspect(s) as per the enquiry letter/ tender document.

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- d In case of inviting quotations by sending enquiry letters (under Limited Tender), a minimum period of 7 days' notice should be given.
- e In case of inviting tenders through Divyasampark website, a minimum period of 7 days' notice (after publication of the tender) should be given and minimum 2 weeks in case of Global Tender. In the enquiry letter the firm may be asked to enclose copies of the last two supply orders for the same item as a justification for reasonability of rates.
- f In case of purchase of special/ sophisticated equipment, costing above ₹ 30 lakhs, a performance bank guarantee or Bank Draft or FDR pledged in favour of **CEO, Divyasampark iHub Roorkee For Devices Materials and Technology Foundation**, for an amount equal to or more than 5% of the cost price for the duration of the warranty period plus sixty days will be taken from the supplier/ Indian Agent. However, PC can waive off this obligation under special cases where reputed OEM is present.
- g A fixed amount as Earnest Money Deposit (EMD in the form of Bank Guarantee or Bank Draft or FDR pledged in favour of **CEO, Divyasampark iHub Roorkee For Devices Materials and Technology Foundation**, should be demanded from the firms and should be mentioned against specification of each item/equipment whose estimated cost is above ₹ 30 lakhs. The amount of EMD, Valid 45 days beyond the validity period of bid, will be determined at the time of inviting quotations/ tenders, by Divyasampark on case to case basis, which will not be less than 2% of the estimated cost of the purchase. However, PC may waive off the EMD for higher amount purchase and in case of reputed OEM & MSME.
- h All the terms, conditions, stipulations and information to be incorporated in the bidding document are as per IIT Roorkee.


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16. Approximate quantities may also be mentioned and the firms should be asked to give samples along with the quotations/ tenders, wherever possible/ necessary. The descriptive literature, if available, should be enclosed with the quotations/ tenders.

17. If the estimated cost of equipment is more than ₹ 25 lakhs, tender bids shall preferably include AMC for a period of minimum three years. This is based on PC recommendation.

18. The tenders and quotations can be accepted in email. However, bidders may also send the same by couriers, speed post or equivalent.

19. Procedure for Opening Quotations:

i Preferably the GST number should be given on the quotation of each firm; however, this will not be mandatory. In case any change towards GST or other statutory levy is claimed by the firm, the registration number for the same should be available on the bill/ invoice.

ii In case of purchase of an item under single tender enquiry, the quotations through e-mail/fax from the manufacturer may also be considered. But the proof of e-mail requesting the rate of the propriety item must be placed in the purchase file.

iii In case of two bid system, the Financial Bids will be opened after Tech Bids are approved by the PC, on the due date and time by Divyasampark in the presence of the indenter and the technically qualified vendors, if they so desire. The date of opening the Financial Bid will be informed to the technically qualified bidders and the indenter well in advance. The Financial Comparative Statement will be prepared by Divyasampark and sent to Indentor/PC for vetting & CEO for signature and approval.

20. Procedure for Processing the Purchase Cases

i In case of purchase with estimated cost of more than ₹ 1 Lakh and upto ₹ 15 Lakhs, less than three valid quotations can be considered for opening of bids as well as further processing of the purchase case. However, the concerned PC have to certify the price reasonability with appropriate justification.

ii In case of purchase with estimated cost of more than ₹ 15 Lakhs minimum three valid quotations are required. If the number of quotations received against an enquiry letter/ tender notice is less than three, quotations have to be re-invited by Divyasampark after the specific recommendation of indenter to do so. Any other approval is not required. However, if the number of quotations received is still less than three after retendering, Divyasampark should process the purchase on the basis of these quotations with specific justification by the concerned PC.

iii If the number of quotations/ bids received against open tendering (through newspaper) is less than three, the purchase case can also be processed with specific justification by the concerned PI/ Indenter.

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iv Negotiation normally may not be held. However, whenever necessary may be held with the lowest bidder only with the approval of competent authority.

