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TIH
iHub-Drishti

iHub-Drishti Foundation

Human Resource Handbook

Indian Institute of Technology Jodhpur
N.H. 62, Nagaur Road, Karwar, Jodhpur 342037,
Rajasthan (India)
Website: <https://ihub-drishti.ai/>
Email: ihubdrishtiadmin@ihub-drishti.ai

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PREFACE

iHub Drishti Foundation, the Technology Innovation Hub (TIH) at IIT Jodhpur, is a section 8 not-for-profit company, established under National Mission on Interdisciplinary Cyber-Physical System (NM-ICPS), Department of Science & Technology (DST), Government of India in 2020. The company is supported by NM-ICPS with the Grant-In-Aid over a period of 5 years. The company is recognized and registered as a Scientific and Industrial Research Organization (SIRO) by the Ministry of Science and Technology by the Department of Scientific and Industrial Research (DSIR), Ministry of Science and Technology, Govt. of India.

The company is created with a vision to become the most coveted self-sustaining technology destination in computer vision (CV), augmented reality (AR) and virtual reality (VR) in the country, with a nationwide footprint, nurturing and supporting cutting edge research and innovative technology deliveries through startups, MSMEs and direct execution of project.

The approach for human resource at iHub Drishti Foundation is promoting the vision through transparency, meritocracy, diversity and equal opportunity. This handbook presents the details of HR operating practices, and shall be reviewed and revised periodically based on the ever-changing landscape of Human Resource Development in a niche technology sector.

“Trusted Vision for Secure & Better Living”



Foreword



Dear Colleague,

It gives me immense pleasure to introduce the Human Resource Handbook of iHub Drishti Foundation, IIT Jodhpur developed through the lens of the company's vision.

It provides us with an opportunity to know about various policies related to HR and how this can streamline the modus operandi of the company. This document can be an easy reference as a guideline for the entire life-cycle of an employee.

It is indeed a privilege to have you as a member of our iHub Drishti Foundation family. We look forward to your valuable contribution in building this organization.

Prof. Santanu Chaudhury
Chairman, iHub Drishti Foundation
IIT Jodhpur



Foreword



Dear Colleague,

This handbook is the culmination of in-depth research and deliberation on various aspects of HR policies. This organization is unique in nature in our country, and sustainability of this organization is interlinked with the enabling people-centric policies.

We made an attempt to bring forth fair and transparent hiring practices, optimized work-life balance, and spirit of innovation through these operational guidelines.

Suggestions and feedback are welcome.

Happy reading!

Prof. Mayank Vatsa
Project Director, iHub Drishti Foundation
IIT Jodhpur

1. EMPLOYMENT TERMS AND CONDITIONS

1.1 RECRUITMENT

iHub Drishti Foundation may engage staff on full-time (Payroll), part-time, Contract basis and on ad-hoc basis. We may engage agencies on contract basis to perform administrative, technical and support services like housekeeping, transport, legal, purchase etc. All appointments shall normally be made following the principle of equal opportunity, diversity and transparency. All positions in iHub Drishti Foundation shall be decided by the board which also shall lay down the procedure to be followed for various positions.

1.1.1 SOURCE OF RECRUITMENT

Recruitment to various positions shall normally be made by:

(a) Direct recruitment through open advertisements in the electronic media (including company website and social network) and / or print media.

(b) Consultancy /Honorary Appointment: The Project Director/ CEO is empowered to appoint any expert on consultancy or Honorary Basis for a period of maximum 3 months.

(c) Ad-hoc Appointment: Ad-hoc Appointment is said to be made when hiring manpower on an ad-hoc basis for a maximum period of 6 months by means of awarding a short term ad-hoc appointment against a vacant post or as a one-time activity. The Ad hoc appointment made can be extended only for another 6 months.

(d) Internal Mobility: Our company encourages promotions and job moves that will help employees to fill open roles and advance their careers in a fair and efficient manner.

(e) Deputation of suitable staff from other bodies (e.g. government, public sector Undertaking, semi-Govt. and autonomous bodies, Technical Institutions etc.) is permitted. Further, selection from any other source has to be approved by the Board of Directors.

1.1.2 SELECTION PROCESS

Selection committee will be formed:

(i) CxO Appointment (On Payroll of iHub Drishti Foundation):

The Selection committee for CEO will be chaired by the Chairman of the Board and Project Director will be the convener. The Selection committee for other than CEO

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appointment will be chaired by the Chairman of the Board, and Project Director/ CEO will be the convenor. The Chairman will nominate at least two (2) other members for the selection committee and based on the recommendation of the selection committee, the Chairman of the Board will approve the appointment.

(ii) Other than CxO appointment (On Payroll of iHub Drishti Foundation): Selection committee will be chaired by the Project Director/ CEO or his/her nominee. The Project Director/ CEO or the chairman of the selection committee will select at least two (2) other members for the selection committee. The selection committee will recommend the candidate with his Cost to Company (CTC) for selection (Appendix III) and the Chairman of the Board will approve the appointment.

(iii) Ad-hoc Appointment : CEO (for non-technical)/CTO (for technical) is empowered to hire manpower on Ad-hoc basis at iHub Drishti Foundation for a maximum period of 6 months by means of awarding a short term ad-hoc appointment against a vacant post or as one-time activity with following terms and conditions:

- a) *The above mentioned appointments are made in case of exigency where timely completion of assignment is of utmost importance.*
- b) *The Ad-hoc appointment so made can be extended only for another 6 months.*
- c) *The Salary Structure for above said appointments would be considered keeping in mind availability of funds and on a case to case basis.*

(iv) Consultancy/Honorarium: Project Director/ CEO is empowered to approve such appointments with following terms and conditions:

- a) *The appointment/ engagement is made in case of exigency where timely completion of assignment is of utmost importance, with the following engagement models:*
 - (i) Consultant appointment*
 - (ii) Engaging a Consultant for a specific task*
 - (iii) Consultant on retainer basis*
- b) *The honorarium / Consultancy fees for above said appointments would be considered keeping in mind availability of funds and on case to case basis as per the industry standard.*

(v) Project Appointments: As per Standard Operating Procedure (SOP) attached at Appendix -I.



1.2 TERMS OF APPOINTMENT

1.2.1 AGREEMENT

Every employee of iHub Drishti Foundation shall accept in writing the conditions of his appointment before joining and again before each subsequent renewal. Services of each employee shall be governed by mutually agreed contract - stipulating various terms and conditions.

1.2.2 SALARY

Every employee shall be paid a salary every month in conformity with the terms in his/her service contract.

1.2.3 COMPLIANCE WITH RULES AND REGULATIONS


During the service contract tenure, each employee shall observe, obey and abide by the rules of iHub Drishti Foundation and various Bye-laws made from time to time and all Standing Orders, if any, issued by the Board.

1.2.4 POSTING

Every employee shall be liable to be posted or transferred anywhere in India or abroad to serve at iHub Drishti Foundation at the discretion of the Board or the competent authority decided by the Board. In special circumstances employees may be engaged with collaborators/partners of iHub Drishti foundation for any project work from time to time at the discretion of the Board or the competent authority decided by the Board.

1.2.5 WHOLE TIME SERVICE

Each full-time employee shall devote his whole time in the service of iHub Drishti Foundation. Full time employees shall not take part in any political or trade-union activities without the permission of the Board, or absent the self from duty except in case of accident or sickness certified by a competent Medical Authority.



1.2.6 PROVISION FOR WORK FROM HOME (WFH)

Work from home (WFM) may be allowed to employees under pandemic or natural calamities, subject to approval from the competent authority.

1.3 TENURE OF APPOINTMENT

1.3.1 PERIOD OF SERVICE

Probation: Appointments in iHub Drishti Foundation shall be on tenure-based contract (s) with a Probation Period included in order to assess his suitability for absorption in the service to which he has been appointed.

Extension of Probation: If during the period of probation, a probationer has not performed satisfactorily, based on the approval of the competent authority, the period of probation may be extended by such period or periods as may be necessary.

