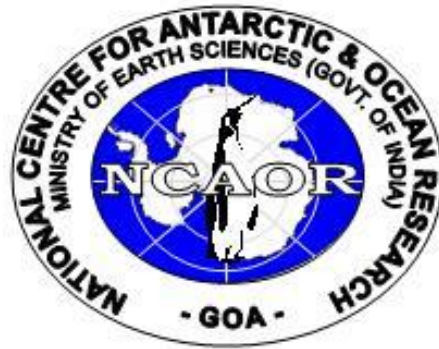# NATIONAL CENTRE FOR ANTARCTIC & OCEAN RESEARCH

GOA- 403 804

Tender Document (NCAOR/30/15)

for

Design, Development cum Customization, Integration, Commissioning and Maintenance of Office Automation System (OAS) using SAP at NCAOR

Design, Development cum Customization, Integration, Commissioning and Maintenance of Office Automation System (OAS) using SAP at NCAOR

S.No	Tender Ref. No	Description of the item	Qty	Cost of Tender Document	Earnest Money Deposit (EMD) *	Security Deposit (SD)#
01	NCAOR/ 30 / 15	Design, Development cum Customization, Integration, Commissioning and Maintenance of Office Automation System (OAS) using SAP at NCAOR	L/s	Rs.500/-	Rs.1,00,000/-	10% of the contract value.

* To be submitted by the bidders along with Technical Bid.

\# To be submitted by the successful Bidder before placing the order.

Last Date & Time for submission of Tender Document is: **21st May 2015 at 5:00 pm**

The Tender Document shall be opened on: **22nd May 2015 at 11:00 AM** in the office of the NCAOR, Goa, in the presence of the bidders or their authorized representative(s), if any. No formal invitation shall be extended to the bidders for this purpose. The Technical bids shall be opened first.

The Tender Document can be downloaded from the website **www.ncaor.gov.in.**

Firms who have downloaded the tender document should submit Demand Draft for Rs.500/- (non-refundable) towards tender fee and EMD of Rs. 1,00,000/- (One Lac only) drawn in favour of Director, NCAOR payable at Vasco-Da-Gama along with the technical bid of the tender. The proposal received without Tender Form Fee and EMD will be summarily rejected.

NCAOR Postal Address

The Director,
National Centre for Antarctic and Ocean Research (NCAOR),
Ministry of Earth Sciences, Govt. Of India,
Headland Sada, Vasco-Da-Gama, Goa - 403804
Tel.: 0091-832-2525501, 2520876
Fax: 0091-832-2520877

Design, development cum customization, integration, Commissioning and Maintenance of Office Automation System (OAS) using SAP at NCAOR

Contents

Important Dates & Events

Last date of submission	**21st May 2015 at 5:00 pm**
Cost of Tender Documents	Rs.500/-
e-mail id to send Pre-bid queries	vssamy@ncaor.gov.in
Last date to receive Prebid queries	**1st May 2015**
Date and Place of Prebid meeting	**5th May 2015 at 11:00 am & NCAOR, Goa**
Earnest Money Deposit	Rs. 1,00,000/-
Date of Opening of Technical bids	**22nd May 2015 at 11:00 AM**
Date of Opening of Commercial Bid	Will be intimated later

1 ABOUT NCAOR

The National Centre for Antarctic and Ocean Research (NCAOR) was established as an autonomous Research and Development Institution of the Ministry of Earth Sciences (formerly Department of Ocean Development), Government of India on the 25th May 1998.

With a mission mandate that is quite challenging, the Centre is designated as the nodal organization for the co-ordination and implementation of the Indian Antarctic Programme, including the maintenance of India's permanent station in Antarctica.
Spread across 147,660 sq. mts sprawling area, set atop a picturesque plateau, NCAOR is located in India's most seafaring state of Goa.

At NCAOR the scientific mandate is multidisciplinary. Operating in a complex matrix, which has as its focal theme, research in those areas of the polar science currently not being undertaken by any other institution in India.

In a rapid stride, not only have the basic infrastructure and computing facilities been established, but also true scientific recognition earned. The Universities of Goa and Mangalore have recognized NCAOR as a research centre for the pursuit of doctoral research.

Year-round maintenance of the two Indian stations (Maitri & Bharati) in Antarctica is the primary responsibility of the Centre. Maitri (1989) and Bharati (2012) were established, for carrying out research by the Indian scientists in all disciplines of polar research. These stations have been provided with comfortable living accommodations, state of the art laboratories and well-equipped library and communication systems.

2 SUBJECT BACKGROUND

NCAOR desires to automate the working processes of Administration areas and implement a user friendly and browser based Office Automation System using SAP at NCAOR. The proposed Office Automation System using SAP at NCAOR must cater for the needs of 10 Administrative Officials in the Administration Area and 120 general users (scientific & Technical staff) of the organization. NCAOR invites proposals from software solution providers for customization / development, implementation and maintenance of Office Automation System using SAP at NCAOR.

NCAOR wishes to implement the solution within 12 months time frame from the date of awarding work contract to the successful vendor.

NCAOR as an autonomous organization under Ministry of Earth Sciences, Govt. of India generally follows the government approved guidelines like GFR, interim orders released by GOI from time to time, NCAOR service rules, etc.

3 SCOPE OF WORK

NCAOR invites to avail the services of Software Solution Providers to address the following scope of work:-

The proposed Office Automation System (OAS) using SAP at NCAOR should address the following major areas:-

    3.1 Human Resource Management, Payroll
    3.2 Finance, Accounts and Control
    3.3 Purchase and Inventory Management

- Design, develop, customize, implement and to maintain the OAS at NCAOR.
- Suggest optimal architecture along with generic specifications of hardware, system software to implement the OAS at NCAOR. All the required hardware will be procured and provided by NCAOR.
- Prepare and submit System Requirement Specification (SRS Document ó as-is and to-be business blue print) for customization of OAS at NCAOR.
- To provide training to a maximum of 50 NCAOR personnel for about 30 days. The schedule of the training will be provided to the vendors during the implementation of the project and shall be conducted in two batches / phase-wise
- To deploy onsite software developer as given below during warranty period for fixing the bugs, if any and supporting the OAS.
  - i.   First six months: 02 persons
  - ii.   Second six months: 01 person

4 FUNCTIONAL REQUIREMENTS

This section will describe in brief the major functional requirements of the Office Automation System at NCAOR, which will be useful for bidders to submit their proposals.

4.1 Human Resource Management, Payroll

HR & General Administrative Section (HR-GA) section deals with all activities starting from recruitment of personnel till their retirement.

Some of the major processes that HR- GA sections handles are:

Sl. No	Module name	Features / Functionality
	Human Resource Management, Payroll	• Recruitment & Reviews • Employee Service Records • Loans and Advances

		• Contributory Provident Fund / New Pension Scheme
		• Pension / Gratuity Matters
		• Leave Management
		• Payroll Processing
		• Pay Fixations
		Please refer Annexure – E as reference document.

4.2 Finance and Accounts (F&A)

The Finance section is engaged in exercising budgetary control, payment of claims to employees, payment of vendorsø invoices, receiving grant-in aids of the Institute, compilation of accounts and Project accounting & monitoring. In addition, the F&A also takes care of investment and fund management of the funds at the disposal of the Institute. Tally Gold is being used at NCAOR for finance and accounts activities.

Some of the processes followed by Finance are:

Sl No	Module name	Features / Functionality
1	**Finance and Accounts (F&A)**	• Payroll process • Income tax for employees and contractors • Budget Monitoring (Plan and Non-Plan) • Settlements of all claims • Accounting process (balance sheets ó receipt and payment account, cash books, bank books, bank reconciliation statement, cash flow, ledger generation, journal register etc) • Medical Bill Payment (inpatient, outpatient and individual med claim policy premium adjustments) • Remittance of payments • Purchase & stores foreign payments • Leave salary contribution and pension contribution, EL encashment • TA/DA, LTC advance & final settlement • Temporary advance payment & adjustment • Earnest money deposit (EMD), letter of credit (LC) • Contributory Provident Fund / New Pension Scheme • Fund Utilization Certificate *Please refer Annexure – F as reference document.*

4.3 Purchase and Inventory Management

The Purchase and Stores (P&S) section handles the procurement of equipment both consumable and non consumable nature and maintenance of stores.

Some of the processes that P&S follows are:

Sr no	Module name	Features / Functionality
1	**Purchase and Inventory Management**	• Vendor registration / vendor selection / vendor management • Indent initiation and approval • Generation of work order / purchase orders • Delivery /Acceptance • Receipt Voucher • Stock Entry • Bill Processing, Payment advice (bank guarantee, letter of credit, custom clearance, Clearing and Forwarding) • Inventory Management • Disposal ***Please refer Annexure – G as reference document.***

5   ELIGIBILITY CRITERIA

Bidders who qualify the following minimum eligibility criteria mentioned below shall be considered for further evaluation. The decision of NCAOR will be final in this regard.

S.No	Mandatory Qualification Criteria	Copy of documentary Evidence should be enclosed in the tender document	Please specify the page no for the provided documentary evidence
1	a) The bidder must be a legal entity registered with Government Agency in India / in India under Companies Act , 1956, having registered office and operations in India b) The bidder should have been in existence in India for the software development at least 5	Copy of registration certificate for Information Technology OR Information Technology Enabled Services	

	years.		
2	The bidder should have a minimum annual turnover of Rs.3.0 Crore during years 2012-13 and 2013-2014, 2014-15 from IT software services business excluding business process outsourcing (BPO) services.	Copy of audited balance sheet and Profit & Loss Accounts statements.	
3	a) The bidder must have successfully executed minimum three SAP based ERP implementations end-to-end of minimum value of 30 lacs in last 5 years for the following SAP modules - HR, Finance & Accounts and Purchase & Stores with at least one implementation being in Government Institution/ PSU/ Government Autonomous organization. **Note:** Experience of upgrading SAP versions or maintenance will not be considered as experience for this particular case. b) All modules might not have been implemented for each customer but overall all modules	• Copy of contract / Purchase Order • Copy of completion certificate from the Customer showing minimum of 120 users	

	should have been implemented across the implementations. c) At least one of these implementations shall have been for a user base of at least 120 users excluding Payroll user licenses. [To be substantiated by number of user licenses]		
4	The bidder should have minimum CMM Level 3 Certifications valid on closing date of submission of tender document .	Copy of CMM Level Certificate from authorized agency	

6 CONTENTS OF TECHNICAL PROPOSAL

    i.   Bidder should submit the Technical Proposal as per Section 4 (Functional Requirements) of the tender document.

    ii.   Bidder should submit an Un Price Bid Format Offer, which will ensure that bidder is not altering the Price Bid Format while submitting Commercial Proposal.

    iii.   Proposed Software Solution architecture

    iv.   Proposed Hardware, System Software and no. of licenses, etc

    v.   Development methodology

    vi.   Development Team structure

    vii.   Timelines proposed OAS implementation

    viii.   Preliminary Project Plan

    ix.   Vendors to provide with a list of clients served with contact address, phone nos. details.

    x.   Proposed license details along user details (may be referred license details suggested by NCAOR in the Annexure – D)

    xi.   Vendors to submit complete technical documentation for the application to be developed at NCAOR.

7   PRICE BID FORMAT

Sl. No.	Item Description	Base Price	Tax (Please indicate the % applied)	Total
A1	SAP License (one time cost) should not be more than 33% of the total of A (A1+A2+A3+A4)			
A2	SAP renewal license cost for One Year during the development of the solution.			
A3	SAP renewal license cost for One Year during the warranty period			
A4	Design, development, customization, Commissioning of Office Automation System (OAS) using SAP at NCAOR till Go-Live and user training.			
	Total A (A1+A2+A3+A4)			
Maintenance Cost				
B	AMC charges for maintenance of Office Automation System (OAS) using SAP at NCAOR for the above A after completion of one year warranty:-			
B1	First Year (i) For above A2 (SAP annual renewal charges) (ii) AMC charges for above A4			
B2	Second Year (i) For above A2 (SAP annual renewal charges) (ii) AMC charges for above A4			
B3	Third Year (i) For above A2 (SAP annual renewal charges) (ii) AMC charges for above A4			
Total B (B1+B2+B3)				
Grand Total (A+B)				

L1 will be arrived with considering grand total (A+B) of the quote.

Note on A2: If any reason other than NCAOR 's responsibility the development period for the solution extends then no renewal of license cost for the extend period of development time will be paid by NCAOR.

