

# Functional Requirement Specifications

Volume - II

## Section I- Functional Requirement Specifications for NFL

### 1.1. Financial Accounting

S. No.	Process	Sub Process	Functional Requirement	Bidder's response	Name of the offered Product	Details of proposed ERP product
				S C TP NA		
1.1	<b>Organizational Structure and General Ledgers</b>	Organizational Structure	System should have provision to define NFL as single legal entity in system.			
1.2	<b>Organizational Structure and General Ledgers</b>	Organizational Structure	One structure should be defined for management accounting. Say operating concern, controlling area.			
1.3	<b>Organizational Structure and General Ledgers</b>	Organizational Structure	A profit center hierarchy should define covering main group, sub group etc. on the basis of reporting.			
1.4	<b>Organizational Structure and General Ledgers</b>	Organizational Structure	Organization structure should be defined in a manner that it can provide a basic filtration of transactional data for various reports as well as consolidation of corporate as a whole.			
1.5	<b>Organizational Structure and General Ledgers</b>	Organizational Structure	As balance sheet, P&L statement and income statement is required at units, zonal offices, central marketing offices and corporate offices location wise or region wise. All units, zonal offices and corporate offices should be defined as Profit Center or Business Area.  System should have provision to define Business Areas for each unit and its			

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respective plants. System should have provision to define profit center at material (SKU) level.

System should be capable for business segment level reporting.

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1.6      **Organizational Structure and General Ledgers**      Organizational Structure      One cost center hierarchy should define considering entire NFL and assign cost center at the lowest level so that all cost can be collected at granular level.

All the manufacturing units and CMO units should be structured at Business Area level or at Cost Centre level with units as separate business areas and cost centers assigned to each business area.

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1.7      **Organizational Structure and General Ledgers**      Organizational Structure      Plants should be defined in system as a level for inventory valuation. And it should be integrated with Company level legal entity and profit center as well.

System should have provision to define the logical plants in system for the warehouse or stock locations managed by marketing.

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1.8      **Organizational Structure and General Ledgers**      General Ledger      System should have provision to define chart of accounts centrally. General Ledger account should not be differentiated based on location wise. There should not be duplication of GL accounts.

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1.9      **Organizational Structure and General Ledgers**      General Ledger      System should have provision to define numeric general ledger accounts as per business requirement.

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1.10      **Organizational Structure and General Ledgers**      General Ledger      Entire chart of accounts should be grouped as per reporting requirement (Balance Sheet, cash flow and P&L account). For

	<b>Ledgers</b>		example – Share capital, fixed assets etc.
1.11	<b>Organizational Structure and General Ledgers</b>	General Ledger	System should provide the facility to have multiple, independent general ledgers which should be capable of supporting and being fully integrated with billing/sales, purchase and accounting ledgers and cashbook.
1.12	<b>Organizational Structure and General Ledgers</b>	General Ledger	Should allow for information to be consolidated within and across general ledgers for month-end, quarter-end, and year-end and as per business defined periodicity reporting purposes.
1.13	<b>Organizational Structure and General Ledgers</b>	General Ledger	Postings to sub-ledgers should result in automatic postings to the control accounts in the general ledger in real time.
1.14	<b>Organizational Structure and General Ledgers</b>	General Ledger	Should provide control over open and close posting period / year so posting can be controlled from system administrator side.
1.15	<b>Organizational Structure and General Ledgers</b>	General Ledger	System should be able to generate / segregate different accounting standard say IND-AS, IFRS, income tax and any other legal and statutory requirements for Balance sheet and income statement.
1.16	<b>Organizational Structure and General Ledgers</b>	General Ledger- Transactions	<p>It is anticipated that the following fields will be input on transactions including but not limited to the following:</p> <ol style="list-style-type: none"> <li>1. Header level:- Document date, posting date, document type, accounting period, currency etc.</li> <li>2. Line Item level: - Account code, amount, debit/credit indicator, quantity,</li> </ol>

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			analysis code, physical location, profit center, business area, and cost center, budget code, tax code, HSN code etc.
1.17	<b>Organizational Structure and General Ledgers</b>	General Ledger-Transitions	<p>Voucher – series number or document number should be generated by system.</p> <p>System should have provision for section wise vouchers.</p> <p>System should have provision to upload the supporting documents (scans) against the voucher being posted in system.</p>
1.18	<b>Organizational Structure and General Ledgers</b>	General Ledger-transaction s	System should have provision for analysis of codes on transaction records for analysis separate from that based on the account code, e.g. on some transactions a code will be entered, to facilitate analysis of certain types of expense by that particular code.
1.19	<b>Organizational Structure and General Ledgers</b>	General Ledger-transaction s	It will be possible for account codes to be looked up during data entry (on the basis of all or part of the block).
1.20	<b>Organizational Structure and General Ledgers</b>	General Ledger-transaction s	System should be able to post foreign currency transaction and translate it into INR.
1.21	<b>Organizational Structure and General Ledgers</b>	General Ledger-transaction s	Should provide for matching open debits with open credits in any account including information related to recoverable.
1.22	<b>Organizational Structure and General Ledgers</b>	General Ledger-transaction s	The system shall support the following types of journal: -Accrual journals on Program basis.
1.23	<b>Organizational Structure and General Ledgers</b>	General Ledger-transaction s	The system should be able to

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	<b>ional Structure and General Ledgers</b>	Ledger-transaction s	generate view and print out form of general ledger transaction line item wise and specific date range wise with details of plant, business area, cost center, profit center tax code, offsetting accounts, section code etc.
1.24	<b>Organizational Structure and General Ledgers</b>	General Ledger-transaction s	Should ensure that all the necessary postings from various other modules (Like accounts payable, treasury etc.) are posted to the ledger before starting the closing run.
1.25	<b>Organizational Structure and General Ledgers</b>	General Ledger-transaction s	Should automatically generate accounting provisions for administrative expenses, payroll, depreciation etc.
1.26	<b>Organizational Structure and General Ledgers</b>	General Ledger – Period / Year end	Should automatically / through program carry forward balances for balance sheet, P&L head at the year-end closing.
1.27	<b>Organizational Structure and General Ledgers</b>	General Ledger – Period / Year end	Should prepare Financial Statements and generate reports like (but not limited to) trial balances, Net movement by account, transaction lists, financial statements at various levels.
1.28	<b>Organizational Structure and General Ledgers</b>	General Ledger – Balance Sheet	System shall have capability for automatic generation of different schedules required for the generation of Balance Sheet.
1.29	<b>Organizational Structure and General Ledgers</b>	General Ledger – Balance Sheet	System shall have capability for periodic generation of Balance Sheet and Profit & Loss Account (i.e. monthly, quarterly, half-yearly, yearly, other specified duration, etc.) for NFL as a whole as well as profit-center wise / business area wise.  System should have provision for auto calculation of provisional entries as per the rules defined by business.

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System should have provision for consolidation of accounts of joint ventures of NFL.

System should have provision for periodic generation of Receipts & Payment Accounts, Income Expenditure Account and Balance Sheets of NFL Employees PF Trust Account, NFL Employees Gratuity Accounts, NFL Employee Defined Contribution Pension Trust Account.

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1.30      **Organizational Structure and General Ledgers**      General Ledger – Balance Sheet      System should be able to generate posting on re-evaluation of material at end of year and reverse on 1<sup>st</sup> day of the next year.

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1.31      **Organizational Structure and General Ledgers**      General - Budget      System should generate budget at cost center and general ledger / accounts head.

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1.32      **Organizational Structure and General Ledgers**      General - Budget      System should generate budget period wise that will roll up to year wise.  
  
System should have provision to revise the budget as per business requirement.

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1.33      **Organizational Structure and General Ledgers**      General - Budget      System should be able to integrate cost center budget to business area and total corporate budget.

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1.34      **Organizational Structure and General Ledgers**      General - Budget      System should be able to upload budget from excel sheet prepared outside the system.  
  
System should have provision to generate the budget code to be used by various departments for tagging of all the utilizations (indents/purchases/work orders).

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1.35      **Organizational Structure**      General - Budget      System should be able to generate budget / actual/ variance report at level of

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	<b>and General Ledgers</b>		accounts head / cost center.
1.36	<b>Organizational Structure and General Ledgers</b>	General - Budget	<p>System should be able to check budget limit at the time of actual expenses booking, and if it crosses the limit it should stop transaction.</p> <p>System should also provision for alerts on approaching threshold (e.g. 90, 95% etc.) to respective departments.</p>
1.37	<b>Organizational Structure and General Ledgers</b>	General - Budget	System should allow to modify budget as and when required to any competent authorized owner based on request generated in system.
1.38	<b>Organizational Structure and General Ledgers</b>	General ledger - Period-end Closing	Should ensure that all the necessary postings from various other modules (like accounts payable, treasury etc.) are posted to the ledger before starting the closing run.
1.39	<b>Organizational Structure and General Ledgers</b>	General ledger - Period-end Closing	Should automatically generate accounting provisions for administrative expenses, payroll, depreciation etc.
1.40	<b>Organizational Structure and General Ledgers</b>	General ledger - Period-end Closing	System should be able to generate foreign currency valuation on periodic basis.
1.41	<b>Organizational Structure and General Ledgers</b>	General ledger - Period-end Closing	System should be able to carry forward balances to next year of general ledger, accounts payable, accounts receivable etc.
1.42	<b>Organizational Structure and General Ledgers</b>	General ledger - Period-end Closing	<p>System should provide option for posting of journal vouchers in general ledger and other for Balance sheet adjustment purpose.</p> <p>System should have provision for re-casting of</p>

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periodic postings.

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1.43      **Organizational Structure and General Ledgers**      General ledger – Period-end Closing      System should be able to carry forward assets balances to next year, and opening of new assets accounting year and closing of previous accounting year.

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1.44      **Organizational Structure and General Ledgers**      General ledger – Period-end Closing      System should give option to post the provisional entries at month end for trial balance and other options along with option to reverse the provision in following month.  
  
System should have provision to calculate from contracts and post the provision for freight expenses at end of quarter/financial year.

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2.1      **Accounts Payable**      Vendor Master Data      Should record minimum of following details for each vendor master:

- Name of Vendor
- Address- including mobile no. and email Id
- Vendor group
- Payment method
- Payment terms etc.
- Tax details- PAN / GSTIN etc.
- Bank details
- Existing Vendor No

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2.2      **Accounts Payable**      Vendor Master Data      Vendor Master should be unique across the company and its plants

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2.3      **Accounts Payable**      Vendor Master Data      In case of different address of the same vendor or invoicing and payment vendor are different, sub-vendor code/partner function functionality should be activated.

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2.4      **Accounts Payable**      Vendor Master Data      System should have provision for system generated Vendor Number with option of exceptions for some social group of vendor wherein user needs to define the vendor name as vendor code.

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2.5      **Accounts Payable**      Vendor Master Data      System should have provision to treat inter unit transactions as a unit level

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transaction. Sales and purchase transactions for respective units for such transactions.

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2.6      **Accounts Payable**      Vendor Master Data      Accounts payable should be real time integrated with financial general ledgers.

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2.7      **Accounts Payable**      Vendor Master Data      Vendor should be integrated as sub ledger with a general ledger and only after that the transaction should be updated to general ledger; direct entry to the general ledger should be restricted.

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2.8      **Accounts Payable**      Vendor Master Data      System should be able to book other than normal transaction in separate general ledger as balance sheet requirement:

- Vendor Advance
- EMD
- Security deposit
- Retention money etc.

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2.9      **Accounts Payable**      Vendor Master Data      • System should have the provision to define one time vendors.

- System should have the provision for defining vendor equal to customer as well

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2.10      **Accounts Payable**      Invoice verification      The system should provide an invoice register facility by which invoices can be logged prior to entry in the ledger.

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2.11      **Accounts Payable**      Invoice verification      System should be capable to inventorize the cost incidental and associate it with procurement.

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2.12      **Accounts Payable**      Invoice verification      The system should provide for the various types of bill-passing such as a purchase order or contract against a goods receipt note/service

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			receipt note or a quality acceptance note.
2.13	<b>Accounts Payable</b>	Invoice verification	System should allow collation of purchase orders in the invoice register.
2.14	<b>Accounts Payable</b>	Invoice verification	System should allow collation of work bills in the invoice register by: Type of work bill - Material payment, Contract payment, Labor payment, Central payment, Local payment Point of raising work bill - Head Quarters, Circle level, Division / Sub division, Measurement book.
2.15	<b>Accounts Payable</b>	Invoice verification	Should provide for manually entering invoices (non-material related) for expenses
2.16	<b>Accounts Payable</b>	Invoice verification	Should allow automatic price variation variance / adjustments calculation at time of invoicing.
2.17	<b>Accounts Payable</b>	Invoice verification	System should be capable to raise debit and credit note based recovery schedule.
2.18	<b>Accounts Payable</b>	Invoice verification	System should be capable to generate performance incentive / penalties based on the vendor's performance recorded in system.
2.19	<b>Accounts Payable</b>	Invoice verification	System should be capable to show all transactions at the line item with open and clear status option.
2.20	<b>Accounts Payable</b>	Invoice verification	System should be capable to book invoice incidental cost to coal purchase - transportation charges, liaising charges etc.
2.21	<b>Accounts Payable</b>	Vendor Payments	System should be capable to generate payment request for advance payment against a purchase order.
2.22	<b>Accounts Payable</b>	Vendor Payments	System should allow vendor advance payment only against existing payment request.

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2.23	<b>Accounts Payable</b>	Vendor Payments	The payments procedure will use transaction discounts, and due dates to generate a list of proposed payments for approved invoices.
2.24	<b>Accounts Payable</b>	Vendor - Payments	The proposed payment lists will be able to be run at any time.
2.25	<b>Accounts Payable</b>	Vendor - Payments	The system should calculate payment date based on due date, lead time for processing the payment and working calendar
2.26	<b>Accounts Payable</b>	Vendor - Payments	Ability to make partial payment against invoice.
2.27	<b>Accounts Payable</b>	Vendor - Payments	It should be possible to run payment lists for specific vendor types.
2.28	<b>Accounts Payable</b>	Vendor - Payments	It should be possible to run payment lists for specific banks.
2.29	<b>Accounts Payable</b>	Vendor - Payments	The system should be able to prevent payments to vendors of more than a user specified amount as per payment voucher (Role based as per DOP - Delegation of Power).
2.30	<b>Accounts Payable</b>	Vendor - Payments	If a vendor item is selected for non-payment, such status will attach to the vendor or invoice until deleted, and i.e. it must be specifically unset to allow payment in the future.
2.31	<b>Accounts Payable</b>	Vendor - Payments	<p>The payment run will support automatic payment by cheque, Demand drafts, including accounting for DD charges, bank letters, and cash.</p> <p>The system will produce a remittance advice (including deductions etc.) for all payments made (irrespective of method of payment).</p>
2.32	<b>Accounts Payable</b>	Vendor - Payments	The system will maintain a cumulative register of cheque. The system should also have cheque printing facility.