Confirmation of services: An employee, who has successfully completed the probation, as prescribed under relevant rules, may be considered for confirmation for the said tenure-based contract(s). A specific order of confirmation should be issued upon recommendation of the competent authority.

Tenure of Service: The Tenure of service in a contract term shall be decided by the Appointing authority and stipulated as such in the service contract offered to a potential employee. All renewability of any tenured service contract and the terms governing it shall be stipulated in the mutually agreed service contract. No appointment can exceed beyond the date of the agreed tenure or retrenchment on grounds of economy or dissolution of iHub Drishti Foundation - whichever is earlier.

Renew of the Contract tenure: Renewal of the services will be based on the requirements of iHub Drishti, and the renewal process will follow the process mentioned in section 1.2.1.

1.3.2 TERMINATION OF CONTRACT

1.3.2.1 Subject to any contract, the agreement of service of any full-time member of the staff may be terminated by either party giving to the other notice in writing.

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The notice period will be decided by appointing authority and specified in the employment contract.

1.3.2.2 Notwithstanding anything contained in 1.3.2.1

- (a) The service of any employee may be terminated by the company giving a notice less than the notice period on payment to him/her a sum equivalent to the amount of pay for the period for which such notice falls short of the period specified.
- (b) Upon approval from the competent authority, the service contract may be terminated by an employee giving a notice less than the notice period on payment to the company a sum equivalent to the amount of pay for the period for which such notice falls short of the period specified.

2 PAY, ALLOWANCES AND OTHER BENEFITS

An employee of the Foundation shall be eligible for:

2.1.1 An all-inclusive monthly fixed consolidated salary.

2.1.2 The full time employees (Pay Roll of iHub Drishti Foundation) will be eligible for a Provident Fund and Employees State Insurance (ESI).

2.1.3 Subject to terms in any service contract, the full time employees (Pay Roll of iHub Drishti Foundation) may also be eligible for a Performance based Incentive as decided by the Board of the company. The quantum and the manner / mode of disbursement will be decided by the Board of the Company.

2.1.4 The full time employees (Pay Roll of iHub Drishti Foundation) may be eligible for medical Insurance (For Self and Dependent Family Members) and Group Insurance. In addition to that employees and dependent family members may avail the Facilities at Primary Health Centre of IIT Jodhpur, on nominal payment basis. Specifically,

- a. Primary Health Centre Facilities of IIT Jodhpur will be extended to the full time employees (Pay Roll of iHub Drishti Foundation) along with eligible dependent family members on payment basis.
- b. Comprehensive Medical Insurance benefits (MEDICLAIM) towards hospitalization for the employees along with eligible dependent family members up to the limit of Rs. 2 lakh per year (as per CGHS

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rate) for each employee including his/her dependent family members. The Medical Insurance Policy will be ratified by the finance committee of the company.

- c. As and when decided, the quantum of policy coverage for various categories of employees shall be decided by the Board.

2.1.5 Any other benefits: The nature, quantum and periodicity as may be determined by the Board from time to time.

3. TRAVELLING ALLOWANCE

All employees shall be eligible for reimbursement of actual expenses - subject to furnishing supporting documents incidental to any official travel. These include costs of tickets, local travel, accommodation, food etc. The class of air / rail travel, hotel accommodation and any ceiling for daily expenses shall be in conformity with the norms that may be fixed by the Board from time to time.

4. TOUR ADVANCE

Employees required to travel for official purposes are entitled to advance up to the limit of entitlement as may be fixed by the Board from time to time.

5. PERFORMANCE REWARDS

(a) The performance of full time employees (Pay Roll of iHub Drishti Foundation) may be reviewed periodically, as per board approved process. Those satisfying the attainment of the assigned tasks / goals may be considered for Performance Incentives, increment and / or promotion.

(b) Any employee who has contributed to revenue generation, technology transfer and/or start-up formation, he/she will be eligible for additional financial benefits including suitable allocation of equity in the newly formed start up.

6. ANNUAL INCREMENT

All full time employees (Pay Roll of iHub Drishti Foundation) will be eligible for at least 5 percent annual increment and upto maximum 10 percent of Basic Salary based on performance subject to completion of the probation period. Further the board may decide the quantum of other allowances from time to time.



7. ACCEPTANCE OF HONORARIUM

Employees undertaking assignments outside may accept honorarium upto Rs. 2.5 Lakh in a financial year with intimation to the competent authority. In case any Honorarium more than Rs. 2.5 Lakh is received for such assignment, the same shall be reported to iHub Drishti Foundation for necessary approval and 20 percent (20%) on and above Rs. 2.5 Lakh in a year will be shared with the company.

8. LEAVE RULES

9.1 RIGHT TO LEAVE

Leave cannot be claimed as a matter of right. When the exigencies so require, discretion to refuse or revoke leave of any kind is reserved to the authority competent to grant leave.

9.2 AUTHORITY COMPETENT TO GRANT LEAVE

Project Director shall be the authority to grant leave to the Chief Executive Officer. For others, leave may be sanctioned by the Board or Chief Executive Officer or by any other officer to whom the power has been delegated by the Board or Chief Executive Officer.

9.3 CONVERSION OF ONE KIND OF LEAVE INTO ANOTHER KIND

- At the request of a member of the staff the sanctioning authority may convert any kind of leave (except casual leave) retrospectively (within the same calendar year) into leave of a different kind which may be admissible as on the day on which the member of staff proceeded on leave; but the member of the staff cannot claim such conversion as a matter of right.
- If one kind of leave is converted into another, the amount of leave salary and allowances admissible shall be recalculated and either the arrears of leave salary and allowances shall be paid or amount overdrawn shall be recovered, as the case may be.

8.4 REJOINING OF DUTY ON RETURN FROM LEAVE ON MEDICAL GROUNDS

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A member of the staff, who has been granted leave on medical grounds, shall be required to produce a medical certificate of fitness before resuming duty.

9.5 REJOINING OF DUTY BEFORE THE EXPIRY OF LEAVE

- Except with the permission of the authority which granted the leave, no member of the staff on leave may return to duty before the expiry of the period of leave granted to him.

9.6 KINDS OF HOLIDAYS/LEAVE DUE AND ADMISSIBLE FOR FULL-TIME EMPLOYEES

a) HOLIDAYS

iHub Drishti Foundation will follow - in default, the Holidays allowed in IIT Jodhpur and all Gazetted holidays allowed in IIT Jodhpur will also be applicable to the employees of the iHub Drishti Foundation.

b) CASUAL LEAVE

- Casual Leave cannot be claimed as of right and may be refused or revoked by the competent authority. An employee of iHub-Drishti Foundation will be eligible to avail maximum Eight (8) casual leaves (CL) in a calendar year subject to the condition that not more than 5 days casual leave may be allowed at any time. Four (4) CL's will be credited on 1st January and remaining four (4) CL's will be credited on 1st July of every calendar year. In case an employee joins on or before 30th June of the calendar year, he/she will be eligible to avail all eight (8) CL's in that calendar year. If an employee joins after 30th June of the calendar year, he/she will be eligible to avail Four (4) CL's only. Advance CL within calendar year may be allowed by CEO/ Project Director.

The adoption of casual leave is under following terms and conditions:

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- CL's cannot be carried forward to next calendar year and unutilized CL's will be lapsed at the end of the calendar year.
- CL's cannot be combined with joining time.
- Sundays and Holidays falling during a period of casual leave are not counted as part of casual leave. Sundays/Public holidays /restricted holidays/weekly offs can be prefixed/suffixed to casual leave.
- Casual leave can be taken for half-day also.
- Casual leave cannot be combined with any other kind of leave.

c) EARNED LEAVE

- i) A Full-Time Employee is entitled for 30 days of earned leave in a calendar year at the rate of 2 and 1/2 days for every month of duty attended. 15 days of earned leave will be credited on 1st January and another 15 days of earned leave will be credited on 1st July of every calendar year. However, that actual eligible leaves shall continue at the monthly rate stipulated earlier and adjustable against advance leave for an employee leaving iHub Drishti Foundation midway in a half year.
- ii) Sundays and holidays preceding or following the period of admissible and availed leave shall be excluded from leave sanctioned.
- iii) Earned leave cannot be carried forward to next calendar year and unutilized EL's will be lapsed at the end of the calendar year.

d) MEDICAL LEAVE

Up to 10 days leave in a calendar year can be granted on medical certificate to an employee subject to the following conditions:

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(i) The authority competent to grant leave is satisfied that there is a reasonable prospect of the employee returning to duty on its expiry.