8 TERMS & CONDITIONS

a. Vendors are requested to make note that the proposed Office Automation System using SAP at NCAOR must cater for requirement of 10 Administrative Officials working in Administration Area and 120 general users (scientific and technical staff) of the organization and suggest suitable architecture, hardware, software, third party tools, software licenses, etc.

b. NCAOR reserves the right to choose the solution of their choice for the implementation of Office Automation System (OAS) using SAP at NCAOR.

c. Vendors to provide the Bid in two part system i.e., Technical Bid (Cover 1) and Financial Bid (Cover 2).

d. **Cover 1** i.e., Technical Bid should address all the points viz., (i) Details of the Solution Offered along with architecture providing generic specs for hardware, software, no. of licenses, etc required to implement the solution, (ii) Un priced Bid in the given format, (iii) Submission of EMD, etc as mentioned in the Section 7 above.

e. **Cover 2** i.e., Financial Bid should consists of Price information only for complete solution along with commercial terms & conditions without changing / altering the Price Bid Format of NCAOR.

f. Vendor is responsible to provide one year application warranty support from the date of acceptance of the Design, development cum customization, integration, Commissioning of Office Automation System (OAS) using SAP at NCAOR.

g. Vendor is responsible to place onsite software developer during warranty period for fixing the bugs, if any and supporting the application. Vendor to depute minimum two onsite developers (2 developers for first six month and 1 developer for second six moth), preferably those who are involved in NCAOR - Design, development cum customization, integration, Commissioning of Office Automation System (OAS) using SAP at NCAOR during the one year warranty period.

h. Vendors should submit Technical and Commercial Bids in Separate Sealed Covers in the office of Head, ICTD, NCAOR, Goa.

i. No price information should be reflected anywhere in the Technical Bid, failure of which will cause rejection of the tender.

j. (i) Successful vendor is responsible to prepare & complete user manuals for the application implemented and submit the same along with source code to NCAOR. (ii) Vendor should provide input form template(s), which will enable NCAOR   to make data entry for Master Data as well as Transactional Data.

k. Successful vendor should sign a document stating that the Intellectual Property Rights pertaining to the application lies totally with NCAOR and will not be claimed by the vendor.

l. **EMD**: Vendors to submit EMD for Rs.1,00,000/- (Rupees One Lakh only). EMD should be by way of Demand Draft drawn in favour of Director, NCAOR payable at Goa. Technical Bid without EMD is liable to be rejected. EMD should be put in Cover -1 (with Technical Bid) only.

m. **Security Deposit**: Vendors should submit an irrevocable performance bank guarantee of 10 % of the total agreed contract value within 15 days from award of contract

which will be returned only after successful completion of all the objectives of the project and after 6 months from the date of issue of completion certificate for the project.

n. **AMC** : AMC will be extended on yearly basis on agreed rate, terms and conditions as per contract for a maximum of three years after expiry of warranty subject to yearly satisfactory performance as evaluated by NCAOR

o. Intending bidders or their authorized representatives will be at liberty to be present at the time of opening of tender on the specified date as given in this Tender Document. If the date fixed for opening of the tender is declared to be a holiday, at a later date the tender will be opened at the same time on the next working day following the holiday or holidays.

p. The Director, NCAOR reserves the right to choose, accept or reject any of all requests/offers, in full or part, at any stage, reduces or increases the quantity without assigning any reasons therefore.

q. Conditional bids (for both Technical as well as commercial bid) shall summarily be rejected.

r. **Payment Terms :** The payment shall be released based on the milestones as detailed below:-

   i. Payment for SAP License of A1 of Price Bid format will be made to the extent of 33% of total A (A1+A2+A3+A4) of the agreed contract amount or quoted amount in the price bid format of A1 (SAP license), whichever is lower within 30 days from delivery of the SAP Licenses and submission of invoices to that.

   ii. Payment for SAP renewal license cost for One Year during the warranty period of A3 price bid format will be made as per agreed contract amount of A3 on quarterly basis after completion development of the solution at NCAOR against submission of invoice in original. For quarterly advance payment, a Bank guarantee from a scheduled –A Bank for the agreed contact amount of A3 and valid for the entire duration of the warranty period should be furnished

   iii. Payment Terms for Implementation Phases of A2 and A4 of Price Bid format

Phases	Milestones	Percentage of release of payment	List of Deliverables by the bidders
Project Preparation Phase	On the award of contract against Performance Bank Guarantee valid for a period of 20 months from the date of Letter of Intent (LoI).	10 % of the agreed contract amount of A2 and A4 of the price bid format	• After signing of agreement • Submission of complete Project Plan along with slippage details

Blueprint Phase	Upon acceptance of SRS.	20 % of the agreed contract amount of A2 and A4 of the price bid format	• SRS Document(AsóIs & To Be business blue print) • List of critical reports and layouts, enhancement and interfaces • Final Project Plan (based on detailed ESD) • Recommend server sizing for Development, QA and Production environment • Gap Analysis of SRS Document • Sign off SRS Document
Realization Phase	Upon successful implementation, Commissioning, acceptance and Training and Submission of source code, user manuals, administration manuals, technical, configuration and functional specification documents, training, etc, of NCAOR office automation system and on completion of the data migration	30% of the agreed contract amount of A2 and A4 of the price bid format	• Database Design Document • Test Cases (User Test Cases, System Integration Test Cases) in the form document (hard and soft copies) • List of reports to be generated • Pre-Final version (beta) of the OAS • Source Code of Beta version **Environment Setup** • Developer Environment • Quality Environment • Production Environment • Final integration test plan, test procedures, test cases, test results • End user training strategy • Final version of the OAS • Source Code **Environment Setup** • Developer Environment • Quality Environment • Production Environment
Completion Phase	On completion of the project and after receipt of all deliverables to the best satisfaction of NCAOR. After 3 months post õGo	40% of the agreed contract amount of A2 and A4 of the price bid format + any	• Detailed go-live and cutover plan • SAP system operating manual for basis administration • Production support (internal helpdesk) plan

	Liveö	balance amount of A1-SAP license one time cost	- Customizing setting & repository object transported from QA to Production Environment - End user training for core team and Power users - Issues arises during & after go live are documented, assigned & resolved - Bug Free version of OAS - Formal agreement to closure for implemented sites
	AMC shall be entered separately as per agreed amount for the total of B of Price Bid (three years agreed price). Note: Warranty period of one year starts from the date of successful implementation and acceptance of Office Automation System at NCAOR	Quarterly (agreed total of B of Price Bid for three years price) against submission of the invoice in original and subject to satisfactory performance. For quarterly advance payment, a Bank guarantee from a scheduled óA Bank for the agreed total AMC amount and valid for the entire duration of the support contract period should be furnished	

- Delivery and execution of the total scope specified: 12 months from the date of award of contract.

- Warranty: Vendor has to extend warranty for a period of 1(ONE) year from the date of implementation and acceptance of the office automation system using SAP at NCAOR. The bug fixes found during the warranty period will be executed by the vendor at no extra cost.

- **Force Majeure Clause:**

If the execution of the contract is delayed beyond the period stipulated as a result on out-break of hostilities, declaration of an embargo's or blockage or fire, flood, acts of nature or any other contingency beyond the supplier's control, Director, NCAOR may allow such additional time by extending the delivery period as he considers to be justified by the circumstances of the case and his decision shall be final, conclusive and binding. If and when additional time is granted by the NCAOR, the contract/supply shall be read and understood as if it had contained from its inception the delivery date as extended.

- **Patent Indemnification Clause**

The Contractor shall indemnify and keep indemnified the purchaser from and against any and all claims, action, cost charges and expenses arising from or for infringement of patent rights, copy right and other protected rights of any design, plans, diagrams drawings in respect of the stores supplied by the contractor or any of the manufacturing methods or process adopted by the contractor for the stores supplied under the contract.

In the event of any claim being made or action being brought against the purchaser in respect of the matter referred above, the contractor shall promptly be notified thereof and he shall at his own expense, conduct all negotiations for settlement of the same and any drawings, plans or diagrams or any manufacturing methods or of patent or any other protected rights and use thereof is at no costs to the latter, the rights to continue using the same or to the extent it is possible to replace the same so as to avoid such infringement and subject to approval by the purchases or modify them so that they become non-infringing but such modifications shall otherwise be to the entire satisfaction of the purchaser. The provision of this clause shall remain effective and binding upon the contractor even after the completion, expiration or termination of the contract.

TENDER SUBMISSION FORM

**To: THE NATIONAL CENTRE FOR ANTARCTIC AND OCEAN RESEARCH
Headland Sada, Goa-403 804, India**

1.   Having examined the Tender Document dated ---- 2015 including the Service Agreement and all the Annexures for the performance of the Services tendered for, we, the undersigned, hereby offer to perform the Services in conformity with all the Conditions set out in the Tender Document.

2.   We undertake, if our Bid is accepted, to perform the whole of the Services comprised in the Agreement within the time schedule provided and at the rates quoted by us, if found acceptable to NCAOR.

3.   We agree to abide by this Tender for a period of 180 days from the last date fixed for receiving the same and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

4.   This Bid is submitted under our covering letter reference í í í í í í í í í .dated í í í í í í í í ., and the completed documents and information required as enclosed therewith, shall be read and construed as forming part of our Bid.

5.   This Bid with your written acceptance thereof shall constitute a binding agreement between us.

6.   We understand that you are not bound to accept the lowest or any Bid received.

7.   I agree and accept all the terms and clauses of this Tender document.

Signatureí í í í í í í í í í í í í í ...

Nameí í í í í í í í í í í í í í í í ..
For and on behalf of
í í í í í í í í í í í í í í í í í í í .
í í í í í í í í í í í í í í í í í í í .
í í í í í í í í í í í í í í í í í í í .

Duly authorized to sign Bids for and on behalf of the bidder

í í

Date:í í í í í í

| END OF ANNEXURE A |

PRE CONTRACT INTEGRITY PACT

General

This pre-bid pre-contract Agreement (hereinafter called the Integrity Pact) is made on_____ day of the month of_____ 2014, between, on one hand, the President of India acting through Shri................, Designation of the officer, Ministry/Department, Government of India (hereinafter called the "BUYER", which expression shall mean and include, unless *the* context otherwise requires, his successors in office and assigns) of the First Part and M/s_____represented by Shri_____, Chief Executive Officer (hereinafter called the "BIDDER/Seller" which expression shall mean and include, unless the context otherwise requires, his successors and permitted assigns) of the Second Part.

WHEREAS the BUYER proposes to procure (Name of the Stores/Equipment/ltem) and the BIDDER/Seller is willing to offer/has offered the stores and

WHEREAS the BIDDER is a private company/public company/Government undertaking/partnership/registered export agency, constituted in accordance with the relevant law in the matter and the BUYER is a Ministry/Department of the Government of India/PSU performing its functions on behalf of the President of India.

NOW, THEREFORE,

To avoid all forms of corruption by following a system that is fair, transparent and free from any influence/prejudiced dealings prior to, during and subsequent to the currency of the contract to be entered into with a view to :

Enabling the BUYER to obtain the desired said stores/equipment at a competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement, and

Enabling BIDDERs to abstain from bribing or indulging in any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and the BUYER will commit to prevent corruption, in any form, by its officials by following transparent procedures.

The parties hereto hereby agree to enter into this Integrity Pact and agree as follows:

Commitments of the BUYER

    1.1   The BUYER undertakes that no official of the BUYER, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any

other advantage from the BIDDER, either for themselves or for any person, organisation or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to the contract.

1.2 The BUYER will, during the pre-contract stage, treat all BIDDERs alike, and will provide to all BIDDERs the same information and will not provide any such information to any particular BIDDER which could afford an advantage to that particular BIDDER in comparison to other BIDDERs.

1.3 All the officials of the BUYER will report to the appropriate Government office any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach.

2. In case any such preceding misconduct on the part of such official(s) is reported by the BIDDER to the BUYER with full and verifiable facts and the same is prima facie found to be correct by the BUYER, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the BUYER and such a person shall be debarred from further dealings related to the contract process. In such a case while an enquiry is being conducted by the BUYER the proceedings under the contract would not be stalled.

Commitments of BIDDERs

3. The BIDDER commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following:

3.1 The BIDDER will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER, connected directly or indirectly with the bidding process, or to any person, organisation or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.

3.2 The BIDDER further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER or otherwise in procuring the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract or any other contract with the Government for showing or forbearing to show favour or disfavour to any person in relation to the contract or any other contract with the Government.

3.3 BIDDERS shall disclose the name and address of agents and representatives and Indian BIDDERS shall disclose their foreign principals or associates

3.4* BIDDERs shall disclose the payments to be made by them to agents/brokers or any other intermediary, in connection with this bid/contract.

3.5* The BIDDER further confirms and declares to the BUYER that the BIDDER is the original manufacturer/integrator/authorised government sponsored export entity of the defence stores and has not engaged any individual or firm or company whether Indian or foreign to intercede, facilitate or in any way to recommend to the BUYER or any of its functionaries, whether officially or unofficially to the award of the contract to the BIDDER, nor has any amount been paid, promised or intended to be paid to any such individual, firm or company in respect of any such intercession, facilitation or recommendation.

3.6 The BIDDER, either while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payments he has made, is committed to or intends to make to officials of the BUYER or their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.

3.7 The BIDDER will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.

3.8 The BIDDER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.

3.9 The BIDDER shall not use improperly, for purposes of competition or personal gain, or pass on to others, any information provided by the BUYER as part of the business relationship, regarding plans, technical proposals and business details, including information contained in any electronic data carrier. The BIDDER also undertakes to exercise due and adequate care lest any such information is divulged.

3.10 The BIDDER commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.

3.11 The BIDDER shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.

3.12 If the BIDDER or any employee of the BIDDER or any person acting on behalf of the BIDDER, either directly or indirectly, is a relative of any of the officers of the BUYER, or alternatively, if any relative of an officer of the BUYER has financial interest/stake in the BIDDER's firm, the same shall be disclosed by the BIDDER at the time of filing of tender.
    The term 'relative' for this purpose would be as defined in Section 6 of the Companies Act 1956.

3.13 The BIDDER shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee of the BUYER.

4. **Previous Transgression**

4.1   The BIDDER declares that no previous transgression occurred in the last three years immediately before signing of this Integrity Pact, with any other company in any country in respect of any corrupt practices envisaged hereunder or with any Public Sector Enterprise in India or any Government Department in India that could justify BIDDER's exclusion from the tender process.

4.2   The BIDDER agrees that if it makes incorrect statement on this subject, BIDDER can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

5. **Earnest Money (Security Deposit)**

5.1   While submitting commercial bid, the BIDDER shall deposit an amount ___ (to be specified in RFP) as Earnest Money/Security Deposit, with the BUYER through any of the following instruments:

(i)   Bank Draft or a Pay Order in favour of _____

(ii)   A confirmed guarantee by an Indian Nationalised Bank, promising payment of the guaranteed sum to the BUYER on demand within three working days without any demur whatsoever and without seeking any reasons whatsoever.
The demand for payment by the BUYER shall be treated as conclusive proof of payment.

(iii)   Any other mode or through any other instrument (to be specified in the RFP).