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2.33	<b>Accounts Payable</b>	Vendor - Payments	Post invoice passing, the office will request for funds or advise the HQ to release payment directly through proper workflow enabled authorization (e.g. suppose zonal office to corporate office).
2.34	<b>Accounts Payable</b>	Vendor - Payments	System should be able to capture bank guarantee received from vendor against purchase order, and should be able to track Bank Guarantee life cycle.
2.35	<b>Accounts Payable</b>	Vendor - Payments	System should be capable to capture Letter of credit payment to vendor and final payment for LC to the bank, and bank charges.
2.36	<b>Accounts Payable</b>	Vendor - Payments	The system should have provision for Bank recon with real time integration with bank accounts for payments made
2.37	<b>Accounts Payable</b>	Vendor - Payments	The system should have provision for calculation of price and freight subsidy to be accounted in separate accounts.
2.38	<b>Accounts Payable</b>	Vendor - Payments	The system should have provision to move the difference of Goods Receipt and invoice to separate accounts provided by business instead of manually posting voucher for the same at year end.
2.39	<b>Accounts Payable</b>	Vendor - Payments	The system should have the provision for tracking the payments made to the vendor and generating a consolidated report that shows the amount invoiced, paid.
2.40	<b>Accounts Payable</b>	Vendor - Payments	The system should have the provision for treating the transfer from main stores to sub stores as movement and account for as issues for consumption only on issue to work from sub stores.
2.41	<b>Accounts Payable</b>	Vendor - Payments	The system should allow generation of automated SMS/ mail/ other communication to vendors for their invoices.

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System should provide alerts and emails to vendors confirming their payment details along with UTR number etc.

A system of tracking of invoices by vendors should be in place.

System should have option to determine the cost of credit for the credit period availed by the customer.

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2.42	<b>Accounts Payable</b>	Taxation	<p>Ability to automatically generate line item of GST/TDS / TCS/ reverse mechanism at the time of invoice verification / payment of goods or services as per taxation rules and monthly payment of tax liabilities.</p> <p>Ability to calculate the TDS on GST and deduction of same.</p>
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2.43	<b>Accounts Payable</b>	Taxation	<p>The system should be capable to generate TDS challan monthly along with provision to file the statutory returns.</p>
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2.44	<b>Accounts Payable</b>	Taxation	<p>Ability to generate monthly employee details from accounting data for the purpose of assessment of deduction of professional tax.</p>
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2.45	<b>Accounts Payable</b>	Taxation	<p>The system should have the provision to file GST Returns/ Challans based on GST from the system to avail the credit as per GSTR 2 by means of ASP/GSP.</p>
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2.46	<b>Accounts Payable</b>	Taxation	<p>The system should have provision to record an account's taxes (CGST, SGST, IGST, UTGST) under deductible, non-deductible as well for Reverse Charge scenarios.</p>
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2.47	<b>Accounts Payable</b>	Taxation	<p>The system should have provision to transfer the credit to respective unit/zones from corporate office or corporate marketing office.</p>
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2.48	<b>Accounts Payable</b>	Taxation	The system should be able to segregate the return or refund available for inverted rates (subsidies or difference in sale and purchase rate by difference from sales rate and purchase rate) for return filing.
2.49	<b>Accounts Payable</b>	AP-Report	A creditor ageing report should be available in system
2.50	<b>Accounts Payable</b>	AP-Report	Purchase report will be available listing the turnover by vendor for the current financial year.
2.51	<b>Accounts Payable</b>	AP-Report	Should generate all TDS/TCS related reporting - with due dates.
2.52	<b>Accounts Payable</b>	AP-Report	Should able to generate balance confirmation vendor wise and communicate to vendor through mail.
2.53	<b>Accounts Payable</b>	AP-Report	Should able to generate a purchase register with details of all element, basic price, taxes, freight etc.
2.54	<b>Accounts Payable</b>	AP-Report	Ability to generate report for GRN (goods receipt note) pending for invoice liability is required.
2.55	<b>Accounts Payable</b>	AP-Report	Ability to generate provision schedule from system along with up to date balance.
3.1	<b>Accounts Receivables</b>	Customer Master Data	<p>Should record minimum of following details for each Dealer Master:</p> <ul style="list-style-type: none"> <li>• Name of dealer</li> <li>• Address- including Mobile No and email Id</li> <li>• Dealer group</li> <li>• payment method,</li> <li>• Payment terms etc.</li> <li>• Tax details- GSTIN/ PAN etc.</li> </ul>

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			<ul style="list-style-type: none"> <li>• Bank details</li> </ul>
3.2	<b>Accounts Receivables</b>	Customer Master Data	Customer Master should be unique across the company.
3.3	<b>Accounts Receivables</b>	Customer Master Data	In case of different address of the same customer, invoicing and payment customer are different, sub-customer function should be activated. (Ship to party / bill to party).
3.4	<b>Accounts Receivables</b>	Customer Master Data	<p>Customer number/code preferably should be system generated, except for some special group of customer wherein manual customer code need to be defined.</p> <p>System should have provision to define the govt. receivables as customer wise/product wise also.</p>
3.5	<b>Accounts Receivables</b>	Customer Master Data	System should treat units in inter unit transactions as a customer also.
3.6	<b>Accounts Receivables</b>	Customer Master Data	Accounts receivable should be real time integrated with financial general ledger.
3.7	<b>Accounts Receivables</b>	Customer Master Data	Customer should be integrated as sub ledger with a general ledger. And transaction should be updated to sub ledger; direct entry to the general ledger should be restricted.
3.8	<b>Accounts Receivables</b>	Customer Master Data	<p>System should be able to book other than normal transaction in separate general ledger as balance sheet requirement.</p> <ul style="list-style-type: none"> <li>• Customer Advance</li> <li>• Security deposit</li> <li>• Discounts etc.</li> </ul>
3.9	<b>Accounts Receivables</b>	Customer Master	System should have the provision for defining

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	<b>s</b>	Data	vendor equal to customer as well.
3.10	<b>Accounts Receivables</b>	Customer Transaction	System should support automatic generation of customer bill / invoice with all details of line item. (including taxes- GST/ TCS or any applicable taxes).
3.11	<b>Accounts Receivables</b>	Customer Transaction	System should support automatic scrap sales billing (including taxes- GST /TCS or any applicable taxes).
3.12	<b>Accounts Receivables</b>	Customer Transaction	System should be capable to generate debit and credit note based on recovery schedule.
3.13	<b>Accounts Receivables</b>	Customer Transaction	System should be capable to show all transaction in line item with open and clear status option.
3.14	<b>Accounts Receivables</b>	Customer Transaction	<p>System should be capable to generate payment request for advance payment against a sales order along with option of approvals on employee and adjustment of advance in books.</p> <p>System should have provision to calculate and charge penalty for delayed payments in subsequent month invoices.</p> <p>System should have provision to calculate the cash rebate and adjust the same during customer payments.</p>
3.15	<b>Accounts Receivables</b>	Customer Payments	<p>Ability to book part payment or lump sum payment against bill. Payments against bills to be accounted for rent/lease/water/electricity bill after "payment of bills"</p> <p>System should have provision to clear the customer payment against invoices by means of FIFO as well as manual selection.</p>
3.16	<b>Accounts Receivables</b>	Customer Payments	Should be able to apply single receipt to multiple bills and vice versa.

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3.17	<b>Accounts Receivables</b>	AR-Report	Should generate claim for surcharge and rebate in user defined format.
3.18	<b>Accounts Receivables</b>	AR-Report	Provision of receivables on sale of all SKU's to be created based on the pre-determined rules.
3.19	<b>Accounts Receivables</b>	AR-Report	Should provide for journal voucher adjustment entries against customers' accounts.
3.20	<b>Accounts Receivables</b>	AR-Report	Billing statements, including beginning open items, new charges, credits and payments, ending open balance and aging recap on a consolidated basis for various customer.
3.21	<b>Accounts Receivables</b>	AR-Report	System should be able to generate AR Ageing Analysis on defined customer wise and days slab wise.
3.22	<b>Accounts Receivables</b>	Taxation	System should have provision to account the various taxes on invoice separately for GST return filing.
3.23	<b>Accounts Receivables</b>	Taxation	System should be able to generate the sales report for GSTR1 filing. System should have provision to file the GSTR by means of ASP/GSP.
3.24	<b>Accounts Receivables</b>	Miscellaneous	System should have provision to generate the statement for dealers.
3.25	<b>Accounts Receivables</b>	Credit management	System should have option to determine the case rebate for the payment received from the customer before due date.
4.1	<b>Asset Accounting</b>	Assets Master Data	Assets class / group should be defined, and one assets should belong to only one asset class.
4.2	<b>Asset Accounting</b>	Assets Master Data	Assets No. / Code should be system generated.
4.3	<b>Asset Accounting</b>	Assets Master Data	Assets No. range should be assets class wise, so that from assets number, assets

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class can identified.

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4.4	<b>Asset Accounting</b>	Assets Master Data	Assets master should record details (not limited) for each assets: <ul style="list-style-type: none"><li>• Description / name of assets.</li><li>• Assets class.</li><li>• Unit of measurement.</li><li>• No total unit.</li><li>• Inventory.</li><li>• Capitalization date.</li><li>• Cost center.</li><li>• Business Area.</li><li>• Plant.</li><li>• Location.</li><li>• Salvage value.</li><li>• Useful life and remaining useful life.</li><li>• Depreciation keys / rate with validation date – depreciation area wise.</li><li>• Change of depreciation key/ rate date. - depreciation area wise.</li><li>• Vendor details.</li><li>• Insurance details.</li><li>• Evaluation factors details.</li><li>• Type of asset.</li><li>• Financial head.</li><li>• Item folio.</li><li>• Cost (invoice or other expenses).</li><li>• Financial entry date.</li><li>• Disposal details (nature, date, transaction details).</li><li>• Functional Location.</li></ul>
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4.5	<b>Asset Accounting</b>	Assets Master Data	System should be able to generate sub assets on a main asset.
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4.6	<b>Asset Accounting</b>	Assets Master	System should be able to handle group assets / block of assets to maintain assets
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		Data	for calculation depreciation as per income tax.
4.7	<b>Asset Accounting</b>	Assets Master Data	System should allow upload of all legacy assets including zero value assets with all details on cut over date.
4.8	<b>Asset Accounting</b>	Assets Master Data	Should provide for additional capitalization on existing assets based on user defined parameters and simultaneously updating the fixed asset registers.
4.9	<b>Asset Accounting</b>	Assets Transaction	Assets accounts system should be real time integrated with GL accounts.
4.10	<b>Asset Accounting</b>	Assets Transaction	Posting in general ledger should happen automatically at the time, procurement, sale, scrap etc. including gain / loss, depreciation, accumulated depreciation accounting entry.
4.11	<b>Asset Accounting</b>	Assets Transaction	System should be able to: <ul style="list-style-type: none"> <li>a. Scrap assets</li> <li>b. Assets held for disposal</li> <li>c. Grant accounting treatment</li> </ul>
4.12	<b>Asset Accounting</b>	Assets Transaction	System should be able to book sale of assets along with all associated tax and other element.
4.13	<b>Asset Accounting</b>	Assets Transaction	System should be able to transfer assets to other location / unit.
4.14	<b>Asset Accounting</b>	Assets Transaction	System should block direct entry in assets GL account. It should be through assets code / sub ledger.
4.15	<b>Asset Accounting</b>	Assets Transaction	System should be able to calculate depreciation of assets on periodic basis and

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post automatically.

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4.16     **Asset Accounting**     Assets Transaction     System should be able to give projection of depreciation on periodic basis for entire life of assets.

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4.17     **Asset Accounting**     Assets Transaction     System should allow manual adjustment of depreciation, if required, at any time.

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4.18     **Asset Accounting**     Assets Transaction     System should allow changing the depreciation rate.

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4.19     **Asset Accounting**     Assets Transaction     System should allow addition of assets with existing asset.

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4.20     **Asset Accounting**     Assets Transaction     System should consider depreciation of parent asset rate for purpose of depreciation of assets addition.

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4.21     **Asset Accounting**     Assets Transaction     Should provide for capitalization of imported assets considering both landed cost of asset and accounting gain/loss and adjust the currency difference to the assets.

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4.22     **Asset Accounting**     Assets Transaction     Should provide for transferring assets based on a transfer request through ERP.

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4.23     **Asset Accounting**     Assets Transaction     Should keep track of history of asset transfers, asset splits, asset disposal, capitalization of assets.

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4.24     **Asset Accounting**     Assets Transaction     Should have a provision to dispose "lost assets"/"Asset not in use" & Written-off assets/Obsolete assets" upon proper authorization.

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4.25     **Asset Accounting**     Assets Transaction     Should provide for lodging insurance claims for lost/damaged assets.

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4.26     **Asset Accounting**     Assets Transaction     Should provide for capitalization of capital/insurance spares as per Companies Act.

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4.27	<b>Asset Accounting</b>	Assets Transaction	Capture the fixed assets retired from active use on account of completion of useful life, defect, or any other reason (to be captured from the fixed asset register).
4.28	<b>Asset Accounting</b>	Assets Transaction	Should support multiple depreciation methods for each of the depreciation terms -a) Straight-line -b) Written-down Value -c) Remaining Life
4.29	<b>Asset Accounting</b>	Assets Transaction	Should allow for changing depreciation details.
4.30	<b>Asset Accounting</b>	Assets Transaction	Should intimate the user on depreciation of 90% of the asset value and on intimation with option to transfer the asset to Assets not in Use Account.
4.31	<b>Asset Accounting</b>	Assets Transaction	Depreciation on assets funded via grants and consumer contributions to be depreciated on the unfunded component of assets. Funded component to written off along with the grant over a defined period
4.32	<b>Asset Accounting</b>	Assets Transaction	Depreciation to be re adjusted to the extent of change in the carrying value of assets on account of foreign exchange/statutory fluctuations
4.33	<b>Asset Accounting</b>	Assets Transaction	Depreciation to be computed from the date of capitalization of assets (from the date of capitalization mentioned in the Works Completion Report or when asset is put to use).
4.34	<b>Asset Accounting</b>	Assets Transaction	System should have provision to capitalize the assets on issue as well as on receipt basis along with option to select SRV/SIV basis.
4.35	<b>Asset Accounting</b>	Asset – report	Asset register (as per Schedule VI requirements) by any of the master data fields.

