

PENSION FUND REGULATORY AND DEVELOPMENT AUTHORITY



REQUEST FOR PROPOSAL (RFP)
FOR
**ERP Solution Implementation
and maintenance in PFRDA**

**Detailed Functional Areas in PFRDA
Volume 2**

Detailed Functional Areas in PFRDA

The proposed Enterprise Resource Planning (ERP) implementation in PFRDA, aims to best utilise latest technology for PFRDA operations and envisages to take the computerization of the it to the next level. It is envisaged to undertake Enterprise Wide Resource Planning approach, enabling PFRDA to use various data in most optimal way and provide best of services to its stakeholders in efficient and effective manner.

The Scope of Work will broadly cover the following:

- Planning and Implementation/customization of ERP applications/ products/ solutions.
- Integration of applications/software implemented by PFRDA for various services on the new ERP platform.
- Migration of all data from some of the existing applications (that are being envisaged to be discontinued) to ERP.
- Operations and maintenance of the proposed solution for 5 years after Go-Live.
- Deployment and supervision of personnel required for the successful project completion.
- Capacity building and training for the users.
- Security Audit Certification of ERP Solution.

ERP can streamline your operations giving access to real time business intelligence. Able to make the right decisions with the right people at the right time.

ERP become the backbone of organization processes. ERP will aid the flow of internal business processes and allow for communication between departments, its internal functions, and data (cross module & sub-module connectivity). Also, it will give the flexibility to communicate with the outer world/other systems for information and action purpose. ERP will enable all business functions to have end to end tracking and visibility of any Business Process or Business Cycle. Proposed ERP should support localization features for India taxes and payroll, and provide the legal changes for any statutory requirements as a support package from time to time. The system should be completely scalable and support large enterprise implementation. Proposed ERP software solution shall also be available with complete transparency including operation manuals, help documents and source code for customization.

ERP Project Implementation in PFRDA

Planning: The project managers (PFRDA and bidder) work together to form the ERP implementation team, and plan the project based on the right ERP implementation methodology for the project scope and available resources. A kick off meeting involves the entire team to review the project plan and communicate the company objectives for the project.

Conducting an effective gap assessment, Business and technical processes, Organizational measures, Data conversion and data clean-up, agreeing on the implementation boundaries, Project management and governance, the implementation is ultimately built on a foundation of people, processes and product.

Prototype Review / Education: The bidder should educate the implementation method. Most advocates of this methodology believe the education of the core team is the key to the self-sufficiency and a successful project.

In this phase, the bidder delivers the new system to the customer implementation team and begins to educate the PFRDA team through prototype demonstration workshops. In these reviews, the PFRDA team is getting educated on the new system and the capabilities of the product. The bidder identifies issues and adjusts the new system as needed. At the end of this phase, the PFRDA team accepts the design of the new system.

Discovery/Setup/Configuration/Design: In this phase, the bidder reviews the current process, design/configure/setup new processes, and perform an initial test with minimal involvement of the PFRDA team. The PFRDA implementation team is only involved in discovery by providing input on current processes. In essence, the bidder is providing a “turnkey” approach to system design and the setup of the new system. The bidder should assist the implementation of ERP in designing, configuring and setting up the new system and business processes. The bidder should support the implementation and does the work.

Testing and Pilot: The implementation team tests the system in multiple Room Pilots (RP). The final RP becomes a simulated “go-live.” At the end of the phase, the system is accepted by the team as ready to go live. The bidder should support the team’s effort. By the end of this phase, the PFRDA has to establish a complete understanding of the new system.

Cutover Activities: The bidder should plan the cutover process and trains the rest of the end-users on the new system. The bidder should perform the training, and the vendor consultants support the team.

Go-Live Support: The bidder should support the end-user in the use of the new system. The implementation team provides real-time support. The bidder should provide the on-site/off-site during the first few months to support the quick resolution of new problems as they arise.

ERP Functional Modules

ERP functional modules to implement based on their business process requirements. The aim is to implement an ERP solution that will provide a strategic advantage for the PFRDA. The ERP functional modules should fit the business processes and be transparent across organizations. Integration of the business processes and functions, real-time data, and information flow should appear seamless. Integration capability is the most recognized reason that companies choose an ERP system for implementation.

Existing Platforms, Systems, and Data

A PFRDA's existing platforms, systems, and data are the life line of the ERP implementation. The implementation strategy should address how the legacy system environment will be handled respective of the new ERP system. Data may need to be converted for use in the ERP system, interfaces will possibly need to be developed to bridge data from the legacy system, and configuration rules established for operational transaction processing. Transition from legacy systems can be one of the most important in the ERP implementation.

The total **cost of** ERP project includes the packaged ERP software, deployment in cloud, professional services (consulting, on-going maintenance, upgrades, and optimization), and internal costs.

Project Management

Project management includes the planning, organizing, timing, resourcing, and scheduling that define the beginning and end of the implementation. The establishment of project management prepares the project team for the structure and control needed to keep the project on track. The role of project management in implementation is critical. Many times, competing projects and unexpected issues arise that can derail the project implementation. Project management provides the process to monitor, derive solutions, and stay on track with the implementation.

Business Requirements Definition and Mapping

- Define business needs that must be met by Implementation project
- Identify business events & document business processes for them
- Operations Analysis, develop business requirements scenarios, Identify gaps between requirements and standard ERP functionality
- Compare business requirements with standard ERP functionality & identify gaps
- Document workarounds, alternative solutions, application extensions to resolve gaps

Application & Technical Architecture

- Design Information systems architecture that reflects the business vision
- Develop plan for deploying & configuring hardware required for successful implementation

Solution Design

- Develop detailed designs, create detailed narratives of process solutions
- Deploy finished solution, Configure production environment, Train end users
- Code & test customizations & enhancements, perform business system testing

Module Design & Build

- Design, build and test custom program modules to fill in the gap identified in the business requirements mapping stage

Data Conversion

- Define business objects required to convert legacy data to ERP tables
- Use the data for system testing, training, acceptance testing and production

Documentation

- Create detailed documents on the user and technical material used in the project tailored to implementation

Business System Testing

- Link test requirements to business requirements
- Utilize common test information & data profiles to minimize test preparation effort

Performance Testing

- Define, build & execute performance test cases
- Propose tactical or strategic changes to address the performance quality shortfall

Adoption & Learning

- Train users & administrators on the new ERP application
- Develop courseware tuned towards roles & jobs of the users

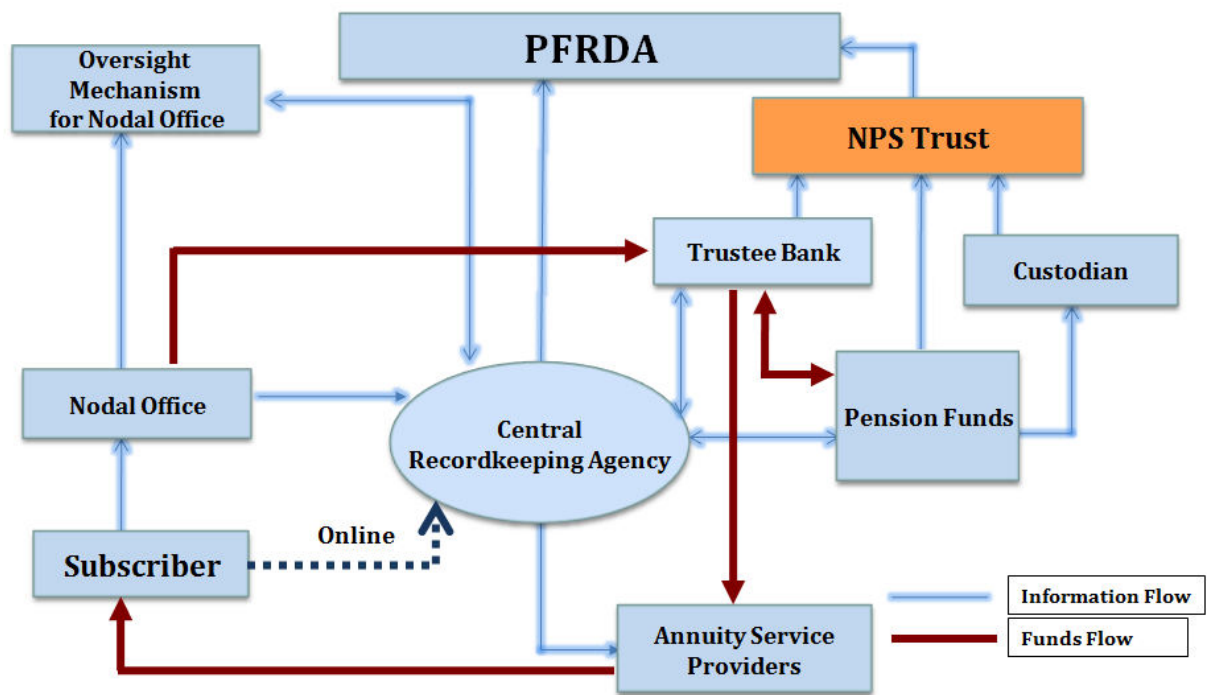
Production Migration

- Move the to the application, system & people to the new ERP and provide post production support
- Monitor & refine production system and plan for the future enhancements

Detailed Requirements:

THE FUNCTIONS OF PFRDA

These are Typical functionalities required in the ERP solution are Indicative & not exhaustive. The bidder shall ensure that the proposed ERP solution covers all the requirements of the Generally Accepted Accounting Practices in India, Quality standards applicable to each functional area, statutes rules and regulations applicable to the functions and the International best practices in each discipline.



The entire Finance & accounts processes need to be mapped with functionality to manage budgets, procurements, receipts, payments, asset accounting, project accounting, employee payments, Taxation & external reporting along with Grant management, fund management and loans management. Completely integrated & unified finance system should work as a single source of truth for all the financial data & reporting.

(<https://www.pfrda.org.in/myauth/admin/showimg.cshtml?ID=784>).

FINANCE AND ACCOUNTING

- Organization Structure
- General Ledger
- Accounts Receivable
- Accounts Payable
- Payments and Reconciliation
- Costing
- Cash Management
- Bank transactions including reconciliation
- Budgeting and variance analysis
- Assets accounting, physical verification and control
- Taxation, duties and levies
- Banking
- Fund Management
- Tracking of funds Utilization
- Preparation of utilization Reports
- MIS Trial Balance
- Insurance for materials and assets at various locations
- Cost Centre Accounting

- Profit Centre Accounting
- Internal Order cost controlling
- Project costing
- MIS reports
- External Consultancy

Payroll

- i. The monthly calculation of the salary is done in Tally System on the basis of the components comprising of Basic Pay, Dearness Allowance, Grade Allowance, HRA, Special Allowance, Local Allowance, and Family Allowance and other allowances as per office orders.
- ii. The Department maintains a grade-wise pay structure. Dearness Allowance (DA) is variable depending upon quarterly change in working Class consumer price index.
- iii. NPS contribution is deducted @ 10% on Basic Pay, Dearness Allowance, grade Allowance & Special Allowance on monthly basis.
- iv. Other Deductions against loans and advances.
- v. Income Tax computation and deduction from monthly salary is carried out as per projections made in Excel sheet.

The salary details are entered in tally system and salary slips are generated.

Imprest/Petty Cash Account

Under the Imprest account an amount of Rs.20000/- is maintained for meeting the day to day petty expenses incurred for official purpose.

- vi. An amount of Rs.2000/- as the onetime expenditure out of Imprest in each case is made against petty expenses.
- vii. The bill submitted for payment against Imprest account is verified and thereafter the payment is released and expenditure is booked under respective head in tally.

Cash Book is maintained for monitoring the petty cash account. At the end of the financial year a certificate for cash-in-hand certifying the cash balance along with denomination of the notes is prepared by the official handling cash.

Bank Accounts

PFRDA is maintaining the following bank accounts for

- i. Grant- in-aid – General & Salaries
- ii. Various Scheme based Accounts

The mode of operation for all the accounts is “joint” by any of the two authorized signatories as approved by competent authority from time to time. For transfer of funds, the authorization letter signed by two authorized signatories is sent to bank as an instruction for release of payments. The Bank reconciliation is done on monthly basis.

At the end of the financial year, Bank balance certificate is taken from the respective bank.

TDS related Return

TDS return is filed on quarterly basis for the Tax deducted at Source by PFRDA against payment of salary and other payments.

The TDS return is filed in the specified forms as under;

- Form 24Q for tax deducted at source from salaries.
- Form 26Q for tax deducted at source on payments other than salary.

Income Tax challans and acknowledgement of TDS return are kept in record. Against the tax deducted at source (TDS), the TDS certificates are issued as under;

- Form 16 on annual basis for the tax deducted from salary.
- Form 16A on quarterly basis for the tax deducted on other payments on the basis of Excel calculation.
- Manual preparation of TDS Challans, Preparation of data in Excel for filing of TDS return
- Issuance of Form 16 A, Form 16 and Form 12 B

Operations pertaining to Scheme Accounts

PFRDA is maintaining various scheme Accounts with Trustee Bank which are specifically earmarked for grants received for scheme activities.

The grants in various schemes are received through Department of Financial Services, Ministry of Finance after the submission of utilization certificate for the prior period.

The funds are released upon receipt of due approval from the concerned department.

Annual Accounts

The accounts of the Authority are maintained as per the uniform format of Accounts prescribed for Central Autonomous bodies. At the year-end, following

financial statements are to be prepared in accordance with Pension Fund Regulatory and Development Authority (Form of Annual Statement of Accounts and Records) Rules,2015;

- Balance Sheet Along with respective schedules

- Income and Expenditure Account
- Receipt and Payment Account

Currently being prepared using Excel on the basis of Tally Data (Trial Balance).

Accounting Software

At present, Tally ERP 9 software is being used by the Finance & accounts department. The subscription of the Tally ERP 9 is being renewed on yearly basis, for regular updates. All accounting entries are posted in the system and the vouchers (Receipt, Payment and Journal vouchers) are generated through the software.

Record-keeping

The Finance & accounts department is maintaining the following records;

- Bill register for daily payments and Receipts
- Separate Bill Register for recording various scheme related transactions
- Cheque register
- TDS challans
- Accounting vouchers.

Receipts

PFRDA has receipts from the following sources;

- Grant from Gol
- Fees from Intermediaries
- Misc Income
- Interest income from the balance in the savings bank account.

The accounting entries are passed in the books of accounts through the receipt vouchers in the tally software.

Claims Processing/Reimbursement

The Officers of PFRDA are reimbursed the claim against expenses incurred by them under various heads on following basis:

On declaration basis:

- The reimbursement under various schemes under this category is done on the basis of declarations submitted by the officials in the formats prescribed and in accordance to the conditions laid out in the office order of the respective schemes.
- While processing the claims the following are the checkpoints applied;
 - The entitlement of the respective officer is verified from the accounting records.

- The period of the claim is verified from the records, as the claims are reimbursed on periodic intervals, i.e., once in a quarter, once in two years and once in five years, based on the scheme applicable.
- The amount reimbursed to the official is entered in Staff reimbursement Register for future reference and record.
- Also a copy of the declaration/claim form is given to HR department for filing of the same in the personal file of the official concerned.

On submission of original bills/invoices & documentary evidence:

- The reimbursements under this head are done manually on the basis of the bills/invoices submitted by the officials along with the claims forms as Prescribed in the respective office order.
- While processing the claims the following are the points of scrutiny;
- The entitlement of the officer and the balance outstanding against total eligibility.
- Period of Claim.
- Nature of expenses incurred.
- Completeness of the bills submitted.

This process is manual and only accounting entries are passed in Tally under respective heads

Grants-in-Aid received and Utilization

PFRDA receives the following Grants from Department of Financial Services, Ministry of Finance based under various heads on the sanctioned budget of PFRDA. The grant is received periodically upon submission of the following documents prepared manually to the DFS, MoF;

- Demand letter
- Utilization Certificate for the prior period;
- Projected Expenditure for the upcoming period;
- Any other information as required by DFS.

Fixed Assets

The Fixed assets purchased are recorded in the Fixed asset register being maintained by the department in tally as well as in Excel.

The Fixed Assets are classified and grouped under different heads in the books of accounts;

The depreciation is charged on the assets as per provisions laid down in Income Tax Act 1962 and on rates based on the classification of assets.

Audit

- The audit of the books of accounts of PFRDA is being conducted on yearly basis by statutory auditors. The Internal Audit is conducted by the CA firm on half-yearly basis.
- The department co-ordinates with the Audit team by providing the requisite information/records for settlement of the audit queries at the initial stages.
- Upon completion of the audit, the Audit report is submitted by the respective audit team as mentioned above.
- The replies to the audit paras as raised in the audit reports are submitted by the F&A department to the audit team. For replies on the paras pertaining to departments other than F&A, the information is collected internally by the F&A for onward submission.
- The entire documentation & correspondence for settlement of audit paras and related queries is handled by F&A department.

Budget

- The budget of the PFRDA for all the heads of Grants-in-aid (Budget Estimates and Revised Estimates) is prepared manually on yearly basis and is submitted to DFS, MoF on the basis of information is collected from all the departments.

Travelling Allowance (TA) related

- The F&A department process the request for TA advance and TA bill for officials/staff of PFRDA manually;

TA advance related

- F & A department process the request for TA advance on the basis of duly signed request letter for TA advance along with the copy of duly approved TA program submitted by officer concerned.

TA Bills related

- F & A department process the TA bill along with the documents i.e. copy of tickets, boarding passes, original receipts/invoices for local travel and invoices for stay arrangements submitted by officer concerned.
- The invoice in case of air travel is directly being submitted to F & A Department by Air travel service provider and same is verified by the officer concerned.
- TA bill is checked and processed accordance with the existing PFRDA travel guidelines and post approval the payment is made to travel agent for providing air travel arrangement and TA/DA is paid to officer concerned. The TA advances if sanctioned, is set off against final settlement.