(ii) An employee of iHub Drishti Foundation when granted leave on medical certificate shall produce fitness certificate from the treating doctor before returning for duty on the expiry of leave.

e) MATERNITY & PATERNITY LEAVE

i) A Female employee may be granted maternity leave of 90 days (including pre and post-delivery), of which minimum 42 days immediately following the day of her delivery. During such period she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. The employee may opt for additional 90 days of maternity leave without pay.

ii) Paternity leave of fifteen days (in one spell) may be given to a male employee with less than two surviving children during the confinement of his wife, i.e., up to fifteen days before or up to six months from the date of the delivery of the child. It should not normally be refused under any circumstances. Leave salary will be the pay drawn immediately before proceeding on leave.

iii) The application for the leave needs to be supported by a medical certificate.

f) LEAVE WITHOUT PAY (EXTRAORDINARY LEAVE)

Leave without pay may be granted to an employee who does not have any other leave to his credit. This discretion may be exercised on grounds of prolonged illness or any other exceptional circumstances.

g) DUTY LEAVE

Duty Leave may be granted to the employees by the Competent Authority, or by an officer to whom the power has been delegated by him/ her, for any outstation work or project.

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h) SPECIAL LEAVE

Project Director/CEO/CTO may grant any special leave under special circumstances.

i) LIMIT OF TOTAL ABSENCE

A member of staff ceases to be in the service of the iHub Drishti Foundation if he is unauthorized continuously absent from duty for more than 7 Days.

(j) LEAVE DURING NOTICE PERIOD: No Leave will be granted during the Notice Period.

9. CONDUCT, DISCIPLINE & APPEAL

9.1 APPLICATION

- i) These rules shall apply to all members of staff.
- ii) The provisions of rules below are only indicative.

9.2 CONDUCT

9.2.1 GENERAL

Every employee of iHub Drishti Foundation shall at all times

- maintain absolute integrity
- maintain devotion to duties assigned
- do nothing which is unbecoming of an employee of the iHub Drishti Foundation
- Manner, decorum, subordination

9.2.2 MISCONDUCT

Acts of omissions and commissions such as fraud, dishonesty, illegal gratification, disobedience, furnishing false information, any sexual offence / advance at workplace, negligence etc. would be treated as "Misconduct", without prejudice to the generality of the term.

9.2.3 MEDIA

No employee of iHub Drishti Foundation shall, except with the prior permission of the competent authority, associate the self with a newspaper, periodical or T.V. or Radio, Press or social media except when it is purely literary, artistic or

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scientific in character.

9.2.4 COMMUNICATION OF INFORMATION

No employee shall except with the previous permission of competent authority communicate, directly or indirectly, any official document or any part thereof or any official information to any other person.

9.3 DISCIPLINE

Subject to any directions issued by the Board of Directors from time to time, the following procedure may be followed in regard to imposing of penalties:

9.3.1 DISCIPLINARY AUTHORITY and PENALTIES

Disciplinary committee with respect to any misconduct will be appointment and notified by the Board time to time. Disciplinary committee will decide the quantum of misconduct and the quantum of the penalty.

9.4 APPEALS

An employee may appeal within a month of communication against an order imposing upon him/her any of the penalties to the Board.

9.4.1 ORDER MADE BY THE BOARD NOT APPEALABLE

Notwithstanding anything contained in the Bye-laws, no appeal shall lie against any order made by the Board.

10 AMENDMENTS

The Board of Directors may amend, modify, or add to these Rules from time to time.

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Purchase Manual

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PREFACE

iHub Drishti Foundation, the Technology Innovation Hub (TIH) at IIT Jodhpur, is a section 8 not-for-profit company under the Companies Act 2013, established under National Mission on Interdisciplinary Cyber-Physical System (NM-ICPS), Department of Science & Technology (DST), Government of India in 2020. The company is supported by NM-ICPS with the Grant-in-aid over a period of 5 years. The company is recognized and registered as a Scientific and Industrial Research Organization (SIRO) by the Ministry of Science and Technology by the Department of Scientific and Industrial Research (DSIR), Ministry of Science and Technology, Govt. of India.

The company is created with a Vision to become the most coveted self-sustaining technology destination in computer vision (CV), augmented reality (AR) and virtual reality (VR) in the Country, with a nationwide footprint, nurturing and supporting cutting edge research and innovative technology deliveries through Startups, MSMEs and direct execution of Project.

The aim of this purchase manual is to provide a framework within which the company procures its requirement in a financially prudent manner. This purchase manual shall facilitate efficiency, responsibility, transparency, accountability, equity, procedures of financial propriety and due diligence with robust processes. This document attempts to provide clear delegation of financial power, check & balance, and rationality of purchase. This policy shall be reviewed and revised periodically based on the ever-changing nature of requirements in a niche technology sector.

“Trusted Vision for Secure & Better Living”

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1. Introduction

iHub Drishti Foundation, a Section 8 company, is hosted in the premises of IIT Jodhpur. The hub, steered by the Hub Governing Body and Board of Directors of the TIH, will host teams of faculty members, research scholars, developers and scientists who will work towards developing the technologies. Further, four different kinds of partners are identified: (i) research collaborators from national and international institutions, (ii) domain expert partner institutions, (iii) hub and spoke model (mentor-mentee) based partner institutions, and (iv) research labs and industry including startups. The TIH envisions creating an ecosystem in and around the thematic areas and building collaborations with other TIHs to foster the overall growth and development of CPS technologies. The facility would include a mix of office and laboratory spaces with state-of-the-art infrastructure facilities, that will cater to the collaborating institutions. The TIH will also build a network of researchers and developers, both externally hired and from the student body, such that in the next 5 years, iHub Drishti becomes the main hub of technologies related to computer vision, virtual and augmented reality in the entire country.

2. Procurement Policy

Procurement policy is a framework designed to provide for procurement of high standard goods, services, technology, processes at reasonably competitive cost, terms and conditions. Timely availability of material to projects is of prime importance for carrying out meaningful scientific research as well as for meeting the targets set for completion of various in-house and sponsored projects. The aim of the Procurement process would be to procure best products/ process/ service at most reasonable price in a time-bound and transparent manner.

3. Principles of Procurement

Procedures for procurement of Goods & Services by iHub Drishti would follow the principles of Accountability, Reasonableness and Transparency. The principles of procurement would be adhering to all times:

- a) **Standards of Financial Propriety:** Every authority incurring or authorizing expenditure should be guided by high standards of financial propriety. They should also enforce financial order and strict economy while observing all relevant financial rules and regulations, by his own office and by subordinate disbursing authorities. They should exercise the same vigilance in respect of expenditure incurred as a person of ordinary prudence would exercise in respect of expenditure of his/ her own money.

The expenditure should not be prima facie more than the occasion demands and should neither be directly or indirectly to his/ her own advantage nor benefit a particular person or a section of the people.

- b) Reasonability of Financial Authorities:** The authorities delegated with the financial powers shall be responsible and accountable for bringing in efficiency, economy, and transparency in all matters relating to procurement.

4. Authority

The Board of Directors of iHub Drishti Foundation is the apex body and the supreme authority to decide, adopt and ratify various rules and policies governing - among others, the purchase rules / procedures of iHub Drishti Foundation. The policy approved by iHub Drishti Foundation Board shall be the guiding document / rules for all procurement of goods in every activity of iHub Drishti Foundation unless superseded by an agreement to the contrary by a funding / sponsoring body stipulating in writing a different set of rules for procurement of goods for a particular activity.