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4.36	<b>Asset Accounting</b>	Asset – report	Asset register as per NFL requirements.
4.37	<b>Asset Accounting</b>	Asset – report	Ageing of assets.
4.38	<b>Asset Accounting</b>	Asset – report	Insurance, AMC – Annual Maintenance contracts expiring reports.
4.39	<b>Asset Accounting</b>	Asset – report	List of assets by location.
4.40	<b>Asset Accounting</b>	Asset – report	List of assets acquired between a given set of dates.  Report for addition/deletion/transfer/disposal of assets for a period of time.
5.1	<b>Cash Accounting</b>	Cash /Bank Payment	Petty cash / location cash should be integrated with general ledger.
5.2	<b>Cash Accounting</b>	Cash /Bank Payment	Location wise petty cash / cash journal should define in system.
5.3	<b>Cash Accounting</b>	Cash /Bank Payment	Location cash fund limit should be defined in system.
5.4	<b>Cash Accounting</b>	Cash /Bank Payment	Location cash should able to book cash transactions location wise.
5.5	<b>Cash Accounting</b>	Cash /Bank Payment	System should be able to generate cash day book and close the day cash book.
5.6	<b>Cash Accounting</b>	Cash /Bank Payment	The cashbook will receive automatic postings from the Accounts payables and Accounts receivables.
5.7	<b>Cash Accounting</b>	Cash /Bank Payment	A full audit trail of cashbook transactions should be produced automatically.
5.8	<b>Cash Accounting</b>	Cash /Bank Payment	System should be able to generate cash payment and receive voucher in printed form.
5.9	<b>Cash Accounting</b>	Cash /Bank	The system will automatically post ledger entries against the inter-

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		Payment	unit account when funds are released to the units.
5.10	<b>Cash Accounting</b>	Cash /Bank Payment	System should be able to calculate cash disbursement required on monthly basis from zonal office to other location cash at the month end as per fund limit.
5.11	<b>Cash Accounting</b>	Cash /Bank Payment	A bank master should be defined (bank ID and bank key) for each bank account and the same should be linked with a bank account and a GL account.
5.12	<b>Cash Accounting</b>	Cash /Bank Payment	The system will have a fund request release module at the Head Quarters only.
5.13	<b>Cash Accounting</b>	Cash /Bank Payment	The cash management shall take care of the existing functions of expenditure monitoring i.e. item wise receipt, balance outgo, and related reports as desired from time to time.
5.14	<b>Cash Accounting</b>	Cash /Bank Payment	System should be able to generate cheque and payment advice at the time of booking of payment transaction.
5.15	<b>Cash Accounting</b>	Cash /Bank Payment	System shall also generate party wise payments and balances.
5.16	<b>Cash Accounting</b>	Cash /Bank Payment	Should support for accounting for collections, payments, cheque deposit through cash, management services for each profit centre wise / cost centre wise /location wise.
5.17	<b>Cash Accounting</b>	Cash /Bank Payment	Should keep track of "bounced" cheque and generate accounting entries for cheque bounced.  System should keep track of all cheques (regular/PDC's etc.) received by marketing team as collaterals.
5.18	<b>Cash Accounting</b>	Cash /Bank Payment	System should be able to generate cheque register.

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5.19	<b>Cash Accounting</b>	Cash /Bank Payment	The system will facilitate bank reconciliation, using bank statements input manually or automatically, should generate unpaired items list & age wise analysis report
5.20	<b>Cash Accounting</b>	Cash /Bank Payment	System should maintain following payment methods. <ul style="list-style-type: none"> <li>• Cheque</li> <li>• Bank draft</li> <li>• RTGS / NEFT</li> <li>• Cash</li> </ul>
5.21	<b>Cash Accounting</b>	Cash /Bank Payment	System should be able to maintained void cheque and cancel payment.
5.22	<b>Cash Accounting</b>	Cash /Bank Payment	System should be able to cancel / delete cash payment in case of mistake.
5.23	<b>Cash Accounting</b>	Cash /Bank Payment	System should be able to record cash and bank receipt and create cash and bank receipt voucher.
5.24	<b>Cash Accounting</b>	Cash /Bank Payment	System should able to maintain fund transfer between units, corporate office and zonal offices.
5.25	<b>Cash Accounting</b>	Cash /Bank Payment	System should be able to maintain stale cheque.
5.26	<b>Cash Accounting</b>	Cash /Bank Payment	The system should be able to perform multibank operations with or without overdraft facilitates and should facilitate approval based transfer of funds from collection banks to designated bank at corporate office.  Automatic integration with bank website both at payable and receivable side.
5.27	<b>Cash Accounting</b>	Cash /Bank Payment	Cash Register - The system will maintain details of all cash deposited and transferred to corporate office on daily basis. The system will also show "on-date" unclear cheque from each unit.

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5.28	<b>Cash Accounting</b>	Cash /Bank Payment	The system will maintain details of all inter unit transfers (Bank, cash transfers, material transfer, head office suspense transfer), collection account transfers from units to corporate office accounts and account transfers from corporate office account to unit accounts and provide the paired up & unpaired transactions for a given period.
5.29	<b>Cash Accounting</b>	Cash /Bank Payment	The system shall not permit cash / bank transactions amongst the units.
5.30	<b>Cash Accounting</b>	Cash / Bank -Loan	System should be able to manage loan account individually.
5.31	<b>Cash Accounting</b>	Cash / Bank -Loan	System should be able to calculate and post interest on loan periodically.
5.32	<b>Cash Accounting</b>	Cash / Bank -Loan	System should allow adjustment entry for interest amount calculated by system and interest calculated by financial institution for loan accounts.
5.33	<b>Cash Accounting</b>	Cash / Bank -Loan	Should provide for various types of investments/borrowings including but not limited to :- Loans, Cash Credit, Overdraft, Fund Based Limits, non-fund based limits (LCs, Bank Guarantees, etc.), Fixed Deposits, Treasury bills, Financial Lease, operating lease, Bill Discounting etc.
5.34	<b>Cash Accounting</b>	Cash / Bank - Report	It should be possible to generate cash flows for various durations (long-term, short-term) at various levels (Corporate Office, Units and Zonal Offices)
5.35	<b>Cash Accounting</b>	Cash / Bank - Report	Inter unit fund transfer and balance reports.
5.36	<b>Cash Accounting</b>	Cash / Bank - Report	Facility to project cash flows and ability to perform sensitivity analysis on various factors.

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6.1	<b>Corporate Planning</b>	Cost Accounting	Should have provision for classification of expenses, grouping at various levels, grouping at various criteria.
6.2	<b>Corporate Planning</b>	Cost Accounting	Should provide for capturing expenses based on activities.
6.3	<b>Corporate Planning</b>	Cost Accounting	Should provide comparisons across periods and automatically analyze variances.  Should provide exception reports by amount /events /employee / nature of expense/ Variance.
6.4	<b>Corporate Planning</b>	Cost Accounting	Should take depreciation entries from the fixed assets module and allocate depreciation to multiple levels up to the cost center/unit defined.
6.5	<b>Corporate Planning</b>	Cost Accounting Overhead	Should allow for multiple cycles of allocating overheads, iterative allocation and multiple basis for allocation.
6.6	<b>Corporate Planning</b>	Cost Accounting Overhead	Should be possible to generate reports which segregate between direct and allocated expenses.
6.7	<b>Corporate Planning</b>	Cost Accounting Overhead	Should be possible to allocate each of the expense heads into identified cost centers.
6.8	<b>Corporate Planning</b>	Cost Accounting Overhead	Should provide the variance based on change in the method of allocation and aid in defining the basis for allocation.
6.9	<b>Corporate Planning</b>	Cost Reports	The system must be able to deliver cost reports as per accounting records (Fertilizer Industries, Rules 2013 of GOI).
6.10	<b>Corporate Planning</b>	Cost Reports	Statement of consumable stores and spare parts from monthly stock returns for major materials like (but not limited to) fuels & lubricants, consumables, water charges, chemicals etc.

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6.11	<b>Corporate Planning</b>	Cost Reports	Cost of labor with regard to salaries and wages paid to the staff cost center wise.
6.12	<b>Corporate Planning</b>	cost accounting Other records	Record showing the receipts, issues and balances both in quantity and value cost center wise.
6.13	<b>Corporate Planning</b>	Budgeting - General	The system should have capability for maintaining multiple budget versions (i.e. budget estimates, revised estimates, etc.) and enabling control and validation on the final version.
6.14	<b>Corporate Planning</b>	Budgeting - General	The system should have capability for defining an aggregate budget for the entire year, with periodic budgets.
6.15	<b>Corporate Planning</b>	Budgeting - General	The system should cater to NFL budgeting procedure i.e. original estimates, revised estimates and estimates for n+1 to n+4 years as required by various regulatory and planning purpose along with variance analysis.
6.16	<b>Corporate Planning</b>	Budgeting - General	The system should have capability for allocation of budget and reflect it in the general ledger (plan vs actual variance analysis).
6.17	<b>Corporate Planning</b>	Budgeting - General	The system should have capability for converting the data required for "Annual Budget Book" in the prescribed format, as word / spread sheet files or any other suitable format.
6.18	<b>Corporate Planning</b>	Budgeting - General	The system should have capability for providing for different types of budget definitions such as Cost-center / cost-element.
6.19	<b>Corporate Planning</b>	Budgeting - General	The system should provide for budgeting for whole NFL as well as for each cost center /profit-center / units/ zonal office/ project etc.
6.20	<b>Corporate Planning</b>	Budgeting - General	In addition to the profit-center budgets, the system should provide for the budgeted overhead

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			expense, budgeted capital expense, depreciation budgets, grants and finance charges.
6.21	<b>Corporate Planning</b>	Budgeting - General	The system should provide budgeting based on previous period budgets/ actuals and historic trends (both cost center wise and cost element wise).
6.22	<b>Corporate Planning</b>	Budgeting - General	The system should allow for generating comparative report between actual and any version of the budget – Variance analysis.
6.23	<b>Corporate Planning</b>	Budgeting - General	Should allow for recording overhead budgets based on cost centers and expense heads (both).
6.24	<b>Corporate Planning</b>	Depreciation budgets	Should automatically calculate depreciation budgets based on fixed asset details, capital expenditure and depreciation rates.
6.25	<b>Corporate Planning</b>	Depreciation budgets	Should automatically allocate the budgeted depreciation to the cost centers based on Asset Master / Capital Expenditure budget definitions.
6.26	<b>Corporate Planning</b>	Capital Expenditure budget	The system should provide for recording the Capital Expenditure budget across Circle, Division, cost center/ profit centered.
6.27	<b>Corporate Planning</b>	Capital Expenditure budget	The system should allow defining the budget on the project name, funding agency, scheme code no., Cost, Date of completion, total expenditure, and approval status and cash grant for the project.
6.28	<b>Corporate Planning</b>	Reports	System should be able to generate reports for: <ul style="list-style-type: none"> <li>a.        F ICC data and claims (e.g. purchase of bags) as per annual cost data etc.</li> <li>b.        M onthly profitability</li> </ul>

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reports

6.29 **Corporate Planning** Taxes System should have provision to calculate and account the corporate income tax.  
System should also be able to generate report for same in tax audit format.

7.1 **Internal Audit** Audit Reports The system should have the provision for maintaining audit trails of all financial transactions.

7.2 **Internal Audit** Audit Reports The system should have the provision for ensuring internal controls and internal checks in all financial transactions.

7.3 **Internal Audit** Audit Reports The system should have the provision for internal controls that can be applied to prevent fraud in the company through the system itself.

7.4 **Internal Audit** Audit Reports The system should have the provision for providing details regarding violation of Segregation of Duties.

7.5 **Internal Audit** Audit Reports The system should have the provision for Segregation of Duties be enforced automatically / through a workflow.

7.6 **Internal Audit** Audit Reports The system should have the provision for enforcing access / process controls through the system.

7.7 **Internal Audit** Audit Reports The system should be able to check for the viability of process through application of process controls.

8.1 **Stock Accounting** Inventory Management System should be able to generate report on inventory ageing and their current valuation.

8.2 **Stock Accounting** Inventory Management System should have provision for accounting of scrap, obsolete, disposed FOC materials, issued, and transferred, stocked, loaned materials.

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			Calculation of handling charges rates and valuation of inventory.
8.3	<b>Stock Accounting</b>	Inventory Management	System should have provision to perform inventory analysis (ABC) and valuations (NRV).
8.4	<b>Stock Accounting</b>	Inventory Management	System should have provision for valuation of closing stock.
8.5	<b>Stock Accounting</b>	Inventory Management	Calculation of overloading and under loading with respect to coal supply.
9.1	<b>Subsidy</b>	FICC Price subsidy - Urea	<p>System should have provision to post accrual/provision of subsidy on each invoice, variable factors (Energy consumption and bags etc.) and fixed factors (manufacturing cost etc.) in separate accounts.</p> <p>Accrual/provision posting will be cleared as per the voucher posted by finance on actual receipt (bill) of subsidy from government.</p> <p>System should have provision to upload the PDF generated from FICC website/IFMS against voucher posted using Document Management System.</p>
9.2	<b>Subsidy</b>	FICC Price subsidy - Urea	<p>System should have provision to calculate the escalation/de-escalation claims on revision of subsidy rates (for quantity up to re-assessed capacity and for quantity beyond re-assessed capacity) by govt.</p> <p>System should have provision to calculate the admissible concession price and availed subsidy to post the same for escalation/de-escalation as provision in system.</p>
9.3	<b>Subsidy</b>	FICC Price subsidy - Urea Report	<p>System should have provision to capture data from IFMS for the dealer/retailer/farmer network for actual sale data to farmer.</p> <p>System should have provision to generate the report on urea sold to farmer state wise as per input from</p>

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the voucher posted as per FICC bill for all the states.

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9.4	<b>Subsidy</b>	FICC Freight subsidy	<p>System should have provision to post accrual/provision of subsidy on each invoice in separate accounts.</p> <p>Accrual/provision posting will be cleared as per the voucher posted by finance on actual receipt of subsidy from government.</p> <p>System should have provision to upload the PDF generated from FICC website/MFMS against voucher posted using Document Management System.</p> <p>System should have provision to upload and map the PDF document uploaded for RR issued by railway for subsidy input.</p> <p>Subsidy to be captured separately with the subsidy rates defined as per distance for:</p> <ul style="list-style-type: none"><li>a. Rail</li><li>b. Direct dispatches by road from plants (P-I)</li><li>c. Dispatches from rake points (P-II)</li></ul>
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9.5	<b>Subsidy</b>	FICC Freight subsidy Urea -	<p>System should have provision to calculate the escalation/de-escalation claims on revision of subsidy rates by Govt.</p> <p>System should have provision to calculate the admissible concession price and availed subsidy to post the same for escalation/de-escalation as provision in system.</p> <p>System should have provision to post the monthly actual expenses against P-I and P-II for road dispatches from plant as well as from rake point.</p>
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9.6	<b>Subsidy</b>	FICC Freight subsidy Report -	<p>System should have provision to generate the report on urea received at godown/wholesaler state wise as per input from the</p>
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voucher posted as per FICC invoice for all the states.

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9.7      **Subsidy**      Imported P&K & city-compost subsidy – Price and Freight

System should have provision to post accrual of subsidy on each invoice in separate accounts.

Accrual posting will be cleared as per the voucher posted by finance on actual receipt (bill) of subsidy from government.

System should have provision to upload the PDF generated from department of fertilizer against voucher posted using Document Management System.