5.2   The Earnest Money/Security Deposit shall be valid up to a period of five years or the complete conclusion of the contractual obligations to the complete satisfaction of both the BIDDER and the BUYER, including warranty period, whichever is later.

5.3   In case of the successful BIDDER a clause would also be incorporated in the Article pertaining to Performance Bond in the Purchase Contract that the provisions of Sanctions for Violation shall be applicable for forfeiture of Performance Bond in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.

5.4   No interest shall be payable by the BUYER to the BIDDER on Earnest Money/Security Deposit for the period of its currency.

6. Sanctions for Violations

6.1   Any breach of the aforesaid provisions by the BIDDER or anyone employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER) shall entitle the BUYER to take all or any one of the following actions, wherever required:

(i)   To immediately call off the pre contract negotiations without assigning any reason or giving any compensation to the BIDDER. However, the proceedings with the other BIDDER(s) would continue.

(ii)   The Earnest Money Deposit (in pre-contract stage) and/or Security Deposit/Performance Bond (after the contract is signed) shall stand forfeited either fully or partially, as decided by the BUYER and the BUYER shall not be required to assign any reason therefore.

(iii) To immediately cancel the contract, if already signed, without giving any compensation to the BIDDER.

(iv)   To recover all sums already paid by the BUYER, and in case of an Indian BIDDER with interest thereon at 2% higher than the prevailing Prime Lending Rate of State Bank of India, while in case of a BIDDER from a country other than India with interest thereon at 2% higher than the UBOR. If any outstanding payment is due to the BIDDER from the BUYER in connection with any other contract for any other stores, such outstanding payment could also be utilised to recover the aforesaid sum and interest.

(v)   To encash the advance bank guarantee and performance bond/warranty bond, if furnished by the BIDDER, in order to recover the payments, already made by the BUYER, along with interest.

(vi)   To cancel all or any other Contracts with the BIDDER. The BIDDER shall be liable to pay compensation for any loss 'or damage to the BUYER resulting from such cancellation/rescission and the BUYER shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER.

(vii) To debar the BIDDER from participating in future bidding processes of the Government of India for a minimum period of five years, which may be further extended at the discretion of the BUYER.

(viii) To recover all sums paid in violation of this Pact by BIDDER(s) to any middleman or agent or broker with a view to securing the contract.

(ix)   In cases where irrevocable Letters of Credit have been received in respect of any contract signed by the BUYER with the BIDDER, the same shall not be opened.

(x) Forfeiture of Performance Bond in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.

6.2   The BUYER will be entitled to take all or any of the actions mentioned at para 6.1 (i) to (x) of this Pact also on the Commission by the BIDDER or anyone employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER), of an offence as defined in Chapter IX of the Indian Penal code, 1860 or Prevention of Corruption Act, 1988 or any other statute enacted for prevention of corruption.

6.3   The decision of the BUYER to the effect that a breach of the provisions of this Pact has been committed by the BIDDER shall be final and conclusive on the BIDDER. However, the BIDDER can approach the Independent Monitor(s) appointed for the purposes of this Pact.

7.   **Fall Clause**

7.1   The BIDDER undertakes that it has not supplied/is not supplying similar product/systems or subsystems at a price lower than that offered in the present bid in respect of any other Ministry/Department of the Government of India or PSU and if it is found at any stage that similar product/systems or sub systems was supplied by the BIDDER to any other Ministry/Department of the Government of India or a PSU at a lower price, then that very price, with due allowance for elapsed time, will be applicable to the present case and the difference in the cost would be refunded by the BIDDER to the BUYER, if the contract has already been concluded.

8.   **Independent Monitors**

8.1   The BUYER has appointed Independent Monitors (hereinafter referred to as Monitors) for this Pact in consultation with the Central Vigilance Commission (Names and Addresses of the Monitors to be given).

8.2   The task of the Monitors shall be to review independently and objectively, whether and to what extent the parties comply with the obligations under this Pact.

8.3   The Monitors shall not be subject to instructions by the representatives of the parties and perform their functions neutrally and independently.

8.4   Both the parties accept that the Monitors have the right to access all the documents relating to the project/procurement, including minutes of meetings.

8.5   As soon as the Monitor notices, or has reason to believe, a violation of this Pact, he will so inform the Authority designated by the BUYER.

8.6   The BIDDER(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the BUYER including that provided by the BIDDER. The

BIDDER will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors. The Monitor shall be under contractual obligation to treat the information and documents of the BIDDER/Subcontractor(s) with confidentiality.

8.7 The BUYER will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the parties. The parties will offer to the Monitor the option to participate in such meetings.

8.8 The Monitor will submit a written report to the designated Authority of BUYER/Secretary in the Department/ within 8 to 10 weeks from the date of reference or intimation to him by the BUYER / BIDDER and, should the occasion arise, submit proposals for correcting problematic situations.

9. Facilitation of Investigation

In case of any allegation of violation of any provisions of this Pact or payment of commission, the BUYER or its agencies shall be entitled to examine all the documents including the Books of Accounts of the BIDDER and the BIDDER shall provide necessary information and documents in English and shall extend all possible help for the purpose of such examination.

10. Law and Place of Jurisdiction

This Pact is subject to Indian Law. The place of performance and jurisdiction is the seat of the BUYER.

11. Other Legal Actions

The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings.

12. Validity

12.1 The validity of this Integrity Pact shall be from date of its signing and extend up to 5 years or the complete execution of the contract to the satisfaction of both the BUYER and the BIDDER/Seller, including warranty period, whichever is later. In case BIDDER is unsuccessful, this Integrity Pact shall expire after six months from the date of the signing of the contract.

12.2 Should one or several provisions of this Pact turn out to be invalid; the remainder of this Pact shall remain valid. In this case, the parties will strive to come to an agreement to their original intentions.

13.   The parties hereby sign this Integrity Pact at_____ on ____

BUYER   BIDDER

Name of the Officer: CHIEF EXECUTIVE OFFICER Designation
Deptt./MINISTRY/PSU

Witness: Witness:

1. _____   1._____

2._____   2._____

* Provisions of these clauses would need to be amended / deleted in line with the policy of the BUYER
  in regard to involvement of Indian agents of foreign suppliers.

END OF ANNEXURE B

PROFORMA OF BANK GUARANTEE FOR SECURITY DEPOSIT
(To be stamped in accordance with the stamp Act)

To
NATIONAL CENTRE FOR ANTARCTIC & OCEAN RESEARCH
Headland Sada, Vasco-da-Gama, GOA 403 804, INDIA.

Whereas _____(Hereinafter called the õbidderö) has submitted their offer dated _____for the services as ⁻Design, Development cum Customization, Integration, Commissioning and Maintenance of Office Automation System (OAS) using SAP at NCAOR as per tender No.NCAOR/................................í Dt.í í í .. (Herein after called the õtenderö)

We_____ of having our registered office at _____ (Hereinafter called the Bank) are bound unto the NATIONAL CENTRE FOR ANTARCTIC & OCEAN RESEARCH, Ministry of Earth Sciences, Govt. of India having its office at Headland Sada, Vasco Goa 403 804, India (herein after called NCAOR which expression shall unless repugnant to the context or meaning thereof include all its successors, administrators, executors and assigns) in the sum of 15,00,000/- for which payment will and truly to be made to NCAOR, the Bank binds itself, its successors and assigns by these presents. Sealed with the common seal of the said Bank this _____ _____day of _____2014.

THE CONDITIONS OF THIS OBLIGATION ARE:
1) If the bidder withdraws or amends, impairs or derogates from his bid in any respect within the period of validity of this tender.
2) If the bidder having been notified of the acceptance of his BID by NCAOR during the period of its validity and
    2.a) if the bidder fails to furnish the Performance security for the due performance of the contract, and
    2.b) if the bidder fails or refuses to execute the contract.

We undertake to pay NCAOR up to the above amount upon receipt of NCAORøs first written demand, without NCAOR having to substantiate its demand, provided that in its demand the NCAOR will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

This guarantee is valid until the í í í í í í .. (i.e upto BID VALIDITY PERIOD from date of RFP PLUS 30 DAYS)

Signature of the bank

END OF ANNEXURE 'C'

License details suggested by NCAOR

Software Licensed			
Product	**License Metric**	**Blocks of (units)**	**License Quantity**
SAP Developer User	SAP Developer User	1	1
SAP Professional User	SAP Professional User	1	10
SAP Employee User	SAP Employee User	1	120
SAP Employee Self-Service User	SAP Employee Self-Service User	1	120
SAP NetWeaver Developer User	SAP NetWeaver Developer User	1	1
SAP NetWeaver Administrator User	SAP NetWeaver Administrator User	1	1
SAP NetWeaver Gateway User	SAP NetWeaver Gateway User	1	1
SAP ERP Foundation Starter	SAP ERP Foundation Starter	1	1
SAP Payroll Processing	Employees	500	1
SAP Learning Solution	Learners	500	1
SAP NetWeaver Single Sign-On	Users	50	3
SAP NetWeaver Foundation for Third Party Applications, core based	Cores	1	4
Database	**SAP DB**		

END OF ANNEXURE 'D'

Human Resource Management, Payroll

No.	Requirement	Vendor Remarks
A	**Organization Structure Definition**	
1	Enable definition of multiple Locations in one physical server	
2	Enable definition of multiple departments at each location	
3	Enable definition of multiple categories of employees to take care of clerical, technical, and the management levels	
4	Enable definition of multiple grades to set as many salary scales as necessary (Grades A, B, C and D)	
5	Enable definition of multiple designations	
6	Enable definition of job clusters with descriptions	
7	Enable compilation of employee numbers by grade / function / role band at any given time	
8	Multiple assignments to permit dotted line reporting and payment in multiple currencies to support foreign deputation for training and other purposes	
9	Capability to define multiple organizational structures (positions) and multiple reporting relationships and integrate with the respective employee data	
10	Capability to create the various business groups in the institution	
11	Capability of providing the 'Drag and Drop' or alike feature for recording changes in the organizational structure (repositioning/redefining the control structure)	
12	Capability to restrict making changes in the Organization Structure	

	to authorized persons only	
13	Capability to seek confirmation after every change made in the structure, changes to be made permanent only on authentication by the controller of the authorized person.	
14	Capability to change/restore/rollback changes to a previous(given) date and report inconsistencies	
15	Capability to define dotted relationships.	
16	Capability to generate tree structure giving details of all role holders and reporting employees (defining reporting and reviewing relationship)	
17	Capability to define administrative powers for organizational units position-wise/person-wise	
18	Capability to tightly integrate administrative power definitions to work flows and approvals	
19	Retention of history of any changes to the organization structure.	
B	**Calculation of Vacancies**	
1	Capability to auto calculate vacancies based on rules e.g. upward movement/wastages/position upgrades/downgrades/available manpower in the particular grade (Provision for user intervention should be available)	
2	Capability to project vacancies for specified period and also populate probable candidates	
3	Capability to re-calculate the vacancies and probable candidates with different options for promotion policy modeling	
C	**Manpower Planning**	
1	Capability to automate manpower requirement/planning based on competencies, skills, experience, qualification and other criteria, Budget	

2	Capability to make provisions for direct employment/ promotion/ recruitment to specialist categories/part time or contractual employees	
3	Capability to project cadre wise/grade-wise manpower requirements for a specified period based on data relating to resignations/ dismissals/future retirement etc..	
4	Capability to analyze the unit-wise, cadre wise, grade wise resources available and required and do a gap analysis with specific time frame.	
5	Capability to issue alerts before any position falling vacant due to retirement/term of temporary or contractual employee getting over	
6	Capability to generate a consolidated manpower plan (Institution-wise/Unit-wise) for approval through work-flow	
7	Capability to integrate with the recruitment/promotion module for filling up of vacancies	
D	**Employment Record and Details:**	
1	Maintain employee information including:	
2	Employee number	
3	Employee name	
4	Address (Present and permanent)	
5	Phone number, mobile number, e-mail ID, extension number	
6	Gender	
7	Mobile number of the employee	
8	Marital status	
9	Details of children	
10	Academic Qualifications	

11	Professional qualifications	
12	Designation	
13	Date of birth	

14	Previous experience capturing
	    Names of companies
	    Sector of industry where worked
	    Tenure (from - to)
	    Role	

15	Trainings or courses undergone before joining	
16	Date of joining	
17	Cost to Company (this field should be password protected)	
18	Status (Permanent, Probationer, Management Trainees, Graduate Engineer Trainees)	
19	PF number /PRAN (NPS)/ CPF	
20	ESI number	
21	PAN number	
22	If handicapped	
23	SC / ST / OBC / General	
24	Religion	
25	Blood group	
26	Other details like health insurance	
27	Capability to maintain single model database capturing all personal and job related data of all kind of employees permanent/ temporary/ contractual/ on deputation or ex-employees retired on superannuation, voluntarily retired, resigned, dismissed, opted for pension etc	

28	Capability to date and time stamp all changes in the database, enabling data availability on 'as on date/ time' basis	
29	Capability to update the data through work flow on real time and on-line basis with maker checker concept implemented.	
30	Capability to differentiate between authenticated and unauthenticated (raw) data. Only authenticated data shall be reflected in the human resource inventory	
31	Capability to generate unique identification number for each employee in the institution	
32	Flexibility of additionally capturing any information relating to employee at a later date.	
33	Capability of retaining the data structure and format even after release/loading of future updates/upgrades.	
34	Capability to configure/ parameterize the meta data/ data for field creation/report generation/ queries	
35	Capability to link employee data with the position based standard responsibility (Job Matrix)	
36	Capability to maintain concurrent jobs for employees with additional responsibilities/special duties in addition to regular responsibilities.	
37	Capability to link employees with the various Committees (permanent or temporary)	
38	Capability of maintaining data on continuous basis without purging and without affecting system performance	
39	Capability to indicate or force entry/ updation of defined fields through printout/ Self Service (all)	
40	System shall assemble the details pertaining to an employee in one screen	
41	Multiple assignments / supervisor to any employee	