5. Implementation of Principles of Procurement

In order to implement the Principles of Procurement, following procedures would be used: -

- a) The procedures adopted for inviting offers should be fair and transparent.
- b) The authorities shall satisfy themselves that the price of the selected offer is reasonable and consistent with the quality required.
- c) All purchases shall be made in a fair manner and as far as possible on competitive basis, to secure best value for money.
- d) Specifications in terms of quality, type etc., as also quantity of goods to be procured, should be clearly spelt out keeping in view the specific needs of the company. The specifications so worked out should meet the basic needs of the organization without including superfluous and non-essential features to preclude unwarranted expenditure.
- e) At each stage of procurement, detailed considerations/ decision shall be placed on record, in precise manner.
- f) Procurement of goods, etc., shall not be split up so as to avoid the sanction of higher authority.
- g) Savings under one major head or sub head of account can be re-appropriated for procurement of items under another sub-head in case of exigencies with due approvals.

6. Prioritization for Purchase

Procurement of material shall be based on Budget Provision as per Detailed Project Report (DPR), lab development and yearly plan. Project purchase will happen as per the approved projects, and prioritization will be done based on project needs and priorities. In order to meet emergency requirements and purchases within the powers delegated, a certain amount in the budget as operational budget for cash kept as reserve. Such purchases should be made from within the reserve. Unspent balances under this head may be re-appropriated for regular procurement. However, depending upon the exigencies of requirement, the priority list for purchase may be amended with the approval of the sanctioning Authority. Expenditure on projects which have commenced/ committed should take priority in allocation of funds (unless abandoned).

7. Delegation of Financial Power

In order to bring expediency in the Procurement process, financial power may be delegated as under:

Table 1: Delegation of Financial Power

S. No.	Designatory	Financial Limit (in Rupees) up to which any single approval can be given		
		Non-Recurring	Recurring	Temporary Advance
1.	Chairman	Full Power		
2.	Project Director/ Chief Executive Officer (CEO)	50,00,000	50,00,000	1,00,000
3.	Principal Investigator (For Project)	50,000	10,00,000	50,000

The financial power will be exercised subject to the following conditions:

- (i) That the expenditure is incurred for the purpose for which funds have been allocated and the provisions of the procurement policy are strictly followed.

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- (ii) That the expenditure does not exceed the budget provision.
These Financial powers are subject to revision at any time due to the dynamic environment in the sector and to enable the company to achieve its objectives.

8. PROCUREMENT OF GOODS

8.1 Definition of Goods

The term 'goods' referred hereto includes all articles, materials, furniture, fixtures, raw materials, spares, instruments, machinery, equipment, vehicles, assemblies, sub-assemblies, accessories, software, technology transfer, patents or other intellectual properties purchased or otherwise acquired for use in various activities of iHub Drishti Foundation. The term 'goods' also includes works and services which are incidental or consequential to the supply of such goods, such as, transportation, insurance, installation, commissioning, training, and maintenance.

8.2 Classification of Stores

Non-Consumables (NC)		Consumable Stores
Permanent Assets (PA)	Limited Time Assets (LTA)	
Stores satisfying anyone of the following conditions shall be classified as permanent Assets	Stores satisfying anyone of the following condition shall be classified as Limited Time Assets	Stores satisfying anyone of the following condition shall be classified as Consumables Stores:
(i) Stores which are intended to be used over prolonged period (more than 5 years) and costing more than Rs. 75,000/- before becoming unusable or obsolete.	<ul style="list-style-type: none"> Stores consisting any amount and having useful life of less than 5 years but more than 1 year, which rapidly lose their value/ relevance with the lapse of time or have very little or negligible disposal value. 	(i) Stores which exhaust rapidly with the lapse of time (normally within one year).
(ii) Office furniture and	<ul style="list-style-type: none"> Stores which can be upgraded either by 	(ii) Stores which are rapidly rendered unusable due to normal wear and tear.
		(iii) Stores which are negligible disposal

fixtures.	<p>replacing components/ part or which can be rendered obsolete by the release of new versions of editions.</p> <ul style="list-style-type: none"> • Stores which can be used over any period of time but costing less than Rs. 75,000/- excluding office furniture and fixtures. • Examples of such items PCs, Laptop, Tablet, Cameras, Mobiles, Software, Projector, LFT Monitors 	<p>value.</p> <p>(iv) Spares of equipment etc. Examples, Chemicals, Stationery items, printer toner/ cartridge, electronic storage media like pen drive. Computer parts requiring replacement such as the mother board, RAM hard disc etc. Batteries of any kind (like UPS, laptops/ mobiles, portables instruments etc.) electronic components like capacitors, connectors, electrical wires, plugs, switches, tool bits and hand tools etc.</p> <p>(v) Any other items not covered under Permanent Assets (PA) or Limited Time Assets (LTA).</p>
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Note: In case of any ambiguity with respect to classification of stores, the same may be resolved by the Project Director/ CEO, iHub Drishti Foundation.

8.3 Modes of Procurement: The Centre may adopt any of the following modes of procurement:

a) Procurement up to value of Rs. 50,000/-

Purchase of goods without quotation: Purchase of goods up to the value of Rs.50,000 (Rupees fifty thousand only) on each occasion may be made without inviting quotations or bids on the basis of a certificate to be recorded by concerned PI/CEO in the following format **“I am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable registered (GST)**

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supplier at a reasonable price". Purchase can be made through off-the-shelf purchase and direct certification of bills or online price discovery. For cases of any deviations from the above procedure, prior approval of the Project Director shall be sought bringing about clearly the reasons necessitating such deviations.

b) Procurement Above Rs.50,000/- to Rs.10,00,000/-

Purchase of goods by Purchase Committee: Purchase of goods costing above Rs.50,000 (Rupees fifty thousand only) and up to Rs.10,00,000/- (Rupees ten lakh only) on each occasion may be made on the recommendations of a duly constituted PC consisting of three members of an appropriate level approved by the Competent Authority. The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate registered (GST) supplier. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under. ***"Certified that we, members of the PC are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question, and it is not debarred by Department of Commerce or Ministry/ Department concerned/ IIT Jodhpur."*** The Committee has to obtain bids through sealed envelope submitted in the Office of Store & Purchase, iHub Drishti Foundation. The number of bid must be three. Purchase can be made through minimum three quotations including online price discovery or propriety purchase process (please refer section d for propriety purchase process). Three-member purchase committee will be chaired by one Senior Employee or Honorary Member of the company, the other two members will be from Finance team and other employee or Honorary Member of the company. For cases of any deviations from the above procedure, prior approval of the Project Director shall be sought bringing about clearly the reasons necessitating such deviations.

In case of procurement of goods costing above Rs. 50,000/- and up to Rs.10,00,000/- (through Purchase Committee).

Steps:

- i) Receive the approved indent in appropriate format from the Competent Authority as per Delegation of Financial Power.



- ii) All the members of PC to put their signature on invited quotations and envelope and comparative statement. GST Numbers must be mentioned in Quotations.
- iii) Market survey to be made by the PC to ascertain Quality, Specification and Reasonability of Price at the prevailing Market rate. The quote(s) not in conformity with the desired quality, specification and reasonability of price may be rejected by PC.
- iv) Thereafter, Order to be placed to the firm following the spirit of Quality and Cost Based Selection (QCBS) method (explicit score based or implicit assessment based). (Please refer section 8.4.a)
- v) Material should be received after placement of the order.

c) Procurement more than Rs.10,00,000/-

Purchase of goods by Purchase Committee and Tendering: The Purchase of high value goods shall be made through Open Tender Enquiry (OTE) or Limited Tender Enquiry (LTE). OTE must be adopted for high value purchases by advertising. LTE may be adopted instead of OTE on each occasion based on the recommendations of PC as per requirements of speed of procurement, and/ or sources of supply being definitely known and possibility of fresh source (s) beyond those being tapped is remote, and/ or nature of item to be procured is such that pre-verification of the competence of the firms and their registration is essential. Normally, the number of supplier firms in Limited Tender Enquiry should be at least three. In case of LTE, copies of the bidding document should be sent directly by speed post/ registered post/ courier/ email to firms which are approved by the Sanctioning authority for procurement of the goods in question.