Release of payments/Disbursements

- Before payment the approvals, original invoice & other necessary documents of the bills are checked and verified.
- Preparation of payment vouchers, cheques & authority letter for bills related to vendors.
- Preparation of fund transfer letters for APY/Swavalamban Co-contribution and APY/Swavalamban promotional activities transactions
- Deduction of TDS on payments as per the statutory requirement
- Depositing of TDS challan in bank on time.
- Sending instructions to bank for day to day transactions

AUDIT FUNCTION

- Audit Trail
- Audit of transactions
- Pre audit
- Statutory audits

PROCUREMENT, CONTRACTS AND MATERIALS MANAGEMENT

Procurement

- Indenting
- Sourcing
- Tendering
- Placement of Order (P.O.)
- Post Order Placement Activities
- Goods receipt
- Procure to Pay - Purchase requisition, Purchase order, Receipt, Invoice entry, Vendor Payment
- Inspection
- Consignment Management
- Procurement of services
- Contract Management
- Scrap sale

Vendor management

- Vendor registration
- Empanelment of vendors
- Service tax registration
- Income tax registration – PAN, TAN, TIN, GST etc.
- PF registration

Materials management

- Material Master
- Material accounting
- Inventory Management
- Material storage
- Material issue
- MIS reports

Asset Management

- Asset maintenance
- Asset diversion, tagging
- Replacement, scrapping and decommissioning
- Physical verification and reconciliation
- Impairment and sale or disposal of assets.

Business Analytics

- MIS reports on dash board

Human Resource, Payroll & Employee self-service

The entire hire to retire process needs to be mapped in a single module starting from organization management, personnel management, recruitment & on boarding, performance goals and training, Payroll and compensation management for employees and pensioners along with employees being able to access own records, view service book online, view payroll details and raise requests for name change, NOC, address change, leaves with necessary workflow approvals. This to include provision for Audit checks of service books/ payroll generation.

HUMAN RESOURCE MANAGEMENT, PAYROLL AND EMPLOYEE SERVICES

- Employee Master Database
- Recruitment
- Training and Development
- Retirement/ Resignation/ Termination and Death Cases
- Manpower planning
- Employee promotion, performance appraisal
- DAR (Disciplinary Action Rules) & Vigilance
- Medical facilities
- Employee Transfer & Postings and promotion
- Employee Leave Request, Approval & Leave Accounting
- Staff Advances
- Time Management (Attendance system)
- Misc. staff bill processing

- Self/ Company leasing
- Attendance recording
- Roster management
- Payroll administration and accounting
- PF transactions
- TDS and Income tax filing
- Reporting for all the statutory requirements
- Performance evaluation and reporting

Recruitment

- The HR Department conducts recruitment for the vacancies approved by the Board from time to time. The vacancies may be filled up on direct recruitment, deputation or on contract, as decided by the Competent Authority.
- **Issue of Advertisement:** Advertisement is issued in Employment News/at least two National dailies/Financial dailies. The advertisement clearly indicates number of vacancies, eligibility criteria for age, qualification and experience, method of selection, reservation for SC/ST/OBC vacancies as per DoPT, GOI Rules etc. It has to be ensured that all the details given in the advertisement are in strict compliance with PFRDA (Employees Service) Regulations, 2015 (Service Regulations).
- **Conduct of Examination/Group Discussion/Interview:** Within the provision of Service Regulations the examination/group discussion/interview is being conducted as approved by the Chairperson. The same may be outsourced to reputed Govt. agencies, like IBPS after the approval of the Chairperson.
- **Compilation of Result:** The results are compiled strictly as per the selection process given in the advertisement and are displayed on the website of PFRDA and only selected candidates are informed by speed post.
- **Employing/Engaging individuals on deputation/contract basis with PFRDA:** The competent authority may employ eligible individuals on deputation basis in terms of Service Regulations, besides engaging them purely on contract basis due to exigencies of work on suitable terms and conditions, subject to such general or special directions, if any, issued by the Authority from time to time.
- For hiring on any of the aforesaid mode whether direct, deputation or on contract basis, advertisement is issued in the leading newspapers.

Probation and Confirmation

- As mentioned in Service Regulations, an employee directly appointed in any of the specified scales of pay or promoted to one grade/ scale to another, shall be on probation for a period of one year.
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- Save as otherwise provided in the Service Regulations, an employee shall be deemed to have been confirmed in (ON) the post to which he has been appointed or, as the case may be, promoted on successful completion of the period of probation.

Attendance Management

- HR department maintains a biometric system for attendance of employees. All the officers/staff members mark their attendance in the biometric machines and adhere the office timing of 9.30 AM to 6.00 PM.
- The software of biometric system is installed in the PC of AM in HR Department. Through this software, the HR Department generates a monthly report of attendance of all the employees and put up for information to the Chairperson. This report shows the punch in and punch out time of the employees and if required, corrective actions are taken as per the instructions of the Chairperson, so that the employees adhere to the office timings.

Leave Record Management

- The record of leave is being maintained by HR Department. The leave gets credited on a half yearly basis, i.e. on 1st January and 1st July in each calendar year.
- The following kinds of leave are granted to an employee:
 - Casual leave and Special Casual leave
 - Ordinary leave
 - Sick leave and Special leave
 - Maternity leave or Paternity Leave, as the case may be
 - Extraordinary leave
 - Accident leave
 - Other special leave as may be specified by the Authority.
- The power to grant leave is vested in the competent authority. An application for a leave is addressed by the employees to the authority empowered to grant such leave.
- After sanction of leave the leave applications are stored in official files for future reference.
- An employee is eligible for casual leaves up to maximum of 12 working days in each calendar year and ordinary leave at the rate of 30 days for every year of service subject to a maximum accumulation of ten months (300 days). The leave so earned is credited to the ordinary leave account of the employee half yearly on 1st January and 1st July respectively in each year at the rate of 15 days for every 6 months of service rendered by such employee.
- Every employee is entitled to sick leave, on production of medical certificate, at the rate of 20 days for every calendar year of service subject

to a maximum of 540 days during the full period of his service. Additional sick leave may be granted if it is considered necessary and advisable in the interest of the Authority.

- Provided that if sick leave to be granted does not exceed three days, the production of a medical certificate may not be insisted upon. Sick leave is granted on half pay basis.

Seniority List

- Each year, HR department is expected to prepare a list of the employees in the service of PFRDA showing their names in the order of their seniority containing such other particulars as the Chairperson may determine and a copy of such list is required to be made available to each employee.
- An employee confirmed in the services of the Authority is ordinarily ranked for seniority in his/her grade, according to the date of his/her confirmation in that grade, as follows:
- **All India direct recruitment through open competition/internal promotions through switch over to the officer cadre:** An employee on probation shall ordinarily rank for seniority among the employees selected along with him/her in the same batch according to the ranking assigned to him/her at the time of selection.

Performance Appraisal

- Every officer has to submit the duly filled and signed Performance Appraisal Report (PAR) to his reporting authority on completion of each financial year till 15th of May of that year. The appraisee officer shall specify the achievements in the KRAs allocated to him and assign marks to himself.
- The reporting authority assigns the marks and specific comments, if any, in the PAR and forward to 2nd reviewing officer by 30th June of that year.
- The final review shall be done by 2nd reviewing officer, who may accept the marks, comments and overall assessment done by reporting authority/1st reviewing officer or may decide different final assessment for the appraisee officer. The PAR shall be submitted after final review by 31st July of that year to HR department for records and further necessary action.

Promotion and Reversion

- All promotions are made at the discretion of the Authority and notwithstanding his seniority in a grade, no employee shall have a right to be promoted to any particular post or grade.
- Provided that an employee, who has put in a minimum of 3 years of service in any post or grade, when promotion opportunities arise, shall be eligible for consideration of promotion to a higher post.

- All promotions are effected against vacancies in sanctioned posts declared by the Authority except promotions up to Officer Grade C and shall be based on-
 - (a) Seniority, merit and suitability in the cases of Officers.
 - (b) Seniority and merit in the cases of Driver, General Assistant.
- Provided that in assessing the suitability of the employee for promotion, the performance of the employee in the post or grade (from where he is being considered for promotion) is considered.
- For the purpose of promotions, Chairperson shall constitute a Departmental Promotion Committee comprising such number of persons including external expert which may conduct interviews, if so decided, for selection of employees for considering promotion to the next grade or post.

Reversion:

- An employee promoted from one grade to another shall be liable to be reverted without notice at any time within one year of such promotion.

Pay Structure

- THE PFRDA SCALES HAVE BEEN IMPLEMENTED SCALE BY SCALE IN CONSONANCE WITH SEBI WHICH IN TURN IS SIMILAR TO RBI & IRDAI. THE DECISION TO ALIGN THE PAY SCALES OF PFRDA STAFF WITH RBI, SEBI & IRDAI IS HISTORICAL SINCE THE INCEPTION OF PFRDA.
- **Scales of Pay:** The revised scales of pay in different grades in PFRDA w.e.f. 1st November, 2012 are as under:

Sl. No.	Grade	Pay Scale
1.	Executive Director	
2.	Chief General Manager Grade 'F'	
3.	General Manager Grade 'E'	
	Deputy	

4.	General Manager Grade 'D'	
5.	Manager Grade 'C'	
6.	Deputy Manager Grade 'B'	
7.	Assistant Manager Grade 'A'	
8.	General Assistant	
9.	Staff Car Driver	

Salary increments

- HR Department processes the increment to the salary of the officers/staff members. In an incremental scale, the increment shall accrue on an annual basis on each stage of that scale, whether such service be probationary, officiating or substantive.
- Provided that the benefit of increment shall be admissible from the first of the month in which it accrues, irrespective of the actual date of its accrual.
- Sanction to draw increments will be given by the Competent authority. It has been decided that the annual increment for officers upto the level of CGMs may be sanctioned by the Departmental Head of Admin Department and annual increment to ED level officer shall be sanctioned by the Chairperson.
- After sanction of the increments in the file, Office Orders are issued to this effect to each officer/staff member, which comprises of the scale of pay in his/her present grade, present basic pay and revised basic pay after release of increment. A copy of this Order shall be forwarded to F&A Department for release of increment.

Allocation of work/assignment

- The allocation of work to the offices/staff members is done department wise. Office Orders are issued for allocation of work clearly mentioning the work to be done by each officer/staff member. The reporting authority of the officers/staff members shall also be mentioned in the Office Order. Job rotation policy is followed for sensitive posts.

Training and capacity building

- Training is being provided to all the employees on a regular basis to help them sharpen their skills and learn in the complex environment of economy. With a view to having a uniform policy in regard to nomination for training programmes, seminars etc., nomination of officers for various training programmes/seminars in response to the invitations received from institutions/organisation are invariably forwarded to HR Department so as to finalize the names/nominees for each training programme/seminar with the approval of the Competent Authority. The Heads of Departments also may suggest appropriate training programmes taking into account the specific functional requirements, etc.
- Nomination to all training programmes/seminars is done by HR Department. The details of the training programme, recommended list of participants and other relevant details are forwarded to HR Department. Upon receipt of the same, HR Department processes the training details keeping in mind the training needs, budget and suitability of nominations. All Nomination letters to various training programmes are issued by the HR department.
- Budgetary provisions for training would be done only by HR Department and no other Department would make any budgetary provisions for training.
- Employees are required to give feedback as per the format provided by HR department with regard to training undertaken by them. The concerned Departmental Head of the department, from which the officer is deputed, would organize such a presentation. The intimation of same should be communicated to all relevant departments. The officer would be required to prepare a brief Paper on the experience and learning from the training and forward the same to HR department.

Service related matters

- All the matters related to service of the employees are processed by HR department, viz. updation of change of residential address, updation of educational qualifications, seeking approval for acquiring additional educational qualification, seeking approval for applying for outside employment, addition of family member, addition in family, dependent declaration, request for certificate of address proof, Annexure-B/M for applying for passport, declaration for purchase/sale of assets, return of Assets & Liabilities etc.
- All the requests are made in the name of Head of Admin/HR department. Approval shall be taken by the HR department and a letter/certificate shall be issued to the concerned employee after approval/permission of the Competent Authority.

Disciplinary action/Vigilance related matters

- As per direction of the Disciplinary Authority, disciplinary action can be initiated against any employee in terms of PFRDA (Employees' Service) Regulations, 2015.

Regulation & Supervision of Intermediaries

PFRDA regulates and supervises different intermediaries under NPS architecture. The offsite supervision encompasses obtaining different kinds of returns and reports at different periodicity from various intermediaries. These returns and reports are further analysed to establish trends, to identify defaulters and to decide future interventions. The regulatory functions of the Regulator include the functions of registration of intermediaries and granting permissions. At present, the above functions are performed in physical mode. Our proposal is to develop a platform for electronic reporting and dissemination.

Regulatory & Supervisory returns

Incorporating existing returns/ report formats. In addition to the above, the facility to introduce formats of new returns/ reports to be incorporated in the electronic platform should also be available.

- Automatic scheduling of regulatory / supervisory returns for collection according to the reporting calendar of intermediaries
- Collection of Regulatory/ Supervisory returns/data from intermediaries via access to portal which requires minimal end user support.
- Validation of data in the portal before submission to the regulator
- On receipt, immediately assess the received data in a variety of ways –early warning of key risk indicators, aggregates across the industry, etc.
- Distribute the data to downstream systems with ease
- Automatic scheduling of reminders on defined frequency to the defaulter intermediaries who have not submitted the returns within prescribed deadlines (with an option to set / modify the frequency of such reminders).

Details of reports under Regulatory & Supervisory returns

Periodicity of reports:

- Daily
- Weekly
- Fortnightly
- Monthly
- Bimonthly
- Quarterly
- Half yearly
- Annual

- Audit reports

No. of intermediaries

- PoPs – 82 (including PoP – Corporates)
- Aggregators – 48
- Retirement Advisers – 32
- Pension Funds – 8
- Custodian – 1
- Trustee Bank – 1
- CRA - 2
- NPS Trust - 1

Registration & related transactions

- Collection of application requests for registration as an intermediary (e.g. application for registration, notification of change of director) from applicants via online portal
- Ensuring regulatory registration requests are assessed within published SLA timeframes
- Ensuring corporate profile information is automatically kept up to date and correct for all intermediaries at all times

Risk based Supervision

- Collection of data for risk based supervision, if possible through means other than onsite visits.
- Feeding data obtained during onsite visits in the electronic platform.
- Review and assess the risk profile for the intermediary that is populated following collection of information
- Define a risk mitigation plan for the intermediary and track, based on its overall risk rating and impact

Analytics

- Mere submission of data by intermediaries and collection by the Regulator will not suffice. The electronic platform will ensure that the data which is duly validated is collected in the system.

- The system must be capable of undertaking different types of analysis so that it can assist us in establishing different types of trends.
- Identification of the defaulters on different parameters by the system.
- Facility to send communication to defaulter intermediaries on different parameters. The Regulator should be given the option to initiate the same.
- Facility of dashboard. The dashboard may include information on the following:
 1. the no. of intermediaries in a particular group (like PoPs) which has submitted reports within given deadlines
 2. no. of intermediaries which have submitted after the deadline
 3. no. of intermediaries which have yet to submit a particular report
 4. no. of reports which have been put up
 5. Complete history of submission of reports by particular intermediary.

The above information will enable the departmental heads and concerned officials to get information about pendency at a glance.

- Provision of taking out reports using different filters - The respective Supervisory departments in PFRDA may decide upon critical and non-critical deviations. By usage of filters, the platform should provide the list of defaulters along with the number of months and duration for which there is default.
- Facility to disseminate information/ circulars to the intermediaries.

BUSINESS ANALYTICS

- Creation of adhoc query, reporting, analysis, dashboard, and user-friendly information search and navigation functionality,
- Installation and configuration of the BI Tool
- To develop Dashboards for all the users.
- To develop and implement ad-hoc reports
- Set up the role based access for each BI user

ENTERPRISE INTEGRATION LAYER

- Define integration scope between the ERP solution and other application
- Set-up data movement
- Validation of data movement between source and target system

Complaint Management / Grievance redressal mechanism

The complaint management system needs to have key capabilities like Complaint creation, Complaint assignment, Workflow and resolution timeframe definition, Complaint updates and resolution, Escalation, Reporting, Mobile Application for field employees, management dashboards. GIS integration to have spatial view of complaints and identification of problem areas is required.

Workflow/ BPM based E-office applications using DMS

Business Process Management/ Workflow based E-office automates and transforms a wide range of administrative processes. It transforms day-to-day government operations like managing end-to-end correspondences, handling queries/RTI, building consolidated knowledge repository, from scheduling meetings to facilitating audits. Government workflows exhibit some unique characteristics; they require high collaboration, adherence to SOPs and routing of documents for approvals. To realize such needs, choosing BPM based E-office should provide Adaptive workflows, Seamless integration with document management system, Real-time monitoring and file tracking.

Supervisory Field Inspection and Reporting

The Field Inspection and reporting processes need to be mapped in system with functionality to manage supervisory Inspection Module. Completely integrated & unified inspection system should work as single source of truth for all inspection reports, survey details and other data directly from the field.

Court Case Management

The module to have robust task management system wherein Department Heads can route cases and work assigned with a case depending on skill-set, knowledge expertise, bandwidth and team collaboration required. There should be option to assign and track cases based on the type of case and type of court and maintain case status.

Inter-departmental file movement (Inward-Outward) - eOffice

Inward-Outward File Management System should provide a unified platform to manage all Government to Citizen (G2C), Government to Business (G2B) and Government to Government (G2G) correspondences. It should transform the day-to-day operations at all levels of administrative hierarchy by automating key stages of correspondence management. Typical government file which includes the reporting section and correspondence section should be part of the system.

Correspondences originating in different forms and from different sources should be captured and converted into electronic files/documents, which are routed to respective departmental officials. All decisions/comments/notes made by the

officials are captured in the file and remain intact throughout its lifetime. The correspondences can be archived in a central repository and accessed anytime for making informed decisions. Their tagging ensures real-time tracking and on-demand status reports, thereby ensuring complete accountability.

These file movements include specific files like tender documents consist of RFP, vendor proposal, vendor evaluation report, committee approval, work order/ PO, invoice raised, payment documents etc. which need to be clubbed together as part of one file. Then there are general files like requesting information across departments seeking opinion etc. Required workflows for different type of file movement shall be different. This would need interface with different ERP modules to refer to the details and work on related business processes.

This module should have end-to-end management and tracking of electronic files and correspondence documents, from creation to archival. It shall have a facility to directly capture the physical/hard copy letters received by the department in the system and manage their flow till the same is filed.

Committee & Meeting Management

The Central office, Secretary Department and others can use Committee & Meeting Management system that should have the capability to constitute the committee with its members and convener details, and capture various details of the committee such as term of reference, tenure, committee members etc. Scheduling meetings of constituted committees and keeping track of decisions taken, distribution of MoM and tracking deadlines on responses.