42	Ability to maintain assets (movable and immovable) owned by an employee	
43	Should enable quick replacement through succession planning	
44	Service history retention	
45	Ability to change retirement dates, etc as and when policy changes are effected	
46	Ability to assess leave records	
47	Assign basic salary details	
E	**Employee Compensation Definitions:**	
1	Salary definition with Basic, HRA, DA & other allowances, etc	
2	Leave Encashment	
3	Provident Fund / NPS/CPF	
4	Medical Reimbursement	
5	Loans and Advances	
6	Gratuity, Superannuation	
7	Income Tax	
8	Benefits	
9	The system shall be rule based and generic in nature so as to permit changes in salary and tax structure	
10	Processing of scale and non-scale increments	
11	Arrears calculations shall support payroll increases with retrospective benefit.	
12	Broadly address the following business functionalities	
13	a. Empanelment of Payroll Functions	

14	b. Deployment of Surplus Funds	
15	c. Reporting	
16	Allow for tight integration with Financial Accounting and Fund systems.	
17	Audit trails for all system activities.	
18	Support alert features about scheduled dates like receipt of payments.	
19	Support for transactions in multiple currencies and cross currencies	
20	Provision for TDS calculations (if any) & tracking of TDS payable to the Government of India.	
21	The system may provide for integration of existing system with the proposed ERP	
22	There should be a single employee master and it should be integrated with all the company codes	
23	Approval limits for expense reimbursement should be configured based upon the hierarchy limits.	
24	There should be a field in the master to reflect the company code/ cost center to which an employee is associated.	
25	Maintain online leave records	
26	EDI of salary information to the bank account.	
F	**Payroll Management**	
1	The system should allow for the creation of user defined components of Pay like:	
2	- Recurring and Adhoc Allowances	
3	- Recurring and Adhoc Deductions	
4	- User Defined Allowances & Deductions	

5	The system should allow for the computation of the following elements:	
6	- Fixed Pay elements applicable to all employees Like Basic, PF, Special Allowance, Conveyance Allowance etc.	
7	- Variable Pay elements based on parameters Like options exercised by the employee, place of duty etc (CCA, HRA, Recoveries Like LIC, NIC)	
8	- Formula based Pay elements like (DA as a % of Basic) and combination of the above.	
9	The system should allow the calculation of pay based on Compensation Rules like	
10	- Years of Service	
11	- Grade	
12	- Location	
13	- Employee Type like Executives, Superwisors, Workman, Deputation, Casual, Consultants, Probation, etc.	
14	- Others (user Defined)	
15	The system should have provision to maintain/ configure pay elements like LTA and Medical, Service Award etc.	
16	The system should allow the salary to be split across different payments	
17	The system should allow pay types based on user defined cycles of pay (Monthly)	
18	The system should allow the user to override the standard rate of pay for individual employees	
19	The system should allow the setup of multiple payrolls with different payroll administrators & combining payroll	

20	The system should allow restriction of administrative functions to a few select payroll users	
21	The system should have a data upload facility to upload history payroll data	
22	The system should allow the maintenance of slab wise details for statutory elements like Income Tax, Professional Tax as well as user defined elements	
23	The system should allow for the calculation of the following kinds of pay elements	
24	- Basic/ Leave Encashment/ Joining Bonus	
25	- Special Pay/ Allowance/ Personal Pay	
26	- Dearness Allowance	
27	- House Rent Allowance	
28	- City Compensatory Allowance	
29	- Tuitions Fees	
30	- Children's Education Allowance	
31	- Washing Allowance	
32	- Conveyance Allowance	
33	- All Loans & funds	
34	- Accounting at PF, LTS, Pension, Gratuity, Leave etc.	
35	- Transport Allowance	
36	- Others (User Defined)	
37	The system should Perform advance payments: Fixed Value amounts (e.g. festival/ natural calamity advance) or Formula-based Amounts (e.g. pay advance on transfer / long leave)	

38	The system should allow for deductions that might be either GoI rules, State Rules or Local Organization rules like	
39	- General Provident Fund	
40	- Festival Advance	
41	- Natural Calamity Advance	
42	- Cycle/ Scooter Advance	
43	- House Building Advance	
44	- Income Tax/ Surcharge	
45	- House Rent Recovery	
46	- Employee Welfare fund	
47	- Others (User Defined)	
48	The system should allow for, but not be limited to, the following Loans & Advance payments	
49	-Interest Free Advances	
50	-Interest Bearing Advances	
51	-Short Term Advances	
52	- Long Term Advances	
53	The system should allow the cap of deductions at user defined fixed values or as a percentage of some pay elements / Flexibility to relax user defined caps.	
54	The system should Allow the following calculation of one time payment of allowance and / or deduction:	
55	- Incentive, arrear, ex-gratia, uniform, lease / conveyance maintenance, Foundation day, etc.	
56	- By Amount: enter amount to be deducted or payable	

57	- by Days: enter number of Days for system to compute the amount based on Basic Pay or gross Pay and/or any other component of Pay	
58	- By Percentage: enter percentage for system to compute the amount based on basic pay or gross pay and/or any other component of pay	
59	The system should Calculate recurring payments and / or deductions using the same criteria as one time payment / deduction	
60	Allow for input of start and end date for recurring payment / deduction	
61	The system should be able to process payroll on the following frequencies:	
62	- Daily	
63	- Weekly	
64	- Semi-monthly	
65	- Monthly	
66	- On-demand (i.e., terminations, vacation advance, court order, ratification)	
67	For each employee, system should use Employee Master data of HRMS such as:	
68	- Name of employee	
69	- PF Account No.	
70	- Name of Father / Husband	
71	- Date of birth	
72	- Basic Pay	
73	- Designation	
74	- Date of Joining service	

75	- Nomination details:	
76	- Name & address of nominee	
77	- Relationship with subscriber	
78	- Age of Nominee	
79	- Share payable to each nominee	
80	- Other user-defined fields	
81	The system should Automatically update Payroll database for changes in employee record without interfering with payroll processing (e.g. Promotions in the middle of month)	
82	The system should Automatically update payroll database when Finance Department makes pay rate changes	
83	The system should be able to make Back dated calculations	
84	The system should Reflect payroll adjustments in correct pay period	
85	The system should have a full and Final settlement process in place	
86	The system should provide a final settlement report for each terminated employee	
87	The system should have provision to suspend Payroll runs or control final settlement processing on a case to case basis	
88	The system should have the provision to run separate bonus/ incentive runs	
89	The system should provide the capability to handle unlimited pay account codes and drawing banks	
90	The system should have a provision to process Arrear and backdated Payment calculations	
91	Provision to recover advances in subsequent pay periods with a single transaction	

92	The system should maintain earnings history information (i.e., a record of all pay of all activity) for each employee for a user-specified period of time?	
93	The system should have provision for direct deposits from employee?	
94	The system should support multiple banks or savings institutions per employee?	
95	The system should provide electronic transmission of direct deposit?	
96	Linkage with Punishments, i.e suspension should result in subsistence allowance	
97	The system should have Linkage to leave, punishments, promotion, location, qualifications	
98	The system should perform what if analysis .i.e. Show the pension value through self service - Clarification Required	
99	The system should calculate HRA Rebate	
100	The system should handle LTA and Medical exemptions as per the Income Tax Rules	
101	The system should handle Gratuity Calculations	
102	The system should handle Provident fund rules like	
103	- Calculate and deduct contributions according to the respective Statutory Acts/ Company policy etc.	
104	- Maintain individual GPF accounts and generate individual account slip for every financial year	
105	There should be a report generated before posting of salaries at month end. This would ensure that the system allows checking of data prior to posting	
G	**Information Capture**	

1	The system should allow the capture of the following kinds of information for an employee:	
2	- PAN No	
3	- Ex Serviceman Information	
4	- Residential Status	
5	- PF Number /PRAN /CPF	
6	- Superannuation Number	
7	- Gratuity Number	
8	- ESI Number	
9	- Group Insurance Number	
10	- Pension Fund Number	
11	- Disability Information	
12	- Dependant info, CEA, Class/Hostel info, etc.	
13	The system should capture different Employee Categories	
14	The system should capture the following Organization information:	
15	- Tax Organization	
16	- PF Organization	
17	- Professional Tax Organization	
18	- ESI Organization	
19	- Establishment	
20	The system should capture Previous Employment Information like	
21	- Designation	
22	- Annual Salary	

23	- PF Number	
24	- PF Establishment code	
25	- No of LTC availed in the previous block	
26	- No of LTC availed in the current block	
27	- Leave Encashment amount	
28	- Gratuity Amount	
29	- VRS Amount	
30	- Gross Earning for the current tax year	
31	- PF deduction for the current tax year	
32	- Professional tax paid in the current tax year	
33	- TDS deducted for the current tax year	
34	The system should Capture Nomination Information like	
35	- Nominee Details	
36	- Percentage	
37	- Relationship	
38	- Guardian Information for minors	
39	The system should capture Company Information like	
40	- Company Registration Number	
41	- Legal Name	
42	- Establishment Registration Details	
43	- TAN Number	
44	- Circle/ Ward/ Range	
45	- Employer Classification	

46	- Income Tax Challan Details	
47	- PF /NPS/CPF Information	
48	- PF /NPS/CPF Challan Details	
49	- ESI Details	
50	- ESI Challan Details	
51	- Profession Tax Information	
52	- Factory Information	
53	The system should Capture termination settlement details like	
54	- Notice Period Pay	
55	- Leave Encashment Information	
56	- Retrenchment Compensation	
57	- Voluntary Retirement	
58	- Commuted Pension	
59	- PF//NPS/CPF/ Settlement Details	
60	- Loan Recovery	
61	- Gratuity details	
62	- LIEN payments	
63	Generation of appointment letter from ERP.	
64	Option of a form to enable a new employee to enter his profile details into the ERP package. This shall reduce the effort in entering the details.	
65	Flexibility to calculate overtime for different locations at different rates.	
H	**Support for Allowances, Reimbursements, etc.**	

1	Support encashment of Leave, LTC and also on retirement with consequent tax adjustments	
2	Release of festival advance and other advances (user defined) against salary.	
3	Employee--wise recovery position, recovery list and outstanding balances list – month wise or as user defined	
4	Support calculation and payment of arrear/bonus with consequent tax adjustments	
5	Payment of medical reimbursement, allowances, recovery and taxation (if any) thereon	
6	Support Recovery of club/ union contributions	
7	Housing loan/ other loan recovery of PFC and outside agencies and updation of it rebate/deductions and generation of reports.	
8	Support payment of educational allowance, transfer allowances and any other user defined allowances with automatic updation of it deductions, if any.	
9	Support recovery of all other types of loans with reports like recoveries made, overdue list etc.	
10	Support calculation of incremental arrears with consequent tax adjustments	
11	Support payment of salary arrears as per the industry level settlements with tax adjustments. Also support payment of arrears calculated in user defined installments or in lump sum	
I	**Taxation**	
1	Ability to Define tax rules to determine employees tax liability as per changes by the Central Govt./ local statutory legislation for actual tax liability of employee	

2	Facility to provide investment declaration form in electronic format. The employee will be required to fill and submit the form electronically so as to automatically updation of salary record and tax calculation by the system	
3	The system should ensure support for major statutory reports / certificates of taxes like Form 16 and Form 24 in the user defined format (16A, 12BA & 27A).	
4	Also should support generation of employee's individual tax returns and generation of ETDS data.	
5	The system should Record employees' perquisites and other information relevant in computing their tax liability as tax components.	
6	The system should Complete calculation and deduction of tax automatically / user defined	
7	The system should Project the tax liability of each employee for the period within a tax calendar based on the employee declaration of savings etc.and providing tax planners to the employee.	
8	Provision to Manually adjust taxable earnings (in case of income from other sources, investments etc.)	
9	The system should Support separate tax tables for bonus pay calculations (Flat Tax)	
10	The system should handle Exemptions and Rebates as per the Income Tax Rules	
11	Professional tax deductions with exemptions, arrears and generation of related reports and challans	
J	**Deductions**	
1	Provision to establish deduction limits for each deduction based on various parameters like:	
2	- Employee;	

3	- Job Classification;	
4	- Company;	
5	- Benefit plan;	
6	- Salary	
7	Provision to make deductions effective:	
8	- In the current period;	
9	- In any pay period or periods selected;	
10	- In any user-defined frequency selected;	
11	- Between user-defined start and stop dates;	
12	- Until an user defined limit is reached	
13	Start and stop dates for deductions should be maintained:	
14	- On the Employee Master file;	
15	- On employee level	
16	Provision to reverse deduction to be included in next paycheck if incorrectly withheld / Option with user	
17	Ability to determine deduction amounts by:	
18	- Amount of earnings;	
19	- Percent of earnings;	
20	- Number of hours.	
21	Provision to prioritise deductions:	
22	- Using the deduction code;	
23	- Using a separate priority number.	
24	Ability to be prompted by system when employee status changes to	

	leave to determine how deductions will be paid while on leave:	
25	- take when return lump sum	
26	Ability to apply or stop various deductions based on employee status changes (e.g., Leave Of Absence, term)	
K	**Pay-slip**	
1	The system should Provide for online ad-hoc calculation of employees pay slip amount	
2	The system should Perform on-line calculation of pay and benefits for terminated employee based upon termination date	
3	The system should have the ability to evaluate different scenarios for change in pay-roll structures.	
4	System should provide an impact analysis tool for analysis of impact of revision of any / all components like pay, allowances, deductions etc.	
5	The system should display the status of the Payroll calculations	
6	Provision to run Payroll multiple times before finalization to ensure accurate pay computation	
7	The system should Post the amount of salary paid for each element of pay for an employee, based on the relevant GL account code and employee cost centre information to General Ledger. Financial postings include:	
8	-Element	
9	-Amount	
10	-GL Account	
11	-Cost Centre	
12	The system should Post salary payment advice including multiple payment methods such as bank, cash and cheque to General Ledger	

13	Provision to issue third party checks	
14	Payslip should be generated with following detail:-	
15	- Taxable and non - taxable components in separate columns	
16	- Tax till date, Calculated, Recovered, Projected.	
17	- Loan balances and no. of installments deducted / left	
18	- Provident fund opening balance, interest till date, closing balance etc.	
19	PF & Terminal Benefit Management	
20	System should support pooling the monthly contribution of PF,VPF in to the PF management system	
21	System should Support PF settlement process including generation of settlement sheets and relevant vouchers for accounting	
22	System should support calculation of periodic interest and crediting the amount to the accounts	
23	System should perform PF application processing, loan sanctioning, loan disbursement, modification of loan installments, loan short closure, recovery through payroll, final settlement during closing/transfer for different type of PF loans	
24	System should have facility to Credit sanctioned PF loan / withdrawal amount directly to their respective accounts through CBS System	
25	System should Generate all types of MIS reports as per request of Bank (like pf ledger, pf loan ledger, Pension rule, PF rule, Gratuity rule (online) etc.)	
26	System should maintain nominee details and payment to nominee in case of death of an employee.	
27	PF Returns like 7ps, 8ps and other statutory forms.	