Steps:

1. Duly filled Indent form approved by the Competent Authority.
2. PC to be constituted.
3. Check budget head i.e. Consumable /Non-Consumable.
4. Prepare the draft tender document and send to the PC for clearance to upload the tender on iHub Drishti Foundation Website.
5. Pre-audit of the tender before uploading on iHub Drishti Foundation Website.
6. Ensure at least 3 bidders have participated, in case of 3 bidders not received required approval from the competent authority to go ahead or re-tender along with comment of internal audit.

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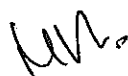
7. In case of objection, the matter may be referred to concern chairman of PC or it may refer to Board of iHub Drishti Foundation.
8. Intimate the PC to present at the time of the technical bid opening.
9. Open technical bids in presence of the PC and take signature of the Committee for further processing.
10. Documents provided to the PC for Technical Evaluation/Comparison.
11. If any supporting documents not found during Technical Evaluation or any query, a response may be received from the vendor via email through the Indenter.
12. In case three bids are not qualified then approval may be taken on the request of indenter to open financial bid.
13. After getting the bids price comparative statement, the spirit of Quality and Cost Based Selection (QCBS) method (explicit score based or implicit assessment based) (Please refer section 8.4.a) will be followed for ranking the bids, and Minutes of Meeting is to be prepared and signed by the PC Members.
14. Seek approval of competent authority after pre-audit of the document to procure the Item / Issue the Purchase order.
15. Issue Purchase Order/ Import Order.
16. Material should be received after placement of the order.
Purchase can be made through tendering or propriety purchase process (please refer section d for propriety purchase process). The following process for constitution of procurement committee will be followed:

i. Procurement above Rs. 10,00,000/- and up to 50,00,000/-

Three member purchase committee will be chaired by one Senior Employee or Honorary Member of the company, the other two members will be from Finance team and other employee or Honorary Member of the company. For cases of any deviations from the above procedure, prior approval of the Chairman shall be sought bringing about clearly the reasons necessitating such deviations.

ii. Procurement above 50,00,000/-

Four member purchase committee will be chaired by Project Director or Chief Executive Officer (CEO), the other three members will be from Senior



Employee or Honorary Member and one representative from Finance team.

d) **Proprietary Purchase:** On occasion the materials or the technology might be so specialized that there might be only one potential vendor, procurement from a Single Tender Enquiry may be resorted to in such cases with due justification of requirement on proprietary basis. Purchase of items having unique feature which is essential for Research activity and which is not available in any other similar equipment, procurement may be resorted to from the entity holding the Proprietary Article Certificate (PAC) in India or abroad without the need for following Tendering process with due justification of requirement.

Steps for Proprietary Purchase:

1. Check the Indent form/approval approved by the Competent Authority.
 2. PC to be constituted.
 3. Check budget head i.e. Consumable /Non-Consumable
 4. Check all the documents i.e., Proprietary Certificate from the Proprietor, Agentship Certificate from the Proprietor, Proprietary Article Certificate from the Indenter, Quotation from the Vendor, Justification from the PC Members, Price reasonability from the Indenter.
 5. Seek approval of competent authority after pre-audit of the document to procure the Item / Issue the Purchase order.
 6. Issue Purchase Order/ Import Order.
- e) **Late Bids:** Late bids i.e. bids received after the specified date and time of receipt should not be considered.
- f) **Emergency Purchases:** Unforeseen purchases required to be made at short notice in the event of a breakdown or crisis. Such purchase may be regarded to be a crisis purchase of minimum escapable value without the need for following tendering process as laid down but rather with justified expediency in procurement process. Such purchasing need to be recommended by the Project Director/ CEO and approved by the Chairman.
- g) **Foreign purchase:** For import of components / equipment, the approval including committee approval, should be obtained from the following competent authority respectively for the amount involving:

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- a) Upto USD 10,000 from the Project Director/ CEO
- b) Above USD 10,000 from the Chairman.

(i) For preparation and submission of the indent for foreign purchase, the same procedure as applicable to the indent for indigenous purchase should be followed.

(ii) Procedure for initiating purchases through Global Tender Enquiry (GTE) including limits, if any; prescribed by the Government for various section 8 company is to be complied with.

8.4 Other Major Aspects of Procurement Process:

Some of other major aspects of procurement are as follows: -

a) Quality and Cost Based selection method

This may be used for procurement of goods where Quality of service is of prime concern.

(i) Initially the quality of technical proposals is scored as per criteria announced in the RFP. Only those responsive proposals qualifying the minimum specified score are considered further.

(ii) Financial proposals of responsive technically qualified proposals - after opening and scoring, the final combined score of technical and financial bid - duly corrected by the RFP specified weightage of each proposal; is worked out.

(iii) RFP shall specify the minimum qualifying score for the quality of technical proposal and also the relative weightages to be given to the quality and cost (determined for each case depending on the relative importance of quality vis-a-vis costs in the assignment, e.g. 60:40, 70:30 etc.). The proposal with the highest weighted combined score shall be selected.

b) Two bid system (simultaneous of separate technical and financial bids):

For purchasing high value plant, machinery etc. of a complex and technical nature, bids may be obtained in two parts as under:

- (i) Technical bid consisting of all technical details along with commercial terms and conditions; and
- (ii) Financial bid indicating item-wise price for the items mentioned in the



technical bid.

The technical bid and the financial bid should be sealed by the bidder in separate covers duly super-scribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super-scribed. The technical bids are to be opened by the purchasing Company at the first instance and evaluated by a competent committee or authority. At the second stage financial bids of only these technically acceptable offers should be opened after intimating them the date and time of opening the financial bid for further evaluation and ranking before awarding the contract.

- c) **Benchmarking:** Before scheduled negotiation, wherever considered necessary, it would be advisable to work out the estimated reasonable rate or the benchmark, to judge acceptability of the offer based on available information about same/ similar product/service.
- d) **Lack of competition:** Lack of competition shall not be determined solely on the basis of the number of bidders. Even when only one bid is submitted, the process may be considered valid provided following conditions are satisfied:
 - (i) The procurement was satisfactorily advertised and sufficient time was given for submission of bids.
 - (ii) the qualification criteria were not unduly restrictive; and
 - (iii) prices are reasonable in comparison to market values

When an OTE/LTE results in only one effective offer, it shall be treated as a Resultant Single Vendor Situation (RSVS) which can be pursued with due justification and approval by the sanctioning authority depending upon how well the Tender was advertised/ received by the Bidders, how broad-based were the technical requirements and how time-critical is the procurement.

e) Advance payment to supplier:

Ordinarily, payments for services rendered or supplies made should be released only after the services have been rendered or supplies made. However, it may become necessary to make advance payments for example in the following types of cases: -

- (i) Advance payment demanded by firms holding maintenance contracts for servicing of Air- conditioners, computers, other costly equipment, etc.

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- (ii) Advance payment demanded by firms against fabrication contracts, turn-key contracts etc.
- (iii) In certain circumstance where the procurement of goods and services is not possible without advance payment.

Such advance payments should not exceed the following limits:

- a. Thirty percent of the contract value to private firms;
- b. Forty per cent. of the contract value to a State or Central Government agency or a Public Sector Undertaking; or
- c. in case of maintenance contract, the amount should not exceed the amount payable for six months under the contract.

The board of iHub Drishti Foundation may relax, in consultation with their Financial Advisers concerned, the ceilings (including percentage laid down for advance payment for private firms) mentioned above. While making any advance payment as above, adequate safeguards in the form of bank guarantee etc. should be obtained from the firm.

- f) **Use of Facilitator for Procurement:** The company may approach the original supplier of goods or equipment to act as a facilitator for procuring the required original equipment spares or parts and supply to the company. The company may adopt such method if it results in better price, quality or time saving vis-à-vis process of tendering.
- g) **Need for Expeditious Processing:** It is imperative that the procurement process is fully responsive to the needs of the Company and facilitates expeditious procurement so that requirements are met on time. It is, therefore, essential that all prescribed activities are undertaken expeditiously and advice rendered within a specified time frame.