RTI Application Management

Module should be able to automatically set a deadline and priority for the timely reply to the applicant as per the RTI Act timelines and provides option for setting deadlines and priority for exceptional cases with capability to delegate responsibilities to an alternate user in the absence of the assigned user.

Sl. No.	Functional Requirement - Accounting, Financial Management, Costing, Legislation (Tax), export commercials and Payroll
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Sl. No.	Functional Requirement - Accounting, Financial Management, Costing, Legislation (Tax), export commercials and Payroll
	Master Data / Configuration Data Requirements
	Fixed Asset Master DB
1	Centralized definition of fixed asset categories, description, multiple depreciation rates etc
2	Ability to maintain parent-child relationship across asset classes
3	Ability to support different methods of depreciation like WDV, SLM etc
4	Payroll Masters
5	Ability to maintain master information of all employees - Personal Data with Basic pay and other allowances applicable, PF no., PAN no., Bank account no. etc
6	Ability to maintain Unique master code for each employee from inception till retirement across the enterprise even in case of transfers, deputation etc
7	Ability to support configuring of various tax rules (e.g. Income tax, Professional taxes) specifying, but not limited to items such as basis and method of calculation, default % rates, general accounts to which tax effects may be posted, applicable stat
8	Ability to configure outline pay structures at various levels and types (such as permanent, contract employees, trainees etc)
9	Vendor Master
10	Centralized vendor master facilitating single vendor description and automatic numbering code across the organization (supporting such parameters as - Multiple addresses against each vendor, Contact person for each vendor address, Bank Account (e-payment, cheque payment), Tax details required for ensuring compliance with Indian Tax laws considering both direct & Indirect taxes
11	Vendor classification (multiple parameters required to meet reporting, preferential treatment like waiver of EMD etc. payment prioritization and other needs) such as SSI, ANCILLARY, PSU (Spsu, Cpsu) etc. with effective date
12	Centralised vendor payment details (with such details as - Default currency for invoice/payment, Default payment term (e.g. Immediate, 30 days etc.), Payment method preferences (e.g. cheque / DD / Bank Transfer))
13	Whether vendor is also a customer; If yes, then his customer details
14	Default level of invoice matching (e.g. to PO, Receipt etc)
15	Limit maintenance / access to vendor master to specific users
16	Create rate master, item wise/vendor wise for repetitive items against value based Purchase master.
17	Transaction / Process / Activity Requirements
18	GENERAL Requirements
19	Ability to define internal organization structure like SBUs/ LOBs/ Locations/Profit Making Units across multiple legal entities
20	Ability to generate complete trial balance, P & L account and Balance Sheet at

Sl. No.	Functional Requirement - Accounting, Financial Management, Costing, Legislation (Tax), export commercials and Payroll
	these levels
21	Ability to create departments/functions etc as flexible hierarchy to roll up cost
22	Ability to do planning at the above two hierarchies
23	Ability to maintain multiple planning versions
24	Ability to support "Double Entry System of Accounting" on "Accrual Basis" as required under Companies Act in general and Schedule VI requirements in particular.
25	Ability to maintain and enforce for strict compliance, the Delegation of Powers (DOP) of the Company with a facility to update/modify/delete/add powers/grades etc.
26	Ability to implement Work-flow based mechanism of put up of proposal, concurrence, re-comment, forward for approval, refer to backward for necessary action, refer to across functions for getting back along with comments/ remarks/ information/ attachments
27	Ability to generate vouchers automatically based on the work-flow outcome as defined by the business rules.
28	Ability to maintain Foreign Exchange Rates centrally and apply wherever necessary.
29	Ability to upload exchange rates data from excel or any other system to ERP.
30	Ability to maintain the Holiday list of KMRL and that of Banks/Govt. as applicable for determining Due Dates on various occasions or any other purpose.
31	Ability to integrate the Finance Function with other functions in ERP and other legacy systems retained.
32	Ability to upload and retrieve the supporting documents (soft version) with the vouchers.
33	Ability to download reporting in excel and also in a format suited for XBRL reports.
34	Ability to update Excise/Service Tax (ST) Registers/Records on dispatch of goods/services
35	Generation of necessary TDS/TCS/VAT/ST and other statutory returns
36	Ability to pass necessary entries, as per defined business rules, in case stocks dispatched to branches/stockyards
37	CASH/CHEQUE MANAGEMENT
38	Ability to record Cash receipts and advances (with such details as - To, date, Amount, Approver etc)
39	Ability to print Payment Voucher, Receipt voucher, Cheque with pre-printed stationary
40	Ability to print pay-in-slip (request for bankers' cheque, DD etc.), money-receipt, deposit slip, covering letter etc. from system
41	Ability to have cash verification
42	Ability to generate cash outflow / inflow for user defined period

Sl. No.	Functional Requirement - Accounting, Financial Management, Costing, Legislation (Tax), export commercials and Payroll
43	Receive online payment vouchers with respect to cash, bank and e-payments and receipt Challans from various sections
44	Online verification of signatures in payment vouchers and authorisation slips
45	Ability to cancel cheque in system
46	Adaptability to all modes of bank payments such as e-payments, cheque, bank drafts, CMP, E- transfers etc.
47	Ability to throw alerts where payments are made before due date
48	Ability to restrict certain document types in cash/ bank book
49	Ability to account for the direct debits/credits in the bank accounts in the cash book
50	Forecast expected date of payment to vendors based on payment terms (linked to PO raised, expected date of delivery, receipt of invoice, contractual terms & conditions etc)
51	Forecast expected date of collection from customer (distributors/CFA) based on payment terms (linked to Sale Order date, expected date of shipment, invoice date etc.)
52	Periodic forecast of receipts and payments across the unit/ Organisation.
53	Forecast in currencies (separately for USD, INR etc)
54	Ability to prepare Fund/cash flow statements from revenue and capital budget.
55	1. Bank Reconciliation
56	Bank Master Maintenance - maintain list of approved banks
57	Ability to reconcile payments and collections to eliminate any duplicate data entry
58	Ability to reconcile with General Ledger to consider any bank related journal entries such as those for bank transfers etc
59	Ability to reconcile bank statement with payments, collections, adjustments etc recorded in the system based on the cheque number or such other reference number
60	Ability to generate bank reconciliation statement listing unreconciled transactions
61	2. General Ledger
62	2.1 Accounts
63	Option to have same or different chart of account structure across the organization
64	Capture multiple dimensions (e.g. department, location, product, project, personal no. etc) in the chart of account
65	Ability to record asset, liability, expense and revenue against each dimension in the chart of account structure
66	Option to have centralized or decentralized maintenance of chart of account values
67	Facility to put start and end date to use of specific chart of account values,

Sl. No.	Functional Requirement - Accounting, Financial Management, Costing, Legislation (Tax), export commercials and Payroll
	activate and deactivate as and when required
68	Maintain Parent-child hierarchy in chart of account values
69	Restrict access to specific values to specific users / units
70	Enable identifying inter unit account codes with auto generation of advices
71	2.2 Calendar
72	Define calendar based on organization's accounting and reporting requirements Calendar periods should be able to be defined by the user Calendar can be defined as uneven periods, adjustment periods, or to a maximum of 366 periods Multiple calendar definitions shall be allowed
73	Facility to open multiple accounting periods i.e. open the next accounting period before closing the current accounting period
74	Facility to open multiple accounting years by opening periods in multiple accounting years
75	Close an accounting period to prevent any entries in that period
76	2.3 Journals
77	Support manual entry of journal vouchers
78	Facilitate entry and approval of Journal vouchers (maker-checker)
79	Ability to have automatic journal numbering identifiable with section / department etc.
80	Journals to have unlimited number of lines including narration for the journal as well as each line
81	Look up account numbers and descriptions during journal entry
82	Use codes to default account combinations
83	Facilitate Journal Voucher Printing
84	Allocate overhead account balances to other accounts based on fixed amounts or user defined base
85	Automatically create journal entries from allocation schedule
86	Automatically generate recurring journals
87	Facility to link reversed journal to original journal
88	Ability to consolidate group company accounts on yearly / quarterly basis.
89	Ability to automatically net off the expense and revenue accounts closing balances to retained earnings account and carry the same to the following accounting year.
90	Ability to carry forward assets and liabilities to following accounting year
91	Capability of defining separate consolidation and final accounting procedures for selected accounting units eg PF Trust, Foreign subsidiaries
92	Ability to support provisional journal entries
93	Ability to pickup previous year figures in current year financial statements and

Sl. No.	Functional Requirement - Accounting, Financial Management, Costing, Legislation (Tax), export commercials and Payroll
	ability to regroup/reclassify previous year figures where necessary
94	Ability to have different document type for memoranda provisional entries for monthly / quarterly closing and also to facilitate auto reversal of these entries in the immediate succeeding month.
95	Ability to do Segment reporting
96	Ability to integrate the General Ledger Accounting with: Asset Accounting ; FI Accounts Receivable and Accounts Payable; Costing ; Materials Management and HR
97	Ability to generate G/L Account Balances
98	Ability to generate Transaction Figure Display
99	PROCURE TO PAY Management
100	1. Invoice Processing
101	Ability to track invoices received not processed/paid
102	Enter required vendor invoice details manually for matching at material receipt / payment level
103	Ability to Generate invoices automatically based on predefined criteria (e.g. running bills, invoices based on receipt of material etc.)
104	Ability to record details like liquidation charges, payment against billing schedule, chemical analysis, applicability of TDS etc. in the PO
105	View and match invoice to PO eliminating need for physical PO
106	Ability to view details of services received in Work-Order entry sheet
107	Ability to match services received, PO for the services and Invoice for services
108	Automatic alert for noncompliance of PO terms (documents, price, delivery date, other conditions of contract)
109	Automatically place on hold invoices not matched to PO for specific vendors
110	Automatic accounting for invoices based on POs by linking to A/c master
111	Default tax details from vendor master (CST/OS/Service Tax/Entry Tax)
112	Calculate / deduct TDS / statutory taxes etc. automatically
113	Maintain exchange rates centrally, with payment in centralised / decentralised way.
114	Restrict GL date to the open accounting period only
115	Automatically apply based on contract tax / freight / handling charges across multiple invoice lines
116	Place invoices on hold to prevent further action at different stages like payment etc.
117	Recording project invoices with details of project code, activity, task etc.
118	Allocate single invoice expense line to multiple GL account with responsibility code
119	Indicate vendor balance before making payment.

Sl. No.	Functional Requirement - Accounting, Financial Management, Costing, Legislation (Tax), export commercials and Payroll
120	View and match invoice to PO, Receipt in the system at line level eliminating need for physical PO / GRN
121	Automatic three way (invoice, PO and GRN) matching process after the invoice details are entered in the system
122	For payment made on the basis of performance, provision should be there to capture the performance measure against PO and actual performance against GRN
123	Ability to block payment to a Vendor till such time as desired
124	Ability to analyse ageing of vendor balances at any given point of time whether current or past or even future.
125	Ability to generate vendor account statement to be sent to the vendors.
126	Ability to link payments to completion/installation details.
127	Ability to compute and pay discount as per the terms agreed with vendor/supplier.
128	Postings in Accounts Payable to be simultaneously recorded in the General Ledger
129	Ability to generate balance confirmations, account statements and due date forecast
130	Ability to Manage Vendor Master data(Create Read Update and Delete)
131	Ability to add details like Vendor, Cheque No. etc. in the purchase master
132	Enter Debit / Credit notes against specific invoice(s) to adjust vendor liability
133	Ability to generate and capture appropriate Debit / Credit memos against specific trading product invoice(s) to adjust inter-unit(between procurement and marketing) accounting (VAT, CST, ED, Excise, transfer price etc)
134	2. Inventory Valuation
135	Ability to support online valuation of Inventory
136	Ability to integrate costing module with inventory module to facilitate inventory valuation
137	Ability to have inventory ageing report
138	Ability to value inventory as per accounting policy i.e. weighted average, FIFO etc
139	Ability to value finished products at cost or realisable value whichever is less
140	Ability to account for differences arising on account of physical verification
141	Ability to account/adjust for transit loss to inventory
142	Ability to value issues of stores items as per defined business rules (i.e. moving weighted average/monthly weighted average etc. as the case may be) and ability to post to the appropriate GL Code
143	Ability to identify nature of issues i.e. whether free/recoverable issue to contractors or consumption by company etc
144	Ability to value consumption of raw material as per defined business rules(i.e. moving weighted average/monthly weighted average etc. as the case may be)

Sl. No.	Functional Requirement - Accounting, Financial Management, Costing, Legislation (Tax), export commercials and Payroll
	and ability to post to the appropriate GL code
145	Ability to make necessary adjustments to consumption, in case of price revisions, where applicable
146	Ability to link MRV (Material receipt Voucher) raised on receipt of materials with issue note when materials have been sent out on repair
147	Ability to track materials sent out on repairs
148	Ability to create necessary provisions for slow moving/non moving inventory as per business rules
149	Ability to arrive at landed cost of material including customs duty and port charges, freight charges, clearing and forwarding agent charges and other applicable charges, as the case may be
150	Ability to value MRV raised as per defined business rules
151	Ability to value Stock Adjustment/Stock Transfer Vouchers/Stores Return Note etc as per defined business rules
152	Ability to do quantity reconciliation between procurement, consumption, production, dispatch, sale, shortages and closing stocks
153	Ability to allocate overhead account balances to issues/consumption and closing inventory based on proportionate conversion costs
154	Ability to support adjustment of VAT credit taken at the time of issue/inventory valuation
155	Ability to obtain details of book balances of inventory to facilitate physical verification
156	Ability to update physical verification details in case of inventories for the system to list out excess/shortage report
157	Ability to value shortages/excess inventory as per defined business rules and ability to classify the same as normal/abnormal
158	SALES ACCOUNTING
159	Ability to support accrual based accounting
160	Ability to link sales with the respective account codes
161	Handling credit notes on customers for shortages, quality complaints etc.
162	Handling debit notes on customers for interest on overdue payments etc.
163	Ability to support overall stock reconciliation- product wise and preparation of stock reconciliation statement for Balance Sheet
164	Ability to update excise register on despatch of finished goods and accounting of excise duty at plant and CFA depot
165	Ability to automatically compute penalty and facilitating computation of taxes and duties by linking it to invoice
166	Ability to generate ageing schedule of debtors giving details of debtors outstanding for more than XX days, for more than XX days but less than XXX days, for more than XXX days, etc.

Sl. No.	Functional Requirement - Accounting, Financial Management, Costing, Legislation (Tax), export commercials and Payroll
167	All postings in Accounts Receivable are also recorded directly in the General Ledger
168	Update respective G/L accounts depending on the transaction involved (for example, receivables, down payments, and bills of exchange).
169	Monitor open items, such as account analyses, alarm reports, due date lists, and a flexible dunning program
170	Ability to documenting the transactions that occur in Accounts Receivable, including balance lists, journals, balance audit trails, and other standard report
171	Ability to calculate interest on customer and vendor accounts
172	Accounting for Collections
173	Ability to account for receipt of cheque/DD, track whether dishonoured or not
174	Ability to match export proceeds with import payments falling within a bucket of specified no. of days
175	Ability to support accounting of advance received from customer and ability to classify advance separately from amount outstanding against invoices for balance sheet disclosure.
176	Ability to support refund of advance if value of dispatch is less than advance amount
177	Ability to transfer balances lying to the credit of a customer against multiple Money Receipts and multiple DOs as free balance by a single journal (for refund or to be used for further transactions)
178	Ability to support accounting of collection received at location other than where invoice is raised.
179	Ability to handle accounting of collection received from customers received in e-payment mode.
180	Ability to adjust receipt with invoice and show net amount outstanding
181	Ability to provide for doubtful debts and ability to facilitate write-off
182	Stakeholder Account Reporting
183	Ability to display break up of customer balance against each order / invoice
184	Generation of customer outstanding statement on a consolidated basis across units / regions or only with respect to individual unit/location
185	Support customer ledger on gross basis (showing all debit and credit entries) and net basis (only outstanding or unadjusted debit or credit entries)
186	Ability to generate outstanding report only for one customer, only for domestic sales, only for export sales or combination thereof.
187	Support generating outstanding report in foreign currency for export sales
188	Ability to generate report on customer profile/customer statement of account for a specific period and sending the same to customer.
189	Ability to raise debit/credit advices/notes on customers for rate differences, sales returns, additional discounts, penalties, interest for late payments etc.
190	Ability to provide for doubtful debts and ability to facilitate write off of customer balances, where necessary

SI. No.	Functional Requirement - Accounting, Financial Management, Costing, Legislation (Tax), export commercials and Payroll
191	Ability to adjust customer receivables against amounts due to the customer
192	Ability to handle debtors reconciliation
193	Ability to generate customer outstanding
194	WORK ORDER MANAGEMENT
195	Ability to track materials issued on either free-of-cost basis or chargeable basis to contractors and account the same as per defined business rules.
196	Ability to make recoveries from contractors for materials issued on free-of-charge basis to the extent consumed in excess of applicable norms as certified by Engineer-in-charge.
197	Ability to make recoveries from contractors for materials issued on chargeable basis.
198	Ability to track material which was issued to contractors on free-of-charge basis and lying with contractor un-consumed for more than specified period/date and to include the same into the inventory valuation.
199	Interfacing invoice with work measurement
200	Booking of outstanding liabilities and calculation of tax on the same
201	SD/EMD/BG MANAGEMENT
202	Ability to handle EMD received in the form of cheque, BG, DD etc
203	Ability to record collection of EMD from vendors/service providers/customers against the related PO/WO/ Agreement/ Contract and to keep a track of it.
204	Ability to refund/adjust deposits with age-wise analysis.
205	Ability to convert EMD into Security Deposit for successful vendors and to keep link between the EMD and PO/WO/ Agreement/Contract and also vendor master.
206	Ability to maintain data of Bank Guarantees received from vendors/contractors etc., including full particulars about vendor code with a link to vendor master, related POWO/ Agreement/Contract reference, Bank name with ability to link with Bank Master, BG
207	Ability to implement approval of PO/WO/ Agreement/Invoice subject to receipt/confirmation of BG.
208	Ability to generate request letters for extension/invocation of bank guarantees.
209	Automatically interface accounting entries to the GL module
210	ASSET MANAGEMENT
211	Centralized definition of fixed asset categories, description, multiple depreciation rates, predefined residual values etc.
212	Centralized/ decentralized definition of location data structure
213	Ability to maintain parent-child relationship across asset classes.
214	Ability to support WDV/ straight line method of depreciation.
215	Automatically consolidate FA Register at units into FA Register for the company
216	Prevent units from entering/updating data in any FA Register other than their own FA Register