21. Processing the Purchase and Placing the Orders by the Divyasampark

i Divyasampark will prepare and submit the purchase proposals in the prescribed format and will get it vetted from the Indenter. Then the case will be forwarded to the Internal Audit Section for pre-audit. After preaudit the case will be forwarded to competent authority/ approving authority for approval. However, purchase cases below ₹ 15 lakhs need not be pre-audited by Internal Audit Section.

ii The purchase order will be prepared by Divyasampark on the basis of the duly approved Purchase Proposal.

iii The Purchase Order will be sent to the eligible firm on its address by post/ mail by Divyasampark. A copy of the Purchase Order will be sent to the concerned Indenter/ PI for information.

iv In case of import, the copy of the Purchase Order will be sent to the Clearing Agent. Divyasampark will take necessary action about the advance to be sent to the Clearing Agent for clearing goods from the customs office to avoid demurrage and sending the same to the concerned Indenter.


v On receipt of written request/ necessary documents from the firm/ clearing agent, the Divyasampark will process the file for issue of all types of certificates e.g. Customs Duty Exemption/ Excise Duty Exemption/ Trade Tax Declaration etc., under the signature of the CEO of Divyasampark.

vi No formal order is required to be placed for purchases upto ₹ 1 Lakh and online purchases as mentioned in section 2 point ii.

22. Repeat order:

Repeat purchase order may be placed by the Divyasampark subject to the following conditions:

- a Within a period of 120 days of placing the original order or 45 days of receiving supplies against the original order, whichever is later.
- b With no change in rates as well as terms and conditions of supply.
- c For purchases on the basis of limited/ open tender inviting quotations but not through LPC.
- d Divyasampark will not place more than five repeat orders and the amount or number of items shall not exceed that of the original order.
- e No repeat order will be placed if buy-back is involved in the purchase.

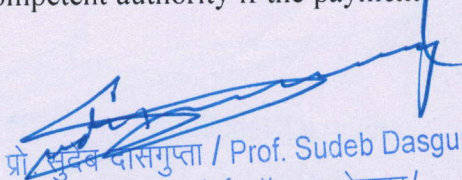

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23. Goods Receipt and Processing of Bill:

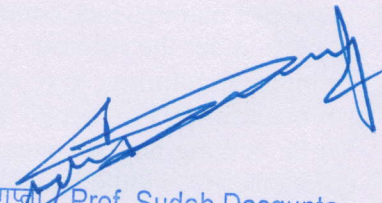
- a. On receipt of goods by the concerned Indenter as per Purchase Order along with packing slip, bills in duplicate / triplicate etc., necessary entries will be made by Divyasampark and VH for each unit in the stock register. The bill for payment along with necessary documents, installation certificate etc. will then be sent by the indenting department to Divyasampark for necessary checking and forwarding to the Finance & Accounts Section of Divyasampark for payment.
- b. In case of short supply/ any damage / supply is not found as per Purchase Order, the indenter/ VH will inform in writing to CEO, Divyasampark who will request the firm to rectify it within a suitable time otherwise the matter will be referred to Legal Cell for further necessary action.

24. Payment Term:

- a. In purchase generally, the payment is after delivery and installation (Wherever installation is required).
- b. For the purchases having FOR/ destination, 100% payment on receipt and acceptance of goods/ service by the indenter subject to production of relevant documents.
- c. For the purchases having FOR/ destination and involving installation and commissioning by the supplier, 80 % payment on receipt and acceptance of goods/ service by the indenter and balance 20 % on successful installation and commissioning by the supplier and acceptance by indenter.
- d. Advance payments to supplier: Ordinarily, payments for supplies/ services should be released only after the services have been rendered or supplies made. However, it may become necessary to make advance payments in the following types of cases:
 - i Advance payment demanded by firms for supplying equipment/ services etc., up to 100% advance amount against 110 % Bank Guarantee may be allowed.
 - ii Advance payment demanded by firms holding maintenance contracts for servicing of air-conditioners, computers, other costly equipment/ construction etc. against fabrication contracts, turnkey contracts etc. Such advance payments should not exceed the following limits:
 - Thirty percent of the contract value to private firms.
 - Forty percent of the contract value to a State or Central Government agency or a Public Sector Undertaking;
 - iii In case of maintenance contract, the amount should not exceed the amount payable for six months under the contract.
 - iv Competent authority may relax the ceilings (including percentage laid down for advance payment for private firms) mentioned above.
 - v While making any advance payment as above, adequate safeguards in the form of bank guarantee etc. should be obtained from the firm as per point (i) above.
 - vi 100% advance payment without any bank guarantee in case of software, licenses, fabrication & specific instruments with the approval of competent authority on the recommendation of PC and CEO Divyasampark in case of reputed firms only.
 - vii Payment of demurrage: Upto 20,000/- may be approved by Indenter/PI. For higher amounts approval of the competent authority is required.
- e. However, Government firms or public sector undertakings may be exempted from providing the bank guarantee. But for public limited firms having an annual turnover of Rs.500 crores or more the requirement of bank guarantee may be waived-off by the competent authority if the payment involved is upto Rs. 25 lakhs.