Subsidy to be captured separately in case of freight with the subsidy rates defined as per distance for:

- a.      R  
    ail
- b.      D  
    ispatches from rake points
- c.      D  
    irect dispatches by road from port

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9.8      **Subsidy**      FICC reports

System should be able to generate report for:

- a.      X  
    II-A (For the quarter) and XII-B (up to the quarter) format.
- b.      T  
    echnical operating data (Annual)
- c.      A  
    nnual Cost Data (Approx. 12 formats)
- d.      A  
    nnexure III and XI (Production, sales and Shortages)
- e.      Q  
    uarterly and annual escalation claims
- f.      G  
    as pool data (Monthly)
- g.      P  
    ricing data (Urea)

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TP: THIRD PARTY SOLUTION  
NA: NOT AVAILABLE

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## 1.2. Procure to Pay

S. No	Process	Sub Process	Functional Requirement	Bidder's response	Name of the offered Product	Details of proposed ERP product
				S C N P S		
1.1	<b>Tendering Process</b>	Material Planning	System should have a database of items which are under central purchase or plant purchase  System should have facility to create material directory services with user defined search criteria such as folio wise, description wise, services level wise etc. and can be view by user department at different levels and location			
1.2	<b>Tendering Process</b>	Material Planning	System shall have ability to define various purchase levels with proper authority, all items and permissible limits for - Central Purchase / Local purchase.			
1.3	<b>Tendering Process</b>	Material Planning	System shall have ability to capture and provide set approval levels based on norms of delegation of power of NFL including vendor profiling and pre-qualified criteria's etc.			
1.4	<b>Tendering Process</b>	Material Planning	System should have ability to make grouping of central purchase items being procured as one commodity – Bags.			
1.5	<b>Tendering Process</b>	Material Planning	System should have ability to classify central purchase items in  a. Regular consumable items  b. Need based items (Sub-assemblies / insurance items etc.)  c. Common Items for all			
1.6	<b>Tendering Process</b>	Material Planning	System should have a database of inventory levels of items in the stock at various sites and departments.  System should have ability to generate alerts when stock levels have reached or below			

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			<p>Minimum Order Quantity (MOQ)</p> <p>System should have ability to generate stock requirements based on past consumption and annual maintenance plan.</p>
1.7	<b>Tendering Process</b>	Material Planning	System should raise an exception whenever the inventory level of an item falls below user defined level so that tendering process could be initiated on time
1.8	<b>Tendering Process</b>	Material Planning	System should be able to check items available in stock and pending orders with requirements made by units
1.9	<b>Tendering Process</b>	Material Planning	System should be able to make forecasts for purchase based on purchases made over the last three years with an allowance for either increase in demand or inflation in prices
1.10	<b>Tendering Process</b>	Material Planning	System should be able to collate requirement of items for central purchase and plant purchase automatically based on indents released by user and prepare a consolidated indent
1.11	<b>Tendering Process</b>	Material Planning	System should have ability to capture & display details of indents sent by departments along with indent originators name & details
1.12	<b>Tendering Process</b>	Material Planning	<p>System should maintain a database of line items and its BIN code. This code shall be unique for each item throughout the NFL. The BIN Code shall be generated/allocated by the codification cell only</p> <p>Ability to allocate or request to generate BIN code based on item description and technical specification during the process of requisition</p>
1.13	<b>Tendering Process</b>	Material Planning	There should be provision to not include items for which unique item BIN code is not available. The BIN Code shall be generated/allocated by the codification cell only
1.	<b>Tendering</b>	Material	Facility to define multiple cost centers at Purchase Requisition -
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14	<b>Process</b>	Planning	line level (document / item / schedule), vendor category level as well and propagate them to subsequent stages.  Facility to define multiple service centers responsible for generating the Purchase Requisition
1. 15	<b>Tendering Process</b>	Budgeting	System should be able to prepare estimated indented value of all items on the basis of last available rates, item consumption during last year.
1. 16	<b>Tendering Process</b>	Budgeting	System should have ability to display budget availability for the estimate of a indent from the current budget
1. 17	<b>Tendering Process</b>	Tender Preparation	The system should have provision for preparation of purchase proposals or Tender Committee (TC) recommendation, negotiations and approvals with over-riding power. System should have provision to capture and circulate the minutes from TC meeting using standard templates.
1. 18	<b>Tendering Process</b>	Tender Preparation	The system should have compatibility of web based e-procurement/ e-tendering (SRM Portal)
1. 19	<b>Tendering Process</b>	Tender Preparation	The system should have provision for Request For Quotation/NIT preparation, approval and release strategy.
1. 20	<b>Tendering Process</b>	Tender Preparation	The system should have provision for bid amendment, bid opening, retendering & quotation maintenance along with creation of various condition types for pricing procedures
1. 21	<b>Tendering Process</b>	Tender Preparation	System should generate tender document on the click of a button from available templates and forms information held within. System should also support generation of tender document offline using desktop office tools
1. 22	<b>Tendering Process</b>	Tender Preparation	The system should have provision for preparation of comparative statements
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1.23	<b>Tendering Process</b>	Tender Preparation	System shall define the hierarchy for approval of tenders so generated and forward the document and record their comments with time stamp. System should also support digital signing of the documents.
1.24	<b>Tendering Process</b>	Tender Preparation	Upon approval, system shall generate final tender doc, get it signed digitally by appropriate authority and forward the documents along with tender calendar, base attributes, etc. to e-tender system for uploading to portal.
1.25	<b>Tendering Process</b>	Tender Preparation	System shall define the hierarchy for approval of tender so generated and forward the document and record their comments with time stamp. System should also support digital signing of the comments
1.26	<b>Tendering Process</b>	Tender publication and communication	Communication of availability of tender document through e-mails to respective pre-qualified suppliers for limited tenders along with option to select limited pre-qualified/approved suppliers from detailed list.
1.27	<b>Tendering Process</b>	Tender publication and communication	Purchase of tender document online through a secure payment gateway. System should also support offline purchase of tender document.
1.28	<b>Tendering Process</b>	Tender publication and communication	For each payment, both online as well as offline, a receipt should be generated and printed by system having unique verification code to prevent use of forged receipts.
1.29	<b>Tendering Process</b>	Tender publication and communication	Issue of corrigendum such as postponement of schedule dates, change in technical specs, quantities, special or general conditions, change in bid or bid item forms provided bid closing for the corresponding round not started, addition of extra bidding rounds (Revised Bids) and envelopes and bid forms, addition and deletion of items in
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the tender

1.30	<b>Tendering Process</b>	Forward and Reverse Auction	System shall support both types of auction i.e. forward auction (for sale of material) and reverse auction (for purchase of material)
1.31	<b>Tendering Process</b>	Tender Submission	Filling of bids by suppliers after encrypting through supplier digital certificate
1.32	<b>Tendering Process</b>	Tender Submission	Online filling of forms by bidders. Uploading attachments by bidders. System shall permit uploading of attachments only when permitted by buyer.
1.33	<b>Tendering Process</b>	Tender Submission	Withdrawal of bid- System should have capability for withdrawal of bid by bidders after bid submission prior to the bid closing date/time
1.34	<b>Tendering Process</b>	Tender Submission	Amendments to Bid- System shall have capability to receive bid amendments. In such case, original bid data is not to be replaced and amendments are to be stored separately
1.35	<b>Tendering Process</b>	Tender Evaluation	System should be able to identify all vendors, who are not blacklisted/de-listed or has back track record, for items to be purchased.
1.36	<b>Tendering Process</b>	Tender Evaluation	System shall have ability to provide the list of alternate suppliers for each item.
1.37	<b>Tendering Process</b>	Tender Evaluation	Once a tender is released, system should be able to generate timelines as defined by the user department and keep a track of different activities to be undertaken as a part of tendering process e.g. date of supply, opening dates etc.
1.38	<b>Tendering Process</b>	Tender Evaluation	System should record the terms and conditions (General and Special) of various bidders and prepare a comparative statement along with the deviations with tender conditions
1.	<b>Tendering</b>	Tender	System should be able to give a cost comparison (auto loading

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39	<b>Process</b>	Evaluation	for deviations as per purchase manual of NFL) among the bids received as required by the user.
1. 40	<b>Tendering Process</b>	Tender Evaluation	System should provide comparison of rates for same items procured in the past by HQ or other plants
1. 41	<b>Tendering Process</b>	Tender Evaluation	System should keep track of status of tender such as issued, under process with mile stones (technical opening, commercial opening, under approval from management), tender awarded etc.
1. 42	<b>Tendering Process</b>	Indenting	System should have provision to put validation to prevent the duplicate indents and also should have provision to bypass the validation with appropriate approvals.
2. 1	<b>Purchasing Documents</b>	Purchase / Work Order Management	Ability to record, print and display purchase order and LOI details
2. 2	<b>Purchasing Documents</b>	Purchase / Work Order Management	Ability to enter details of purchase orders created manually (Committee Purchase etc.).
2. 3	<b>Purchasing Documents</b>	Purchase / Work Order Management	System should have provision to view the history of last few purchase price
2. 4	<b>Purchasing Documents</b>	Purchase / Work Order Management	Ability to create one purchase order from multiple requisitions
2. 5	<b>Purchasing Documents</b>	Purchase / Work Order Management	Ability to create multiple purchase orders from one requisition
2. 6	<b>Purchasing Documents</b>	Purchase / Work Order Management	Provide user defined text fields for purchase order details like special instructions etc.
2.	<b>Purchasing Documents</b>	Purchase / Work Order Management	Ability to capture the delivery instruction details which include
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7	<b>Documents</b>	Order Management	details like the quantity of material, time targets to be delivered and the place of delivery etc.
2.8	<b>Purchasing Documents</b>	Purchase / Work Order Management	Ability to enter details such as scheduled, deposit of security guarantee, pre-delivery inspection dates, delivery date(s), etc. and should generate an alert to the concerned officer for information and action.
2.9	<b>Purchasing Documents</b>	Purchase / Work Order Management	System shall generate reminders to suppliers through SMS and emails, if the date of intimation/ readiness of material offered for pre dispatch inspection is not received within due dates.
3.1	<b>Purchasing Documents</b>	Purchase / Work Order Management	System shall monitor deputation of inspector for pre dispatch inspection and generate alert in case of delay
3.2	<b>Purchasing Documents</b>	Purchase / Work Order Management	System shall have provisions to capture the details of pre-dispatch inspection results
3.3	<b>Purchasing Documents</b>	Purchase / Work Order Management	System shall provide delivery dates of material under dispatch - on the basis of dispatch inspection.
3.4	<b>Purchasing Documents</b>	Purchase / Work Order Management	Interface with project system and maintenance modules to enable the user departments to view the status of their indents, likely date of supplies.
3.5	<b>Purchasing Documents</b>	Purchase / Work Order Management	Provide an inquiry screen to display purchase order status.
3.6	<b>Purchasing Documents</b>	Purchase / Work Order Management	Provide an inquiry screen to view purchase done between any specified date horizons.
3.	<b>Purchasing Documents</b>	Purchase / Work	Ability to raise purchase orders in local or foreign
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7	<b>Documents</b>	Order Management	currency categorizing imported items for processing purchase order in their respective currencies.
3.8	<b>Purchasing Documents</b>	Purchase / Work Order Management	Ability to handle purchase orders for different types of purchases, e.g. goods, services, labor etc.
3.9	<b>Purchasing Documents</b>	Purchase / Work Order Management	Ability to enter multiple delivery dates for items in a purchase order e.g. each line item may have a different delivery date.
3.10	<b>Purchasing Documents</b>	Purchase / Work Order Management	Ability to enter multiple cost code for a line item, e.g. an item maybe split between one or more capital works projects or cost accounts
3.11	<b>Purchasing Documents</b>	Purchase / Work Order Management	Ability to create a purchase for the same vendor from different requisitions
3.12	<b>Purchasing Documents</b>	Purchase / Work Order Management	System should be able to trace advances to vendors in finance
3.13	<b>Purchasing Documents</b>	Purchase / Work Order Management	Ability to create purchase orders with multiple material delivery addresses
3.14	<b>Purchasing Documents</b>	Purchase / Work Order Management	The system has the capability to process multiple order types: single item - single delivery date, single item - multiple delivery date, multiple items - single delivery date, multiple items - multiple delivery dates
3.15	<b>Purchasing Documents</b>	Purchase / Work Order Management	Ability to keep track of the local purchases details along with the audit trails and this must be accessible to the higher authorities
3.16	<b>Purchasing Documents</b>	Purchase / Work Order Management	Ability to handle price variations and account it to the material batch supplied by the vendor
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3.17	<b>Purchasing Documents</b>	Purchase / Work Order Management	Route purchase orders automatically according to delegation of powers – Release strategy
3.18	<b>Purchasing Documents</b>	Purchase / Work Order Management	System should have facility to accommodate taxation requirements i.e. GST etc.
3.19	<b>Purchasing Documents</b>	Purchase / Work Order Management	System should be able to track budget update related changes (supplement/ transfer/ return)
3.20	<b>Purchasing Documents</b>	Process for Commercial Lease	The system should have provision for lease management
3.21	<b>Purchasing Documents</b>	Bank guarantee (BG), Import & Export procedures (T & CC), Letter of credit	The system should have provision for creation of Bank guarantee (BG), Letter of credit in MM & its approval by finance
3.22	<b>Purchasing Documents</b>	Bank guarantee (BG), Import & Export procedures (T & CC), Letter of credit	The system should have provision for tagging different forms / road permits etc.( as part of order release)
3.23	<b>Purchasing Documents</b>	Contract closing	The system should have provision for contract closing (No dues certificate)
3.24	<b>Purchasing Documents</b>	Order amendments	System should have provision to amend the purchase order with release strategy once entered such as: <ul style="list-style-type: none"> <li>a. Technical specifications</li> <li>b. Quantity</li> <li>c. Rates</li> <li>d. Delivery period</li> </ul>
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			<ul style="list-style-type: none"> <li>e. Additional conditions</li> <li>f. Delivery Order</li> </ul>
3.25	<b>Purchasing Document</b>	Annexure and documents	<p>System should have provision for flow of annexure and data from preceding documents (NIT to order).</p> <p>System should also have provision for upload of scanned technical specification documents against the orders.</p>
3.26	<b>Purchasing Document</b>	<p>Exceptions:</p> <p>Process for Bag</p>	<p>System should have provision to define the calculations such as allocation of quantity based on pre-defined formulas in NIT and vendor rating (bag basis only).</p> <p>Maintenance parameters:</p> <ul style="list-style-type: none"> <li>a. Do calculation</li> <li>b. Price fixation and re-fixation</li> </ul>
3.27	<b>Purchasing Document</b>	<p>Exceptions:</p> <p>Process for Coal</p>	<p>System should have provision to record following details for coal procurement:</p> <ul style="list-style-type: none"> <li>a. Demand and receipt</li> <li>b. Dispatch details (RR, colliery wise, un-linked wagons)</li> <li>c. Calculation as per Fuel Supply Agreement</li> <li>d. Grade slippage</li> <li>e. Over loading – Under loading</li> <li>f. Payment status</li> </ul>
4.1	<b>Master Data Management</b>	Vendor Performance Management	Ability to generate customized reports/ graphs relating to the supplier performance ratings
4.2	<b>Master Data Management</b>	Vendor Performance Management	Ability to generate reports such as Micro, Small and Medium Enterprise(MSME) vendors, schedule cast/schedule tribe(SC/ST) category, volume of business given, start up and Make in India etc.
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4. 3	<b>Master Data Management</b>	Vendor Performance Management	Ability to record a default (preferred) supplier for each item stored
4. 4	<b>Master Data Management</b>	Vendor Performance Management	Ability to create/ delete/ change vendor data and track the changes
4. 5	<b>Master Data Management</b>	Vendor Performance Management	System should support end-to end contract amendment (modification) process i.e. system should have facility to provide version controls for the amended documents
4. 6	<b>Master Data Management</b>	Vendor Performance Management	Ability to maintain record of the quality of goods supplied by vendor.
4. 7	<b>Master Data Management</b>	Vendor Performance Management	Ability to generate vendor reports by outstanding orders, orders shipped but not received, and overdue outstanding orders, that is, orders not fulfilled by the agreed time period
4. 8	<b>Master Data Management</b>	Vendor Performance Management	Ability to provide vendor rating mechanism based on certain parameters stored in the vendor database (quality and timely supply).  Vendor rating in numerical terms are calculated at user defined formulas/ weightages
4. 9	<b>Master Data Management</b>	Vendor Master Management	System should have ability to create vendor/supplier masters to keep a track of vendors with pre-defined criteria and their profiles, order history, payment history, price quotes etc.
4. 10	<b>Master Data Management</b>	Vendor Master Management	Ability to upload the scanned copy of the contracts with vendors in the system.
4. 11	<b>Master Data Management</b>	Vendor Master Management	System should have facility to manage entire life cycle (Identification to disengagement) of the vendors & real time communications
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			with the approved vendors
4.12	<b>Master Data Management</b>	Vendor Master Management	System should have provision to block/delist the vendor with duration and comments and to generate the report on same.
4.13	<b>Master Data Management</b>	Contract Management/ Security Deposit	Ability to generate a trigger before a specified number of days of contract renewal date
4.14	<b>Master Data Management</b>	Contract Management/ Security Deposit	System should have ability to trace the lifecycle of Performance bank guarantee, its value, and validity.
4.15	<b>Master Data Management</b>	Contract Management/ Security Deposit	Ability to trigger alerts and send mails to concerned personnel relating to expiry of performance guarantee, EMD and SD.
4.16	<b>Master Data Management</b>	Contract Management/ Security Deposit	Ability to reconcile value of stocks issued with works orders completed and in progress
4.17	<b>Master Data Management</b>	Vendor, Material and services	The system should have provision for unification and allotment of codes for material, vendors and services along with duplication checks.
4.18	<b>Master Data Management</b>	Material Master	Ability to support multiple physical stores, locations and BIN locations including the physical description
4.19	<b>Master Data Management</b>	Material Master	Ability to track the items with the guaranty period and indicate if a defective material is within the warranty period or not
4.20	<b>Master Data Management</b>	Material Master	Ability to maintain multiple levels of stores item classification including product group, class, size, item, reference, import item etc.
4.21	<b>Master Data Management</b>	Vendor Master Portal	System should have provision for supplier portal wherein supplier should be able to check the complete cycle:
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- a. NIT details (open/pending/completed)
- b. Orders (open/pending/completed)
- c. Payments (pending/completed)
- d. Material dispatch status