Sl. No.	Functional Requirement - Accounting, Financial Management, Costing, Legislation (Tax), export commercials and Payroll
217	Categorize assets based on type such as moveable-immovable etc.
218	Ability to record fixed assets as either capitalized or work-in-progress
219	Ability to categorize assets based on various parameters like movable, immovable, plant assets etc.,
220	Ability to decide the asset categorisation at the time of order placement/contract finalisation and also allow to change at a subsequent date.
221	Ability to maintain parent - child asset relationships
222	Ability to differentiate between new asset and value adjustment/upgradation to existing capacity
223	Record fixed assets with date placed in service in the past
224	Record fixed assets with date placed in service in the future
225	Ability to merge multiple fixed assets into one fixed asset
226	Provision to rectify errors in recording fixed assets in the same period or in previous periods
227	Ability to record number of units against each fixed assets eg chairs - 10 units
228	Ability to generate Fixed Assets schedule in accordance with the Companies Act
229	Ability to generate asset number at the time of capitalisation of asset
230	Flexibility to port existing asset details where location code, complete description etc is not available
231	Ability to update Fixed Asset Register upon capitalisation of asset
232	Provision to record manufacturer's serial number
233	Provision to facilitate physical verification of fixed assets by printing fixed assets reports location-wise, employee-wise, category-wise etc
234	Provision to electronically upload fixed assets physical verification data for the system to list out missing fixed assets or not at recorded location or not with recorded employee
235	Ability to keep track of last physical verification data for each asset record
236	Ability to reclassify individual fixed asset or a group of fixed assets
237	Ability to reclassification to automatically update depreciation rates
238	Ability to perform valuation of fixed and current assets
239	Support change of useful life and effective rate of depreciation
240	Run/ roll back depreciation multiple times
241	Suspend depreciation on specific or categories of fixed assets for specified period of time
242	Maintain depreciation data cost centre wise
243	Forecast the depreciation and written down value for any user defined periods
244	Calculation of depreciation for defined period on existing asset as well as memorandum entries

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245	Create accounting automatically for fixed assets addition, depreciation, categorization, revaluation, retirement, transfers etc.,
246	Facilitate drilldown facility from the GL to individual fixed asset transaction in the fixed asset module
247	COST MANAGEMENT
248	1. Costing
249	Ability to capture and report costs against each dimension in the chart of account structure such as unit, department, location, product, project etc.,
250	Ability to define cost centres across the organisation
251	Ability to define various elements of costs for cost sheet preparation
252	Facility to pool costs and then allocate / reallocate costs to other cost centre / across organisation based on predefined basis
253	Ability to create flexible cost objects to collect cost for specific purpose / objective
254	Ability to settle such collected cost to another cost object
255	Ability to print various allocation schedules prior to the financial closing of the period
256	Ability to allocate overheads either on a percentage basis or as quantified by the service providing department
257	Ability to allocate indirect process unit costs to direct process units based on direct cost ratio
258	Ability to rerun cost allocations when the underlying data changes
259	Ability to combine the costs for several input sources and allocate in one allocation source through parameters
260	Ability to allocate common costs across departments/ products / units based on predefined basis.
261	Provisions to add relevant taxes and duties (wherever applicable; e.g.- Utilities) for a cost element
262	Facility to reconcile costing reports with financial reports
263	Flexibility to accept new elements/parameters for preparation of cost sheets
264	Ability to derive the costs centres or cost collectors automatically based on the normal accounting postings
265	Ability to assign budget for these cost collectors
266	Ability to track the actual costs and budget costs on these cost collectors
267	Ability to support variance analysis between budget and actual across various periods.
268	Ability to set up availability control on these cost collectors and set up warning or error messages when the budget exceeds / matches the actual costs
269	Ability to create these cost collectors either as statistical or real orders
270	Ability to compile the total costs in the primary cost collectors and settle the costs to other cost collectors

Sl. No.	Functional Requirement - Accounting, Financial Management, Costing, Legislation (Tax), export commercials and Payroll
271	Ability to create various reports about the costs collected in these cost collectors at various time periods and compare them with the budgets
272	Ability to compute costs for inventory valuation purpose based on defined accounting policy
273	Ability to support categorisation of costs into fixed/ variable costs at process/product/element/cost centre levels.
274	Ability to accept costs/rates on adhoc basis, where prices have not been finalised.
275	Ability to maintain mapping between chart of accounts and costing system along with cost centre/responsibility centre system.
276	Ability to allocate cost in the same original GL account Head to multiple cost centres or other cost objects
277	Ability to assign Fixed Assets to Cost Centres
278	Ability to capture depreciation for cost sheet preparation from the fixed asset module
279	Ability to charge of Depreciation to assigned cost centres automatically, while posting Depreciation entries
280	Facility to determine cost for any process with or without depreciation and interest component and ability to transfer relevant amount to subsequent process.
281	Ability to maintain cost sheets prepared on multiple basis for the same period for comparison purpose.
282	Ability to perform Cost assessment (plan/actual cost accounting based on full costs. Costs are not split into fixed and proportional costs)
283	Allow to calculates wage costs using the fixed hourly rates determined in cost centre planning
284	Allow Standard costing and Marginal Costing
285	Ability to do Activity based costing
286	Ability to collect actual Labour / factory overheads based on the settings like activity allocations made in the system
287	Ability to have Cost Center Accounting and internal orders
288	Ability to add one or more cost centres or one or more nodes of the standard hierarchy for Cost Center
289	Ability to get the breakup of costs by way of different accounts
290	Ability to get itemisation of the standard cost estimates, where we can get the break up of costs in the required parameters
291	Ability to consider the planned overhead costs in the standard cost estimates based on cost centre planning and activities
292	Ability to consider various overheads like material overheads, production overheads and Admin overheads
293	Ability to cost roll up from lower levels to higher levels of products manufactured
294	Ability to maintain cost estimates for materials sent on subcontracting

Sl. No.	Functional Requirement - Accounting, Financial Management, Costing, Legislation (Tax), export commercials and Payroll
295	Ability to estimate costs and maintain costs for previous, current and Future period in the system
296	Ability to cost the subcontracting materials and the status of material lying with Sub-contractors
297	Various MIS Reports based on the standard and actual costs and the analysis of variances
298	Detailed Priced Stores Ledger (Based on user defined parameters)
299	Real-Time Integration of Costing with Financial Accounting
300	2. Capital Budgeting
301	Flexibility for preparing budgets at the department level, forward it for approval, modification and consolidation at the unit level and then again for approval, modification and consolidation at the company level with appropriate approval hierarchy at ea
302	Ability to maintain budget at each A/c code / cost code / cost centre level
303	Ability to maintain capital as well as Revenue budgets
304	Maintain record of each version of budget during it's preparation phase
305	Create multiple budgets in same year
306	Maintain original budget, revised budget and latest forecast for each account
307	Automatically allocate an annual budget over multiple periods based on a predefined basis.
308	Automatically generate a budget from previous year's actual or budget with a percentage increase or decrease
309	Create flexible budgets based on user defined relationships among various accounts
310	Maintain current year, last year and next year budgets by period
311	Enable budget encumbrance
312	Enable online budgetary control
313	View budget availability / utilization on a real-time basis
314	Ability to re-appropriate budget across various budget heads
315	Ability to prepare budget based on top-down / bottoms-up approach
316	Ability to generate different types of variance reports (like actual v/s budget, actuals on year to year and month to month basis etc.)
317	Ability to prepare flexible budget (fixed and variable)
318	Allow to prepare review, edit and approve various types of budgets (such as Zero Based Budget, rolling budgets, product wise budget, budget for costing etc
319	Ability to allocate budget on different periodical basis
320	Ability to regulate payments in accordance with budgetary allocation for scheme and for the user defined period
321	Ability to generate capital budget (revised budget) documents as per the budgetary variable as defined by management

Sl. No.	Functional Requirement - Accounting, Financial Management, Costing, Legislation (Tax), export commercials and Payroll
322	ASSET REVALUATION/SCRAP SALE
323	Ability to retire entire or part of an existing fixed asset/set of fixed assets and update asset register on retirement of assets
324	Ability to record salvage value, sale proceeds, and cost of removal
325	Ability to Create, view, update delete relevant details in Asset Register (disposal/retirement details)
326	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
327	Reclassify individual fixed asset or a group of fixed assets
328	Reclassification to automatically update depreciation rates
329	Provision to record manufacturer's serial number
330	Provision to record bar code number
331	Provision to facilitate physical verification of fixed assets by printing fixed assets reports location-wise, employee-wise, category-wise etc
332	Provision to enter/ electronically upload fixed assets physical verification data for the system to list out or alert missing fixed assets or not at recorded location or not with recorded employee
333	Option to assign each fixed asset to one or multiple custodians
334	Record the physical location of each fixed asset
335	Record transfer of fixed assets from unit to unit ,one location to another or from one employee to another etc
336	PAYROLL PROCESSING
337	2. Leave Records
338	Ability to maintain leave records for computation of increments/pay revision with retrospective effect
339	5. Payroll Management
400	<p>In addition to the standard payroll functions, the system should also comprises the following country-specific functions:</p> <ul style="list-style-type: none"> • Indirect Evaluation • Basic Increments • Dearness Allowance • Housing • Car and Conveyance • Long Term Reimbursements • Fringe benefits • Income Tax <p>Third Party Deductions Income from Other Sources Tax on Arrears</p>

Sl. No.	Functional Requirement - Accounting, Financial Management, Costing, Legislation (Tax), export commercials and Payroll
	Exemptions Exemption on Leave Travel Allowance Exemption on Medical Reimbursements Exemption on Medical Insurance Exemption on Child Education Allowance Exemption on Child Hostel Allowance Exemption on Other Allowances and Reimbursements Exemption on Leave Encashment Previous Employment Tax Details Professional Tax Provident Fund Employee State Insurance Labour Welfare Fund Nominations Minimum Net Pay Recovery of Rounding off Amounts Loans Enhancement One Day Salary Deduction Mid Year Termination Work Bench Gratuity Superannuation Forms as applicable
401	Ability to support configuration and parameterization of different pay components including facility to add/modify/delete pay components
402	Ability to maintain employee data cost centre wise
403	Ability to define pay structures at various levels and types (such as permanent, contract employees, consultants, trainees etc)
404	Ability to support calculation of different allowances based on user-defined criteria
405	Ability to maintain all pay related rules (user definable) for automatic maintenance/ updating of data.
406	Facility to indicate carryover and partial recovery
407	Ability to generate monthly balance and cumulative balance position of various accounts related to payroll for user definable periods.
408	Ability to support withholding of any amount recoverable from employee against salary, Gratuity and other dues payable to employee
409	ability to enter, administer and perform payroll for company loans, Voluntary Deductions, Recurring Payments/Deductions and additional payments
410	Ability to prorate salary and allowance payment based on employee hire or

Sl. No.	Functional Requirement - Accounting, Financial Management, Costing, Legislation (Tax), export commercials and Payroll
	resignation date
411	Provide Roster (create, edit and display rosters and roster points) for <ul style="list-style-type: none"> • Recruitment, promotion, transfers of employees in accordance with the reservation policy. • Reporting staffing details to the government.
412	Generate correspondence letters relating to promotions, transfer, confirmation, retirement and salary certificate
413	Ability to compute both annual and promotional increment through this component.
414	Ability to run Payroll in addition to the regular payroll run for a specific day and for individual employees
415	Ability to allow: <p>Pay Scale Grouping for Allowances for</p> <ul style="list-style-type: none"> • Compensation structure applicable to an employee • Value of compensation for an employee • Deputation
416	Ability to calculate Indirect Evaluation (It is a method to calculate the eligible amounts for some of the wage types)
417	Ability to Generate following : <p>Remuneration statement</p> <p>Payroll journal</p> <p>Payroll account and Wage type report</p>
418	Ability to handle instances where nominees of deceased employees opt to receive last drawn basic pay and DA, upon deposit of PF and gratuity dues
419	Support retroactive accounting(Automatically recalculate payroll in event of change in master data and time data in periods for which payroll has been already completed
420	Arrears calculations shall support payroll increases with retrospective benefit.
421	EDI of salary information to the bank account
422	6. Final Settlement
423	Ability to take care of final settlement process to arrive at net amount to be paid or recovered
424	Ability to receive No Due Certificates from concerned departments before making final settlement
425	Ability to compute leave encashment and gratuity payable in final settlement cases
426	COMPLIANCE WITH TAX LAWS
427	Ability to generate reports/forms/ statutory returns and generate as and when required
428	Ability to handle credits i.e. CENVAT/VAT/ST/ Customs/CVD/Cess/ etc.

Sl. No.	Functional Requirement - Accounting, Financial Management, Costing, Legislation (Tax), export commercials and Payroll
429	Ability to generate VAT registers and returns under the VAT rules/Act.
430	Ability to generate ST registers & returns under ST rules/Act.
431	Ability to issue certificates to entities for various tax recoveries and remittances.
432	Ability to segregate labor and material portion in a contract and apply the relevant statutory rules for the same.
433	Ability to support deduction of Tax on advance payments & provisions
434	Ability to prepare the necessary return files in the format specified by the respective tax authorities.
435	File tax returns electronically and submit details requested for by tax authorities either as attachment to the return or by email
436	Define payments schedules of various taxes and duties
437	Ability to compute recovery, remittance and filing of returns of various taxes and duties
438	Ability to track various deposits with statutory authorities for different purposes
439	Ability to capture invoice and dispatch data for excise duty purposes
440	Provision to flag / identify documents eligible for Cenvat / Service Tax credit
441	Provide payment schedules of various taxes and duties and give alert to user for deposit of tax / duties in time
442	Left Blank
443	Provision to reconcile Excise records with Accounting records
444	Support VAT, CST and ET reconciliation.
445	Ability to record receipt of C/D/H/F forms from customers / other units etc.
446	EXPENSE CLAIM
447	Submission of Bills/Claims by the Beneficiary/ Dept/Section
448	On-line approval of claims
449	Integration of employee claims with FI
450	Reporting / Document Outputs / MIS Requirements
451	Reports for various time periods
452	Sales Report
453	Financial statements & consolidation
454	Profitability report
455	Cashflow projection
456	Capital budget utilization
457	Financial analysis
458	Variance analysis
459	Cash Flow - (a) Actual / Cumulative (b) Projected/Cumulative
460	Inventory Position
461	Receivable Status

Sl. No.	Functional Requirement - Accounting, Financial Management, Costing, Legislation (Tax), export commercials and Payroll
462	Analysis of Current Assets compared to Production/Sales
463	Non-moving/Slow Moving inventories
464	Ageing analysis of loans & advances
465	Ageing Analysis of Debtors
466	comparative report on Purchase orders with Capital budget
467	R; Cost centre wise/Business unit wise reports
468	Capital Budget - unit wise/Cost centre wise/business unit wise & consolidation
469	Capital Budget Utilization Statement
470	Budgeted Expenditure Vs Actuals - month wise/ Cumulative
471	Status Report of Policy Claims
472	Unit wise premium paid towards Medical Insurance/Group Personal Accident Policy
473	Asset Register, Capital Budget Utilisation Statement, Asset Pending Commissioning, Asset Purchase/put to use - pending purchase orders
474	Salary Statement, Monthwise, Sectionwise Salary Summary, Addition/Deletion Statement of Employees
475	Expense Analysis
476	Asset management reports
477	Status Report on Audit Observations
478	Costing reports
479	Sales Tax details report
480	Pending payment details report

Sl. No.	Functional Requirement - HR
	Master Data / Configuration Data Requirements
	Employee Master
	Ability to maintain and update where required following details of employee master data:
1	Names and details of self, spouse, children, parents, dependants, nominees under different schemes, PAN No. and signature
2	Postal Addresses - home, mailing, permanent, office, e-mail addresses and phone numbers for self, spouse, dependants, emergency contacts including contracts of family members
3	Home town, home state, domicile town and domicile state
4	Gender, date of birth, blood group, citizenship, marital status, religion, caste etc.
5	Recruitment category like physically handicapped/ PWD/ sportsperson /ex-servicemen / specialist / SC / ST / OBC / LDP/LAP/HS)/compassionate grounds/Others
6	Recent photograph

Sl. No.	Functional Requirement - HR
7	Employee medical details (prior to joining and after joining)
9	Qualifications – should capture the details of name of the examination passed (prior to joining and after joining) with specialization/Trade, university/Institute, month and year of passing, percentage of marks obtained, grade/class obtained / Duration of the course / (With incentive / without incentive) etc.
10	Previous employment details like name of the organization, position held (designation), start/end dates, reason for leaving, last salary drawn etc.
12	Details of spouse in the service of the organization including name, personnel number, unit where working, designation with provision for automatic updation of records of the relative as and when it is updated for him by his controlling establishment.
13	Details of the dependents including relationship, their month and year of birth, studying in school/college, monthly income/pension amount, Date of updation of data
14	Details of relatives in the service of the organization including name, personnel number, unit where working, designation and relationship with provision for automatic updation of records of the relative as and when it is updated for him by his controlling establishment.
15	History of trainings attended (prior to joining and after joining) like name of the course, name of the Institution, month and year of training, duration of the course in days/weeks etc.
16	Awards received (prior to joining and after joining) by the employee including the name of the award, year of award, in which discipline/field and date of receipt of award and special status/ privilege, if any, to be given to him for the award.
17	Date of joining, probation period, date of confirmation in each grade / post/ designation
18	Details of promotion from one grade / scale / discipline to another including any re-appointment through internal selections
19	Full transfer history of the employee including the past and current location, nature of transfer (self-initiated / company initiated / against circular), tenure/Deputation, date of joining and date of relieving at different locations, number of times cancelled but kept in abeyance etc
20	Present place of posting including name of the department, cost centre, division etc.
21	Ability to maintain / update union membership data and processing for deduction of membership fee through pay-roll processing
22	History of disciplinary actions against the employee including date of charge, nature of charge, amount of financial loss to organization, date of punishment and nature of punishment. This must include Vigilance/ CBI/ Criminal proceedings.
24	Ability to provide dynamic user defined query/ report facilities based on the defined user login/security levels for Personnel department as well as for other Users. Views of information on user-defined criteria like date –wise, category-wise, qualification-wise, experience-wise, male-female, etc. Should support maintenance of statutory registers (like Form-11, Form-12)/Establishment schedule / muster rolls etc.