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- f. Any additional payment in the Bill/ Invoice on account of revision of taxes/ duties may be considered by Divyasampark, provided it is as per the terms and conditions of purchase order.
- g. Payment to Foreign Supplier:
- i All Letters of Credit will be opened by Divyasampark against the purchase orders and grant (plan/ project/ miscellaneous) allocated to the concerned PI.
 - ii Payment can also be made by sight draft/ Bank Transfer/ Wire Transfer after receipt of material in good condition.
- h. Payments to Govt./ Public Sector Undertaking/ Organization: The terms of payment to the Govt./ Public Sector Undertakings/ Organizations/ Company will be as per the terms and conditions given by them in their quotation/ proforma invoice/ rate list/ rate contract. 100% advance can be made to such organizations along with the order if it is in the terms and conditions of the said organization.



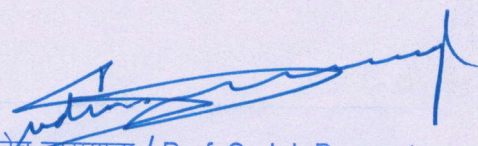
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25. General Rules:

- a. Liquidated Damage (Late Delivery): There should be a suitable provision in the terms and conditions of a contract/ purchase order for claiming liquidated damages of appropriate amount from the supplier to take care of delays in supplies and performance, for which the supplier is responsible.

A penalty of 0.5% of the delivered price of the delayed goods for each week subject to a maximum of 5% (five percent) of the delivered price is to be incorporated in the terms and conditions of the purchase order. Delivery period shall include supply of the item in good condition and satisfactory installation. Any request for extension of time by vender (with specific reasons) should be carefully reviewed and approved by PC. No approval is required for extension of time from competent authority. Any delay in fulfillment of the requirements for paying the bills shall be counted under penalty clause. Divyasampark will pass bills for payment only after receipt of report of the concerned PI/Indentor regarding supply in good condition, satisfactory installation and performance by the firm as per the terms and conditions of the purchase order.

- b. The "buy-back" for purchase through quotation/ tender or through rate contract for supply of equipment and systems including personal computers, refrigerators, air-conditioners, photocopy machines, data projector etc. is admissible. While inviting quotations/ tenders or proposal for rate contract, the supplier/ vendor will be asked to quote rates and other terms for 'buy-back' of existing equipment/ systems. However, the following conditions shall apply:
- In case of computers, system should be at least three years old.
 - In case of photo-copier machines, a machine should be at least seven years old or five lakhs of copies should have been generated on the old machine.
 - In case of refrigerators and air-conditioners, they should be at least seven years old.
 - Un-serviceable/ beyond repair items
 - Cost of operation and maintenance is high
- c. The points, which are not covered by the purchase rules of Divyasampark, will be as per the GFR of the Government of India.
- d. Any matter not covered by these rules and GFR may be referred to the Board of Directors.
- e. These rules may be revised as and when required with the approval of HGB.