8.5 Code of Integrity: No official of the company or a bidder shall act in contravention of the following which includes: -

- a) Prohibition of
 - (i) Making offer, solicitation or acceptance of bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process.
 - (ii) any collusion, bid rigging or anti-competitive behavior that may impair the transparency, fairness and the progress of the procurement process.
 - (iii) any financial or business transactions between the bidder and any official of the company connected to tender or execution process of

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- contract which can affect the decision of the PC directly or indirectly.
- (iv) making false declaration or providing false information for participation in a tender process or to secure a contract

b) Disclosure of conflict of interest.

The company may debar a bidder or any of its successors, from participating in any procurement process undertaken by it, for a period not exceeding two years, if it determines that the bidder has breached the code of integrity.

8.6 Power to amend the purchase manual: Owing to the dynamic nature of the niche technology sector that the Company is operating in, this procurement policy may be reviewed periodically and Company may at any time revise, modify, delete, amend, substitute any word, phrase or portion of this policy, with due approvals of the Board of iHub Drishti Foundation as soon as practicable.

8.7 Bid Security/ Earnest Money Deposit: The bidders should be asked to furnish bid security declaration as part of Bid.

8.8 Performance Security:

- (i) To ensure due performance of the contract, Performance Security is to be obtained from the successful bidder awarded the contract. Unlike contracts of Works and Plants, in case of contracts for goods, the need for the Performance Security depends on the market conditions and commercial practice for the particular kind of goods. Performance Security should be for an amount of three percent of the value of the contract as specified in the bid documents. Performance Security may be furnished in the form of Fixed Deposit Receipt from a Commercial bank, Bank Guarantee from a Commercial bank in an acceptable form safeguarding the purchaser's interest in all respects.
- (ii) Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.

8.9 Repeat Orders:

Repeat orders can be processed, provided the repeat order is

- (i) made with no change in the rates, specifications as well as terms & conditions of supply;
- (ii) placed within 180 days' time from the date of the purchase order (PO);

- (iii) made after ensuring that there is no significant reduction (more than 10%) in the cost of the item(s);
- (iv) no buy-back is involved in the purchase; and
- (v) no amendment is made in the repeat order.

8.10 Buy-Back Offer:

When it is decided with the approval of the competent authority to replace an existing old item(s) with a new and better version, the department may trade the existing old item while purchasing the new one. For this purpose, a suitable clause is to be incorporated in the bidding document so that the prospective and interested bidders formulate their bids accordingly. Depending on the value and condition of the old item to be traded, the time as well as the mode of handing over the old item to the successful bidder should be decided and relevant details in this regard suitably incorporated in the bidding document. Further, suitable provision should also be kept in the bidding document to enable the purchaser either to trade or not to trade the item while purchasing the new one.

8.11 LIQUIDATED DAMAGES (LATE DELIVERY): There should be a suitable provision in the terms & conditions of the contract 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. Such recovery (through liquidated damages) should be without prejudice to the other remedies to the purchaser under the terms of the contract. The penalty clause of 0.5% (Half Percent) of the total order value of the items covered in order as penalty per day subject to a maximum of 5% (Five Percent) unless extension is obtained in writing from the office on valid ground before expiry of delivery period.

8.12 Maintenance Contract: Depending on the cost and nature of the goods to be purchased, it may also be necessary to enter into maintenance contract(s) of suitable period either with the supplier of the goods or with any other competent firm, not necessarily the supplier of the subject goods. Such maintenance contracts are especially needed for sophisticated and costly equipment and machinery. It may, however, be kept in mind that the equipment or machinery is maintained free of charge by the supplier during its warranty period or such other extended periods as the contract terms may provide and the paid maintenance should commence only thereafter.

8.13 Receipts of Materials: All materials will be received and after acceptance entered in a stock register to be maintained in iHub Drishti

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Foundation. In case of materials/equipment/machinery etc. purchased for a project, the Principal Investigator will be responsible for maintaining a separate inventory for items purchased from the project budget. On completion of the project the inventory will be physically verified by the Principal Investigator and submitted to the CEO for orders regarding disposal of the items on inventory.

9. PROCUREMENT OF SERVICES

The Services are categorized into two types: Consulting Services and Non-Consulting Services.

9.1 CONSULTING SERVICES

9.1.1 Definition of Consulting Services

"Consulting Services" means the subject matter of procurement (other than goods or works except those incidental or consequential to the service) which involves primarily non-physical project-specific, intellectual and procedural processes where outcomes / deliverables would vary from one consultant to another. These include professional, intellectual, training, and advisory services or any other classified/specified or declared as such by iHub Drishti Foundation.

These services typically involve providing expert or strategic advice e.g. management / policy / communication / O & M, Advisory and project related consulting services e.g. technology problem solving, feasibility studies, project / event management, DPR formulation, accounting & taxation service, training and development etc.

iHub Drishti Foundation may hire external professionals, consultancy firms or consultants ("Consultant") for a specific job which is well articulated in terms of content, timeframe for the deliverance.

Exclusion: Consultancy related to scientific projects, academic and technology consultancy and development will be excluded from "Consulting Services" as defined here, and will not be subjected to procurement process.

Project Director/ CEO is empowered to approve such appointments with certain terms and conditions as per HR policy of the company. Developers/ Partners under Project Manpower will also be out of scope of the purchase process.

9.1.2 PROCEDURE FOR PROCUREMENT OF CONSULTING SERVICES

9.1.2.1 Identification of services to be performed

Consultants are to be engaged in situation / circumstance requiring high quality services for which iHub Drishti Foundation may not readily locate the expertise in-house. Approval of the competent authority needs to be obtained explaining the circumstance necessitating the procurement before engaging consultant(s).

9.1.2.2 Preparing scope of work for the Consultant

iHub Drishti Foundation should prepare in concise language the requirements, objectives, and the scope of the assignment. The eligibility and prequalification criteria for the consultant needs to be clearly identified.

9.1.2.3 Estimating likely cost impact

iHub Drishti Foundation should estimate a reasonable expenditure for engaging the Consultant by ascertaining the prevalent market conditions or consulting other organizations engaged in similar activities.

9.1.3 Identification of likely sources

9.1.3.1 Estimated Cost of Consulting Services up to Rs 10 lakhs

iHub Drishti Foundation should prepare a list of potential consultants based on formal or informal

enquiries from other organizations engaged in similar activities, associations of consultancy firms, Industry Association(s).

9.1.3.2 Estimated Cost of Consulting Services is more than Rs 10 lakhs

In addition to 9.1.3.1 above, an enquiry for seeking Expression of Interest ("EOI") and invitation of offers from consultants should be published in newspapers/ social media/ online portals/ iHub Drishti Foundation website. Enquiry for seeking EOI should include in brief, the broad scope of work or service, eligibility / prequalification criteria to be met by consultant(s) and consultant(s) experience in similar work or service. Applicant consultant(s) may also be asked to send their comments on the objectives and scope of the work or services described in the enquiry. Adequate timeslot shall be kept for getting responses from interested consultant(s)

9.1.3.3 Shortlisting of potential consultant(s)

Based on responses to 9.1.3.2, consultants meeting the requirement should be short-listed for further considerations. Number of such shortlisted consultants should not be less than three.

9.1.4 Preparation of Terms of Reference (TOR)

TOR should include:

- (i) Precise statement of objectives,
- (ii) Outline of tasks to be carried out,
- (iii) Schedule of tasks completion,
- (iv) Supports / inputs to be provided by iHub Drishti Foundation to facilitate the consultancy
- (v) Final outputs that will be required from the consultant and in what form / mode / media.

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9.1.5 Preparation and Issue of Request for Proposal (RFP)

RFP is the document that iHub Drishti Foundation will seek for obtaining offers from the shortlisted consultants at 9.1.3.2 above, for the required service. Issued to each shortlisted consultants, RFP shall include the technical and financial proposals.