Sl. No.	Functional Requirement - HR
25	Ability to change employment status from full-time to part-time, or part-time to full-time.
26	Ability to send email/notification to the concerned departments like Accounts etc. on change of employee status
27	Ability to update a field indicating whether the employee has taken the home lease facility and link it to the payroll
28	Ability to track each employee's start dates and end dates for each position held / event during service for user-defined period.
29	Ability to create/ update organizational chart of all positions and reporting relationships.
30	Ability to drill down facilities to access information of the employees at various levels - to go from organization level to sub levels like Unit level, department level and employee level
31	Ability to provide restricted access to different classes of employee master data
33	Ability to track, calculate and trend employee participation through Knowledge Management database.
	Transaction / Process / Activity Requirements
	Training
34	Ability to incorporate the Induction Plan (a plan of about 3-4 weeks during which the newly joined employees move across all departments and understand their working)
35	Ability to enter the evaluation results in the system of the individual induction reports prepared by the employees at the end of the Induction Programme
36	Ability to check whether the employees have crossed the expected benchmark score in their evaluation results by the evaluation committee
37	Ability to provide a Training Needs Requirement Form to employees online which can be filled in the system and the results can be collated for analysis
38	Ability of the Corporate HR to prepare a comprehensive Training Plan in the system based on inputs on training needs
39	Ability to perform a comprehensive skills gap analysis using Skills Gap Form for non-executives on a periodic basis by each department
40	Ability to plan, maintain and track Training Schedules for executives and non-executives
41	Ability to collect training feedback online
42	Ability to capture details of the On-the-Job trainings
43	Ability to automate the workflow of training requisitions, approvals etc
44	Ability to evaluate cost of individual trainings and validate the same with the training budget line item
45	Ability to capture details of discipline (channel)-wise, program-wise courses conducted – monthly, quarterly, half-yearly, yearly and cumulative
47	The system should be able to send training notices /remainders at pre-determined time lines to participants via email/SMS etc.
48	Ability to maintain external certifications obtained by staff
	Performance Management
49	Ability to capture all details of the Performance Appraisal Forms in the system

Sl. No.	Functional Requirement - HR
50	Ability to enable workflows between Employees, evaluators and reviewers in a step by step fashion
51	Ability to link promotion eligibility based on performance ratings and disciplinary actions for employees
52	Ability to setup goals / performance expectations for individuals at the beginning of the year and even in mid-year (optional)
53	Ability to maintain the appraisal ratings and feedback in the system for the current year
54	Support to generate reminder letters/e-mail to the employees/ appraising authorities in case of non-submission of appraisal reports etc.
55	The system shall store the results of the employee's performance evaluation such as Start and End Date for evaluation, Manager, Total Score, Employee Development Information, Comment
56	Ability to archive appraisal ratings and feedback in the system for previous years
	Recruitment
57	Ability to interface with Govt. authorities for intimation of vacancies for sanctioned strength of trainees under Apprenticeship Act
59	Ability to arrive at vacancies to be reserved for SC / ST / OBC / Physically disabled categories
60	Ability to raise the indent / Manpower Requisition Form (MRF) in the system
61	Ability to introduce workflow based approval system for the MRF / indent
62	Ability to maintain applicant database in the system
63	Ability to connect the online application link (at the company website) to the central applicant data base
64	Ability to conduct first level of screening in the system by matching against key words of educational, skill requirements mentioned in the indent
65	Ability to gather the list of Candidates from the Govt. Authorities registered with KMRL
66	Ability to enter the details of short listed candidates who respond to advertisement on the basis of age, qualification, experience etc.
67	Ability to schedule interviews of the shortlisted candidates and enter interview results / comments in the system
68	Ability to generate Interview Call Letter
69	Ability to receive online approval from
70	Ability to generate Appointment Letter
71	Ability to update and maintain the recruitment tracker on employees joining / not joining after appointment letter is issued
73	Ability to generate a report in a prescribed format to list the receivables from Board of Apprenticeship as mentioned above
74	For Training & Development Scheme, an approval note on the list of positions, job specifications, is generated. The system should support in generating this and also have the ability to route the approval workflow to the concerned authorities

Sl. No.	Functional Requirement - HR
75	Ability to track, calculate and trend for various categories a)Recruitment cost incurred/employee b)Time taken for filling up a vacancy i.e from paper ad to appointment letter c)No. of days taken to respond to an applicant etc.
76	Ability to maintain temporary posts as per requirements
	Joining & Relieving
77	Ability to capture information of the Joining Form and transfer the data towards maintenance of Employee master
78	Ability to generate unique Employee Code
80	Ability to apply and submit resignation online in the system
81	Ability to generate Dues Report for the employee and show any outstanding amount in any category / department from the system
82	Ability to generate No Dues Certificate / Clearance to the employee
84	Ability to capture and archive relevant details from Exit Interview
	Attendance & Leave Management
85	Ability to integrate attendance punch card system with the HR module of the ERP
86	Ability to enter and modify attendance data of employees directly in the system when punch cards are not operating
87	Ability to link up attendance with salary processing / financials
88	Ability to apply and approve leave online
89	Automate the leave approval workflow of the employee through the concerned approving authorities
90	Ability to maintain and update the leave database for employees
91	Ability to scan / capture details of medical certificates with relevant Leave Record of the employee
92	Ability to maintain updated leave balances against individual employees
93	Ability to link wage / salary cut due to excess leave taken by employees
96	Ability to record time stamp of records entered and prevent back dated entries
	LTC availing and Claim
98	Ability to auto verify names of dependents (from employee master)
99	Ability to validate the mode of travel with the employee's eligibility on the same based on his grade / seniority etc.
100	Ability to route the application form through the concerned approving authorities as a workflow
101	Ability to send the verification form to Finance Department on a workflow after due approvals (may be multi-level if required) from HR
103	Ability to verify the submission and enter remarks / comments and approve / reject the settlement form
105	Ability to capture application for advance
107	Ability to check and verify eligibility criteria of dependents and prepare eligibility list online
108	Ability to send auto alert to concerned departments on availing of LTA by an employee
	Loans and Advances

Sl. No.	Functional Requirement - HR
109	Ability to setup loan eligibility against different employee grades
110	Ability to apply and send online the application for loan in the system to HR
111	Ability to generate a sanction note and its approval online in the system
112	Ability to intimate Accounts section on remittance of instalments after due processing by the financial institution
113	Ability to introduce workflow based approval system for the house-building/maintenance loan
115	Ability to avail interest subsidy on loan as per corporate policy
116	Ability to process applications and necessary approvals for loans in the system
	Increments
117	Ability to maintain and update the scale of pay for different categories of employees of the organization
118	Ability to generate list of employees due for increment (preferable one month earlier)
119	Ability to calculate the increments as per the scale of pay for employees who have served for 12 months - as business rule
120	Ability to send auto alert/e-mail to the concerned departments on change of pay-scale of the employee
121	Ability to generate increment letters for employees from the system
	Leave Encashment
122	Ability to configure necessary business rules for leave encashment in the system for different categories of employees
123	Ability to raise Leave Encashment Application in the system and this should flow by workflow to concerned HR personnel
124	Ability of the approved applications to flow online to Finance / Accounts section for suitable disbursement
	Medical claim & Medical Reimbursement
125	Ability to maintain and update a master of approved hospitals / health clinics/Insurer etc.
126	Ability to raise a Form to intimate the company regarding the admission in a hospital
128	Ability to take lodge claims with insurer
129	Left Blank
131	Left Blank
132	Left Blank
133	Left Blank
134	Ability to enable selection the option of Medical Reimbursement as against medical allowance
135	Ability to fill up online medical reimbursement form
	Promotion and Pay Fixation
136	Ability to configure time-based and vacancy-based promotion policies and salary

Sl. No.	Functional Requirement - HR
	fixation
138	Ability to introduce a workflow based approval process if required
139	Ability to generate Promotion Order in the system
140	Ability to capture minimum attendance criteria, performance rating and seniority and qualification criteria for vacancy-based promotion
141	Ability to prefer optional fixation against pay fixation online
143	Ability to generate a list of employees due for promotion (based on tenure of service and any other business rule which can get updated time to time)
144	Ability to generate a Pay Fixation Statement as per pre-defined business rule, in case employee has selected Pay Fixation
	Personal Accident Claim
146	Ability to send the form online to the Safety Officer and after approval to HR - through workflows
148	Ability to store / capture details of fitness certificate, medical certificate etc.
149	Ability to raise note in case of accidents which happen within the factory premises
150	Ability to send the note to accounts after approval for payment and to time office / leave function for updating leave
	Vehicle & Estate Management
152	Left Blank
153	Left Blank
155	Ability to raise and send Travel Forms online from different departments
156	Ability to record daily trips and reconcile with contract / payment settlement
	Confirmation and Placement of Trainees
157	Ability to generate a confirmation note on completion of probation of trainees
158	Ability of the system to generate a report / generate alerts to remind HR about completion of probation period of trainees at least 1 day before
159	Ability to generate Confirmation Letters to confirmed trainees
160	Ability to extend probation period of trainees if found required
161	Ability to generate a list of all trainees who have completed 1 year in the organization
162	Ability to send the names and PR forms to different departments
174	Left Blank
175	Ability to process travel requisition including capture of settlement details against the specific requisition
	Reporting / Document Outputs / MIS Requirements
176	Report of Recoverable from salary
178	Report on new joinees, resignees and retirees
179	Reports of employees based on the categorisation of Length of Service, Age, Qualification, etc
180	Attendance Report - normal, overtime, unauthorized absence, late arrival, punch recorder output
181	Leave status
182	List of applications and processing status for availing benefits - lease, LTC etc.

Sl. No.	Functional Requirement - HR
183	Report the number of resignations, retirements, transfers and promotions quarterly / half-yearly / annually
184	Report the current stage and status of a hiring process
185	Report the number of applicants for each positions
186	Report the recruitment cost per department
187	Individual and departmental training reports.
188	Left Blank
189	Report with the attended training programs, and total training hours for each employee during the year
191	Reports on medi claim processing - claims received and processed
192	Performance appraisal rating for all employees
193	Report on performance of an employee including ratings as captured in the system on a need basis
194	Report on manpower utilisation across units
195	Report on LTC availment vs encashment
196	Report on list of vacancies
197	Report on employees / contract labourers engaged against a specific indents for annual return
198	- Interview Call Letter
199	- Appointment Letter
200	- Confirmation Letter
201	- Promotion Order
202	- Pay fixation statement
203	Left Blank
204	- Certificate of experience
205	- Competency evaluation form for training

Sl. No.	Functional Requirement - Purchase
	<i>Master Data / Configuration Data Requirements</i>
	Vendor Master
1	Ability to have centralized vendor master facilitating single vendor description and code across the organization
2	Ability to capture multiple addresses against each vendor
3	Ability to have both manual numbering / automatically generated numbering for vendor codes with provision for maintaining different numbering sequences and formats for different vendor categories
4	Ability to record the following against each vendor:
4a	Contact person for each vendor address
4b	Bank Account (e-payment, cheque payment etc.)
4c	Handling alternate payee(bank, third party)
4d	Payment method preferences (e.g. cheque / DD / Bank Transfer etc.)

Sl. No.	Functional Requirement - Purchase
5	Ability to classify vendor master (multiple parameters required to meet reporting, preferential treatment like waiver. payment prioritization and other needs) such as SSI, ANCILLARY, PSU (Spsu, Cpsu) etc. with effective date
6	Ability to enter / remove Tax details required for ensuring compliance with Indian Tax laws considering both direct & Indirect taxes.
7	Ability to setup default currency for invoice/payment
8	Ability to configure various kinds of payment terms and indicate default payment term (e.g. Immediate, 30 days etc.)
9	Ability to de-activate / activate / blacklist vendors with effective dates and assigning status to individual vendors
10	Ability to check whether a vendor is also a customer and if so ability to set-off transactions from AP and AR as per requirements
11	Ability to configure and allow one-time vendor
12	Ability to restrict access to vendor master to specific users and enable filtered views of the vendor list for various processes as per business rules
13	Ability to conduct vendor registration process and vendor unregistration process as per predefined business rule
14	Ability to undertake vendor development process in the system as per predefined vendor development protocol
	Item Master
15	Ability to have centralized item master across the organization for all categories of items (Raw materials, Consumables, Spares, Tools, Components, Semi-Finished Items, Finished Items, Service Items, Work Items etc.)
16	Ability to maintain bill of materials for specified items
18	Ability to assign unique material codes and adopt material codification policy agreed by the organization
20	Ability to assign unique material name including specifications so that there is no chance of duplicate records being maintained of the same material
21	Ability to capture, maintain and track shelf life of perishable items
	Service Master
22	Ability to identify services as per Area - works, non-works
23	Ability to assign name corresponding to service code
24	Ability to enter unit of measure of service as per the nature of service
25	Ability to maintain unique service item codes
26	Ability to assign / edit / modify description of the service / item(activity) of service
27	Ability to check existence of rate contract for individual services or service groups
	Transaction / Process / Activity Requirements
	Indent Management
32	Ability of the indents to follow a configurable workflow so that they can be sent to the purchase organization online
33	Ability to raise service indents which includes service items
34	Ability to categorize Indent documents as Revenue Purchase Indent, Capital Purchase indent and Proprietary Indent

Sl. No.	Functional Requirement - Purchase
35	For the Capital Purchase Indent, ability to capture against the indent, the reference to budget approval document, justification for purchase, environmental clearance (wherever applicable)
36	For Proprietary Indents, ability to capture details of Proprietary certificates
37	Ability to direct the indent to the relevant approving / concurring authority as per the indent type (Capital / Revenue) and Delegation of Power
38	Ability for senior officers/approvers to evaluate the indent online and reject / suggest modification / approve indent with detailed comments / notes
39	Ability to rework and resubmit the indent for approval after necessary modifications
40	Ability for the concerned purchaser to scrutinize the indent online and enter remarks if required
41	Ability of the purchaser to reject a Indent if required with appropriate comments
42	Ability of the system to suggest the type of tendering required based on value of indent and DoP
43	Ability of the system to take online special approvals as work flow in case there is any deviation from the DoP
44	Ability to generate a unique indent number.
47	Ability to access information on past purchase details, current inventory status, pending orders, etc against a particular item
48	Ability to attach scanned docs (approved note sheets / drawings / special requests etc).
49	Ability to track indent status at every approval stage
50	Ability for online budget monitoring and display of budget status during indent stage and accordingly display alerts / messages on exceeding the budget
51	Ability to merge/demerge indents
Tender Management	
52	Ability of the system to support both open tendering process and limited tendering process
53	In case of Open Tenders, ability to store information of the Tender Notice, Date, Other details, Details of respondents etc.
54	In case of Limited Tenders, ability to store details of the enquiries and the list of vendors to which the enquiry was sent
57	Ability of the system to send the Technical Reports through online workflows for approval and to the Purchase Department
58	Ability to select and maintain L1 / acceptable bidder
59	Ability to generate Purchase orders
60	Ability to capture vendor / item rates with effective dates
61	Ability to generate enquiries only on active vendors in the vendor master to avoid loss of effort and time
62	Ability to collect requirements from various departments and procure strategically for common and similar items
63	Ability to track budget allocation and the utilization against cost / profit centers

Sl. No.	Functional Requirement - Purchase
64	Ability to cancel enquiry and refloat the same enquiry with provision for adding new vendor or change in specification by adding vendors and generate a new enquiry and send it to the vendors.
65	Ability to place order without the tendering process esp for small value items / emergency procurement requirements
66	Ability to provide for Lead-time alerts and tracking at every stage after generation of indents.
67	Ability to escalate to higher officials if approvals are not done with in the stipulated time
68	Ability to receive offers/bids into the system.
69	Ability to capture bid details
70	Ability to make comparative statement and rank the offers received based on defined parameters
71	Ability to evaluate offer on-line for technical and commercial aspects
72	Ability to integrate with e-procurement / e-bid systems on a prospective date
	Order Management
73	Ability to convert the indents / enquiries to orders (Purchase / Work) with updated terms and conditions as captured in the negotiation phase
74	Ability to maintain all details of each purchase and linkage between subsequent stages of the purchase process (indents -> enquiries -> orders)
75	Ability to create amendment orders / partially close orders / terminate orders / blanket orders
76	Ability to prepare a Purchase proposal for SPC committee based on the recommendation made by evaluators / committee
77	Ability to revise proposal after negotiation with the vendors
78	Ability to follow up on the vendor for delivery by sending reminders
79	Ability to generate multiple Purchase orders against one contract and track them
80	Ability to create a Purchase Order with staggered delivery
81	Ability to release schedules against a Purchase order for staggered delivery
82	Ability to provide for taxes and duties for various individual items in the Purchase order
83	Ability to provide for ship-to address, bill-to address, invoice-sent-to address in the Purchase order
84	Ability to specify on order, shipment-from, bill-by/payment to be released, report-to(agents),etc vendor address in PO
86	Ability to provide for various terms and conditions etc. in the Purchase order
87	Ability to capture payment terms in distinct parametric form e.g. full / part / advance, mode of payment, address to release the payment etc.
88	Ability to capture inspection requirements, acceptance criteria, etc. in PO
89	Ability to check for budget allocation when generating a Purchase order / Purchase Proposal
90	Ability to capture Tolerances on Quantity ordered and received.
91	Ability to generate Purchase order without a quotation / offer (emergency PO / RC / Repeat Order)