28	Linking RPFC with PF and RPFC return.	
L	**Investment of PF/ Gratuity Management**	
1	System should perform gratuity calculation, provision & accounting employee-wise as per user defined rules.	
2	System should perform forfeiture of Gratuity in case of dismissals etc.	
3	System should generate gratuity payment cheques	
4	System should maintain nominee details and payment to nominee in case of death of an employee	
M	**Pension Management**	
1	System should have multiple pension schemes so that company's Pension scheme & Industry Pension scheme available in public sector can be incorporated.	
2	System should intimate the employees three months before their retirement about their PF //NPS/CPF subscription, PF//NPS/CPF Loan, Gratuity and Pension claim forms etc.	
3	System should maintain nominee details to facilitate pension processing	
4	System should support pension disbursement and support multiple payment modes for pension	
5	System should calculate family pension and payment	
6	System should support all related accounting procedures including generation of vouchers and related reports	
7	System should perform Income tax calculation and deduction for pension payment as per govt. guidelines and issuance of form 16	
8	System should have function of Credit Pension amount directly to their respective accounts through ECS System.	

N	**LIEN / Deputation**		
1	Should be able to handle employees joining and going out on deputation / LIEN along with details like:-		
2	i) Leave salary contribution, Pension, PF//NPS/CPF, GIS etc.		
3	ii) Economic rehabilitation with nomination & other details		
O	**Payroll Reports / MIS**		
1	The system should have the mandatory forms and reports like		
2	- IT declaration form		
3	- Earnings/other income out side salary		
4	- PF//NPS/CPF Form 3A		
5	- Form 6A		
6	- Form 7ps		
7	- Form 8ps		
8	- Payroll Register		
9	- Payslip (including leave/other payment details, IT deducted)		
10	- Perks calculation		
11	- Leave encashment		
12	- Tax calculation (at any point of time)		
13	- Combined Master Card (Annual/ Abstract)		
14	- Form 16A		
15	- Form 24Q		
16	- Form 12BA		
17	The system should have an online Payslip		

18	The system should have provision for generating adhoc payroll reports	
19	The system should have provision for generating user defined reports	
20	The system should provide the following current and year-to-date totals on earnings statements:	
21	- Income tax;	
22	- Professional tax;	
23	- Any standard or user-defined deduction;	
24	- Any standard or user-defined pay type.	
25	The system should display vacation status information on earnings statement	
26	The system should display absence status information on earnings statement	
27	Last pay certificate on transfer/separation.	
28	TDS challan at user-defined frequency (quarterly, yearly, etc).	
29	The system should be able to generate the reports for each employee to show individual employee records which regards to leave register/ expenses/ PF details etc.	
P	**Income Tax**	
1	The system should provide the functionality for:	
2	- Online "savings" detail entry screen	
3	-TDS deposit details and linkage against TDS deduction.	
4	- CTS credit thrift society	
5	- Arrear Calculation module.	

6	- Master card (combined)	
7	- Monthly summery	
8	- Payroll	
9	- Deduction schedule	
10	Establishments	
11	Medical Reimbursement	
12	Entertainment Reimbursement	
13	Telephone Reimbursement	
14	TA / DA	
15	Lease Payments	
16	Refreshment Reimbursement	
17	Advance to be dealt	
18	Establishment:- Uniform, lease maintenance, car/ scooter maintenance, etc.	
19	Others like (Residential office maintenance, Briefcase, Raincoat etc.)	
20	Should provide for monitoring the limits of reimbursable element of salary	
21	Should be able to generate CTC report for various level of employees, should also facilitate generation of projected employee costs based on certain estimated hike.	
22	Should be able to integrate with HR module to monitor attendance and leave records and use the data in payroll processing.	
23	Should facilitate employee cost allocation based on pre defined parameters.	
24	Should facilitate auto generation of e-return required u/s 205 of the	

	I T Act.	
25	should have the facility to adjust excess/ short deduction of TDS,	
Q	**Employee Time Management, Leave, and Attendance**	
1	Permit the definition of a time calendar with provision for Indian National Holidays and Departments's specific holidays, which are local in nature	
2	Permit the recording and maintenance of attendance based on direct entry, OT or LOP calculation through appropriate formulae	
3	The Leave system shall permit the definition of leave types such as casual, privilege, medical, maternity, etc	
4	It shall additionally allow for leave application through a three-stage process of application, authorization, and confirmation	
5	Validate the process	
6	Entitlement Units	
7	Leave encashment and procedure for calculation of amount	
8	Posting rule for maximum / minimum days	
9	Flags for indication whether medical certification is mandatory, whether the leave is holiday inclusive, whether it affects service growth, etc	
10	The system should permit bulk eligibility definitions also	
11	Capability to mark attendance on-line through the HRMS or through a link to the swipe card/ contact less card system	
12	Capability to maintain & configure multiple types of leave like EL, HPL/COL, CL, Paternity Leave/Maternity Leave, Sick Leave, Extra Ordinary Leave, Study Leave, Quarantine leave, Special CL, Without pay leave etc and enforce applicable rules	
13	Leave balances should be credited through an accrual process in the	

	system automatically based on user defined criteria.	
14	Capability to maintain local holidays and integrate with the leave management	
15	Capability to manage on-line application, tracking and approval of various kinds of leave through workflow logic and self-service.	
16	Capability of record keeping and maintenance of historical data	
17	Capability to integrate the time management with leave management	
18	Capability to mark attendance through on-line login with authentication feature (Manual intervention to be allowed with Authentication features)	
19	Capability to integrate with pay-roll module for calculation and recovery of loss of pay etc.	
20	Capability to provide the Manager consolidated status of present/absent employees working under him/her.	
21	Capability to link to payroll module for calculation of leave liability	
22	Capability to intimate the controlling officer when an employee goes on unauthorized leave (unmarked attendance) / returns back from unauthorized leave/ extends leave/ reports in the middle of the sanctioned leave period (along with appropriate reduction in sanction)	
23	Capability of defining time available for visitors which will reflect at the reception for issuing gate passes during that period	
24	Capability to pop up a 'to-do' list of system prompted/ user fed tasks at first login of the day in HRMS	
R	**Employee Appraisals**	
1	Retain employee performance history	

2	Interface with training record	
3	Ability to define individual objectives	
4	Ability to define next appraisal due	
5	Ability to support different type of appraisals for different grades e.g. Award Staff and performance appraisal for Officers	
6	Ability to define the period for which appraisal is being carried out - To be linked with Transfers/Joining to the Unit	
7	Ability to draw a Performance Matrix/Job Matrix and map Key Responsibility Areas for each employee (individual goal setting) position in the institution based on the Matrix	
8	Ability to design the matrix based on behavioral and technical (functional) competencies for each cadre / grade in the organization	
9	Ability to support the existing performance appraisal system for all grades of officers through templates including the online goal setting as well as goal setting discussion with the superior.	
10	Facility to review the Goals set earlier and change them during the performance period with adequate rights i.e. Both employee and reviewer should mutually agree for the change the preset goals which should get recorded in the system - To be linked with Transfers/ Change of Role.	
11	Ability to maintain past Annual Appraisal Reports on scanned format or through templates with feature to record quantitative score in separate field for making calculations etc.	
12	Capability to provide for both periodical and comprehensive and open appraisal	
13	Capability to record self appraisal, supervisor/controllers' appraisal and final appraisal, if any, through work flow	
14	Capability to link with organizational chart for reporting and reviewing relationship including dotted line relationship in case of	

	institution adopting new model for performance management.	
15	Facility for direct integration with training module so that the training needs/gaps identified during the appraisal process form an input to the training calendar.	
16	Capability to integrate with the Promotions for porting the performance appraisal scores	
17	Capability to record feed back (mid term) report due to change in assignment or change of appraiser.	
18	Capability to integrate with pay roll for sanction of performance incentives through work flows	
19	Capability to maintain history of performance appraisals	
20	Capability to support 360 or 180 degree appraisal process	
21	Support to generate reminder letters / mails / workflows to the employees/ appraising authorities in case of non-submission of self-appraisals, etc.	
22	Capability of recommending confirmation of employees who are on probation post-recruitment or promotion, based on the performance rating	
23	Capability of providing feature to employees for recording achievements for self appraisal on regular basis	
24	Capability to advise adverse remarks in the Appraisal to the employee	
S	**Self Service (Employee / Manager)**	
1	Capability to empower employees to enter the data/view/edit pre-defined data on self e.g.updation of personal records like Bank details, marital status, record/change nomination etc. and leave balance, leave status (Cannot be modified), Salary details, liabilities, declare investments for IT returns, Property returns, Lease data,	

	Medical & Entertainment etc.	
2	Capability of providing functionality to the employees of a bill payment system which would also include reimbursements. This would have features for submission, tracking, approval and credit/debit the account, for receiving of physical proof/bills; there should be provision.	
3	Capability to remind the employee through self service/e-mail/SMS regarding modification or requirement of additional data	
4	Capability to provide links to the important items hosted in various in-house websites/ intranet e.g. important circulars/ instructions/ policy documents etc.	
5	Capability to provide projection features for viewing projections on Income Tax liability, terminal benefits etc.	
6	Capability to approve leave, bill payments, loans etc for employees reporting to a Manager	
7	Capability of compiling on-line appraisal/performance report, review and approve	
8	Capability to apply for or cancel any kind of leave on-line, submit self appraisal, generate reminders for those working under him/her who have not submitted the A&L/ Self Appraisal, (also covered under respective heads)	
9	The system should send the employee confirmations after changes are made online	
10	The system should allow the user customize the menus	
11	The system should provide immediate updates to the core HRMS database when data changes complete the workflow cycle.	

12	The system should Provide workflows. Accommodates multiple levels of review and approval	
13	The System should provide the capability to create new self-service transactions as and when required.	
14	The system should allow the manager to Provide access to staff performance review information (Linked to point no. 7)	
15	The system should allow the manager to conduct performance appraisals.	
16	The system should Enable managers to recommend job change actions (promotion, demotion, etc.)	
17	The system should Provide employee performance history.	
18	The system should Provide appraisal forms, performance plan templates and employee performance plans.	
19	The system should Provide access to staff training information.	
20	The system should Enable managers to review staff training history.	
21	The system should Enable managers to approve training enrollments.	
22	The system should Accommodate multiple levels of review and approval.	
23	The system should Provide immediate updates to the core HRMS/payroll database when data changes complete the workflow cycle.	
24	The system should Provide an audit trail.	
25	The system should give managers the ability to create and save their own custom reports?	
26	The system should allow managers to view their direct reports as well as drill down to lower levels under their area of responsibility?	