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STORE'S RULES

1. Classification of Stores:

All stores procured shall be classified into following three categories;

- A. Major Asset (MAS)**
- B. Minor Asset (MIA)**
- C. Consumable Stores (CS)**

A. Major Assets (MAS): Stores satisfying any one of the following conditions shall be classified as major Assets

- i. Store which are intended to be used over prolonged periods before becoming unusable and obsolete.
- ii. Any item which is classified as Major Assets (MAS) by the standing committee (as given in note below) constituted for this purpose.

Examples: Lab Equipment, Assembled Instruments, Brass Ware Flower Pots, Lamp Stand etc), Fabricated Instruments, Gas Cylinders, Almirahs Steel, Main frame computers 'servers, Work Stations, Motors, Networking Devices, Photo copying machines, Plants Printers, Multimedia Projectors, Welding machine, Workshop heavy equipment (Lathe Machines drilling & milling machines, power saw, wood working machines) etc.

B. Minor Assets (MIA) or Limited Life Time Assets (LLTA):

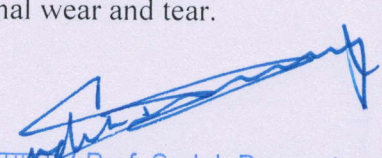
Stores may be classified as Minor Assets or "Limited Life Time Assets" for the items with a life of 4-5 years.

Examples: All Lab Equipment, (Power supplies, CVTs/CRO etc), type writers, accessories and audio-visual systems, All room fixtures (door closers, blinds, boards, wall/ exhaust fan etc), UPS, Wooden and Steel Furniture (chairs, tables, racks, trolleys, cabinet etc), Battery chargers, Computer Accessories, Cryogenic containers, Cyclostyling machines, Fume Hoods, Modern Hub (Routers) switches, Personal Computers, Portable Generators, inkjet/ laser printer Small portable electrical hand tools (Hand drill, planners, grinders etc), Software, Telephone sets including mobile phones, Vacuum cleaners, desktop, palmtop calculators, etc.

C. Consumable Stores (CS):

Stores satisfying any of the following conditions shall be classified as Consumable Stores

- i. Stores which exhaust with lapse of time.
- ii. Stores which are rendered unserviceable due to normal wear and tear.


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iii. Stores which have negligible disposal value.

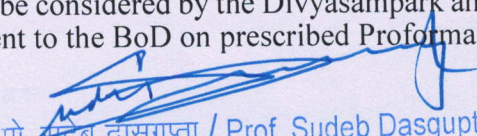
Examples : Chargeable and non-chargeable batteries, Chemicals & plastic material, Components installed inside Cabinet of PC (motherboard, RAM, ports, Hard Disk, DVD, PCI cards etc), Electrical items like plugs, tops, switches, fixtures, heater plates etc, Electronic Component like resistors, ICs, LED's, Transistors, Diodes, transformers, soldering iron and solder etc), fabrication materials like Metal sheets, rod wires, Glass, Hand Tools (screw drivers, pliers, scissors, tools related to gardening and other tools etc), plant pots, Light sources (bulbs, tubes, laser pointers etc), Optical components like Lenses, Prism, Gratings, filters, optical fibers, patch cord etc, printer consumables (Ribbon, Cartridges etc), Stationery items (papers, cutters, staplers, pens, pencils, alpenes, u-clips, sharpeners, dispensers, pen stands, CD covers etc), tubing (copper, Aluminium, rubber, PVC etc), umbrellas & raincoats, W/shop cutting tools (Bits, hacksaws, blades, drill bits, oil & coolants, files etc), Capacitors, CD ROMs, CDs, Conductivity bridge, Connectors, Curtains, Darri/Carpets & other cloth items, Electric wires / UT P Cables [Optical Fibers, Electrodes, Floppies/pen drives, Handheld water sprayer/sprinkler, Heating mantles, Iron meter, Keyboard, mouse and speakers, Lab. Apparels (shoes, lab coats, goggles, aprons, gloves etc), Magnetic tape, Medicines, Non electrical balance, pH meters, Plastic buckets, Room Heaters and Blowers, Shakers, Small Measuring components and instruments (current/volt/Ohm meters costing less than Rs. 10,000/-), Stirrer, Table covers, Thermostat, Torch, Water bath, Water distillation glass units, Water distillation stills etc.