Sl. No.	Functional Requirement - Purchase
92	Ability to generate PO with a unique number (unit / dept or other relevant criteria)
93	Ability to generate purchase orders with quantity but no delivery schedule (contracts)
94	Ability to compare offered rates with estimates and / or Last PO rate and report variances
95	Ability to generate release orders against an open PO as and when material is required
96	Ability to generate dummy Purchase Orders
98	Ability to distribute order quantity amongst multiple vendors against one RFQ
99	Ability to capture Purchase Order acknowledgement and Planned delivery date given by the vendor in the system
100	Ability to query on Purchase order history by vendor, item code, PO number, indent no. etc.
101	Ability to link the Purchase orders to rate contracts for view and analysis
102	Ability to generate automatic reminders to vendors for delivery on time, expiry of L.C.
103	Ability to track payment / refund status against PO
104	Ability to track Bank Guarantee against advance and EMD against PO in terms of value, receipt and validity and raise alerts whenever required
105	Ability to amend / cancel a Purchase Order, item wise
106	Ability to create Rate contracts and agreements to schedule deliveries
107	Ability to follow-up on the vendor for order delivery
108	Ability to make AT's (Acceptance to Tender) with provisional rates.
110	Ability to create a Purchase Order and Service Order against one Indent.
111	Ability to execute cash purchase (direct purchase) in case of emergency on the basis of approved local purchase indent
113	Ability to generate MRR (Material Receipts) to acknowledge accepted quantity of materials
114	Ability to integrate with stores functions (inward) from Purchase Receipts
115	Ability to integrate with Material Testing Department functions / QA functions for input materials purchased
116	Ability of the Material Testing Lab to automatically receive online intimation on requirement of sampling and testing and elimination physical MAN (Material Arrival Note) which is prepared and sent
117	Ability to send alerts and reminders for delivery failure and gather vendor feedback
118	Ability to view the status (Financial payments) of an order post receipt of goods from the vendors
	New Vendor Development
124	Ability to account for samples of materials from new vendors for material testing (could include 3rd party inspection)
125	Ability to capture / communicate the test results of the materials of the new vendor
126	Ability to attach the technical report with the new vendor development record
127	Ability to incorporate Vendor Rating based on configurable parameters of

Sl. No.	Functional Requirement - Purchase
	evaluation
128	Once Vendor Rating is done, the Vendor Rate should appear clearly on the Vendor's Master Record and in all online views / reports
	Purchase Receipts
133	Ability to record material / service receipts fully / partially against open purchase / work orders in appropriate formats
134	Ability of the system to update physical stock and stock valuation as per organizations policies on posting receipts
135	Ability to consider tolerance levels (+ve and -ve) to be setup for each material / each vendor / vendor-material combination in posting receipts
	Purchase Invoice Verification
136	Ability to verify vendor invoices online in terms of material specification / quality requirements, quantity, delivery schedules, payment terms, other conditions
137	Ability to record the vendor liability in the books of the company by posting the vendor invoices
	Purchase Returns
138	Ability to reject purchased materials because of quality test results
139	Ability to raise debit notes
140	Ability to create return orders for other purposes
	Budgeting
141	Ability to categorize revenue budgets for works/material purchase etc.,
142	Ability to support purchase department budgeting activities
143	Ability to perform analysis of budget allocation and actual money spent for purchase activities
144	Ability to capture annual requirement plan
	Reporting / Document Outputs / MIS Requirements
145	Detailed Purchase Transactions / Purchase Register
147	List of Active vendors
148	List of Emergency Direct and Local Purchase
149	List of indents raised for excess material
150	Details of existing rate contracts and open orders on the same
151	Vendor Rating Report
152	Possible Vendor-Item Sourcing Options
153	Details of existing rate contracts and open orders on the same
154	Vendor / Contractor / Consultant / Creditor Ageing Analysis
155	Purchase Order Register-current, outstanding, closed
156	Purchase Requisition Register - current, outstanding, closed
157	Material Costing / Pricing Report
158	Purchase Indent / Requisition
159	Purchase Enquiry
160	Purchase Tender Document Summary
161	Bid Comparison Sheet
162	Purchase Order
163	Work Order
164	Service Order

Sl. No.	Functional Requirement - Purchase
165	Purchase Receipts / GRN / MRR
166	Purchase Invoice / Bill
167	Purchase Return Order / Debit Note

Sl. No.	Functional Requirement – Materials/inventory management
	Master Data / Configuration Data Requirements
	Item Master
1	Ability to group all items based on parameters like Engineering, Stationeries etc.
2	Left Blank
3	Assign unique category code to each category
4	Assign Unique Item code for items
5	Ability to regroup the items and retrieve the data as per user requirements
6	Assign item name in each category
7	Ability to assign model, make, characteristics etc to each item
8	Ability to configure items viz - requiring quality check / quality check not required
9	Ability to Map item code with vendor master
10	Ability to identify duplicate items and send alerts
11	Provision for traceability of materials
12	Provision for further scaling of coding structure
13	Ability to update the Bill of Materials for all the assets
14	Provision to attach Technical Write up, end user certificate for import / Indigenous items
16	Ability to identify place of inspection – Receipt / In-process / Pre-dispatch
17	Ability to link each item of an indent to equipment / project, department wise
18	Provision for differentiating items based on criteria such as capital or consumption
19	Provisions for maintaining critical characteristics like shelf life etc. for system alerts and decision regarding material movements
20	Ability to configure an expiry alert date for chemicals. The system shall generate an expiry alert 'XX' number of days before expiry as configured
21	Ability to configure safety stock / economic order quantity based on enterprise stock management policies
22	Ability to configure a committee for a specific department unit to generate local purchase Indent
	Indent Master
24	Ability to raise auto indent to items whose stock levels are at or below ROL level or in safety stock levels
25	Ability to raise Indent and restrict access for certain materials to authorized personnel (AR items by Stores only)

Sl. No.	Functional Requirement – Materials/inventory management
27	Ability to put following details in an indent: past purchase PO, last 3 years consumption, estimated value of purchase, estimated delivery date, type of purchase, nature of item (consumption, capital), where used details, total budget allocated to the dept
29	Ability to raise alerts when items reach the re-order level and generate indents automatically.
30	Ability to suggest vendors with justifications while raising the draft indent
31	Ability to forward the indent to the respective approving authority through a defined workflow for clearance.
32	Ability to evaluate the indent online and reject / suggest modification / approve indent with detailed comments / notes.
33	Ability to access information on past purchase details, current inventory status, pending orders, etc required to evaluate an indent and sorting of approved approval hierarchy.
34	Ability to attach scanned docs [approved note sheets / drawings / special requests etc] if required
35	Link to database for price history
36	Ability to create internal indent by a unit / dept / etc. on another unit / dept.
37	Ability to raise indent for missing item / reject item with appropriate auto generated reason code affixed with indent.
38	Ability to classify indents such as revenue / capital indents/ Emergence / normal, import / indigenous, trial, import substitution, etc.
39	Ability to rework and resubmit the indent for approval after necessary modifications (edit after submission).
40	Ability to allocate funds against an indent online from department procurement budget.
41	Ability to direct the indent to the relevant approving / concurring authority as per the indent type (Capital / Revenue) and Delegation of Power
42	Ability to differentiate between approved, pending for approval and rejected indents
43	Ability to link the Purchase indent with the respective Cost centre
44	Ability to trace the indent to the indenter, department, shop floor etc. with the audit trail with regard to date
45	Ability to track on indents raised per user dept / cost centre , buyer group/person
46	Ability to convert indent to a final stage by indenter, after this further modifications by indenter is restricted.
47	Ability to specify whether items in the indent are proprietary or not and accordingly link proprietary certificate for proprietary items (same is true for Quality inspection specific items and relevant quality certificate)
48	Ability to track the status of an indent from indent raising to approval, receipt of offers, placement of order, LC status, material in transit, receipt at stores, inspection, stock charging and payment
49	Left Blank
50	Ability for online budget monitoring and display of budget status during indent

Sl. No.	Functional Requirement – Materials/inventory management
	stage and accordingly display alerts / messages on exceeding the budget.
51	Provision to use multi budget codes for certain group of items
52	Without sufficient budget indents cannot be raised.
53	Ability to track items critical to Operation, critical to quality, insurance spares, having shelf life, etc for stock level and raise alarm for indenting.
54	Ability to raise indents automatically for items reaching re-order level with generation of alerts.
55	Ability to provide a facility to the indenter for adding any remarks/description, Special instruction on Packing req, inspection req, sample submission (free/chargeable), legal transit needs, delivery scheduling, test certificate req, Pre-dispatch inspect
58	Ability to specify whether 'Sample' is to be submitted with offer or after placement of order and attach 'sample approval criteria' to the indent.
59	Ability to prepare an estimate based on standard cost data, past purchase and latest applicable taxes and duties (ED, Cess, entry Tax, etc), transport cost, etc giving landed cost.
60	Ability to choose the mode and type of tendering.
61	Ability to identify existence of rate contracts at the indenting stage and link it accordingly with the indent.
62	Ability to indent and track a free trial / paid trial item and record the performance.
63	Ability to create a purchase requisition / Indent from an existing requisition
64	Visibility of inventory of the items.
65	Ability to track Purchase requisitions at various stages of approval hierarchy and consolidate the requirements based on material groups or other relevant criteria.
66	Ability to automatically book the department budget with actual value, upon placement of Approved Tender / Finalized contract
67	Ability to specify whether 'Sample' is to be submitted with offer or after placement of order and attach 'sample approval criteria' to the indent.
	Service Master
68	Ability to identify services as per work category eg. New capital projects, Revenue work/ consultancy/real estate or others
69	Generate unique service code for services.
70	Ability to capture Tax details for services
73	Provision for mapping of complex service structure such as hierarchy of services and mapping provision for more than one similar jobs
76	Assign name corresponding to service code.
77	Mapping of service with vendor
78	Ability to check existence of rate contract.
80	Ability to maintain measure book or equivalent for service measurement
81	Ability to attach service entry sheet along with each service code.
82	Ability to capture vendor rating for particular service code.
83	Ability to make part payments without the need to enter all the line items
84	Provision for revaluation of contract pricing (renegotiate L1) terms, in case of

Sl. No.	Functional Requirement – Materials/inventory management
	market price fluctuation with time
85	Ability to interface with e-procurement module for online tendering, goods-receipt, inspection etc.
	Transaction / Process / Activity Requirements
	Stock Planning & Analysis
87	Ability to record the inspection schedule and results of shelf life items and generate alert.
89	Ability to analyze age-wise and location-wise inventory, class code wise, area code wise, shop floor wise
90	Ability to maintain and run the Stores Ledger detailing the opening and closing stock, receipts, issues, price and quantity
91	Ability to value inventory on various methods like average, weighted average, current, etc.
92	Ability to revalue inventory, with tracking to revert back / to get original value, if required. This is to facilitate cenvat credit refund to govt at current rate or on original value.
94	Ability to track stocks at sub-store after it issued from main store as "consumed (consumption posting)" for concerned department.
	Physical Inventory
95	Ability to perform various kinds of inventory analysis like ABC analysis, XYZ analysis, Fast/Slow/Non-moving analysis, Min-Max analysis, etc. with alert.
96	Ability to post stock adjustment transactions (positive and negative adjustments) to adjust quantity and / or value after approval
97	Ability to do Stock Verification based on perpetual / cycle / physical counting or any other defined method and periodicity
98	Ability to perform perpetual inventory verification by group wise, location wise, item wise etc.
	Inward Receipts Management
102	Ability to crosscheck delivery challan against the corresponding purchase order
103	Ability to register/record inward - material details unloaded
104	Ability to retrieve the details of Materials ordered and received with the Purchase order number
105	Ability to capture such particulars as - item name, Quantity/packing, date of receipt, inward register number, purchase order number and name of the supplier - for the unloaded batch
106	Ability to qualify and tracking of items based on colour codes - yellow (quality check pending), green(quality approved) and red (discard)
107	Ability to generate MAN - information captured to also include (delivery challan details, excise invoice information, commercial invoice information)
108	Ability to alert \ route MAN to the Concerned user department
116	Ability to notify Purchase / Accounts departments about the rejected materials. (Ability to generate Material Rejected Note)
117	Ability to receive notifications from Purchase department on approvals for returning rejected material

Sl. No.	Functional Requirement – Materials/inventory management
118	Ability to notify Purchase department of excess / shortfall in material received
	Left Blank
120	Left Blank
122	Left Blank
125	Left Blank
126	Left Blank
	Reporting / Document Outputs / MIS Requirements
192	Material Arrival Note (MAN)
193	Material Received Report (MRR)
194	Material rejection Note
196	Material returned to Party (MRP)
197	Material Rejection for Destroyal
198	Stored Rejection Report (SRR)
199	Stock available statement
200	Stock rejection report
201	Sales return on finished goods
202	Transfer notes
203	Scrap sales report
204	List of Insurance spares
205	Waste generated statement
206	Trend Analysis report on expiry of chemicals, rejected material
207	Non-moving Items report
208	Aging analysis report
209	Report of expiry of non-moving items
213	Total SRRs raised for a given period
214	List of SRRs against which the material is returned back to the party
215	List of pending SRRs
216	List of total MRNs for a given period
217	List of rejected material returned to the party
218	List of rejected material lying with stores

Sl. No.	Technical Requirement
	Reporting Capabilities
1	Ability to send the reports through fax or email
2	Ability to have access to data and report based on user authorizations.
3	Ability to create custom formulas for repeated use in reporting tool.
4	Ability to provide standard report templates
5	Ability to schedule reports to run at periodic intervals
6	Ability to view reports through web
7	Ability of reporting both at Unit level, Company level and Group level

Sl. No.	Technical Requirement
8	Ability to provide MIS dashboards for senior management
9	Ability to archive reports and use in Document management
10	Ability to create custom reports using wizard
11	Ability to generate process reports like lead time between receipt of sales order and payment from client etc.
12	Ability to print reports of transactional nature such as vouchers (e.g. invoice voucher, payment voucher, GRN etc) to facilitate transaction processing
13	Ability to print reports directly through networked printer
14	Ability to generate report output directly in excel / pdf / text/ XML or such other file types
15	Ability to create ad-hoc reports using filter options / customization options
16	Ability to allow users the following for creating their own views or reports with ease:
	- Select column
	- Apply filters and sort orders
	- Summation
	- Drill down
	- Averaging
17	Ability to use existing MS-Word/ Excel / PDF document for report template directly
18	Ability to export data from reports directly to MS Excel files for further analysis / working
19	Ability to customize reports over and above base reports available in base product
20	Ability to develop new reports as and when required and should be performed by the client's technical team
Integration Capabilities	
32	Ability to support integration with third party application such as Project Management systems like MS Projects / Primavera etc.
35	Ability to integrate with internal applications like attendance punching system
37	Ability to exchange data with Open standard XML based business messaging protocol
38	Ability to have role based portal access to the system
41	Ability to support and integrate with Outlook and other Email system
Audit Trail Capabilities	
42	Ability to have Audit Trail capabilities up to the level of time and person
43	Ability to provide complete trace / origin of each transaction to their respective source documents
Security and Back up Features	
44	Ability to support role based access control
45	Ability to provide multiple roles for one user
46	Ability to configure the number of permissible log-in attempts
47	Ability to provide access level security for Entry forms at Field level - allow, Read

Sl. No.	Technical Requirement
	only, Hide
48	Ability to provide access level security for Entry forms at Transaction level - allow/ deny
49	Ability to provide access level security for reports at Transaction level - allow/ deny
50	Ability to provide authorization by transaction type e.g. update/delete/insert/modify
51	Ability to provide authorization by user id
52	Ability to define automatic time out for a transaction if not completed with in a time frame.
53	Ability to define time restriction on transactions
54	Ability to provide user login with date range restriction
55	Ability to support for approval and approval thresholds
56	Ability to support joint approval (two or more members)
57	The solution software shall not clash with any other software for functioning e.g. Anti Virus, Firewall MS-Office
58	The solution shall support DR with asynchronous replication of data
59	The system should have on line back up facility should be possible with all clients working
60	The implementer should provide both on-line and off- line data backup and restoration capabilities, appropriate archival policy and appropriate storage solution
61	The solution should have in built source / application code control program
62	Appropriate security architecture is to be recommended by implementer considering authentication and authorization services, appropriate connectivity e.g. VPN/Dialup/Internet, proxy/firewall services, disaster recovery etc.
63	Ability providing access level security for Entry forms at Transaction level - allow / deny
64	Ability to provide authorization by transaction type
65	Ability to encrypt password while data is passed on network
66	Ability to provide terminal soft locking facility
67	Ability to support 2 factor authentication for users connecting to ERP from internet (if it is required)
68	Centralized repository of all identification and access control data
69	Single sign-on support
70	Support access control to individual or groups of applications.
71	Intrusion Detection and Prevention System (IDPS) should be used to monitor any malicious traffic to and from internet, ERP center, WAN, DMZ etc.
72	Any external connectivity to KMRL network should be connected to KMRL through a firewall.
73	Ability to provide multiple roles for one user
74	Ability to enable Delegation of Power (DoP) as defined in the organization
75	Ability to delegate roles and permissions in case an employee is absent and his

Sl. No.	Technical Requirement
	work (approvals / rejections in a workflow environment) needs to be carried out
76	Ability to revoke roles and permissions after the original employee joins back who role was delegated to an alternate supervisor
	Maintenance
77	The backup solution shall support both on-line and off-line data backup and restoration capabilities.
78	Ability to provide regular system upgrade
79	Ability to have disaster management in place.
	System Accessibility
80	Ability to access System through Application Client.
81	Ability to access System through Web Browser (Without Installing Client) in future (if required)
82	Ability to support Interface with Mobile devices (palm-Top, Mobile Phones, PDA) if required in future
	Data Migration
85	The solution shall be able to import data from various formats (text, excel, CSV, XML etc)
86	The solution should be able to import data from various Databases
87	The solution should be able to import data from email.
88	The solution should be able to export data in various formats (text, excel, CSV, XML etc.)
89	The solution should be able to create PDF formatted reports directly which can be sent as attachments on email

Project Deliverables

Major activity/Milestone	DELIVERABLE
Project Preparation	<ul style="list-style-type: none"> Agreed and Finalized Project Plan Inception Report Core team training completion report Team profile finalization and Mobilization Sign Off
Business Design	<ul style="list-style-type: none"> Master list of processes “AS-IS” Process Mapping & Analysis “ TO-BE” Process & Gap Analysis Report Customization Requirement Report Master Data Structures

	<ul style="list-style-type: none"> • Legacy Systems Integration Report • Change Management Requirement Report & Strategy • Business Design Blueprint sign off
Configuration, customization	<ul style="list-style-type: none"> • Configuration Document • Integration and Interface specification • Authorization, Security and Access Control Specification • Demonstration Report
Training	<ul style="list-style-type: none"> • Training Requirement Report • Training Curriculum • Training Schedule & Completion Report
Integration Testing	<ul style="list-style-type: none"> • Unit Test Report, Integration Test Report, Full Load, Stress Test Report & Sign-Off • Integration testing of ERP • System, User and other Manuals
Audit and quality control	<ul style="list-style-type: none"> • Quality Audit acceptance • System Quality Assurance undertaking • Action Taken Report
Data Migration	<ul style="list-style-type: none"> • Functional Specifications for Upload programs • Data Migration Methodology & Completion Report
Cut over and “usage ready” preparation	<ul style="list-style-type: none"> • Functional help manual • Cut over strategy report • Back up strategy and Disaster Recovery Plan • Fail over system plan • Test Report
“usage ready” and support	<ul style="list-style-type: none"> • “Usage ready” Sign Off • Action taken report • Transition Quality Gate(s) Sign-Off
Operations and managed services	<ul style="list-style-type: none"> • Performance Evaluation report • SLA report • Action taken report • Transition plan

GENERAL FORMATS AND FORMATS FOR ELIGIBILITY CRITERIA

1. REGISTRATION TO RECEIVE THE RFP DOCUMENTS

Company letter head,

[Date]

To

The Deputy General Manager – Information Technology (IT),
Pension Fund Regulatory and Development Authority,
B-14/A, Chatrapati Shivaji Bhawan,
Qutab Institutional Area, Katwaria Sarai, New Delhi-110016

Sub: The contact persons

Dear Sir,

This is to notify you that the following persons will be the authorized representatives of the company for all future correspondence till the completion of the bidding process, between PFRDA and our organization.