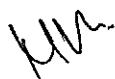
RFP to include:

- (i) A letter of invitation
- (ii) Information on procedure of submission of proposal.
- (iii) Terms of Reference
- (iv) Eligibility/Prequalification criteria in case the same has not been ascertained through enquiry/invitation for EOI.
- (v) CVs and experience of key personnel to be involved.
- (vi) Bid evaluation criteria and selection procedure.
- (vii) Standard format for technical and financial proposal/bid.
- (viii) Proposed contract terms.
- (ix) Procedure for mid-term review of the progress of the work and review of the final draft report.

9.1.6 Receipt and opening of proposals

Proposals shall be received in "Two bid" system with technical and financial bids sealed separately. Each short-listed consultant should put these two sealed envelopes in a bigger envelope duly sealed and submit the same to iHub Drishti Foundation by the specified date and time at the specified place. On receipt, the technical proposals should be opened first by iHub Drishti Foundation at the specified date, time, and place. Bids received after the specified date and time of receipt shall not be considered.

9.1.7 Evaluation of Technical Bids



Technical bids opened at 9.1.6 above, should be analyzed by a duly empowered Evaluation committee - constituted by iHub Drishti Foundation. The Evaluation committee shall record in detail the reasons for acceptance or rejection of the technical proposals - analyzed and evaluated by it.

9.1.8 Evaluation of Financial Bids of technically qualified bidders

iHub Drishti Foundation shall open the financial bid of only those bidders who qualified for the technical bids by the evaluation committee at 9.1.7 above for further analysis / evaluation and ranking and selecting the successful bidder for the award of the consultancy contract.

9.1.9 Method of selection / Evaluation of Consultancy proposals

Depending on the nature of the intellectual and expertise in practice addressed in the contents of the consultancy deliverables, following methods for the evaluation and selection of the consultancy award shall be adopted:

9.1.9.1 Quality and Cost Based selection method

This may be used for procurement of consultancy services where Quality of service is of prime concern.

- (i) Initially the quality of technical proposals is scored as per criteria announced in the RFP. Only those responsive proposals qualifying the minimum specified score are considered further.
- (ii) Financial proposals of responsive technically qualified proposals - after opening and scoring, the final combined score of technical and financial bid - duly corrected by the RFP specified weightage of each proposal; is worked out.
- (iii) RFP shall specify the minimum qualifying

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score for the quality of technical proposal and also the relative weightages to be given to the quality and cost (determined for each case depending on the relative importance of quality vis-a-vis costs in the assignment, e.g. 60:40, 70:30 etc.). The proposal with the highest weighted combined score shall be selected.

9.1.9.2 Least Cost method

This method can be adopted for evaluating proposals of standard or routine nature e.g. audit etc. where well established methodologies, practice and standard exist. Here no relative weightages are considered and the technically qualified proposal with the lowest quoted cost is selected for the consultancy award.

9.1.10 Consultancy by nomination / Single source selection

Selection by direct negotiation / nomination, may be considered only on circumstances such as:

(i) Tasks of a continuing nature over a previous work implemented by the firm.

(ii) Situations where timely completion of the assignment is of utmost importance.

(iii) Where execution of the assignment may involve use of proprietary technique or when only one consultant has the requisite expertise.

(iv) Where under special circumstance, it may become necessary to select a particular consultant where adequate justification (e.g. reasonableness of the price - consistent with market rates for tasks of similar nature) can be made for the single-source selection by iHub Drishti Foundation - duly approved by the competent authority.

9.2 Non-Consulting Service

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9.2.1 PROCEDURE FOR OUTSOURCING OF SERVICES

These are cases on "Non-Consulting Service" with subject matters of procurement involving physical, measurable deliverables / outcomes where performance standards can be clearly identified and consistently applied. Services like maintenance, hiring of vehicle, outsourcing of building facilities management, security, photocopying etc. are considered under this category.

iHub Drishti Foundation may procure these services in the interests of economy and efficiency with detailed instructions and procedures, keeping in record the followings:

9.2.1.1 Identification of potential contractors

iHub Drishti Foundation should prepare a list of potential contractors based on formal or informal enquiries from other organizations engaged in similar activities, websites etc.

9.2.1.2 Preparation of Tender enquiry

iHub Drishti Foundation shall prepare the Tender document containing:

- details of the work,
- facilities / inputs to be provided by iHub Drishti Foundation
- Eligibility / Qualification criteria for the contractor
- statutory and contractual obligations to be complied with by the contractor.

10. Hybrid Purchase

In some circumstances non-recurring items and recurring items come together as a package and the same need to be purchased as a combined offer.

In that case entire package to be treated as non-recurring purchase, and financial delegation of power and purchase process for non-recurring item will be applicable.

11. Procurement of Goods and Services related to organizing event of repute, conference & other events including summer schools and winter schools



Financial approval will follow as per the delegation of financial power (refer section 7, Table 1).

In case of conference, General Chair may recommend online or offline services for smooth running of the event with proper justification.

12. Amendments

The Board of Directors may amend, modify, or add to these rules from time to time.

Table 2: Summary of modes of procurement

<u>Sl. No.</u>	<u>Monetary limit</u>	<u>Sanctioning Authority</u>	<u>Quotation/ Bid Process Requirements</u>	<u>Constitution of Procurement Committee (PC)</u>	<u>Deviation Approval</u>
1	Up to Rs.50,000	PI/ CEO	Off the Shelf purchase & direct certification of bills / Online Price Discovery	-	Project Director
2	Above Rs. 50,000/- and Up to Rs. 10,00,000	PI/CEO	Minimum three Quotations/ Online Price Discovery	Three-member PC chaired by one Senior Employee/ Honorary Member of the company, the other two members from Finance team and other employee / Honorary Member of the company	Project Director
3	Above Rs. 10,00,000 and up to Rs. 50,00,000	Project Director/ CEO	Tendering	Three-member PC chaired by one Senior Employee/ Honorary Member of the company, the other two members from Finance team and other employee / Honorary Member of the company	Chairman
4	Above Rs. 50,00,000	Chairman	Tendering	Four-member PC chaired by Project Director/ CEO, the other three members being Senior Employee, Honorary Member, and one representative from Finance team	Chairman

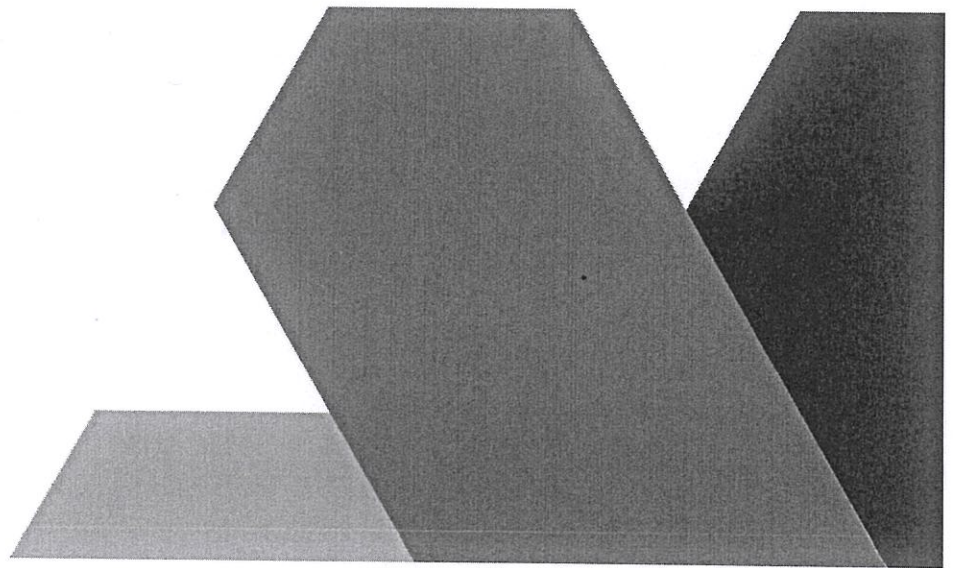
*Note: Senior Employee of iHub Drishti Foundation includes all Group A employees (i.e. Chief Executive Officer, Chief Technology Officer, Chief Financial Officer, Chief Operating Officer) and the following Group B employees: Managers and Scientific Officers.