NOTE: The competent Authority may constitute a standing committee to resolve any confusion in classifying the assets not covered above.

2. General Rules:

- i. Stock Registers for all Major Assets, Minor Assets and consumable items, for each Project shall be maintained separately and kept with the concerned PI. But all the assets shall also be entered simultaneously in the Divyasampark T&P register.
- ii. Stock Registers for Assets and Consumables purchased under project shall be maintained separately by the concerned PI and at the closure of the project the items, assets and consumables have to be transferred to the stock register of Divyasampark.
- iii. Details of the assets shall simultaneously be intimated to Divyasampark by the different PIs as and when purchase is made by them.

3. **Store Verification:** The annual of all major and minor assets of projects shall be done by verifying Officer appointed by CEO, Divyasampark. On recommendations of the PI/concerned head regarding the irrecoverable losses, and losses due to stores lost, or rendered unserviceable due to fair wear and tear the CEO will constitute the committees for survey of unserviceable (Major & Minor Assets) stores in their respective department. This committee shall inspect such losses and fix their depreciated value. It will also pin-point responsibility for losses of items found short and shall recommend as to how these are to be made up/paid for by the individuals responsible for the loss. The report of the committee shall be considered by the Divyasampark and its recommendations in respect of major assets shall be sent to the BoD on prescribed Proformas, for consideration by CEO.


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4. Writing off and disposal of Unserviceable Stores

- a. On the recommendation of PI, CEO may allow writing off the minor assets with intimation to the BoD.
- b. The CEO shall appoint a Technical Committee which shall examine the proformas sent by the PIs and shall recommend the Major Asset stores which are actually unserviceable beyond economic repair/beyond local repair, to be considered for writing off, by the Competent authority. The Technical Committee may delete those items which in its opinion, are serviceable or are not beyond local/economic repair. The composition of the Technical Committee shall be as under:
 - i. Two BoD nominee for two years, who shall be the Chairman,
 - ii. One member nominated by CEO for a period of two years.
- c. The recommendations of the Technical Committee (TC) are to be considered by the Competent Authority (CA) to write off as under:

Competent Authority	Normal Wear & tear, Individual Item Costing (Rs.)	Abnormal Wear & Tear, Individual Item costing (Rs.)
PI	NIL	NIL
CEO	Upto 15000	upto 200000
Board of Director	Upto 2000000	Any Amount

After approval of the Competent Authority, a proper notification for writing off is to be issued by the CEO.

5. Disposal Committee:

The stores, written off, will be inspected and auctioned by the Disposal Committee (DC).

The committee shall consist of the following members.

- i. Two nominees of the Board of Director, who shall be the Chairman for a period of Two years.
- ii. Member Secretary appointed by the Competent Authority for a period of Two years

Items are required to be disposed in line with guidelines/rules of GOI, for Hazardous and Non-Hazardous Items.

NOTE:

1. The rules may be revised as and when required.

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Recruitment Policy
(Including for Walk in Interview)

1. CREATING A POSITION

- i. Creation of positions for a period of minimum 1 Year (renewable on performance basis) as detailed in the Detailed Project report (DPR). It needs to be approved by the BoD of Divyasamparak iHUB Roorkee for Devices Materials and Technology Foundation.
- ii. However, CEO can recruit someone directly on Adhoc basis for a period of 89 Days after approval by Project Director.

2. PREPARATION OF DRAFT ADVERTISEMENT

- i. CEO will send the draft advertisement to Board of Directors for approval.
- ii. Board of Directors will approve the draft advertisement and return it to the CEO for notification/ advertisement to be published on Divyasampark's website.

3. RECRUITMENT PROCESS

- i. Mode of applications: Online/Offline applications may be invited.
- ii. Stages in Selection Process:
 - The selection committee may follow a multistage screening process that may include application screening, telephonic screening, in person/online interview, reference checks, etc.
 - The selection committee recommends the hiring and the duration of appointment at a position based upon the hiring process.
 - The final hiring is approved by the Board of Directors of the company for senior positions at managerial/CEO level or higher or equivalent position(s). For other positions, Project Director of Divyasamparak iHUB Roorkee may approve.