	Primary Contact	Secondary Contact
Name:		
Title:		
Company Name:		
Address:		
Phone:		

Mobile:		
Fax:		
E-mail:		

We understand that it will be the responsibility of our organization to keep PFRDA posted of any changes in this list of authorized persons and we fully understand that PFRDA shall not be responsible for non-receipt or non-delivery of any communication and/or any missing communication in the event reasonable prior notice of any change in the authorized person(s) of the company is not provided to PFRDA.

Information in the RFP, clarifications and any other processes concerning the RFP and selection shall not be disclosed to any persons not officially concerned with such process. We understand that misuse of confidential information related to the process by us may result in rejection of our proposal.

Sincerely,
(Signature)

Name and Title

Signature

Date

(Name and Address of Company)

Seal/Stamp of the Company

CERTIFICATE AS TO AUTHORISED SIGNATORIES

I, certify that I am<designation>..... of the<Company Name>.....,
and that<Name of the Respondent>..... who signed
the above response is authorized to bind the corporation by authority of its governing
body.

Date

(Seal here)

3. LITIGATION IMPACT STATEMENT

(Company letter head) [Date]

To

The Deputy General Manager – Information Technology (IT),
Pension Fund Regulatory and Development Authority,
B-14/A, Chatrapati Shivaji Bhawan,
Qutab Institutional Area, Katwaria Sarai, New Delhi-110016

Reference: ERP implementation at PFRDA

Dear Sir,

We hereby confirm that the same as may be set out in the schedule attached to this statement, there is no litigation (including court, arbitration and other proceedings), inquiry or order from any regulatory authority, current or pending against us, which if adversely determined might have material adverse impact on our ability to carry on our business or pay our debts as they fall due or on our ability to enter into any of the transactions contained in or contemplated in respect of providing the ERP (name of the solution) implementation Services to PFRDA

(Signature)

(In the capacity of)

Duly authorized to sign the RFP Response for and on behalf of:

Sincerely,

Company Seal

Name

Title

Signature

Date

(Name and Address of Company)

Seal/Stamp of the Company

4. CONFLICT OF INTEREST

(Company letter head)

[Date]

To

The Deputy General Manager – Information Technology (IT),
Pension Fund Regulatory and Development Authority,
B-14/A, Chatrapati Shivaji Bhawan,
Qutab Institutional Area, Katwaria Sarai, New Delhi-110016

Sir,

Sub: Undertaking on Conflict of Interest

I/We do hereby undertake that there is absence of, actual or potential conflict of interest on our part as the bidder or any prospective subcontractor due to prior, current, or proposed contracts, engagements, or affiliations with PFRDA.

I/We also confirm that there are no potential elements (time-frame for service delivery, resource, financial or other) that would adversely impact our ability to complete the requirements as given in the RFP.

We undertake and agree to indemnify and hold PFRDA harmless against all claims, losses, damages, costs, expenses, proceeding fees of legal advisors (on a reimbursement basis) and fees of other professionals incurred (in the case of legal fees and fees of professionals, reasonably) by PFRDA and/or its representatives, if any such conflict arises later.

Yours faithfully,

Authorized Signatory

Designation

Company Seal

5. DECLARATION ON GOVERNMENT REGULATION

(To be submitted on the Letterhead of the Bidder)

(Place) (Date)

To

The Deputy General Manager – Information Technology (IT),
Pension Fund Regulatory and Development Authority,
B-14/A, Chatrapati Shivaji Bhawan,
Qutab Institutional Area, Katwaria Sarai, New Delhi-110016

Dear Sir,

We confirm that our company is not blacklisted in any manner whatsoever by Government of India or any organisation belonging to Government of India, or any department of Government of India or any of the organisations, or public enterprises of Government of India

It is hereby confirmed that I/We are entitled to act on behalf of our company/ corporation/ firm/ organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Yours faithfully,

Authorized Signatory

Designation

Company Seal

6. COMPANY INFORMATION

(To be submitted on the Letterhead of the Bidder)

(Place) (Date)

To

The Deputy General Manager – Information Technology (IT),
Pension Fund Regulatory and Development Authority,
B-14/A, Chatrapati Shivaji Bhawan,
Qutab Institutional Area, Katwaria Sarai, New Delhi-110016

Details of the Organization	
Name	
Nature of the legal status in India	
Nature of business in India	
Date of Incorporation	
Date of Commencement of Business	
Address of the Registered Office in India	
PAN Number	
GST Number	
Supporting Documents Certificate of Incorporation from Registrar of Companies (ROC), MOA Scanned copy of PAN card Scanned copy of Service Tax Registration	

Signed by the internal auditor of the company

Designation

Company Seal

7. THE COMMERCIAL CRITERIA

(To be submitted on the Letterhead of the Bidder)

(Place) (Date)

To

The Deputy General Manager – Information Technology (IT),
Pension Fund Regulatory and Development Authority,
B-14/A, Chatrapati Shivaji Bhawan,
Qutab Institutional Area, Katwaria Sarai, New Delhi-110016

Commercial Information			
	FY 2018-17	FY 2017-16	FY 2016-15
Revenue (in INR crores)			
Profit Before Tax (in INR crores)			
Revenue from IT Services (in INR crores)			

Signed by the auditor/Company Secretary/CFO/CEO of the company

Designation

Company Seal

8. IMPLEMENTATION EXPERIENCE

(To be submitted on the Letterhead of the Bidder)

(Place) (Date)

To

The Deputy General Manager – Information Technology (IT),
Pension Fund Regulatory and Development Authority,
B-14/A, Chatrapati Shivaji Bhawan,
Qutab Institutional Area, Katwaria Sarai, New Delhi-110016

The ERP Implementation Project Information (one form for each project reference duly certified by authorized signatory).

ERP solution implemented

The name of the solution

The Solution components implemented

The scale of deployment in terms of number of users

The operation areas, functions covered

Client Information

Name of client

Name of the person who can be referred to from Clients' side, with name, designation, postal address, contact phone, fax number, e-mail id,

Nature of business / operations of client

Project Details

Brief description of the Project

Scope of the Project

Details of services provided

Supporting Documents attached herewith

Signed by the auditor/Company Secretary/CFO/CEO of the company

Designation

Company Seal

9. IMPLEMENTATION EXPERIENCE

(To be submitted on the Letterhead of the Bidder)

(Place) (Date)

To

The Deputy General Manager – Information Technology (IT),
Pension Fund Regulatory and Development Authority,
B-14/A, Chatrapati Shivaji Bhawan,
Qutab Institutional Area, Katwaria Sarai, New Delhi-110016

Sub: the project completion declaration

We confirm that based on the internal documents, the following projects have been completed as per the respective contracts and billed/invoiced for the services rendered as per the respective contracts.

The referred Project and contract reference	Completed and invoiced on

Signed by the auditor/Company Secretary/CFO/CEO of the company

Designation

Company Seal

10. COMPETENCY

(To be submitted on the Letterhead of the Bidder)

(Place) (Date)

To

The Deputy General Manager – Information Technology (IT),
Pension Fund Regulatory and Development Authority,
B-14/A, Chatrapati Shivaji Bhawan,
Qutab Institutional Area, Katwaria Sarai, New Delhi-110016
Sub: The competency and expertise

We confirm that based on the internal documents, the following competency or expertise

Certified Consultants Information	
Number of the ERP Solution (name of the ERP) Consultants in the Company	
Supporting Documents Certification by the company auditors/Company Secretary supporting the number of consultants in the organization	

Signed by the auditor/Company Secretary/CFO/CEO of the company

Designation

Company Seal

11. OEM AUTHORIZATION

To be submitted on the Letterhead of the OEM of the proposed ERP Solution)
(Place) (Date)

To

The Deputy General Manager – Information Technology (IT),
Pension Fund Regulatory and Development Authority,
B-14/A, Chatrapati Shivaji Bhawan,
Qutab Institutional Area, Katwaria Sarai, New Delhi-110016

Dear Sir,

Sub: Authorization of < SI> to Provide Services Based on Our Product(s)

Sir,

I/We confirm that <name of SP> (“SP”) is a certified partner to supply the licenses and provide implementation services of our solution and have due authorization from us to provide services, to PFRDA that are based on our product(s) listed below as per Request for Proposal (RFP) document relating to the Project of PFRDA.

Sr. No.	Product Name	Remarks

Yours faithfully,

Authorized Signatory [In full and initials]:

Designation

OEM's company name

Dated this ___ day of ___201_

Address:

Seal/Stamp of OEM

12. QUALITY CERTIFICATE

To be submitted on the Letterhead of the System Integrator)

(Place)

(Date)

To

The Deputy General Manager – Information Technology (IT),
Pension Fund Regulatory and Development Authority,
B-14/A, Chatrapati Shivaji Bhawan,
Qutab Institutional Area, Katwaria Sarai, New Delhi-110016

We would like to provide/confirm the following information on the quality certification of our organization.

Assessment Date:

The maturity level assessed for

The certification is valid till (date)

Units/Locations/business assessed

Name of the company that performed the assessment.

We have attached a copy of the certificate in support of the above information.

Dated this ___ day of ___ 201_

Yours sincerely,

on behalf of *Implementation Agency's Name]*

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

Seal/Stamp of System Integrator:

13. REQUEST FOR CLARIFICATIONS (RFC)

Bidders requiring specific points of clarification may communicate with PFRDA during the specified period using the following format.

Name of Organization submitting request with Full formal address of the organization including phone, fax	Name & position of person submitting request and email points of contact
---	--

S. No	Bidding Document Reference(s) (section number/ page)	Content of RFP requiring Clarification	The clarification required
1			
2			

Note:

- The name of the organization and the date shall appear in each page of such a document/email in the header or footer portion.
- The clarifications to be sent only by email as specified elsewhere in this RFP document

14. AUTHORIZATION TO BE PRESENT DURING BID OPENING SESSIONS

(Company letter head)

[Date]

To

The Deputy General Manager – Information Technology (IT),
Pension Fund Regulatory and Development Authority,
B-14/A, Chatrapati Shivaji Bhawan,
Qutab Institutional Area, Katwaria Sarai, New Delhi-110016

Sir,

Sub: Authorization for Representation at Bid Opening – “ERP implementation project of PFRDA

I/We declare and confirm that Mr. /Ms. _____ has been duly authorized by us to represent us at the opening of technical and commercial bids. He/She will be carrying valid photo identification as per below details:

Name as on the ID	
ID Number	
Designation	

We undertake to furnish any additional documents that may be requested by you in respect of the aforesaid authorization.

Yours faithfully,

Encl: Photocopy of the ID of the representative

Designated Contact Person

Designation

Company Seal

Name

Title

Signature

Date

(Name and Address of Company)

Seal/Stamp of the Company

CERTIFICATE AS TO AUTHORISED SIGNATORIES

I, certify that I am<designation>..... of the<Company Name>.....,
and that<Name of the Respondent>..... who signed
the above response is authorized to bind the corporation by authority of its governing
body.

Date

(Seal here)

2. THE SOLUTION FITMENT STATEMENT FOR ERP SOLUTION

(letter head of ERP OEM or SI) [Date]

To

The Deputy General Manager – Information Technology (IT),
Pension Fund Regulatory and Development Authority,
B-14/A, Chatrapati Shivaji Bhawan,
Qutab Institutional Area, Katwaria Sarai, New Delhi-110016
Ref: Proposal for ERP solution

Dear Sir,

We the ERP solution OEM for the ERP solution (name of the proposed ERP solution) and the partner (name of the SP) for implementation of the ERP solution, have jointly assessed the fitment of the ERP solution against the functional requirement statement or FRS, circulated by PFRDA along with the RFP, and in agreement with the fitment statement provided with the technical response for the ERP solution.

Signed jointly by the authorized signatories of the SI and OEM, with company seals

3. THE ERP SOLUTION BILL OF MATERIAL

(Letter head of ERP OEM) [Date]

To

The Deputy General Manager – Information Technology (IT),
Pension Fund Regulatory and Development Authority,
B-14/A, Chatrapati Shivaji Bhawan,
Qutab Institutional Area, Katwaria Sarai, New Delhi-110016

Ref: Proposal for ERP solution

This is the bill of material for the ERP solution proposed to be implemented at PFRDA.

Serial No.	Solution components	Unit of licensing	No of units proposed
	The ERP Solution		
	e-Procurement		
	Support functions of Finance, HR, Accounting Supervisory and Compliance etc		

	Database		
	Third party tools		

Signed jointly by the authorized signatories of the SI and OEM, with company seals

4. THE REFERENCES OF ERP DEPLOYMENT

(To be submitted on the Letterhead of the ERP solution OEM)

(Place) (Date)

To

The Deputy General Manager – Information Technology (IT),
Pension Fund Regulatory and Development Authority,
B-14/A, Chatrapati Shivaji Bhawan,
Qutab Institutional Area, Katwaria Sarai, New Delhi-110016

The ERP Deployment Information (one form for each project reference).

ERP solution Deployed

The name of the solution

The Solution components implemented

The scale of deployment in terms of number of users

The operation areas, functions covered

Client Information

Name of client

Name of the person who can be referred to from Clients' side, with name, designation, postal address, contact phone, fax number, e-mail id,

Nature of business / operations of client

Signed by the auditor/Company Secretary/CFO/CEO of the company

Designation

Company Seal

5. THE COMPLIANCE TO TECHNICAL REQUIREMENTS

(To be submitted on the Letterhead of the ERP solution OEM)

(Place) (Date)

To

The Deputy General Manager – Information Technology (IT),
Pension Fund Regulatory and Development Authority,
B-14/A, Chatrapati Shivaji Bhawan,
Qutab Institutional Area, Katwaria Sarai, New Delhi-110016

Sub: the technical compliance of the ERP Solution (name of the solution)

Technical parameter	Yes or No
The ERP solution offers all the functionalities required as per scope – Financial Accounting, Procurement, Inventory Management as a single application solution covering real time posting.	
The ERP solution should have all the core modules with required functions as natively integrated applications on a single interoperable open platform.	
The ERP Solution should provide wide range of security features such as single sign-On (SSO), Multiple Authentication, Authorization and Integrated User management	
The ERP solution should provide implementation, administration and operational tools seamlessly integrated with the product.	
The ERP Solution should be Uni-code Compliant, support N-tier and Internet architecture, be natively built based on operating system and support application and database clustering and load balancing	
The ERP Application shall provide an application architecture which can be integrated with third party/ legacy applications using the built-in integration tools	
The ERP Application should be able to generate report output directly in excel, PDF, text, XML, HTML or such other file types.	
ERP Application should have single sign-on access across applications and should be intuitive, with easy-to-use user interface that can be accessed via the web interface.	
ERP Application should have ability to provide concise overview of parameters like configuration changes, infrastructure usage, performance, required maintenance activities, potential security issues, status of business flows and diagnostic test results	
ERP Application should provide performance statistics for the CPU/ Memory, database, Application servers	
The ERP Application shall have a built in software to manage application software backups and restore with Source Control and the solution shall	

have a built in software to manage automated database backups and restore	
The ERP Application should include tools/ mechanism for System, Database and performance measurement activities	
ERP Application / System should have tools for administration of Configuration management, Performance tuning, System diagnostics and Capacity planning	
The ERP solution should support multiple levels of reporting including transactional reporting, analytical reporting etc. It should support reporting on excel sheets as well as format intensive reporting, graphics and will have a facility to drill down	
The ERP solution should come with inbuilt tools for data migration, upgrades etc.	
The ERP solution should have provision for handling reporting through a data warehouse	
The ERP Solution should provide application development tools to support the continuous development/refinement of application	
The ERP solution should provide a robust set of communication and reporting tools and must be able to auto-trigger emails / SMS communications to concerned as per business rules configured in the system	

Signed by the authorised signatory

Designation

Company Seal

6. THE COMPLIANCE TO STRATEGIC REQUIREMENTS

(To be submitted on the Letterhead of the ERP solution OEM)

(Place) (Date)

To

The Deputy General Manager – Information Technology (IT),
Pension Fund Regulatory and Development Authority,
B-14/A, Chatrapati Shivaji Bhawan,
Qutab Institutional Area, Katwaria Sarai, New Delhi-110016

Sub: The compliance of the ERP Solution (name of the solution)

We would like to confirm the following, with respect to the ERP solution (name of the ERP), proposed to be implemented at PFRDA

The ERP solution meets the India specific requirements on service Tax, TDS etc. and has the facility to provide these changes for localization on a continuous basis

The ERP solution supports all of the Operating Systems- Microsoft Windows, UNIX, Linux and the proposed integrated application should be capable of supporting all standard Databases like Sybase, SQL, Oracle and DB2

The ERP Solution will be supplied with the source code and the customized source codes of the ERP solution. These Codes are part of deliverable without any preconditions

Signed by the authorised signatory

Designation

Company Seal

7. THE PARTNER ECOSYSTEM

(To be submitted on the Letterhead of the ERP solution OEM)

(Place) (Date)

To

The Deputy General Manager – Information Technology (IT),
Pension Fund Regulatory and Development Authority,
B-14/A, Chatrapati Shivaji Bhawan,
Qutab Institutional Area, Katwaria Sarai, New Delhi-110016

Sub: The partner ecosystem of the ERP Solution (name of the solution)

We would like to confirm that the following companies registered and operating in India are the partners to provide implementation and support services on the ERP solution (name of the solution)

Product Name	
Name of the Partner	
Nature of the legal status in India	

Signed by the authorised signatory

Designation

Company Seal

8. INDIA PRESENCE FOR DEVELOPMENT AND R&D

(To be submitted on the Letterhead of the ERP solution OEM)

(Place) (Date)

To

The Deputy General Manager – Information Technology (IT),
Pension Fund Regulatory and Development Authority,
B-14/A, Chatrapati Shivaji Bhawan,
Qutab Institutional Area, Katwaria Sarai, New Delhi-110016

We would like to declare the following information on our product development, R&D and training services in India.