T	**Workflows**	
1	Capability to support industry open standards and emerging workflow technologies and details thereof	
2	Capability to define various work-flows	
3	Capability to generate standard text, which shall be editable	
4	Capability to track the position of the work-flow (where it is pending)-diagrammatically, with/ without showing the contents, as the case may be	
5	Capability to route the item to an authority who is not part of the work-flow to whom it can be referred. But	
6	Capability to automatically re-route the item to alternate authority in absence of the initial authority after a defined period.	
7	Capability to nominate members of a Committee through work-flows	
8	Capability to define the role and terms of reference for the Committee	
U	**Promotions**	
1	Capability to implement Company's Career path for various cadres, streams, grades and scales	
2	Ability to define grade advancements within a channel (seniority/Merit/time based)	
3	Ability to draw a competency matrix in the system and define the competencies /skills/roles/responsibilities required at each level/position for the purpose of promotion. (included in Competency Management also)	

4	Ability to carry out the entire promotion process through work flows including on-line preparation/printing of Promotion Appraisal Forms/ Booklet recording of Recommending Authorities Comments/generation of scores/status regarding pending vigilance cases	
5	Ability to obtain work flow based clearance on vigilance/disciplinary cases from various authorities - Under Consideration	
6	Ability to upload promotion list and print Promotion Letters of candidates found suitable for promotion	
7	Ability to support prospective/wait listed promotions	
8	Ability to release promotion only on reporting at new place in case of officer getting transferred on promotion and generate periodical detailed report on non- reporting	
9	Ability to do salary fitment on promotion	
10	Capability to handle Back Dated promotions with respective promotion policy	
V	**Management of Transfers and Postings**	
1	Capability to maintain complete history of employee transfers since recruitment	
2	Capability to integrate to categorization module for arriving at the surplus and vacant positions	
3	Capability to carry out postings / transfers of employees upon their promotions, on completion of normal tenure etc.	
4	Maintenance of transfer records of specialist cadre transfer (like IT, legal, security etc), identification of vacancies and issue of transfer orders based on the recommendations received from the respective specialist departments and approval of the competent authority is obtained	
5	Provision to maintain lateral transfer details and transfers on	

	promotion		
6	Provision to record the transfer orders cancelled/ deferred/ modified and follow up with the respective office for implementation		
7	Ability to capture details of officers on deputation to outside agencies/organizations with deputee organization details.		
8	Ability to generate Office Orders through print / emails of transfers with intimation to employee and office(s) concerned.		
9	Ability to generate relieving letters on transfer		
W	**Maintenance of Service Rules**		
1	Capability to maintain service files documents in scanned form including Date of Birth, domicile, SC/ST certificate, Bonds, if any, executed, disciplinary cases details, photograph etc		
2	Capability to track the physical location of the service file by recording the file number and place where it is kept (After HRMS no physical file movement may be required)		
X	**Disciplinary / Vigilance Cases**		
1	Capability to restrict the access to information to authorized officials and report through audit trail.		
2	Capability to categories a case as pending, contemplated, cleared cases for use by other modules e.g. promotion etc.		
3	Capability to link to pay roll for suspension cases for payment of subsistence allowance		
4	Capability to maintain record of employees with doubtful integrity (agreed list), publish its list and restrict its access to only authorized officials		

5	Capability to enforce reduction/freezing of Basic pay, other allowances/benefits, on account of punishment from the date of service of order. Such reduction order should be reflected on the Pay roll immediately.	
6	Capability to restore original Basic pay/ Benefits/ Allowances and others (before reduction/freezing) on account of upholding of appeal against the punishment of reduction in pay scale. Such restoration of Basic pay should be reflected on the Pay roll immediately.	
Z	**Sanction of Exit / Retirements**	
1	Ability to identify the reason of exit e.g. retirement/compulsory retirement/voluntary retirement/death/resignation/dismissal etc.	
2	Ability to process the voluntary retirement application as per the rules defined for the particular scheme	
3	Capability to generate retirement notice to concerned departments and retirement proposal at least 3 months in advance in case of superannuation for sanction. For other type of retirement/exit as soon as the papers are submitted/ on-line request is received.	
4	Capability to initiate the process for making payment of the retirement benefits and sanction pension as per applicable rules	
5	Ability to analyze data relating to exits/retirements	
6	Ability to conduct on-line real time exit interviews and record observations/comments of the authority.	
7	After Retirement benefits (Medical, etc)	
A	**Loan Sanctioning**	
1	System should have the capability to define loans and its various characteristics such as periodicity, interest rate, ceilings details etc.	

2	User should be able to attach loan sanctioning rules to every loan type.	
B	**Perks**	
1	The system should have provision to sanction perks online to any / all employees.	
2	The change in perks / pay component should be maintained online.Ex. DA, Working Allowance, Lunch subsidy, News paper etc.	
C	**Pay Fixation**	
	Pay fixation on new recruitment	
	Pay fixation on promotion	
D	**Management of LTC / Holiday Home**	
1	System should Capture the employee-wise LTC eligibility details like present LTC block, when last LTC was availed etc with related report as per requirement.	
2	Facility to apply online for LTC by the employees and online approval by concerned authority	
3	Support LTC cancellation, extension, postponement etc.	
4	Ability to sanction encashment of LTC as company policy	
5	Sanction of advance against the LTC application	
6	Generation of reminder letters if LTC/HH final bill is not submitted within the prescribed time	
E	**Deputation / Lien**	
1	The system should have the ability to handle deputation to and from other organizations.	
2	The system should have the capability to record history information on Deputation	

3	The system should have the ability to generate reminders for repatriation at least 6 months in advance before repatriation of officer is due from other organization	
4	The system should have the capability to generate list of officers on deputation	
5	The system should have ability to record Leave salary contribution/ gratuity contribution	
F	**Welfare Schemes**	
1	The system should allow to define and configure new Staff Welfare Schemes with various criteria & rules	
2	The system should handleTrust membership details	
3	The system should handle Ex-Gratia / Death Relief from the trust	
4	The system should handle Corporation Employees Family Welfare Scheme	
5	The system should handle Exgratia for the widowed family.	
G	**MIS**	
1	Capability to generate user friendly reports across all modules, which shall be meaningful, consolidated and concise, could work as an effective tool for top executives for decision making	
2	Capability to generate Staff Strength unit wise, group wise, age wise, qualification wise, administrative office/branch wise, vertical wise, rural/semi- urban wise, male/female wise, SC/ST/OBC wise, scale wise, permanent/ contract wise, stream wise etc	
3	Capability to generate report on user-defined criteria across different modules/databases e.g. establishment cost Group Wise, category-wise/ qualification-wise/ experience-wise/ male-female employees etc.,	
4	Capability to provide powerful drill down facilities to access	

	information on the employees at various levels	
5	Capability to provides user-friendly, multi-dimensional analysis and information on real-time / updated basis	
6	Capability to provide/display data in tabular form / text form /graphical form	
H	**Trust Management**	
1	Ability to create diary request depending upon the request type generating unique process ID capturing the complete details of the Member.	
2	Updation of the status of the request with information made available to the Member dynamically.	
3	Detailed analytical reporting based on the diary status.	
4	Ability to maintain complete details of the Member and also maintaining the Ledger Card of the Member.	
5	Ability to register the Registered Units and record the contact person's details.	
6	Ability to open Deposit Register.	
7	Ability to change Member details in bulk.	
8	Ability to Post Payroll deductions to the respective Member accounts in bulk.	
9	Ability to calculate and post interest calculated as per the guidelines.	
10	System should maintain the history of the balances.	
11	Ability to handle requests pertaining to Advances / Loans taking care of the eligibility.	
12	Ability to request trust settlement.	
13	Ability to settle trust claims	

14	Ability to settle / re-settle claims due to retrospective wage revision.	
15	Ability to create cheques and generate related correspondence	
16	Ability to generate pay order number and annexure to the bank	
17	Ability to replace the cheque	
18	Ability to handle Broken Period contribution	
19	Ability to reconcile with the Bank.	
20	Ability to handle trust related financial accounting.	
K	**Medical**	
1	System should generate credit letters for medical treatments.	
2	System should generate reminders for compulsory executive health checkup as per criteria defined and concerned letters of authorization to hospitals etc.	
3	The system should handle Maintenance of list of empanelled hospitals having tie up for the purpose of direct settlement facility with the corporation – with tie-up (including contact person, address, contact number/fax) details, schedule of charges etc.	
4	The system should handle Group Mediclaim Policy, if any.	
L	**Quarter Management**	
1	Ability to provide an online facility to make a request for a quarter online.	
2	Capability to process request from employees for allotment of Flat / Guest House based on grade of the employee.	
3	Ability to maintain the details of Flats / Houses like Quarters Type, Number of Rooms, Furnished / Unfurnished	
4	Ability to show the status of the Quarters - Vacant / Occupied / Under Repair / Non-Usable etc.	

5	Ability to link with the payroll for stoppage of payment of HRA and start deducting house rent and other standard reductions for utilities	
6	Ability to enter details of deduction for usage of utilities in the year-end.	
7	Ability to provide access to various other authorities to update the status of quarters.	
8	Ability to enter grievances about the quarter's facility by the employee.	
9	Payroll should be able to calculate the rent according the type of quarters and other standard rates from the quarter's management system.	
10	Rent recoveries to be linked to transfers and retirements	
M	**Record Maintenance (One table for each)**	
1	Housekeeping / Security Management	
2	Vehicle	
3	Hostel	
4	Advertisement	
5	Travel Details	
6	RTI Details	
7	Guest House	

END OF ANNEXURE 'E'

Finance, Accounts and Control

No.	Requirement	Vendor remarks
A	**Organization Structure & General**	
1	Define legal entity, its departments, cost centers etc.	
2	Define regions, sub-regions to meet legal requirements	
3	Define country, regions, sub-regions to meet legal requirements such as Central taxes/ duties, state taxes and local corporation taxes & duties. E.g., Central sales taxes, local tax, VAT, Octroi or entry tax.	
4	Handle Accrual Based accounting system	
5	Flexibility to define fiscal year including stat month and end month	
6	Ability to define 12 periods / month within fiscal year	
7	Provision for separate logical periods for the purpose of annual closing activities	
8	Multiple sets of same books of accounts are permitted.	
9	Allow closing of fiscal periods to restrict transaction posting.	
10	Allow to keep multiple periods open across financial years or within financial year	
11	Ability to reopen closed period, subject to valid authorization.	
12	Ability to define exchange rates within multiple currencies vis-à-vis base currency.	

No.	Description	
13	Ability to process transaction entered in foreign currency based on the exchange rates definition, in an online mode.	
14	Tracking of all foreign currency transaction in both transaction currencies as well as base currency.	
15	Flexibility to choose rules for posting of such revalued items at the at the end of the fiscal year and end of period for each type of account such as receivable, payable, assets	
16	Flexibility options for posting of these differences meet criteria defined by the Indian Accounting Standards	
17	Ability to draw complete set of books of accounts such as profit and loss account, balance sheet for the legal entity, each circle, division, Zone etc.	
18	Availability of various document types for different financial transaction	
19	Availability of system generated numbering for the documents	
20	Availability of option of manual numbering for certain documents	
21	Numbering sequence for all documents is reset per fiscal year.	
22	Support legal requirements such as TDS, sales tax, VAT, excise duty, service tax and works contract tax fully.	
23	Ability to define applicable excise or VAT or any other indirect tax rates and flexibility to change the rates in case of change in statute	
24	Support capturing of various indirect tax like VAT etc codes	
25	Real Time Posting from Sub Ledgers to General Ledger and without the process of schedule	

26	Flexibility to control posting to specific ledger accounts with specific documents	
27	Flexibility to date formats, number formats per user.	
28	Record and tracking of audit objections and corrective actions taken	
29	Reconciliation of all units in the field and head office	
30	Powerful search engines and queries.	
B	**Audit Trail**	
1	Tracking of user, date and time for each transaction	
2	Tracking of changes made to any document	
3	Tracking of creation and changes to any master data in the system	
4	Tracking of creation and changes to any set up data in the system	
5	Tracing of changes to authorization profile/ approval profile	
C	**General Ledger**	
1	Ability to define chart of account as per Organization requirements Accounting Standards	
2	No restriction of the arrangement or the number of accounts	
3	Allow grouping of general ledger account for the purpose of account management	
4	Common grouping and coding methodology of Accounts covering all departments	
5	Allow creating general ledger accounts in online mode	
6	Allow creating general ledger accounts in batch mode using external interface	

7	Should block. / delete general ledger accounts if posting are to be blocked	
8	Should be possible to map general ledger account codes to specific business transaction in other modules	
9	Ability to post transaction from other modules to online mode based on such pre defined criteria.	
10	Allow creation and posting of journal entries online or in batches	
11	Allow definition of recurring transactions and periodicity of recurrence.	
12	Create these automatic transaction based on predefined criteria	
13	Allow to create reversal of journal vouchers with date definition for reversal	
14	Automatics reversal of vouchers based on predefined criteria	
15	Allow definition of certain GL accounts in a way that individual transactions can be tracked based on its open status. E.g. Security deposits, clearing accounts etc	
16	Allow manual clearing of such accounts by matching transaction	
17	Option to capture due dates for such security deposits and query/ reports to highlight deposit/ advances which are due for repayment.	
18	Flexibility to define rules for automatic clearing of such accounts and clearing of open items based on such criteria.	
19	Allow cash accounting with multiple cash points for a single or multiple cash GL accounts	
20	Ability to define banks, bank accounts within the system	

21	Allow upload of bank statements into the system	
22	Allow the manual entry of bank statements into the system	
23	Allow defining the criteria for bank reconciliation and carries out bank reconciliation based on pre-determined criteria.	
24	Allow entry to incoming cheques for current as well as future period and segregation based on dates possible.	
25	Allow to view and print cheque deposit statement for a day.	
26	Capture value date for cheque deposited and payment	
27	Enable calculation of interest based on value dates captured in the system	
28	Flexibility to write certain validation rates to support business rules which are not supported directly by standard product feature	
29	Built in maker checker concept for approval of documents by supervisory authority	
30	Support success of transfer of all revenue statement account balances to retained earnings on closer of fiscal year	
31	Ability to transfer balances of profit and loss account to retained earnings account multiple times during a fiscal year closing process	
32	Should comprise of Cash Book, Bank book, Journal and different Ledgers for advances, security deposits etc	
C	**Accounting - Query/ Reporting requirements**	
1	Allow listing of all transaction for particular document type in books of accounts	
2	Ability to query all accounts and transactions on line for current and previous periods including previous fiscal years	

3	Flexibility in definition of transaction fields that are displayed in such query/ report based on requirements without any programming efforts.	
4	Ability to drill down from balance to individual transactions for any account.	
5	Ability to take these annual accounts at legal entity level, circle, Zone, division etc	
D	**Account Payable-General**	
1	Allow creation of vendors in the system and vendor codes can be	
a	Numeric	
b	Alphanumeric	
2	Vendor numbers can be generated by the system	
3	If required vendor codes can be manually assigned	
4	Captures critical vendor information such as	
a	Name and address, key person at vendor company	
b	Captures state where vendor is located	
c	Captures email ID of vendor	
d	TAN No, PAN No, ST, VAT and WCT Regn. No.	
e	Bank account details	
f	Payment terms, discount terms, payment methods	
g	TDS related information	
h	Legal status of the vendor such as corporate, non-corporate etc.	
5	Allow creation of vendor codes in an online mode as well as	

	in a batch mode	
6	Allow to define payment terms in following scenarios:	
a	Standard payment term of payment due after specific no. of days	
b	Payment term where discount is offered as interest component for early payments	
c	Payment term which Allow retention money	
7	Allow blocking of specific vendors so that transactions with such vendors cannot be entered	
8	Allow linking of many vendors to capture group exposure/transaction volume	
9	Allow linking of vendors with customers in case a company is both vendor as well as customer	
10	Allow creation of vendors' financial data independent of purchase and materials related data	
11	A unique vendor code to be used for all the divisions, branches, multiple legal entities based on the requirement	
12	Allow to define various TDS rates, works contract tax rates in the system and attach relevant rates to vendors based on the applicability	
13	Allow clearing of vendor transactions by matching two or more open debit and credit items	
14	Allow to segregate and track vendor transactions into:	
a	Normal invoices and payments	
b	Advance payments to vendors	
c	Guarantees	

d	Security deposits with vendors	
e	Bank guarantee, letter of credit to vendors	
E	**Accounting and Vendor credit processes**	
15	Allow invoice processing	
a	With respect to a Goods Receipt Note (GRN) in the system	
b	With respect to capital job note in case of capital asset receipt	
c	With respect to service entry note in case of a service vendor	
d	with Expense voucher where vendor is credited without PO/GRN in the system	
16	Support typical 3 way match (PO, GRN, Vendor invoice) bill passing process	
17	Considers quantitative details from GRN and price details from PO during the 3 way match	
18	Bills are processed based on PO, GRN even if invoice does not match with value arrived at using these two documents	
19	Ability to prompt/automatically deduct all deductible charges such as TDS, works contract tax, surcharge on these taxes at the time of vendor bill processing	
20	Ability to automatically account for all these deductions based on pre-determined criteria	
21	Defaults master data information of vendor during invoice processing	
22	Allow defining parameters to determine whether default master data information can be changed during processing and changes are allowed only based on this. The same can be done only based on authorization.	