4.22 **Master Data Management** Pre-qualified registration System should provide provision to suppliers to apply for pre-qualified supplier and generate the reports on same.

5.1 **Inventory** Inventory and store management The system should have provision of maintaining storage location for moment of goods between various stores of same plant

5.2 **Inventory** Inventory and store management The system should have provision for movement of goods & stock among all plants

5.3 **Inventory** Inventory and store management The system should have provision for warehouse (BIN Location) management by the authorized team of company

5.4 **Inventory** Inventory and store management The system should have the provision for handling of rejection, discrepancies / shortage, material inward slip (MIS), goods receipt & acceptance of goods and inbound delivery

5.5 **Inventory** Inventory and store management The system should have provision for goods issue and return along with material return voucher to respective department

5.6 **Inventory** Inventory and store management The system should have provision for reservation (issue) of stock against procurement

5.7 **Inventory** Inventory and store management The system should have provision for accountability of fuel allocation to the employees (Diesel & Petrol) and should also have provision of limitation.

5. **Inventory** Inventory and store provision for management of

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8		managem nt	Vendor managed Inventory in stores.
5. 9	<b>Inventory</b>	Inventory and store managem nt	The system should have provision to record the results from physical stock verification.
5. 10	<b>Inventory</b>	Inventory and store managem nt	The system should have provision for generation of MIS reports
5. 11	<b>Inventory</b>	Inventory and store managem nt	The system should generate alerts to the user department about receipt of material through SMS / email
5. 12	<b>Inventory</b>	Inventory and store managem nt	The system should have provision for batch management for capturing at-least 10 fields
5. 13	<b>Inventory</b>	Inventory and store managem nt	The system should have provision for Scrap, Obsolescence & Surplus disposal & their accounting
5. 14	<b>Inventory</b>	Inventory and store managem nt	The system should have provision for accounting of free of cost material issued to contractors
5. 15	<b>Inventory</b>	Inventory and store managem nt	The system should have provision for accounting of loaned material issued to contractors
5. 16	<b>Inventory</b>	Inventory and store managem nt	The system should have provision to capture the inventory separately being moved from premises for fabrication or repair
5. 17	<b>Inventory</b>	Scrap Managem nt	Ability to support all activities related to release of NIT for disposal of scrap
5. 18	<b>Inventory</b>	Scrap Managem nt	Ability to record list of all materials returned by field/site offices and all other old unserviceable materials, updated regularly
5. 19	<b>Inventory</b>	Scrap Managem nt	Ability to support tender specifications and documentation for the disposal of scrap, specifically for auction through tender and e-auction
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5.20	<b>Inventory</b>	Scrap Management	Ability to generate sale release orders along with invoice indicating details of TIN number (both parties) and other details of scrap material (only after entering MR details) and its delivery challans and gate passes
5.21	<b>Inventory</b>	Scrap Management	Ability to record the movement, actual lift date of sold scrap, material quantity and integrate with accounting system for updating of books
5.22	<b>Inventory</b>	Scrap Management	Ability to raise a Journal Voucher against sale of material and link journal voucher with payments received from purchaser (bidder)
5.23	<b>Inventory</b>	Logistic	Ability to allow cost of freight, insurance and miscellaneous charges (govt. taxes like GST) as required to be added to the purchase price
5.24	<b>Inventory</b>	Others	Ability to tag the capital inventory, surplus-obsolete inventory, sub assembly and insurance items.
5.25	<b>Inventory</b>	Others	Ability to maintain the ageing of inventory along with shelf life and expiry of certain chemical, cutting/grinding wheels
5.26	<b>Inventory</b>	Claims	System should have provision to maintain the insurance segregation of inventory and provision to generate the claims for defective insured materials.
5.27	<b>Inventory</b>	Periodic Employee issue items	System should have provision to record the periodic issued items to employees (Crockery etc.) along with option to initiate the procurement for same.
6.1	<b>Invoicing</b>	Bill Tracking System	The system should facilitate to track the bills raised by supplier on real time till receipt of payment.
6.2	<b>Invoicing</b>	Taxation	System should be able to verify the GST invoice with their respective accounting to code for credit of tax
6.3	<b>Invoicing</b>	Accounting of returnable / non-refundable material issued against Gate pass	The system should have provision for linking of gate pass, e-way bill to the moment of inventory / asset. Gate pass can be tagged with / without changing the stock
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6.4	<b>Invoicing</b>	EMD/Tender fee/SD/PBG & EMD refund	The system should have provision to submit appropriate EMD/SD/PBG/standing EMD/tender fee/exemption of EMD/EMD & SD refund. Provision should also be there for conversion from EMD to SD and generation of their MIS report
7.1	<b>Logistics</b>	Indents	System should have provision to initiate the indents and their respective DOP (authorized personal) for logistics (rakes, trucks) and track the status of indents
7.2	<b>Logistics</b>	Placements	<p>System should have provision to record the placements of rakes (types of rakes, single point/two points, destinations) and trucks with details (wagon no, wagon type etc.) along with material quantity loaded in wagons or trucks.</p> <p>System should also have provision to generate the gate pass cum tax invoice/stock transfer note and it is to be integrated with delivery instructions.</p> <p>System should have provision to link the e-way bill with invoices issued.</p>
7.3	<b>Logistics</b>	Placements	System should have provision to calculate the subsidy available on logistic contracts (rakes, trucks) based on destination and quantity dispatched
7.4	<b>Logistics</b>	Placements	System should have provision for rake wise demurrage (penalty on loading time over the provisioned time) and wharfage.
8.1	<b>Reports</b>	MIS	<p>Ability to provide accurate and timely management information reports including but not limited to the following:</p> <ul style="list-style-type: none"> <li>• Stock status reports by location and consolidated</li> <li>• Monthly summary of stores items issued item-wise as well as division-wise.</li> </ul>
<p>S: STANDARD SOLUTION C: CUSTOMIZED SOLUTION</p>		<p>TP: THIRD PARTY SOLUTION NA: NOT AVAILABLE</p>	
<p><b>NOTE :- NO REPSONSE UNDER "BIDDER'S RESPONSE" COLUMN WILL BE TREATED AS NOT AVAILABLE (NA)</b></p>			

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- Monthly summary of items received against central purchase and local purchase

- Inter store transfer details (both issue and receipts)

- Availability to generate reports for data / supplier-wise purchase order and date / power station-wise release orders

- Ability to generate yearly/ monthly/ user defined criterion for stock positions at store/ warehouse/ plant/ company levels

- Ability to generate stock turnover reports by material code, material type, storage etc.

- System should have facility to provide stock levels both at quantity & values on anytime / anywhere access

- Ability to generate reports for stock locations, e.g. materials in a stock location, stock movements, historical data, stock values, expected receipts etc.

- Ability to generate reports on age analysis & shelf life of the materials/ stock

- Ability to generate reports for outstanding stocks and stock value (total cost, unit cost) separate by material code, material type, storage etc.

- Ability to classify inventory by ABC for various actions, e.g. stock-takes, criticality etc.

- Ability to create matrix for ABC items

- Ability to record and track the details of the slow moving and non-moving items of the stores

- Ability to prepare details of legal cases to monitor the progress and follow up actions

- Items reaching reorder level.

- Local Purchase
- Central Purchase
- Comparison of current period demand with demand during same period last year for any or all material
- Generate demand forecasts of stock level based on historical trend
- Analysis reporting and indicating buffer stock and investment requirements to give nominated levels of protection against stock-outs.
- Items issued by site location in any specified month/period
  - List of items issued against project number
  - Comparative analysis reports based on price, quality,
  - Delivery schedule, payment terms and other user defined parameters
  - Exceptional reports such as:
    - Purchases without purchase order,
    - Acceptance of goods without inspection,
    - Direct purchases at field offices,
    - Cash purchases
    - Purchases from unapproved/unlisted vendor.
  - Requisition reports, PO listings, goods receipts, goods returned to supplier etc.
  - Screen inquiry to display stock level
  - List of all forward purchase commitment month-wise
  - Unmatched purchase orders, receipts, invoices etc.
  - Purchase orders placed by purchasing authority wise, product code wise,

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supplier wise, during user defined time period along with current status

- Payments done against various purchase orders / of a particular item / on a particular supplier - during user defined time period

- Status of creditor account by supplier.

- Ability to prepare database of Internal Audit / AG's audit para / PUC para for monitoring of status till final settlements

- Inquiry and report of all unpaid bills/ invoices.

- Demand forecasts/trends based on historical data such as consumption, lead-time, inventory expiry date, warranty period.

End-to-End report of indent to supplier payment i.e. Indent, RFQ, PO, material issue status to supplier, goods receipt, QC clearance status, supplier invoice, voucher creation, supplier payment

9.1 **Miscellaneous**

System should be able to give the option to procurement team to generate the email alert to supplier with user defined text (mentioning missing details or documents).

9.2 **Miscellaneous**

Alerts in case of non-release of payment within stipulated time as per Purchase Order/Contract.

9.3 **Miscellaneous**

Ability to generate reports such as Micro, Small & Medium enterprise (MSME) vendors, Schedule Cast/ Schedule Tribe (SC/ST) category, Women enterprise as per Govt. guidelines, volume of business given to startups & make in India etc.

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### 1.3. Order to Cash

S. No	Process	Sub Process	Functional Requirement	Bidder's response	Name of the offered Product	Details of proposed ERP product
				S C T   P S		
1.1	<b>Master Data</b>	Customer Management	<p>The system should have provision for maintaining customer details (dealers) with their sales and financial integration views along with CRM portal with access to dealers</p> <p>The system should have provision to record following details for customers such as PAN, block code in address, GSTIN, categories, style of firms, licenses, distance parameters for rebate etc.</p>			
1.2	<b>Master Data</b>	Customer Management	<p>The system should have provision to record bank guarantee/cash security and other documents from dealer.</p> <p>The system should provision to generate alerts on expiration of bank guarantee to respective dealers by means of emails/SMS' as per defined periodicity.</p>			
1.3	<b>Master Data</b>	Customer Management	<p>The system should have provision to record all the details for dealer on boarding along with contract expiration details.</p> <p>System should have provision for feedback and complaints from dealers on portal.</p>			
1.4	<b>Master Data</b>	Business Partner	System should have provision to maintain registered seed growers details.			
1.5	<b>Master Data</b>	Material Management	System should have provision to maintain seeds, industrial products, agro-chemicals, bio-fertilizers, bentonite Sulphur etc. as material (product)			

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master with all relevant specifications and unique codification.

1.6 **Master Data** Warehouse Management System should have provision to maintain the warehouses details in system with their stock and period details, license details and their respective alerts on expiration.  
  
Provision to maintain segregation of godowns (CSS, non-CSS godowns etc.)

1.7 **Master Data** Logistics System should have provision to maintain master related to rake points, wagons, road destinations etc.

1.8 **Master Data** Credit Master System should have provision to maintain credit master at order level.

1.9 **Master Data** Credit Master System should allow only authorized personal to clear the documents under credit limit

1.10 **Org Data** Plant System should have provision to define separate plant for seed multiplication program.

2.1 **Logistics** Logistic contracts The system should have provision to maintain the contracts with the respective handling and transportation rates related to logistics to be linked with sales documents and accounts.  
  
Provision should be there to add normative leads, calculate under recoveries and LCM (Least Cost Module) via rail or road.  
  
Provision should be there to capture deviations related to quantity distance etc. with various approving

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level for H&T contracts.

2.2 **Logistics** Logistic contracts The system should have provision for extraction of information related to H&T contracts during previous H&T contracts within the scope of desired parameters, while lining up of new contracts.

2.3 **Logistics** Freight The system should have provision to record the confirmation of receipt and to initiate the subsidy against the freight bills

2.4 **Logistics** Movement Plan The system should have provision to maintain the rakes with the destinations and should have provision to select the rake with destination as least cost.