Product Name	
Product Development Center	
Date of Incorporation	
Date of Commencement of Business	
Address	
Number of Employees involved in Development, Delivery and Service Support of Solutions at the above Center(s)	

Dated this ___ day of ___ 201_

Yours sincerely,

on behalf of [ERP Solution OEM's Name]

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address: Seal/Stamp of ERP Solution OEM

9. REFERENCE FOR INTEGRATED PLATFORM

(To be submitted on the Letterhead of the ERP solution OEM)

(Place) (Date)

To

The Deputy General Manager – Information Technology (IT),
Pension Fund Regulatory and Development Authority,
B-14/A, Chatrapati Shivaji Bhawan,
Qutab Institutional Area, Katwaria Sarai, New Delhi-110016

The ERP Deployment Information (one form for each project reference).

ERP solution Deployed

The name of the solution

The Solution components implemented

The operation areas, functions covered

The scale and users for the deployment of e-procurement or government file management (as the case may be) and integration with the core ERP

Client Information

Name of client

Name of the person who can be referred to from Clients' side, with name, designation, postal address, contact phone, fax number, e-mail id,

Nature of business / operations of client

Dated this ___ day of ___201_

Yours sincerely,

on behalf of [ERP Solution OEM's Name]

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address: Seal/Stamp of ERP Solution OEM

10. VALIDATION OF DEPLOYMENT REFERENCES

(To be submitted on the Letterhead of the Bidder)

(Place) (Date)

To

The Deputy General Manager – Information Technology (IT),
Pension Fund Regulatory and Development Authority,
B-14/A, Chatrapati Shivaji Bhawan,
Qutab Institutional Area, Katwaria Sarai, New Delhi-110016

Sub: the project completion declaration

We confirm that based on the internal documents, the following projects have been completed as per the respective contracts and billed/invoiced for the services rendered as per the respective contracts.

The referred Project and contract reference	Completed and invoiced on

Signed by the internal auditor

Designation

Company Seal

11. IPR/SOLUTION OWNERSHIP DECLARATION

(To be submitted on the Letterhead of ERP OEM)

(Place) (Date)

To

The Deputy General Manager – Information Technology (IT),
Pension Fund Regulatory and Development Authority,
B-14/A, Chatrapati Shivaji Bhawan,
Qutab Institutional Area, Katwaria Sarai, New Delhi-110016

Sub: Patent Rights/copyrights confirmation

Sub: Undertaking on Patent Rights/copy rights for the ERP solution proposed to PFRDA

I/We do hereby undertake that we are the rightful owners of the ERP solution (name of the solution) being provided by us and is not infringing on any patent or intellectual property rights as per the applicable laws of relevant jurisdictions having requisite competence.

I/We also confirm that there shall be no infringement of any patent or intellectual property rights as per the applicable laws of relevant jurisdictions having requisite competence, in respect of the ERP solution or any part thereof to be supplied by us. We shall indemnify PFRDA against all cost/claims/legal claims/liabilities arising from third party claim in this regard at any time on account of the infringement or unauthorized use of patent or intellectual property rights of any such parties, whether such claims arise in respect of manufacture or use. Without prejudice to the aforesaid indemnity, we shall be responsible for the completion of the supplies of the ERP solution including upgrades as and when they are made available and uninterrupted use of the software solution and/or system or any part thereof to PFRDA and persons authorized by RGUHS, irrespective of the fact of claims of infringement of any or all the rights mentioned above.

If at a later date it is found that it does infringe on patent rights, I/We absolve and indemnify PFRDA of any legal action.

Yours faithfully,

Authorized Signatory

Designation

TECHNICAL PROPOSAL FORMATS FOR IMPLEMENTATION

1. TECHNICAL PROPOSAL COVERING LETTER

(Company letter head)[Date]

To

The Deputy General Manager – Information Technology (IT),
Pension Fund Regulatory and Development Authority,
B-14/A, Chatrapati Shivaji Bhawan,
Qutab Institutional Area, Katwaria Sarai, New Delhi-110016

Dear Sir,

Ref: Implementing the ERP Solution (name of the ERP) at PFRDA

Having examined the bid document, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the implementation services for the ERP solution (name of the ERP) at PFRDA as required and outlined in the RFP.

We attach hereto the bid technical response as required by the bid document, which constitutes our proposal.

We undertake, if our proposal is accepted, to provide all the services put forward in this RFP or such features as may subsequently be mutually agreed between us and PFRDA or its appointed representatives.

We agree for unconditional acceptance of all the terms and conditions set out in the bid document and also agree to abide by this bid response for a period of six months from the date fixed for bid opening and it shall remain binding upon us with full force and virtue, until within this period a formal contract is prepared and executed. This bid response, together with your written acceptance thereof in your notification of award, shall constitute a binding contract between us and PFRDA

We confirm that the information contained in this proposal or any part thereof, including its exhibits, schedules, and other documents and instruments delivered or to be delivered to the PFRDA is true, accurate, and complete. This proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead PFRDA as to any material fact.

We agree that you are not bound to accept the lowest or any bid response you may receive. We also agree that you reserve the right in absolute sense to reject all or any of the products/ service specified in the bid response without assigning any reason whatsoever.

It is hereby confirmed that I/We are entitled to act on behalf of our corporation/company/ firm/organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Dated this Day of 201

(Signature)

(In the capacity of)

Duly authorized to sign the Bid Response for and on behalf of:

(Name and Address of Company)

Seal/Stamp of bidder

2. PROFILE OF PROJECT TEAM

Project Manager, the functional and technical consultants

1. Name of the person	
2. Role in the Project	
3. Qualification	
4. Total number of years of experience	
5. Number of years with the current company (the bidder)	
6. Functional area / expertise	
7. Role in the Project	
8. The names of customers/project for which the person has provided similar services	

Please provide the profiles for all the key modules and functional areas and the technical expertise required for the project like HR, finance, e-procurement etc.

3. TENTATIVE TEAM STRUCTURE

Sl. No	Name of Resource	Designation	Role in this project
1			
2			

4. RESOURCE LOADING

Team member	Role and expertise	Involvement during which activity	Expected duration of involvement

--	--	--	--

5. PROJECT PLAN

Project activity	Timelines	The experts involved	Number of people	Deliverable

1. Indicate all main activities of the assignment. For phased assignments indicate activities, delivery of reports, and benchmarks separately for each phase.
2. Duration of activities shall be indicated in the form of a bar chart.

6. DELIVERABLES

1. The list of deliverables
2. The templates for each of the deliverables
3. The acceptance criteria for the deliverables

7. REFERENCES FOR REGULATORS OR CENTRAL OR STATE GOVERNMENT ORGANISATION

The ERP version	
The name of the organisation	
A brief introduction to the operations of the regulatory/financial / State / central organisation	
The process of the organisation which have been implemented	
Number of users for the system	
Name of the person who can be referred to from Clients' side, with name, designation, postal address, contact phone, fax number, e-mail id...	
In the year of project completion	
The components of the proposed ERP implemented	

8. VALIDATION OF IMPLEMENTATION REFERENCES

(To be submitted on the Letterhead of the Bidder)

(Place) (Date)

To

The Deputy General Manager – Information Technology (IT),
Pension Fund Regulatory and Development Authority,
B-14/A, Chatrapati Shivaji Bhawan,
Qutab Institutional Area, Katwaria Sarai, New Delhi-110016

Sub: the project completion declaration for Regulatory/Financial/Central/State organisations

We confirm that based on the internal documents, the following projects have been completed as per the respective contracts and billed/invoiced for the services rendered as per the respective contracts.

The referred Project and contract reference	Completed and invoiced on

Signed by the auditor/Company Secretary/CFO/CEO of the company

Designation

Company Seal

9. DECLARATION ON IPR/PATENT RIGHTS - SP

(To be submitted on the Letterhead of the Bidder)

(Place) (Date)

To

The Deputy General Manager – Information Technology (IT),
Pension Fund Regulatory and Development Authority,
B-14/A, Chatrapati Shivaji Bhawan,
Qutab Institutional Area, Katwaria Sarai, New Delhi-110016
Sub: Patent Rights/copyrights confirmation

Sir,

Sub: Undertaking on Patent Rights/copy rights for the ERP project of PFRDA

I/We do hereby undertake that none of the deliverables being provided by us is infringing on any patent or intellectual and industrial property rights as per the applicable laws of relevant jurisdictions having requisite competence.

I/We also confirm that there shall be no infringement of any patent or intellectual and industrial property rights as per the applicable laws of relevant jurisdictions having requisite competence, in respect services/tools or any part thereof to be supplied by us. We shall indemnify PFRDA against all cost/claims/legal claims/liabilities arising from third party claim in this regard at any time on account of the infringement or unauthorized use of patent or intellectual and industrial property rights of any such parties, whether such claims arise in respect of manufacture or use. Without prejudice to the aforesaid indemnity, we shall be responsible for the completion of the project of ERP to PFRDA, irrespective of the fact of claims of infringement of any or all the rights mentioned above.

If at a later date it is found that it does infringe on patent rights, I/We absolve and indemnify PFRDA of any legal action.

Yours faithfully,

Authorized Signatory

Designation

Bidder's corporate name

COMMERCIAL PROPOSAL FORMATS FOR ERP SOLUTION AND IMPLEMENTATION

1. COVERING LETTER FOR ERP SOLUTION PROPOSAL

Company letter Head of the ERP OEM [Date]

To

The Deputy General Manager – Information Technology (IT),
Pension Fund Regulatory and Development Authority,
B-14/A, Chatrapati Shivaji Bhawan,
Qutab Institutional Area, Katwaria Sarai, New Delhi-110016

Dear Sir,

Ref: Supply the ERP solution (name of the ERP) to PFRDA

Having examined the Bid Document, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the ERP solution (name of the ERP) at PFRDA as set out in the bid document. Following is our quotation summarizing (as per the final figure in Table) our commercial proposal.

(The total bid value in Indian rupees, including the optional elements and applicable taxes)

We attach hereto the commercial proposal as required by the Bid document, which constitutes our proposal.

We undertake, if our proposal is accepted, to provide the ERP solution to meet all the requirements of PFRDA as put forward in the RFP.

If our proposal is accepted, we will sign the contract with PFRDA to supply the ERP solution.

We agree for unconditional acceptance of all the terms and conditions in the bid document and also agree to abide by this bid response for a period of six months from the date fixed for opening the commercial bid and it shall remain binding upon us, until within this period a formal contract is prepared and executed, this bid response, together with your written acceptance thereof in your notification of award, shall constitute a binding contract between us.

We confirm that the information contained in this proposal or any part thereof, including its exhibits, schedules, and other documents and instruments delivered or to be delivered to the PFRDA is true, accurate, and complete. This proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead the PFRDA as to any material fact.

We agree that you are not bound to accept the lowest or any bid response you may receive. We also agree that you reserve the right in absolute sense to reject all or any if the products/ service specified in the bid response without assigning any reason whatsoever.

It is hereby confirmed that I/We are entitled to act on behalf of our corporation/company/ firm/organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Dated this Day of 201

(Signature)

(In the capacity of)

Duly authorized to sign the Bid Response for and on behalf of:

(Name and Address of Company)

Seal/Stamp of bidder

CERTIFICATE AS TO AUTHORISED SIGNATORIES

I, certify that I am of the, and that who signed the above proposal is authorized to bind the corporation by authority of its governing body.

2. COMMERCIAL PROPOSAL COVERING LETTER FOR ERP IMPLEMENTATION

Company letter Head [Date]

To

The Deputy General Manager – Information Technology (IT),
Pension Fund Regulatory and Development Authority,
B-14/A, Chatrapati Shivaji Bhawan,
Qutab Institutional Area, Katwaria Sarai, New Delhi-110016

Dear Sir,

Ref: Implementing the ERP solution (name of the ERP) at PFRDA

Having examined the Bid Document, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the implementation services for the ERP solution (name of the ERP) at PFRDA as set out in the bid document. Following is our quotation summarizing (as per the final figure in Table) our commercial proposal.

(The total bid value in Indian rupees, including the optional elements and applicable taxes)

We attach hereto the commercial proposal as required by the Bid document, which constitutes our proposal.

We undertake, if our proposal is accepted, to provide all the services as put forward in the RFP or such modified requirements as may subsequently be mutually agreed between us and PFRDA or its appointed representatives.

If our proposal is accepted, we will obtain and submit a performance bank guarantee in the format given in the bid document issued by a public sector bank in India or a private sector bank authorized to do business with the Government of India and acceptable to PFRDA for a sum equivalent to 10% of the total price as quoted in our commercial proposal of the bid document for the due performance of the contract.

We agree for unconditional acceptance of all the terms and conditions in the bid document and also agree to abide by this bid response for a period of six months from the date fixed for opening the commercial bid and it shall remain binding upon us, until within this period a formal contract is prepared and executed, this bid response, together with your written acceptance thereof in your notification of award, shall constitute a binding contract between us.

We confirm that the information contained in this proposal or any part thereof, including its exhibits, schedules, and other documents and instruments delivered or to be delivered to the PFRDA is true, accurate, and complete. This proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead the PFRDA as to any material fact.

We agree that you are not bound to accept the lowest or any bid response you may receive. We also agree that you reserve the right in absolute sense to reject all or

any if the products/ service specified in the bid response without assigning any reason whatsoever.

It is hereby confirmed that I/We are entitled to act on behalf of our corporation/company/ firm/organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Dated this Day of 201

(Signature)

(In the capacity of)

Duly authorized to sign the Bid Response for and on behalf of:

(Name and Address of Company)

Seal/Stamp of bidder

CERTIFICATE AS TO AUTHORISED SIGNATORIES

I, certify that I am of the, and that who signed the above proposal is authorized to bind the corporation by authority of its governing body.

3. THE COMMERCIAL BID FOR ERP SOLUTION

Company letter Head of ERP OEM

[Date]

To

The Deputy General Manager – Information Technology (IT),
Pension Fund Regulatory and Development Authority,
B-14/A, Chatrapati Shivaji Bhawan,
Qutab Institutional Area, Katwaria Sarai, New Delhi-110016

The Summary of Commercial Offer for the ERP solution (name of the solution)

No.	ERP Solution elements	Unit price	No. of units	Total price
1.	ERP solution modules			
2.	-----			
3.	-----			
4.	-----			
5.	-----			
6.	Data base			
7.	ATS charges for one year			
	Total cost for calculating bid value			

Dated this Day of 201

(Signature)

(In the capacity of)

Duly authorized to sign the Bid Response for and on behalf of:

(Name and Address of Company)

Seal/Stamp of bidder

4. THE PAYMENT TERMS FOR ERP SOLUTION

Company letter Head of ERP OEM

[Date]

To

The Deputy General Manager – Information Technology (IT),
Pension Fund Regulatory and Development Authority,
B-14/A, Chatrapati Shivaji Bhawan,
Qutab Institutional Area, Katwaria Sarai, New Delhi-110016

Sub: the payment terms for the ERP solution

Dated this Day of 201

(Signature)

(In the capacity of)

Duly authorized to sign the Bid Response for and on behalf of:

(Name and Address of Company)

Seal/Stamp of bidder

5. THE COMMERCIAL BID FORMAT FOR IMPLEMENTATION SERVICE

Company letter Head

[Date]

To

The Deputy General Manager – Information Technology (IT),
Pension Fund Regulatory and Development Authority,
B-14/A, Chatrapati Shivaji Bhawan,
Qutab Institutional Area, Katwaria Sarai, New Delhi-110016

Table C1 – Summary of Commercial Offer

No.	Service /Solution elements	Base Price	Tax	Total price with tax
1.	Implementation Services till “complete deployment”, User training and 3 month system stabilisation service (C2)			
2.	Support services for 12 months post implementation.			
3.	Support services for second year (12 months) after implementation			
4.	Manpower cost for change requests (C3)			
5.	Manpower cost for skill augmentation (C4)			
	Total cost for calculating bid value			

Dated this Day of 201

(Signature)

(In the capacity of)

Duly authorized to sign the Bid Response for and on behalf of:

(Name and Address of Company)

Seal/Stamp of bidder

Table C 2- The breakup of cost of implementation services.

	Price Element	Base price	Tax	Total Price with tax
1.	Implementation activities till usage ready for all the functions except e-procurement			
2.	Cost of services during from usage ready till completion of stabilization support			
3.	Implementation of e-procurement system			
4.	Training cost			
5.	Total price			

Table C 3- The cost for manpower for change requests.

	Price Element	Base price	Tax	Total Price with tax
1.	Blended price of 10 man months of functional consultant			
2.	Blended price of 10 man months of technical consultant			
3.	Total price			

Table C 4- Man power cost for skill augmentation

	Price element	Base price	Tax	Total price with tax
1.	Three man month price for finance/accounts consultant			
2.	Three man month price for materials consultant			

3.	Three man month price for e procurement/contract management consultant			
4.	Three man month price for technical consultant			
5.	Total price			

Tables C2, C3 and C4 provide the breakup of the price for the respective prices in the commercial proposal indicated in Table C1. PFRDA reserves the right to place item wise work orders.

6. THE PAYMENT TERMS FOR IMPLEMENTATION SERVICES

Company letter Head the bidder

[Date]

To

The Deputy General Manager – Information Technology (IT),
Pension Fund Regulatory and Development Authority,
B-14/A, Chatrapati Shivaji Bhawan,
Qutab Institutional Area, Katwaria Sarai, New Delhi-110016

Sub: the payment terms for implementation services

Dated this Day of 201

(Signature)

(In the capacity of)

Duly authorized to sign the Bid Response for and on behalf of:

(Name and Address of Company)

Seal/Stamp of bidder