23	Allow entry of transaction in vendor account:	
a	In online mode	
b	In a batch mode	
24	Allow to evaluate amount of pending GRN for invoice processing to arrive at provision figures	
25	Trigger commitment and updates budget on issue of purchase orders for goods/services	
26	Ability to track duplicate invoice based on vendor code and invoice number	
27	Ability to post debit notes and credit notes as well as print these for sending across to vendors	
28	Ability to calculate overdue interest for vendors based on individual transaction due dates in following scenario:	
29	Interest to be accrued at each period end for all outstanding line items beyond due date	
30	Interest to be accrued only at the time of payment of principal. Till then although interest is calculated, however, not accounted for	
F	**Payment Processing**	
1	Ability to process vendor payment in:	
a	Manual payment mode	
b	Automatic payment processing based on predefined parameters	
2	Allow payment for following scenarios:	
a	Advance payment adhoc	
b	Advance payment only against purchase orders	

c	Payment against one or multiple invoices - matching amount	
d	Payment against one or multiple invoices - partial amount	
e	Payment against one or multiple invoices - adhoc amount	
3	Ability to capture and report capital and revenue advances separately	
4	Ability to block certain vendors invoices so that they cannot be paid unless cleared by appropriate authority	
5	Ability to block certain vendors invoices so that they cannot be paid unless appropriately approved	
6	Allow to process one or more vendor invoices, debit notes, credit notes and Allow to make net payment	
7	For the purpose of automatic payment processing system :	
a	Allow to run payment program for future date	
b	Allow to process multiple payment programs runs for different dates, same date – different criteria	
c	Identification invoices due by a particular date	
d	Allow to select/deselect certain invoices for payment processing	
8	For the purpose of payment processing, Allow to pay on one single day	
9	Flexibility to process payment of all invoices at one go, however, strictly on due date basis	
10	Based on the process, posts accounting entries in bank accounts as well as vendor accounts	
11	Take cognizance of TDS requirements and deducts TDS whenever necessary	
12	Clear vendor items wherever clearing is possible	

13	During payment (automatic or manual) system to automatically calculate discount if any and proposes net amount for payment processing	
14	Ability to generate accounting entry after considering discount figures and posting of entry based on pre-determined account mapping	
15	Allow maintenance of Cheque stationery and tracking of Cheque based on available stationery and usage	
16	Allow printing of cheques for various banks	
17	Option of sending payment details to banks in a soft copy format so that payment processing can be carried out by a bank	
18	Option of Cheque printing by banks on transfer of payment instruction and updation of Cheque nos. back in the system	
19	Allow printing of payment advice along with Cheque which may be sent across to vendors along with their payment	
20	Ensure updating of Cheque register on printing of Cheque as well as updates the payment voucher with details of Cheque no.	
21	Flexibility to update Cheque register in case cheques are issued manually, cheques are destroyed, damaged etc.	
G	**Reports**	
1	Statement of account for the purpose of sending it across to vendors for balance and transaction confirmation, with an option to define format of confirmation letter	
2	Due date wise analysis of vendor accounts	
3	Ageing analysis of vendor line items	
4	Vendor account trial balance	

5	Vendor account line item details	
6	Vendor account details segregated into:	
7	Invoices and payments	
8	Advances paid to vendors	
9	LCs and bank guarantees to vendors	
10	Vendor account balances and transactions per vendor control account	
11	Allow regrouping of vendor balances based on debit/credit balances	
12	Ability to vies/print all the above vendor account and line item reports per branch, division, location etc.	
13	Allow to capture separate ageing analysis for 'small scale industry; (SSI) vendor	
14	Allow to extract details of purchase orders, GRNs invoices, accounting documents of individual vendors	
15	Allow to segregate imported and indigenous purchases and expenditure in foreign currency	
16	Allow to extract details of capital commitment made by the company	
17	Ability to provide details of payments segregated into onetime payment, early payment and delayed payment	
18	Ability to report on total volume of business generated, discounts earned from vendors	
H	**Cash & Bank receipts and payments accounting and Reconciliation**	
1	Should be able to record cash transactions and post accounting entries for those transactions	

2	Should be able to post entries for Cash receipts in cash journal	
3	Should be able to post entries for Cash payments to Vendors in cash journal	
4	Should be able to maintain separate cash accounts for each cash office	
5	Should be able to record accounting entries for business transactions posted by the cashier	
6	Should be able to restrict post direct entries into cash account	
7	Should be able to create master record for Bank and different accounts maintained with the Bank	
8	Should be able to post entries for Cheque receipts from Tax payers	
9	Should be able to post entries for Cheque payments to Vendors	
10	Should be able to do Bank Reconciliation by manual posting of statements	
11	Should be able to do Electronic Bank Reconciliation by automatic upload of Bank statements	
I	**Income Tax Management on Payroll**	
1	Provisions to incorporate commission /tax structure using tables that support complex calculations based on flat rate, percentage, slabs and a combination of them.	
2	Provision to make required amendments to the structure based on the amendment in finance bill / salary structure of company	

3	Provision to provide investment declaration by individual employees and entry of same either online by employees or by a centralized team or uploading all individual declaration.	
4	Calculation of projected TDS by the system based on an employee's remuneration, structure, and investment declaration filed by the employee. Provision for taking a print, file output of the tax projection per employee,.	
5	Provision of entry of actual investments by employee, central team or upload of individual declarations	
6	Recalculations of tax liability in case of retrospective change in salary after considering provisions of Sec. 89 of the Income Tax Act.	
7	Provision to calculate TDS	
8	Provision to manually deduct TDS amount	
9	Provision to generate TDS Certificates	
10	Provision to generate form 16, form 16 B, form 16AAA, and form 24	
11	Ability to book TDS amounts and set off against total TDS liability	
12	Provision to consolidate TDS certificates and issue a single one at the end of a define period	
13	Income tax statement per employee / all (actual or previous years)	
J	**Payroll Accounting**	
1	Integrated with the HR module for Employee's details like: Name, Address, Employee code, designation, grade Provident Fund (PF) no,. PAN no	
2	Allow to maintain and update employee's salary/ wage	

	structure	
3	Allow to maintain track changes made to payroll structure	
4	Capture employee's bank account number and bank details	
5	Allow to define different salary or wage classes and scales	
6	Allow defining unlimited no. of new heads of pay or new heads of deduction at a later date to accommodate any changes in the salary structure / wage structure due to internal changes or statutory changes	
7	Allow to capture cost center of each employee and salary or wage data can be allocated to various cost centers	
8	Unlimited number of salary /wage types and bases	
9	Allow to define standard and department / office or location specific salary/wage types	
10	Allow to define designation/ grade specific salary or wage type	
11	Allow transfer of attendance records to payroll system in batch mode or manually	
12	Allow calculation of overtime and other shift dependant allowances based on attendance records transferred to payroll system	
13	System should be able to categorize the deductions viz Tax, deduction on advance taken, loans from company or external organization, payments for any other purposes to external org. like LIC premiums	
14	Allow defining multiple deduction heads. E.g.: Under taxes, it may be profession tax, income tax, any other tax, surcharge on IT etc.	
15	Provision of supporting loan details/advances taken viz:	

	amount taken, tenure, amount of each installment	
16	Provision to set loan and advances re-payment schedule with an option to modify the same	
17	Provision to levy deduction (for a user defined period) on items issued to employee e.g. deduction of loan or advance installment	
18	Provision to monitor for due dates for payment of amounts taken as interest/advance, loan availed according to a user defined payment schedule.	
19	Provision to print salary/wage slips as per user define format providing details of emoluments and deductions	
20	Option of exporting salary/wage slip in desired format	
21	Global editing of wage records (For e.g.: if conveyance allowance has increased uniformly across grade levels then a single update in the Salary/ Wage Master will drill down to the individuals in that category)	
22	On-line and batch payroll statements	
23	Selection of salary / waged by departments, locations, grade or bank through which payment will be processed	
24	Allow for Pro rata calculations	
25	Wage payments by electronic system/Bank /Post orders/Cheque/Cash	
26	Should be able to generate employee-wise records of unpaid wages/salary	
27	Should be able to calculate the arrear payment automatically once the details of arrears payments are fed	
28	Allow for employees to claim allowances as per the approved salary structure	

29	Allow to carry forward claims to next fiscal year and tracking of exemptions based on the Income tax rules	
30	Print and export to a file payroll journal by month /period/cumulative /previous years	
31	In the case of Full and Final Settlements, the final salary/wage is to be generated upon receipt of clearances as per the HR module. Calculations for Gratuity benefits to be done as per user definitions and added to the settlement package	
32	The system should have provision to stop payment for employees who are marked as absconding	
K	**Budget Management**	
1	Facility to automatically upload into the system the budget estimates provided by all the departments in a template	
2	Support budget dimensions such as:	
a	Division or Location or Department	
b	Responsibility / sub-responsibility	
c	Account code	
3	Provide flexible budget hierarchy to define budgeting level	
4	Facility for direct manual entry of amounts for individual budget items apart from formula builder and percentage revaluations	
5	Ability to consolidate budgets of various departments, divisions, locations into one budget	
6	Provide budget vis-à-vis actual comparison on a on-line basis as well as periodic intervals	
7	Ability to support user-defined budget availability controls to specify which accounts do not allow actual exceed budget or	

	otherwise	
8	Support the monitoring of various budget types such as original budget, supplementary budget, budget carry-forward (unutilized budget amounts carried forward from previous years), budget transfers.	
9	Online tracking of expenditures vis-à-vis budget at any level.	
10	Online enquiry of budget availability for a department / expense head	
11	Option to send an e-mail to the concerned department requesting the expenditure if the cumulative expenditure exceeds the budget	
12	Flexibility to report against different versions like budget estimate, revised estimate, etc. for the year	
13	Ability to export the budget data into text or excel format that can be used by the publisher for publishing	
14	Budget versus actual expenditure report for all or a selected set of offices and expenditure heads for the current year as well as the previous ones	
L	**Asset Management**	
1	Centralized definition of fixed asset categories, description, multiple depreciation rates, predefined residual values etc.	
2	Centralized definition of content of the Fixed Asset Register to support statutory requirements	
3	Centralized/ decentralised definition of location data structure	
4	Ability to maintain parent -child relationship across asset classes	
5	Ability to support WDV/ straight line method of depreciation	

6	Maintain FA register locally at units with custodian wise identification.	
7	Automatically consolidate FA Register at units into FA Register for the organization	
8	Prevent units from entering/updating data in any FA Register other than their own FA Register	
9	Categorize assets based on multiple like plant assets, moveable-immovable etc.	
10	Maintain parent - child asset relationships	
11	Merge one asset into multiple fixed assets and vice versa into one fixed asset	
12	Provision to rectify errors in recording fixed assets in the same period or in previous periods	
13	Record number of units against each fixed assets	
14	Generate Fixed Assets schedule in accordance with the statutory requirement	
15	Retire entire or part of an existing fixed asset	
16	Record salvage value, sale proceeds, cost of removal etc	
17	Automatically calculate gain/loss on retirement	
18	Record reason for retirement	
19	Record mode of retirement eg sold, scrapped, donated etc	
20	Option to assign each fixed asset to custodian	
21	Record the physical location of each fixed assets	
22	Generate reports on fixed assets at specific location	
23	Record transfer of fixed assets from unit to unit, one location to another or from one employee to another etc	

24	Record insurance details against each fixed assets	
25	Revalue an existing fixed asset or a group of fixed assets or all fixed assets belonging to a category or all fixed assets in the fixed assets register	
26	Reclassification to automatically update depreciation rates	
27	Reclassify individual fixed asset or a group of fixed assets	
28	Provision to record manufacturer's serial number	
29	Provision to facilitate physical verification of fixed assets by printing fixed assets reports location-wise, employee-wise, categaroy-wise etc	
30	Create accounting automatically for fixed assets addition, deprecitation, recategorization, revaluation, retirement, transfer etc	
31	Automatically interface accounting entries to General ledger	
32	Facilitate drilldown facility from the GL to individual fixed asset transaction in the fixed asset module	
33	Support change of useful life and effective rate of depreciation	
34	Suspend depreciation on specific or categories of fixed assets for specified period of time	
35	Maintain depreciation data cost centre wise	
36	Forecast the depreciation and written down for any user defined periods	