2.5 **Logistics** Movement Plan The system should have provision to define movement plan; which can be unit (including port) wise or product wise.  
  
Based on the historical information of Rake Points, provision for preparing a realistic, product-wise movement plan of Rake points for "lining up of new contracts" should be available.

2.6 **Logistics** Movement Plan The system should have provision to enter new destination if not in existing movement plan but only with additional approvals which may be regularized in due course of time.  
  
System should have provision to define/modify the districts for any changes in districts and leads. Any such change should update the same in all the linked masters and

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			documents.
2. 7	<b>Logistics</b>	Movement Plan	System should have provision to upload dispatch instruction online and the same should be available to the appointed H&T Contractor(s)
2. 8	<b>Logistics</b>	Movement Plan	System should have provision to generate automatic alerts and reminders to customers for movement, quality analysis report of IP's.
2. 9	<b>Logistics</b>	Movement Plan	System should have provision to generate actual movement vis-à-vis movement plan given by GOI (district/state wise) needs to be mapped
2. 10	<b>Logistics</b>	Contract Execution	LOI for award of contract to be printed.  Revised rates for transportation due to diesel escalation/de-escalation to be calculated and revised letters to be prepared and printed.  Rates should be updated automatically for respective contracts for freight calculation.
2. 11	<b>Logistics</b>	Dispatch Instructions	System should have provision to generate the daily dispatch instruction for respective units to be integrated with production and sales.  System should also have provision for changes in dispatch instruction up to limited time.
2. 12	<b>Logistic</b>	Shortages	System should have provision to record various types of shortages with integration to materials and dispatch including
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import such as:

- a. Vessel shortage (shortage as per BL)
- b. Port handling shortage
- c. Transit shortage and excess
- d. Standardization shortage and usage of A-class bags

2.12	<b>Logistic</b>	Placements	System should have provision for rake wise demurrage (penalty on un-loading time over the provisioned time) and wharfage (penalty on delay in clearance of material from railway platform over the provisioned time).
3.1	<b>Sales</b>	Fertilizer (Urea & Bentonite) Sales	The system should have provision for capturing sales contract and orders.
3.2	<b>Sales</b>	Fertilizer (Urea & Bentonite) Sales	The system should have provision for stock maintenance and inventory details
3.3	<b>Sales</b>	Fertilizer (Urea & Bentonite) Sales	The system should have provision to capture delivery details including rake details, delivery challans, gate pass, billing and MIS report with relevant taxes.
3.4	<b>Sales</b>	Industrial Product / Sales	The system should have provision for capturing sale order and contracts for the industrial products.
3.5	<b>Sales</b>	Industrial Product / Sales	The system should have provision for restriction for the sale of certain materials such as ammonium nitrate to certain customers

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3.6	<b>Sales</b>	Industrial Product / Sales	The system should have provision for stock maintenance, delivery orders , gate pass, challan, billing and MIS report with relevant taxes
3.7	<b>Sales</b>	Ash Sales	The system should have provision for capturing sale order and contracts for the ash sale.
3.8	<b>Sales</b>	Ash Sales	The system should have provision for delivery orders, gate pass, challan, advance, billing with relevant taxes
3.9	<b>Sales</b>	Bio-Fertilizer Sales	The system should have provision for capturing Sale order and contracts for the bio-fertilizer products.
3.10	<b>Sales</b>	Bio Fertilizer Sales	The system should have provision for stock maintenance, delivery orders , gate pass, challan, billing and MIS report with relevant taxes
3.11	<b>Sales</b>	Agro-chemical, city compost and seeds Sales	The system should have provision for capturing sale order and contracts for the industrial products.
3.12	<b>Sales</b>	Agro-chemical, city compost and seeds Sales	The system should have provision for stock maintenance, delivery orders, gate Pass, challan, billing and MIS report with relevant taxes.
3.13	<b>Sales</b>	Imported Products DAP, MOP, APS, NPK	The system should have provision for capturing sale order and contracts for the industrial products.
3.14	<b>Sales</b>	DAP, MOP, APS, NPK	The system should have provision for stock maintenance, delivery orders, gate pass, challan, billing and MIS report with relevant
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			taxes.
3. 15	<b>Sales</b>	Inventory	System should have provision to maintain real time inventory (available, inventory, reserved, in transit) at time of dispatch or delivery in warehouses/units/source.
3. 16	<b>Sales</b>	Inventory	System should have provision to maintain inventory ageing, shelf life (agro-chemical, bio-fertilizer) and expiry date along with batching and separate storage locations.  System should have provision to maintain alerts for shelf life and expiry date.
3. 17	<b>Sales</b>	Pricing	The system should have provision to maintain prices in master to be utilized in all the transactions with taxes.  System should have provision to maintain multiple MRPs for same material with different dispatch dates.  System should have provision to update the MRP for material and update the MRP for old inventory.
3. 18	<b>Sales</b>	E-way Bill	System should have provision to generate e-way bills and RO challan by integrations with government sites.
4. 1	<b>Sales- Others</b>	Rent Recovery /Construction Equipment Hire	The system should have provision for Rent recovery from residential and commercial entities
4. 2	<b>Sales- Others</b>	Rent Recovery /Construction Equipment Hire	The system should have provision to maintain employees as customer to maintain the
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inventory being rented to them and also invoices could be issued for rent collection

4.3	<b>Sales- Others</b>	Invoicing	The system should have ability to generate invoices as per NFL standards with option to generate PDF documents for same. Invoices can be dealer invoice, stock transfer invoices, Performa invoice or Challans.
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4.4	<b>Sales- Others</b>	Invoicing	The system should have provision to generate credit or debit note for customers/dealers against the original invoice with relevant taxes.
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4.5	<b>Sales- Others</b>	Invoicing	System should have provision to record and generate report for away bill details against invoices issued with details such as invoice date, quantity and RR no etc.
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5.1	<b>Information System</b>	Reporting	<p>System should have provision to generate various reports related to inventory as well as customer payment ageing.</p> <p>System should have provision to calculate and generate report on interest and cash rebate calculation basis invoice date instead of credit note date.</p> <p>System should have provision to generate rebate for subsidy applicable.</p> <p>System should have provision to generate relevant reports for annexure 9, subsidy calculation, production reports etc.</p>
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5. 2	<b>Information System</b>	Reporting	System should have provision to generate various comparison reports are required for growth analysis: a. Year to month vs Last year to month b. Current Year vs Last Year.
6. 1	<b>Warehouses</b>	Inventory and contracts	System should allow to maintain warehouse contracts along with the inventory details maintained in the rented warehouses across locations. Warehouses can be NFL rented or owned by dealer.
6. 2	<b>Warehouses</b>	Inventory and contracts	System should provision to generate CSS offer letter
7. 1	<b>Import</b>	Procurement Documents	a. System should have provision to record RFP (request for proposal) for Import products without commercials. b. System should have provision to record EOI (expression of Interest) from suppliers. c. System should have provision to generate the LC (Letter of Credit) on the basis of PO for imports. d. System should have provision to record indent details from railway.
7. 2	<b>Import</b>	Port Operations - loading	a. System should have provision to maintain vessel details involve in imports. b. System should have provision for nomination of vessel c. On issuance of insurance policy, system should have provision to record the details of same.

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d. System should have provision to maintain the load-port inspection (quality and quantity) results from respective parties and generate the report on same.

7.3	<b>Import</b>	Port Operations	System should have provision for vessel with single item codes or multiple vessel codes (Bulk or container shipments).
7.4	<b>Import</b>	Custom Duty	System should have provision to calculate the custom duties in local currency (INR) with options to enter the custom invoice in system for payment.
7.5	<b>Import</b>	Bagging	System should have provision to check the available quantity and to initiate the requirement of bags for port as per Purchase Order quantity.
7.6	<b>Import</b>	Quality	System should have provision to record the quality results with sample details, date, results and to generate the PDF with all the relevant details.
7.7	<b>Import</b>	High Sea Sales	System should have provision to handle the high sea sales done on behalf of Govt. of India.
7.8	<b>miscellaneous</b>		Fixed H&T rates.
7.9	<b>miscellaneous</b>		Inventory of 'A' class & 'C' class bags in the field.

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## 1.4. Project Systems

S. No	Sub Process	Functional Requirement	Bidder's response	Name of the offered Product	Details of proposed ERP product
			S C T N S P S		
1.1	<b>Project Planning</b>	System should track administrative and technical approvals for proposals / survey & investigation works  System should be capable of analyze and represent PERT & CPM.			
1.2	<b>Project Planning</b>	System should maintain a sequence of works as defined and being carried out under Survey & Investigation and should track them			
1.3	<b>Project Planning</b>	System should be able to fetch historical data activity wise from the repository into word or excel formats for analysis and budgetary proposals			
1.4	<b>Project Planning</b>	System should maintain all regulation, notifications, guidelines issued by concerned agencies			
1.5	<b>Project Planning</b>	System should have provision to maintain technical details plants, so same can be utilized for comparison purpose			
1.6	<b>Project Planning</b>	System should support preparation of budgetary proposals			
1.7	<b>Project Planning</b>	System should support revisions and updations in budgetary proposals			
1.8	<b>Project Planning</b>	System should have guidelines for pre-feasibility check e.g. land, water, fuel etc. and should have required report formats			
1.9	<b>Project Planning</b>	Based on the government guidelines and project profile; system should be able to develop a broad level implementation schedule.			
1.10	<b>Project Planning</b>	Ability to record land acquisitions/routing clearances and support for template based formats for different clearances			

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1.11	<b>Project Planning</b>	Ability to generate status report on land acquisition for projects underway
1.12	<b>Project Planning</b>	Ability to capture the timelines for clearances, approval and the reason for delay if any
1.13	<b>Project Planning</b>	Ability to record environmental assessment and surveys undertaken for all the projects
1.14	<b>Project Planning</b>	Ability to maintain the environmental status at different stages of projects related to equipment, space etc.
1.15	<b>Project Planning</b>	Should support assessment of resources, material and manpower, based on project planning
1.16	<b>Project Planning</b>	Ability to create project profile - Name, type, capacity, mode of funding, project cost center, location, beneficiaries, work background structure, major milestones, technical details, financial details, and broad timelines etc.,
1.17	<b>Project Planning</b>	Project Initiation by competent authority and communicating about it to all the participating members
1.18	<b>Project Planning</b>	Planning Support - Ability to create planning support repository which will consist of documents related to standard templates of resources, risk & effective mitigation strategies, learning from other projects, other historical data etc.,
1.19	<b>Project Planning</b>	System should maintain technical details of other plants for comparison purpose
2.1	<b>Project Execution and Tracking</b>	Support for auto-generation and manual-generation of project codes, and preserve uniqueness
2.2	<b>Project Execution and Tracking</b>	Ability to support alpha-numeric characters for project codes
2.3	<b>Project Execution and Tracking</b>	Ability to update physical and financial progress of the project
2.4	<b>Project Execution and Tracking</b>	Ability to track completion of each module/activity, leading to the overall commissioning of project
2.5	<b>Project Execution and Tracking</b>	Ability to track every component and equipment contained in a drawing/document & bill of material of a package from manufacturing, inspection at vendor premises and

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also till receipt at work site location

2.6 **Project Execution and Tracking** Ability to generate alerts for slippages at all levels (post and anticipatory) with ability to record reasons attributable to owner/contractor

2.7 **Project Execution and Tracking** Ability to monitor all projects at consolidated, individual or task level

2.8 **Project Execution and Tracking** Ability to list all works/projects being carried out during quarterly/year along with the fund used and required. Further the ability to store the following:

- Data of the spill over works/projects from previous year(s) to be completed during the quarter/year
- Data of all the new works/projects to be carried out during the quarter/year.
- Data of all the new works/projects to be started during the quarter/year which will over to next quarter/year

2.9 **Project Execution and Tracking** Ability to monitor projects resource wise, timeline wise, department wise and funding agency wise

2.10 **Project Execution and Tracking** System should have the availability to give comparison between project cost estimates and availability of funds

2.11 **Project Execution and Tracking** Ability to monitor estimates versus actual : Fund, services, labor, time span, vehicles used, etc.

2.12 **Project Execution and Tracking** Comprehensive project database to capture the data pertaining to all aspects of projects

2.13 **Project Execution and Tracking** Ability to enter measurement sheets in desired format capturing the data from package wise repository

2.14 **Project Execution and Tracking** Ability to enter RA bills and system to trigger alerts for milestone based billing

2.15 **Project Execution and Tracking** Ability to access the various drawings/documents, quality plans, specifications etc. in various formats like MS office, PDF, VISIO, CAD associated with certain package of the project.

2.15 **Project Execution and Tracking** Ability of system to check for the compliance to quality plans of vendor's deliverables and also record

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	<b>Tracking</b>	the inspection report along with issuance of compliance certificate to vendor
2.17	<b>Project Execution and Tracking</b>	Ability to record & track approval of quality deviations from vendors
2.18	<b>Project Execution and Tracking</b>	Ability of system to reconcile the quality checks and update them with quality plans
2.19	<b>Project Execution and Tracking</b>	Ability to record & track approval of quantity deviations from engineering department
3.1	<b>Renovation &amp; Modernization</b>	Ability to store guide lines for R&M works issued by different regulatory authorities.
3.2	<b>Renovation &amp; Modernization</b>	Ability to store information pertaining to all projects / plants/equipment's/system regarding: <ul style="list-style-type: none"> <li>• Design History</li> <li>• Quality History</li> <li>• Operations History (including Force and partial outage)</li> <li>• Maintenance History</li> <li>• Commercial Information (Coal cost, Oil cost, Tariff &amp; Generation costs)</li> </ul>
3.3	<b>Renovation &amp; Modernization</b>	Ability to show deterioration in performance level of each equipment/unit if R&M works are not carried out.
3.4	<b>Renovation &amp; Modernization</b>	Ability for advance planning for scheduling of Shut down for R&M related studies and works.
3.5	<b>Renovation &amp; Modernization</b>	Ability to support NPV (Net Present Value) and SVA (Shareholder Value Added) analysis for projects and subprojects.
3.6	<b>Renovation &amp; Modernization</b>	Ability to give regular update about the progress of ongoing R&M works.
3.7	<b>Renovation &amp; Modernization</b>	Ability to do cost benefit analysis of proposed project as defined by user through different techniques like NPV (Net Present Value), IRR (Internal Rate of return), discounted payback, etc. Actual cost benefit analysis after implementation of R&M works.
3.8	<b>Renovation &amp; Modernization</b>	Ability to compare performance of equipment's before and after R&M project comprising of PLF, Auxiliary consumption, Sp oil and coal

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consumption, Heat Rate, Sox, NOx and SPM etc.