4. ADVERTISEMENT OF THE POSITIONS

The advertisement shall be displayed on Divyasamparak's website. If required under special circumstances, advertisement can be done through other means after approval from BoD.

5. SCREENING OF APPLICATIONS

- (i) The CEO will fix the meeting of Screening Committee and send the report of the screening committee to Board of Directors for approval.
- (ii) The CEO will issue the letters to the candidates called for interview after Screening Committee report should be approved by Board of Directors.
- (iii) For walk in interview, screening is not required.

6. SCREENING COMMITTEE CONSTITUTION

- (i) Chief Executive Officer (CEO)

Chairman

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(ii)	Project Director	Member
(iii)	One Nominee of CEO/BOD	Member

7. INTERVIEW


- (i) The CEO will fix the date of the interview and get the interview conducted. The CEO will send the recommendations of the Selection Committee to Board of Directors for approval.
- (ii) The CEO will arrange the walk-in-interviews on the advertised date by a duly approved Selection Committee.

8. SELECTION COMMITTEE CONSTITUTION

- A selection committee is approved for hiring against an approved position by the BoD of the company.
- The selection committee should include atleast **three members** that may include:
 - i. Board of Directors of Divyasampark iHUB Roorkee for Devices Materials and Technology Foundation,
 - ii. TIH affiliated faculty or IIT Roorkee faculty members,
 - iii. Project Director, and or
 - iv. External invited members.
- For hiring at manager/CEO level or higher or equivalent position, the candidates will be presented and interviewed by the Board of Directors along with other experts.
- For other positions, the selection committee may comprise as mentioned above.

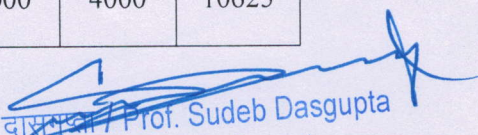
9. FINAL SELECTION /APPOINTMENT

Selection Committee report will be approved by Board of Director and appointment letter will be issued by CEO.

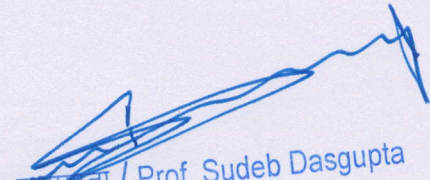

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Key Performance Indicators

S No	Target Area	Targets					
		1 st Yr	2 nd Yr	3 rd Yr	4 th Yr	5 th Yr	Total
1	Technology Development						
(a)	No of Technologies (IP, Licensing, Patents etc)	-	-	5	10	10	25
(b)	Technology Products	-	-	5	10	10	25
(c)	Publications, IPR and other Intellectual activities	-	-	15	30	30	75
(d)	Increase in CPS Research Base	-	-	5	30	50	85
2.	Entrepreneurship Development						
(a)	Technology Business Incubator (TBI)	-	-	1	-	-	1
(b)	Start-ups & Spin-off companies	-	-	3	20	20	43
(c)	GCC - Grand Challenges & Competitions	-	-	1	-	-	1
(d)	Promotion and Acceleration of Young and Aspiring technology entrepreneurs (PRAYAS)	-	-	1	-	-	1
(e)	CPS-Entrepreneur In Residence (EIR)	-	-	5	10	10	25
(f)	Dedicated Innovation Accelerator (DIAL)	-	-	1	-	-	1
(g)	CPS-Seed Support System (CPS- SSS)	-	-	1	-	-	1
(h)	Job Creation	0	125	2500	4000	4000	10625


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3.	Human Resource Development						
(a)	Graduate Fellowships	10	40	100	80	40	270
(b)	Post Graduate Fellowships	-	-	10	15	25	50
(c)	Doctoral Fellowships	-	-	10	10	4	24
(d)	Faculty Fellowships	-	3	3	-	-	6
(e)	Chair Professors	-	3	3	-	-	6
(f)	Skill Development	-	-	60	200	250	510
4.	International Collaboration	-	-	1	-	-	1


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