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iHub Drishti

Project Management Policy



Indian Institute of Technology Jodhpur
N.H. 62, Nagaur Road, Karwar, Jodhpur 342037,
Rajasthan (India)
Website: <https://ihub-drishti.ai/>
Email: ihubdrishtiadmin@ihub-drishti.ai

Approved copy
[Signature]

A Technology Innovation Hub ("TIH") on Computer Vision and Augmented and Virtual Reality (CV and ARVR), named iHub Drishti Foundation ("HUB"); has been incorporated as a Section 8 company by and at IIT Jodhpur. Supported initially with Government funding under a tripartite Agreement between the Government, Indian institute of technology Jodhpur ("IITJ") and HUB for activities and targets to be achieved in 5 years, HUB is stipulated to attain self-sustenance and continue to operate and grow thereafter on own funds generated i.e. without any direct fund support from the Government.

The Hub operates on following mandates:

- (i) Focus on advancing the research outcomes in core problems related to CV and ARVR.
- (ii) Augment imaging with additional (multimodal) sources of input such as haptics, language, and IoT to advance state-of-the-art in the domain areas.
- (iii) Create technology solutions for problems which are socially relevant and / or felt by industry.
- (iv) Support and nurture start-up ecosystems.
- (v) Stimulate skilling and reskilling educational programs, and
- (v)To advise Governments for appropriate policy-related matters in the domain of CV and ARVR.

The HUB will focus on the core research areas of (i) Seeing and Sensing, (ii) Dependability, (iii) Real-time Computer Vision Systems, and (iv) Data Collection, Curation and Annotation for **developing technologies** in the following **verticals**:

1. Computer Vision for Autonomous Systems
2. Computer Vision for Better Living: Healthcare
3. Computer Vision for Better Living: Biosphere
4. Document Image Analytics
5. CV and VR for Industry4.0
6. AR-VR for X
7. Rakshak

The HUB will host teams of faculty members, research scholars, developers and scientists from academic/research institutions who will work towards developing the technologies. With leading-edge knowledge, competency and facilities, the HUB will attract talented individuals and harness expertise available nationwide, thus, fostering research innovation, world class technology and product development.

11/11/2020

1. HUB Vision:

The HUB envisions creating an ecosystem in and around the thematic areas and building collaborations with other TIHs to foster the overall growth and development of CPS technologies. The facility would include a mix of office and laboratory spaces with state-of-the-art infrastructure facilities that will cater to the collaborating institutions.

2. Roadmap:

The HUB will focus on fundamental research, developing Intellectual Properties and building prototypes (TRL 3-4). Based on the technologies generated, these IPs will be translated into dependable products and processes in association with startups, industry and its own team of executives / members. The expertise in HUB shall also be leveraged to provide consulting services to other companies and Government institutions. The HUB will be involved in co-development of technologies and implementation of projects in collaboration with industries for external agencies including government institutions.

The HUB will also build a network of researchers and developers, both externally hired and from the student body, such that in the next 5 years, HUB becomes the main hub of technologies related to computer vision, virtual and augmented reality in the entire country.

Activities of the HUB is organized in terms of verticals as defined before. Research activity of each vertical will be coordinated by a coordination committee. The committee will include distinguished experts from institutions or industry from across the country. Activities of each vertical will be carried out involving faculty and scientists from Institutions and industry partners/collaborators across the country.

Activities within an application vertical will include:

- Identifying Projects or programs
- Identifying Co-development opportunities
- Call for Proposals and evaluating the responses
- Promoting / supporting new start-ups & working with pre-existing start-ups for the expected outcomes
- Monitoring and Review of various activities / Work in Progress
- Planning, Monitoring and execution of external projects
- Laboratory setups, equipment usages/maintenance
- Compliances with the BOD/HGB directives
- Reporting the progress / status to the HBG/CEO/Project Directors

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Coordination committee may be allocated a budget for conducting its activity for a specified quantum of time (For a period of Three (3) Year) by Board of Director (reported to HGB). Each program selected for the funding and the quantum of fund committed in the implementation needs to be reported to the Board of Director and Hub Governing Body for ratification. Coordination committee can request additional allocation to be considered for approval by Board of Director and HGB. HGB will monitor activity of each vertical and consider report of the coordination committee of each vertical once in every year or as may be needed as per HGB prescribed norms.

Coordination committee members can be provided with sitting fees as decided by the finance committee. Members are not expected to commit more than 1 man day per man month.

3. Protocol & Procedure for Research / Program funding :

General guidelines for selection of projects / programs and funding are as under:

-Definition of problem and/or the scope of Work

Each Application vertical in isolation or in association with other Application Verticals shall define problems / scope of Work in an assignment and deliberate on the expected outcomes and the way forward - aligned with the end-user absorption of the solutions. The vertical Coordination committee for each End-Application shall approve the Problem/Program for an estimated expense outlay.

- Issue / Notify the Call for Proposals (COP)

Having identified an approved Problem/Program, the empowered committee in each vertical (or the Project Director/CEO in case of multi-application integral project/program), shall invite offers from intending applicants on the defined format for the deliverables, costs, time schedule, key persons for the implementation and past experiences, Background IP, if any; or Intra-Application vertical shall define the schedule of problems. These offers shall be published on the HUB website and also over other online platforms with a stated time-slot for response and also other details on the modality for the selection of application / applicants.

- Project Execution under Supervision of the Coordination Committee

Source of applicants for COP

Call for proposal can be responded by followings:

- Faculty of academic institutes
- Scientists from Research Laboratories
- Individual experts who can implement the project in an institution/SIRO Recognized lab

etc.

- Startups & MSME's with established credibility
- COP can also be addressed to person/entity of acknowledged success in the problem area (based on past works).

Amongst categories of applicants cited above, these calls can be participated by Industries also. Industry may also offer the infrastructure, specialized equipment and/or other logistics to be deployed in the project implementation and also scope for further horizontal/vertical extension of the project with the possible outcomes.

Shortlisting the applications and interactions with the applicants for assessing the feasibility of the project completion, time duration, funding and scheduling over the deliverables, IP ownerships and use thereof for further exploitation, including commercialisation will be handled by the coordination committee with the help of CEO/CTO of iHub Drishti.

- Project award offer with all terms and conditions and acknowledging acceptance of those terms from the selected application(s)
- Funds will be provided, based upon the proposal and need, to teams from academic/ research institutions as well as to the industry or Individual Consultant/ Researcher against specified terms and conditions
- Coordination Committee will supervise Implementation, Monitoring, review and Corrective actions, if any for the projects
- All project partners need to maintain audited account of the funds released and would be required to provide UC and SE periodically justifying any additional release.

Additional Project Opportunities:

Coordination committee can consider funding co-development of technology with industry partners through appropriate agreements regarding IP and future commercials.

Coordination committee can facilitate and support research and development projects funded by government agencies and industry exploiting resources and expertise available at the HUB.

Projects funded by External Agencies:

Projects granted to IIT Jodhpur or IIT Jodhpur and TIH or TIH can be executed under the guidance of coordination committee involving individual members and/or industry members of iHub Drishti. Selection of team of researchers and or industry will happen at

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the discretion of the coordination committee which can co-opt members from the funding agency/ PI for the final decision.

Bidding & Execution of third party projects

TIH in collaboration with other identified institutes (Academic and/or R&D with PI's identified in each) and / or industry shall explore bidding for Third party projects after working out the respective Budget in the consortium, IP issues and rights for exploiting the projects outcomes for further economic value addition / exploration. Project Director/CEO in close association with the Application Vertical coordinators shall explore opportunities, work out the technical & financial bids, follow-up actions on the Bid including implementation in case of a success.

Any emergent situation not covered in this note, would require approval of Board of Director/ Hub Governing Body for implementation.

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