4.1	<b>Scheduling of activities</b>	Ability to generate network diagram automatically from the following inputs: <ul style="list-style-type: none"><li>• Broad implementation schedule</li><li>• Package lists</li><li>• Activity relationships</li><li>• Other inputs required to a network diagram</li></ul>
4.2	<b>Scheduling of activities</b>	Ability to integrate with Primavera/MS projects for scheduling of activities (Work Breakdown Structure) till L3/L4 level
4.3	<b>Scheduling of activities</b>	Ability of system to support multiple work break down structures, indication of critical path, & lead-lag
4.4	<b>Scheduling of activities</b>	Ability to support multiple work breakdown structures such as project, package, module & activity wise
4.5	<b>Scheduling of activities</b>	Ability to revise the schedule including splitting, stretching and crashing of activities
4.6	<b>Scheduling of activities</b>	Ability to load Master network and L2/L3 schedules from legacy systems
4.7	<b>Scheduling of activities</b>	Ability to define milestone based on activities.
4.8	<b>Scheduling of activities</b>	Ability to create version of the snapshots of project at different times of execution. Relationships, etc. To be shown.
4.9	<b>Scheduling of activities</b>	System should provide prediction of milestone and/or project completion, based on activities,
4.10	<b>Scheduling of activities</b>	Ability to provide actual vs planned schedules
4.11	<b>Scheduling of activities</b>	Ability to generate urgent activities list in daily report.
5.1	<b>Creation of Project Structures &amp; WBS</b>	The system should have the provision to create the Project structure with unique project code and work breakdown structure detailing the hierarchy of the project.
5.2	<b>Creation of Project Structures &amp;</b>	The system should have all the standard project management

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	<b>WBS</b>	features.
5.3	<b>Creation of Project Structures &amp; WBS</b>	WBS should be able to collect cost made through Purchase Orders, etc.
6.1	<b>Resource tracking across projects</b>	Provide a central tracking system that enables project teams to record, assign, & resolve issues and capture related risks pertaining to project.
6.2	<b>Resource tracking across projects</b>	Ability to maintain project percentage completed status - based on work to date.
6.3	<b>Resource tracking across projects</b>	Ability' to highlight and correct errors, if detected in project management with proper notifications and authorization controls
6.4	<b>Resource tracking across projects</b>	Ability to calculate schedule parameter uncertainty, perform probabilistic schedule risk analysis, probabilistic cost risk analysis, risk simulations, risk analysis reports
6.5	<b>Resource tracking across projects</b>	Support for attachments such as drawings, specs, instructions etc., in formats such as PDF, CAD, Visio, text/flat files, PPT, XLS, DOC, RTF, TIF, and GIF. JPEG etc.,
6.6	<b>Resource tracking across projects</b>	Ability to generate Gantt charts, histograms, tables, charts etc.,
7.1	<b>Linking with Master Drawing List &amp; Drawing Display</b>	The system should have the provision for linking the engineering drawings available in DMS with activities/network.
8.1	<b>Budget &amp; Cost Planning</b>	The system should have the features for providing budgeting and cost planning
8.2	<b>Budget &amp; Cost Planning</b>	Ability to record and update total planned cost estimates based on Annual / Five year plan
8.3	<b>Budget &amp; Cost Planning</b>	Ability to create project-wise and department wise cost estimates for various projects/sub-modules
8.4	<b>Budget &amp; Cost Planning</b>	Ability to record project resource requirement estimates

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8.5	<b>Budget &amp; Cost Planning</b>	Ability to display a project total/accumulated costs in terms of actual revenue, capitalization costs, future commitments etc.
8.6	<b>Budget &amp; Cost Planning</b>	Ability to revise project cost estimates post approval and approval for each revision
8.7	<b>Budget &amp; Cost Planning</b>	Control mechanism to track changes made to the cost estimates after project funding approvals
8.8	<b>Budget &amp; Cost Planning</b>	Ability to support multi approval levels for projects
8.9	<b>Budget &amp; Cost Planning</b>	Ability to allow project control mechanism to be delegated
8.10	<b>Budget &amp; Cost Planning</b>	Ability to display the projects to be approved
8.11	<b>Budget &amp; Cost Planning</b>	Prior to project funding approval, the system should allow managers and department heads to revise cost estimates in their own area of responsibility
9.1	<b>Monitoring Reports</b>	Ability to generate and support template based information needs of the management but not limited to capturing all the project management activities for the entire cycle of construction projects i.e. from the point of proposal of a new project to final testing & commissioning of the project
9.2	<b>Monitoring Reports</b>	Data on any project must be kept throughout the life of a project.
9.3	<b>Monitoring Reports</b>	Ability to generate report on all the projects being carried out during the year.
9.4	<b>Monitoring Reports</b>	Ability to generate report on all the projects held up due to fund/resource constraints in an year
9.5	<b>Monitoring Reports</b>	Ability to generate report on all projects delayed during an year, along with the reasons for the delay
9.6	<b>Monitoring Reports</b>	Support for template based project progress reports to be submitted to different funding agencies.
9.7	<b>Monitoring Reports</b>	Ability to generate template based project progress status reports on a timely basis ( Monthly, Quarterly,

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		Half-yearly, Annually etc.) for management review project wise / project unit wise
9.8	<b>Monitoring Reports</b>	Ability to print project reports at summary level and detailed level and report the compiled status of all the projects under execution in the year
9.9	<b>Monitoring Reports</b>	Ability to provide security measures, to ensure that the project closure is done by authorized personnel only
9.10	<b>Monitoring Reports</b>	Ability to generate project completion reports, both physical and financial.
9.11	<b>Monitoring Reports</b>	The system should have the provision for generating milestone based progress report
9.12	<b>Monitoring Reports</b>	The system should have the provision to generate daily progress reports along with constraints.
9.13	<b>Monitoring Reports</b>	The system should have the Financial figures with respect to unique G/L codes, capital expenditure, budgets, etc.
9.14	<b>Monitoring Reports</b>	The system should provide comparison of actual and planned costs/schedules
10.1	<b>External Consultancy services</b>	The system should have provision for Awarding of consultancy jobs and corresponding billing & accounting activities
11.1	<b>R&amp;D and Lab Testing assignments</b>	The system should have provision for Awarding and their respective billing & accounting activities
12.1	<b>External Training services</b>	The system should have the provision of external training services and billing & accounting activities
13.1	<b>Technical Design</b>	Ability of system to schedule the list of drawings to be received/approved from vendor as per sequence of activities
13.2	<b>Technical Design</b>	Ability to tie-up all documents related to a project in project control folder
14.1	<b>Procurement &amp; Ordering</b>	System should support template in preparation of Letter of Intent/Letter of award based on inputs from bid documents, evaluation model as well as manual inputs

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14.2 **Contract Management** System should be able to track overall completion status and budget utilization status as per given network of activities per package:

- Drawing & Documentation- Submissions & approvals
- Offer for inspection & actual inspection
- Issue of Material dispatch clearance certificates
- Dispatches of material
- Custom clearance if required
- Receipt of material at site
- Payment released
- Commencement & completion of erection/commissioning
- PG test

14.3 **miscellaneous** Documentation/ Drawings/ Data from consultant should also be monitored through System.

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## 1.5. Production Planning

S No	Process/ Sub-Processes	Functional Requirement	Bidder's response	Name of the offered Product	Details of proposed ERP product
11	Operation / Production	The system should have the ability to record manually the operational performance data (actual / target) on daily basis & at required level (units) related to Production, Downtime, Aux power, DM Water / Fuel consumption, power export / import etc. with the applicable checks & logics and store it in a central data warehouse with ability to manage for further use (MIS requirement etc.).			
12	Operation / Production	The system should have the ability to track the creation / modification to the operational performance data as per point "1" above and generate an audit trail.			
13	Operation / Production	The system should have the ability to capture / modify the analysis data for the desired parameters manually as per S. No. 1.1 for water /fuel, air, lube oil, NG, ammonia, CO2, steam, neem oil, coal etc. at required frequency & at required level (equipment/ unit / station) along with the master data (upper / lower limits) and capability to validate analysis data with respect to the related master data & store it in a central data warehouse with ability to manage for further use			
14	Operation / Production	The system should have the ability to generate different operational performance reports for day/month/quarter/year/user defined interval/day wise in the required format for company, unit level containing raw as well as derived parameters (calculated from raw parameters with the supplied formulae & desired aggregation across hierarchy) with ability for hierarchical viewing, ad-hoc analysis with standard reporting tool features (sorting, filter, layout management, graphical representation, simple aggregations, facility to export to external platforms such as spreadsheet etc.).  MIS examples: Daily plant performance flash report, Demurrage report, Production loss report, Best performance report, fuel			

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consumption report etc.

1 5      **Operation**      The system should have the ability  
/      to view different chemical analysis  
**Production**      reports for desired periods in the  
required format for company, unit  
level containing raw as well as  
derived parameters (derived from  
raw parameters with the supplied  
formulae) with ad-hoc analysis with  
standard reporting tool features  
(sorting, filter, layout management,  
graphical representation, simple  
aggregations, facility to export to  
external platforms such as  
spreadsheet etc.)

1 6      **Operation**      The system should have the ability  
/      to store, classify, process  
**Production**      sequentially with status setting  
options and retrieve as per desired  
selection criteria the documents  
related to different operation  
processes such as Trip report /  
Energy Audit / Tech Audit /technical  
compliance /operation procedures &  
emergency instructions.

1 7      **Operation**  
/      **Production**

1 8      **Operation**      The system should have the ability  
/      to collaborate / share & store files  
**Production**      required for Operation reviews from  
physically separate locations

1 9      **Operation**      The system should have the ability  
/      to supply operation data to  
**Production**      management dashboards as per  
applicability in the desired form.

1 10      **Operation**      The system should have the  
/      provision for role based access &  
**Production**      authorizations for all transactions for  
different levels

1 11      **Operation**      The system should have the  
/      provision for manually capturing /  
**Production**      recording the feed / fuel / raw  
materials and finished good  
(products) as per S. No. 1.1 and  
generate different reports for  
day/month/quarter/year/user  
defined interval/day wise in the  
required format for company.

1 12      **Operation**      The system should have provision  
/      to initiate the purchase requisitions  
**Production**      on the basis of production order  
requirements.  
  
The system should have provision  
to auto generate the orders as per  
minimum stock levels and repeated  
orders.

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1 13     **Operation / Production**     The system should provision to maintain the inventory of semi-finished products such as ammonia; which can be sold as well can be used for production of Finished goods (Urea)

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1 14     **Operation / Production**     System should be able to maintain a database (updated at user defined intervals) of technical designs or their references of all the plants (ammonia, urea, power plant, boilers, bentonite Sulphur plant, nitric acid plants etc. (With details such as diagrams of PFD's, specification sheets, layouts etc.)

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1 15     **Operation / Production**     System should have facility to store softcopy/ scanned copy of standard manuals for operation of equipment

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1 16     **Operation / Production**     Provision for production & sale planning and consumption of raw material & utilities to achieve the targeted energy consumption and henceforth evaluation with actual data on monthly basis

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1 17     **Note Workflow**     System should have provision for generation of inter department notes/proposal with workflow as per DOP defined.

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1 18     **Lubrications**     System should be able to generate the alerts on lubrication jobs as per defined period.

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1 19     **Reporting**     System should have provision to maintain record of daily interruptions along with production loss and hour loss (downtime) and generate the report for same.

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1 20     **Reporting**     System should have option to generate the reports so as to compute the gas consumptions from multiple suppliers vis a vis contract quantity.

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1 21     **Reporting**     System should be able to generate the production reports and TOP data (21 reports approx.) in the format of FICC.

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## 1.6. Plant Maintenance

S No	Sub Process	Functional Requirement	Bidder's response	Name of the offered Product	Details of proposed ERP product
			( .   ) P S		
11	<b>Planning for maintenance jobs</b>	<p>Ability to reschedule all related preventive maintenance jobs based on feedback from the Predictive Diagnostic Maintenance group and condition based monitoring (CBM with HOD level authorization). (For example, a preventive maintenance job planned 15 days hence may be rescheduled along with related jobs based on feedback from the Predictive Diagnostic Maintenance group that there is no current abnormality in the machine.</p> <p>System should have the provision for changes in maintenance schedule by authorized personnel.</p>			
12	<b>Planning for maintenance jobs</b>	<p>The system should have the ability for Preventive maintenance job cards to be generated with all but not limited to the following parameters :</p> <ul style="list-style-type: none"> <li>- time since last (e.g. 60 days since last)</li> <li>- equipment running hours (e.g. every 100 hours)</li> <li>- fixed frequency (e.g. every week)</li> <li>- certain days of the week? (e.g. Every Monday &amp; Thursday)</li> <li>- season (e.g. winter, summer)</li> </ul>			
13	<b>Planning for maintenance jobs</b>	<p>The system should have a provision for including or excluding the Higher frequency &amp; low frequency preventive maintenance job at the planning stage</p> <p>Should have provision to Highlight equipment's which are breakdown/pending for handover to production/under permit.</p>			
14	<b>Planning for maintenance jobs</b>	<p>There should be option for skipping certain schedules in bulk, for the area which is not in operation or under shut down for more than certain period.</p>			
15	<b>Planning for maintenance jobs</b>	<p>Maintenance resource availability to be mapped across all Job Card.</p> <p>Given a set of active job cards, ability to identify &amp; consolidate work order specific resource requirement in the maintenance plan.</p> <p>Resource requirements include but are not limited to:</p> <ul style="list-style-type: none"> <li>- Individual maintenance tasks</li> <li>- Manpower (Skill sets and number of staff required)</li> </ul>			

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- Material (Spare parts and consumables)
- Special tools
- Contractor services required
- Special services
- Standard safety guidelines
- Critical equipment's

16 **Planning for maintenance jobs** The system should have the ability to calculate an estimate of the cost of a work order based on all resources pertaining to the work order.

- Should have provision to input resources actually used and calculate actual cost of job.
- Saving by maintenance department must reflect, based on estimated and actual costs.

17 **Planning for maintenance jobs** Cost and resource utilization for similar types of work orders be available centrally to develop trends.(Trends are used to measure effectiveness and efficiency of maintenance jobs)

18 **Planning for maintenance jobs** Ability to define parent child relationships between equipment and used to identify opportunity maintenance jobs.(If parent equipment item is shut down due to break down and this opportunity is used for maintenance of the child equipment item (s) then this is called opportunity maintenance.)

If a parent equipment/ system has gone under shut down for a long period, its child equipment's! planned schedules shall automatically be rescheduled to a further specified date or skipped for the duration of the shutdown of parent equipment.

19 **Planning for maintenance jobs** Ability to create work orders without going through the work order planning process by an end user, override such as for dealing with emergency situations (Breakdowns) with approvals.

11 **Planning for maintenance jobs** Support for shift management including but not limited to:

- Rotation staff between shifts
- Provision for absences

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- overstay

1 1 1 **Planning for maintenance jobs** Ability to sequence proposed maintenance jobs based on user defined criteria such as resource constraints, priority etc. by authorized personnel only.

1 1 2 **Planning for maintenance jobs** Ability to track and monitor Statutory Test, Fitness Test and License status of equipment like Boiler, Pressure vessels, lifting tackles, electrical equipment, explosives and hazardous items (acids, chlorine, hydrogen etc.) and generating alerts for their updating before a user defined period.