END OF ANNEXURE 'F'

Purchase and Inventory Management

No.	Requirement	Vendor Remarks
A	**Vendor Profile Management (Pre-Order)**	
1	Facility to store variety of information in Vendor Profile (including items /services supplied , Order Histories incl. order value)	
2	Facility to classify vendor on criteria like indigenous/foreign, PSU/Non PSU, Defense PSU, Pvt. Sector, Small Scale Industry etc	
3	Facility to store multiple Addresses per Vendor	
4	Facility to store Telephone number, E-Mail Addresses, Web Sites and Fax Numbers in Vendor Profiles	
5	Facility to store Bill-to-Entity Information for each Vendor (including currency, bank, account number and mode of payment)	
6	Facility to define Payment Profile for each Vendor (including currency, bank, account number, Taxes as applicable and mode of payment)	
B	**Vendor Profile Management (Post-Order)**	
1	Facility to maintain statistics for On-Time, Early, Late deliveries/ completion and number of quantities supplied, for each Vendor	
2	Capability to carry-out Vendor Performance Analysis (on the basis of quality of item / services offered, quantities supplied, delivery / timely completion performance and cost /price)	
3	Ability to maintain Vendor Performance Ratings (on the basis of quality of item / services offered, delivery / timely completion performance and cost /price)	

4	System to produce a listing of Suppliers with no activity for a specified period of time.	
C	**Requisitions**	
1	Indent to be routed via various levels of approvals before it can be converted into an requisition or order.	
2	Indent to be directly converted into a purchase order if there exists an contract or purchase schedule.	
3	Online Requisition Entry and Update	
4	Option to include Delivery Schedules and Quality Specs with support for manual entry and special text within the Requisitions	
5	Facility to link Requisition to project, shop	
6	Facility to block indentif there is no sufficient budget against the cost center.	
7	Indentor to be intimated if there is no sufficient budget against the cost center.	
8	Facility to compare "Landed Cost" of various vendors	
9	Online display of Planned Purchase Orders	
10	Purchase Requisitions should follow a pre-configured work flow for approvals	
11	Facility to retain Requisition History	
12	System to have a provision to generate requisitions automatically for items replenished frequently like Consumables, based on re-order level.	
13	System to have the provision to check the availability of free or reserved stock available at different storage locations while creating requisitions.	
14	System to have a provision to generate requisitions automatically	

	based on specific consumption.	
D	**Purchase Order**	
1	Option for auto-conversion of Requisition directly into PO	
2	Facility for automatically directing planned Purchase Orders to Vendors as per user-defined criteria (Single Source Supplier)	
3	Support for manual entry of Purchase Order	
4	Automatic sequential Purchase Order numbering scheme	
5	Ability to create various types of Purchase Orders including Standard PO, Contract, Sub-Contract Order, Purchase Request, Sub-orders as sub-set of Original order, Stock Transfer Order etc.	
6	Ability to create Purchase Orders for Miscellaneous (Non-Inventoried) items / job work	
7	System should provide an option to create a purchase order without item code (for miscellaneous purchases)	
8	System to support All Indian Statutory taxes and duties.	
9	Taxes and duties to be picked up automatically based on item master details.	
10	Payment terms to be defined on the purchase order.	
11	Facility to include Quality Specifications on Purchase Orders (to be picked from item master)	
12	Support for multiple types of Orders (including single, blanket, maintenance, return and subcontract) (Reference Order)	
13	Facility to configure default Order Type by Project / Work Center / Item / Service	
14	Option to cover multiple Requisitions by single PO and vice-versa	
15	Ability to manage multiple Lead Time Components (including	

	preparation lead time and order-to-stock lead time)	
16	Option to mandate multiple deliveries per item in a PO	
17	Facility for Purchasing Unit of Measurement with conversion factors	
18	Option to create Blanket Orders with cost and quantity limits	
19	Options to control the release of Blanket Orders	
20	PO / Blanket Orders can contain one or more items	
21	Facility to trace shipments by Order Number	
22	Facility to specify special Purchasing Conditions for an item / job work	
23	Option to add 'Inspection Required' flag on selected items / jobs	
24	Online Access to Part-Purchase History	
25	Facility to track used / unused material by job work vendor	
26	Purchase Order should follow pre-configured Work Flow for various approvals	
27	Work Flow configuration to be based on various like PO value	
28	Support for online review of PO prior to the release	
29	Ability to maintain PO Status (plan, firm planned, firm requisitioned, released and closed)	
30	Option to define separate PO Sequence for each business unit / work center	
31	Ability to create PO for each division and cost to be allocated accordingly	
32	Ability to define various types of taxes on purchase order	
33	Ability to define 'other charges' like Freight, Insurance, Handling Charges on PO	

34	Purchase order line should show both item price and landed cost	
35	Changes to the purchase orders after release to follow an approval process .	
36	System to provide recording and accounting of Import levies (duties, clearance etc.) .	
37	System to provide for tracking changes to the purchase orders.	
38	Option for closing PO in case of short supply (e.g., after receiving less than the total of the original order quantity).	
39	System to calculate landed cost taking in to account freight, insurance, customs, clearing cost, even though the actual invoice is not yet received for each component.	
40	System to provide provision for supplier part number	
41	System to provide facility to integrate PROPOSED COTS to e-procurement	
42	System to create a purchase commitment in finance as soon as purchase order is approved.	
E	**Prices & Discounts**	
1	Facility to maintain and manage multiple Vendor Price Terms	
2	Facility to maintain Affectivity Dates for Prices and Discounts	
3	Facility to automatically or manually select the Supplier based on Best Price and Discounts	
4	Ability to place PO in any currency	
5	Purchase Order Management	
6	Option for Centralized or Distributed Purchase Monitoring	
7	Ability to retain PO Data for audit purposes	

8	Facility to maintain detailed Purchase Statistics (by country, Project, division, order type, supplier group, supplier, item, item group, Jobs, job groups)	
9	Facility to have a purchase budget department wise / project wise	
10	Ability to track PO Maintenance History Online	
F	**Procurement Reporting Features**	
1	Ability to run multi-attribute Reports and Queries on Requisitions	
2	Ability to run multi-attribute Reports and Queries on Purchase Orders (planned and released)	
3	Facility to maintain and run multi-attribute Queries & Reports on Item Purchase History	
4	Ability to run multi-attribute Reports and Queries on Quotations as received from Vendors	
G	**Repetitive Procurement**	
1	Facility to create Contracts for set items, set time period and set quantity/monetary value	
2	Ability to configure Contract Affectivity Dates	
3	Ability to configure Delivery Conditions by Item / activity / jobs or by Vendor	
H	**Procurement Receipts**	
2	Ability to manage Receipt by Project / Location / Lot Number / Plant	
3	Ability to manage Receipt of consolidated POs on a single shipment	
4	Ability to include Vendor Number, Quality Test Results and other user-defined details with Goods Receipt Note	
I	**Receipt Transaction Records**	

1	Facility to inform a notification to quality upon registering the receipt of goods	
2	Facility to block the usage of goods till certified by quality control	
3	Facility to generate reports on Rejected Items	
4	Ability to handle Return-to-Vendor Detail and Request for Replacement Shipments	
5	Ability to generate Goods Received Note	
6	Facility to book Invoice upon receipt	
7	Ability to input and compare Supplier Invoice / Challan to Purchase Order	
8	Ability to update PO and Purchase Cost as per Invoice / Certified amount	
9	Ability to update Purchase Statistics, Financial Accounting and Project Accounting as per Invoice / Packing Lists	
10	Facility for Part-Rejection of received Goods	
11	Ability to capture excise details based on purchase order and claim input credit upon receipt of goods	
12	Does the system support service acceptance.	
J	**General Requirements**	
1	Ability to create a new Requisition similar to an existing Requisition	
2	Ability to create a Purchase Order from an existing Requisition	
3	Ability to search the Vendor Record via any of the existing attributes	
4	Ability to generate Reports by Vendor, Item or Service in due date sequence	
5	Facility to print Vendor Performance Report based on Purchasing History, Orders placed, Rejects (number and percent), % of Rework,	

No.	Requirement	Vendor remarks
	Price Variances and Monetary Volumes	
6	Ability to electronically transmit a Purchase Order to the Vendor (on mail ID extracted from predefined Vendor Profile)	
7	Interface with General Ledger to increase the Materials Account and Credit Accounts Payable upon receipt	
8	Ability to mark characteristic of Item like Domestic, Imported, Excisable etc	
9	Facility to search for existence of an Item based on multiple search options	

Materials / Inventory Management

No.	Requirement	Vendor remarks
A	**Inventory Management - General & Receipts**	
1	Ability to define different types of material that the company procures, stores and sells	
2	Provision to define various relevant information for each material like purchasing related information, inventory related information, quality related information, accounting related information etc	
3	Ability to classify/group materials based on certain criterion	
4	Provision to attach drawings or other documents to a material record	
5	Ability to define different stock keeping units for a material (for e.g. one unit for purchasing and other for issuing)	
6	Ability to define authorizations for users for creating and changing	

	material records	
7	Ability to generate ABC analysis, fast / slow moving item reports	
8	Ability to support physical inventory check process	
9	Ability to record difference and reconcile system stock and physical stock	
10	Provision to define storage locations, bins, godowns etc.	
11	Ability to carry out re-order/norms based stock replenishment	
12	Ability to record goods against a purchase order and highlight if there is variation between quantity ordered and received	
13	Seamless real time integration between inventory and accounting applications for automatic update of inventory value in pre-designated accounts for each relevant inventory transaction	
14	Ability to report inventory level based on pending purchase requisitions, pending purchase orders and goods-in-transit	
15	Ability to provide real-time inventory status at stores	
16	Ability to categorize different kinds of inventories. For e.g. unrestricted, blocked for inspection, blocked for project etc	
17	Ability to store item with material and serial number combination in inventory	
18	Ability of record receipt of item/services identified for consumption. For e.g. directly for cost center	
19	Provision to carry out value and quantity adjustments	
20	Ability to restrict adjustment transactions for authorized users only	
21	Ability to reserve material against a job/department and further provision to block issue of such material for a stipulated period	
22	Lifecycle of the procured item or system to be managed from	

	dispatch, receipt, inspection and storage	
23	Track the Materials Receipt through the stages of 'Receipt', 'Inspected' and 'Taken into Stock'.	
24	Keep a record of all chargeable and non-chargeable material issued to contractors, on a contract wise basis.	
25	Keep track of the issue and return of material, equipment and tools provided to contractors.	
26	Measurement book be accessed and mapped to specific contractor invoices.	
27	Efficient access available to Accounts Payable.	
28	Generation of unique code, based on codification principles for materials, vendors, services and contract categories etc.	
29	Coding scheme for the material master to enable the categorisation of the materials in a user defined way including categorisation into main groups, sub groups, sub-sub-groups etc.	
30	Utilisation of road permits issued to vendors to be tracked.	
31	Receipt inspection activities (including rejections) to be recorded and used to generate inspection reminders.	
32	Stores receipt voucher to be generated to record physical custody.	
33	Stores inventory to be reserved against specific indents and their utilization monitored.	
34	Stores item issueto be linked to reserved inventory, cost centres and exit gate pass.	
35	Maintain a central material master containing but not limited to: detailed quality plans, technical specifications, drawings, vendors, alternate item(s), inspection requirement, receipt and issue tolerances etc.	

36	Physical and book stock to be compared and discrepancies managed in terms of stock adjustments, write-offs, etc .	
37	Inventory of the same item to be classified under categories like indigenous, imported, O&M, R&M etc .	
38	Inquiry & Reporting Capability for Inventory Status (by item-code, type, etc.)	
39	Inquiry & Reporting Capability for Slow Moving and Obsolete Inventory	
40	Capability to track items by Item-Code	
41	Facility to have various item accounting like moving average, FIFO etc	
42	System to have ability to review order details on-line at the time of receiving of goods.	
43	System to allow generation of receiving documents (e.g. GRN, and inspection record) against purchase order line item, with provision for partial receipts.	
44	The ability to provide views of inventory balances, in-transit and on-order across all warehouses and for individual warehouses.	
45	System to have the ability to record stock condition during all stock movements (such as issue, receipt, transfer and stock counts) .	
46	System to have the ability to manage accounting for the return of stock to suppliers.	
47	System to make stock requirement predictions based on re-order level, safety stock etc	
48	Support for multiple Yards / Facilities, Stores and Other Inventory Locations	
49	Ability to adjust or update for differences or conversions in Unit of Measurement	

50	Capability to maintain Audit Trail of all transactions	
51	Cycle Count Capabilities (with facility to generate Supporting Worksheets and various Reports)	
52	Facility to manage Shelf Life expiry dates	
B	**Material Issues**	
1	System to support automatic allocation of raw material against maintenance order	
2	System to support issue of raw material against maintenance order	
3	System support issue against indents	
4	System to help in monitoring and displaying the stock	
C	**Data Requirements**	
1	Ability to store Item Number / Code in the Inventory Master File	
2	Ability to store Item Description in the Inventory Master File	
3	Ability to store associated Unit of Measurement in the Inventory Master File	
4	Ability to store Lead Times in the Inventory Master File	
D	**Reporting & Interfacing Requirements**	
1	Inventory Valuation Reporting	
2	Ability to run Reports / Inquiries on Inventory Status	
3	Interfaces with the General Ledger	
E	**Stocks Reservation & Allocation**	
1	Online Display of Resources and Inventory availability by Location	
F	**Inventory Adjustments**	
1	Facility to assign Adjustment Reason Codes (including Cycle Count	

	and Returned Goods)	
2	Audit Trail of Inventory Adjustments	
3	Reporting of Overstock and Understock Exceptions	

END OF ANNEXURE 'G'