1 1 3 **Planning for maintenance jobs** Ability to monitor requisitions for spares / work contracts vs administrative approvals / orders placed

System should be able to provide facility to process a work contract from its inception till the security deposit of the contractor has been received. This shall include forwarding an approval note, getting the tender documents vetted from F&A, processing the quotations for preparing Comparative statements of Tenders, determining the technically acceptable quotations, comparing the price bids with estimated rates, issuing work orders, execution of the job, release of EMD, clearance of bills from P&A and F&A, getting the security deposit released etc.

System should be able to generate indents/requisitions when ROP for materials with frequent reviews as per periodicity defined by user department.

System should be able to generate alerts on minimum stocks for each department.

System should have provision to generate orders for spare request form other units along with spares/equipment's sent for repairs.

1 1 4 **Planning for maintenance jobs** Ability to provide various comparisons based graphical representation for present and previous maintenance work.

1 1 5 **Planning for maintenance** System should have facility to maintain the details of civil and electrical works, infrastructure related

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**jobs** to units, offices, township, guest houses and roads etc.

Record of complaints that have been registered and are pending/attended

1 1  
6 **Planning for maintenance jobs** Ability to link a work order to a financial account code.

1 1  
7 **Planning for maintenance jobs** The ability to approve work orders on-line via workflow is required. This could be performed by different incumbents within the organization, depending on work order size/cost, priority, mode and Delegated Financial Authority levels etc. If a work order is not approved within a specified time it should be forwarded to the next appropriate person.

1 1  
8 **Planning for maintenance jobs** Ability to check whether there are any current warranties and AMC on the equipment, on 'related' equipment. This will require a link to the equipment database where all warranty information will be kept.

System should be able to generate alerts to respective departments for expiring warranties and AMC's.

1 1  
9 **Planning for maintenance jobs** Ability to notify relevant personnel or issue a warning/alarm, if a Work Order has not been completed after certain period of time.

1 2  
0 **Planning for maintenance jobs** Ability to record the return of materials that were issued against the work order, but they were then not used.

System should have facility to re-open the maintenance work order for returning the issued material against that order in the case where material could not be returned before closure of maintenance order.

1 2  
1 **Planning for maintenance jobs** Ability to record the fact that the work has been delayed due to the materials not being available in time. This will be used to evaluate the material planning procedures.

1 2  
2 **Planning for maintenance jobs** Ability to flag/warning work orders where the work order cost exceeds the work estimate / budget for the month/year or user defined approval limit.

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1 2 3	<b>Planning for maintenance jobs</b>	Ability to close the work order partially subject to the approval of competent authority.
1 2 4	<b>Planning for maintenance jobs</b>	Ability to archive Work Orders after a defined period of time. It should be possible to easily retrieve archived Work Orders promptly.
1 2 5	<b>Planning for maintenance jobs</b>	Ability to maintain the parts list with item codes contained in the equipment. The list should also include the quantities of parts involved.
1 2 6	<b>Planning for maintenance jobs</b>	<p>Ability to maintain history of changes to Part List. From time to time equipment is reconfigured with alternative parts. History of such changes is required to be kept.</p> <p>Ability to add or delete in the Bill of Material (Part List) of the equipment and its authorization shall be provided at certain level of authorities only.</p>
1 2 7	<b>Generation of Job cards for a maintenance job</b>	<p>Ability to generate Job cards and provide an alert to the concerned officials of maintenance department on the basis of preventive maintenance schedule, predictions based on feedback from condition monitoring, jobs given by Production department etc.</p> <p>Ability to generate a list of pending jobs that can be sorted chronologically &amp; based on job priority</p> <p>Ability to mark a job as opportunity job/Annual Turnaround job for removal of instantaneous alert and maintaining job list for future reference.</p> <p>System should be able to generate the list of jobs from trends (incomplete jobs) to be moved to shut down jobs after approvals from relevant authority along with flagging (Short Shut down/ annual shut down).</p>
1 2 8	<b>Annual Turnaround</b>	<p>System should have the ability to make a list of the jobs to be carried out during Annual turnaround including but not limited to following:</p> <ul style="list-style-type: none"> <li>• Pending jobs (that could not be done while plant is in running condition)</li> <li>• Predictive jobs (based on condition monitoring)</li> <li>• Opportunity jobs</li> <li>• Jobs required for improved efficiency of equipment</li> <li>• Miscellaneous jobs scheduled to be carried out during ATA</li> </ul>

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Further to this, the system should be able to

- calculate the manpower required,
- Provide cost estimation,
- Calculate material requirement,
- Calculate time required for carrying out the ATA
- Monitoring progress (daily progress report)
- Graphical representation of progress-GANTT chart, S-curve etc. and comparing it with daily progress report for taking necessary action

Monitoring critical paths and incorporation of PERT & CPM

129	<b>Equipment Master</b>	<ul style="list-style-type: none"> <li>• System should have facility to enter/see the Technical specs. of equipment, Its location in the plant, area classification, Cost Centre, Warranty date, Maintenance Schedule, type of equipment(Revenue/Capital/Insurance), Parts list, Parent equipment, History etc.</li> <li>• System should have facility to upload the various documents like Test reports, Overhauling report, Drawings, Catalogue, SMP/SOPs, and Curves etc. against particular equipment.</li> </ul>
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130	<b>Note Workflow</b>	System should have provision for generation of inter department notes/proposal with workflow as per DOP defined.
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21	<b>Workshop jobs</b>	Ability to use maintenance work order to generate a corresponding job order for the workshop / testing lab for select equipment / spares.
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22	<b>Workshop jobs</b>	Ability to track cumulative job orders to determine machine shop utilization and the job orders status.
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23	<b>Workshop jobs</b>	Ability to generate reports after testing/overhauling of equipment, such as safety valves with data such as testing pressure, operating pressure, testing media, outcome of testing etc.
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24	<b>Execute job</b>	Ability to track status of a Work Order through various stages in its life cycle from creation to closure.
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25	<b>Execute job</b>	Ability to generate and report the actual maintenance costs of spare parts, contract, duration of work, manpower, etc.
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This is required at varying levels of rollup including:

- For a Work Order
- Equipment / Item of equipment
- Equipment groups
- Sub-system
- System
- Power generating unit
- The power station

2 6     **Execute job**     Ability to record user defined information against each work order. (For example, equipment name, job description, job duration, Safety Work Permit/Permit to work details, comments etc.)

Ability to record the Job history against a maintenance work order generated for equipment at the time of work order closure.

2 7     **Execute job**     Ability to combine active Work Orders with other Work Orders pertaining to, shutdown jobs, replacement of equipment etc. (This is to avoid duplicating effort)

2 8     **Execute job**     Ability to track all chargeable, non-chargeable and returnable material issued to contractors as per their respective contracts.

All materials planned in a work order, may not be required for every job. There should be provision for selecting only those materials as required for the particular job

2 9     **Execute job**     Ability to attach supplementary information to Work Orders in standard formats including MS Office, AutoCAD, Multimedia etc. These attachments are used to assist maintain a history of the Work Order.

2 1 0     **Execute job**     Ability to prepare and access lubrication jobs as per the lubrication schedule by the lubrication group.

2 1 1     **Execute job**

- Ability to enter and store details regarding the lubricants used for each lubrication job for future References.
- System should be able to generate the alerts on lubrication jobs as per defined period.

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- The system should be able to record material and services in the job card issued against work-order.
- Ability to record the details of the scrap generated in any maintenance or work-orders. This shall be linked to the assets register.
- A planned work order should have provision for recording any abnormal condition found and/ or any additional work done during a planned maintenance
  - The maintenance history, including the defects, causes, action taken, costs incurred and time duration shall be available in a single report and the same shall be traceable up to the top-most system in the hierarchy of the equipment.
  - There shall be provision in the work orders so that no data could be deleted after the actual execution of work starts.
  - It should also include any recommendations or pending jobs for future job on same equipment.
  - However, if some addition is to be done, as for some additional work, that can be included. Although in case of some exigencies, the provision to delete selected data from the order under execution, shall be possible by some admin level authorizations
  - There should be provision for recording the future requirement of material or long term planning based on the observations made during the preventive /planned maintenance.

2 1 **Execute job** System should have provision of All kinds of Breakdown (i.e. predictive, preventive, Breakdown and Annual turn around) Calculations based on the working hours of machine.

2 1 **Execute job** System should have provision for planning of shut down (i.e. predictive, preventive, Breakdown and Annual turn around) of the equipment and its impact on capacity planning and

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production process

2 1  
4 **Execute job** Ability to integrate plant maintenance process with other functions like materials management, Production, sales and distribution & finance.

2 1  
5 **Execute job** Ability to provide online workflow based process for raising notifications, assigning jobs to Relevant Personnel, preventive maintenance, breakdown maintenance, calibration of equipment for repairs, spare requisitions.

2 1  
6 **Execute job** Ability to maintain history of repair/upgrade of all equipment's within the plants  
  
Equipment performance and NDT data after each maintenance should be recorded in the system.

2 1  
7 **Execute job** The system should have the provision for Quality inspection / checks/Maintenance Department after breakdown repairs which would enhance effectiveness of the repairs.

2 1  
8 **Execute job** Ability to prepare a Maintenance Budget for the plant with appropriate linkages with Capital Repair Plan, Preventive Maintenance Plan, Annual Business Plan etc. (Separate budget for each plant) Maintenance budget as of now is planned both history based and zero based.  
  
System should also have provision to determine the budget utilization along with Capex monitoring.

2 1  
9 **Execute job** A repository / set of Standardized task lists for breakdown repairs may be maintained in the system over a period of time which would help in refining the breakdown maintenance process.

2 2  
0 **Execute job** Ability to collate budgetary requirements for maintenance from concerned departments as part of Maintenance Budget exercise.

2 2  
1 **Execute Job** System should have provision to record the daily health records along with option to generate the alerts for exceptions identified.

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3 1 **Safety Requirement – Permit to Work** A work specification must include all the following sets of information (but not limited to):

- Individual maintenance tasks to be undertaken
- Manpower (Skill sets, number of staff required and duration)
- Material (Spare parts and consumables)
- Special tools
- Contractor services required
- Special services (consisting of in-house or outsourced services)
- Standard safety guidelines including requirement of PTW/SWP

(Also, provide details of any additional information provided)

3 2 **Safety Requirement – Permit to Work** The system should have the provision to create and maintain centrally master list of safety instructions / isolations / precautions requirement

3 3 **Safety Requirement – Permit to Work** The system should have the provision of reporting a defect, where required isolations for Permit to Work (PTW/SWP) and precautions for jobs to be undertaken, be selected from respective user defined list

3 4 **Safety Requirement – Permit to Work** The system should have the ability to user defined PTW/SWP be including but not limited to the following types:

- Permit for Work/ Safety Work Permit
- Limited Work Certificate
- Sanction for Test
- PTW with Restoration of Motive Power
- 
- Class 1 SWP & Class 2 SWP
- Lab analysis

With a provision to make default any one or any combination of above permit types, with specified equipment's/ systems and tasks

3 5 **Safety Requirement – Permit to Work** The system should have the ability to generate SWP/PTWs per equipment and for a block of equipment

3 6 **Safety Requirement – Permit to Work** The systems should have the provision for generating safety isolations and safety instructions that are to be sourced from work instructions, and are further be

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incorporated in the SWP/PTW.

System should also have provision for department to issue SWP (self-issue) on their own department.

37	<b>Safety Requirement – Permit to Work</b>	The system should have the provision for additional safety instructions to be incorporated into the SWP/PTW
38	<b>Safety Requirement – Permit to Work</b>	The system should have the ability to track the status of SWP/PTWs
39	<b>Safety Requirement – Permit to Work</b>	<p>The systems should have the ability for a user defined SWP/PTW lifecycle to be defined.</p> <p>This needs to encompass the individual steps, their sequencing and the authorization rules for each step.</p>
310	<b>Safety Requirement – Permit to Work</b>	The system should have the ability for SWP/PTWs to be printed and the printing of same should be subject to standard printing controls such as control over the printing of duplicates, unique numbering etc.
311	<b>Safety Requirement – Permit to Work</b>	Provision to block changes (stop work) in certain specified fields in Work permit after issuance of permit should be available
312	<b>Safety Requirement – Permit to Work</b>	Provision to extend the validity of SWP/PTWs based on a specific request with reasons from the Maintenance should be available. The record of such extension to also be maintained in system
313	<b>Safety Requirement – Permit to Work</b>	Provision for temporary normalization of system, for trial run of equipment under permit, after maintenance job is over should be available in the system. The event when maintenance surrenders permit for trial must also be recorded in the system.
314	<b>Safety Requirement – Permit to Work</b>	Simple provision to record additional safety instructions; padlock key details used by Operation, in the permit should be available in the system.
315	<b>Safety Requirement – Permit to Work</b>	Provision to capture details of such isolating objects in the isolation lists/ standard lists, which have not been

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	<b>Work</b>	made as functional location or equipment's.
3 6	<b>Safety Requirement – Permit to Work</b>	System should have option to initiate workflow as per DOP for clearance on permit from relevant departments (admin, fire, safety, IT etc.)
4 1	<b>Unit Overhauling – Planning &amp; Monitoring as Project</b>	<p>Provision to plan and monitor the process of a unit overhauling as a project</p> <ul style="list-style-type: none"> <li>- Provision to have a Work Breakdown Structure</li> <li>- Provision to define activities with duration</li> <li>- Provision of linking these activities as successors &amp; predecessors &amp; their scheduling</li> <li>- Monitoring progress of these activities – daily progress report</li> <li>- Alerts when any activity is delayed</li> <li>- Provision to tag milestone activities</li> <li>- Monitoring of critical paths</li> <li>- Incorporation of PERT (program evaluation &amp; review technique) &amp; Critical Path Method</li> <li>- Graphical representation of progress</li> <li>- GANT Chart, S-curve etc.</li> </ul>
4 2	<b>Unit Overhauling – Planning &amp; Monitoring as Project</b>	Provision of standardizing the list of activities based on grouping of similar units
4 3	<b>Unit Overhauling – Planning &amp; Monitoring as Project</b>	Provision of copying existing Projects/ WBS/ Activities into new project.
5 1	<b>MIS Reports</b>	The maintenance history should be available along with information about the next due maintenance.
5 2	<b>MIS Reports</b>	Information as regards consumption/stock of materials and services should be available as a prerequisite for preparing maintenance budget.
5 3	<b>MIS Reports</b>	Provision of failure report with causes, tasks etc. relevant to equipment breakdown along with breakdown analysis
5 4	<b>MIS Reports</b>	User defined information for a Maintenance Order (MO) like equipment name, job description/duration and work permit

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details etc., should be provided.

5 5 **MIS Reports** The estimated cost of materials/services utilized in a maintenance order should be available department wise and also based on order type i.e., preventive/corrective/overhaul etc.

5 6 **MIS Reports** Reports regarding various order statuses should be available right from creation to closure.  
  
Report for status of spares availability against equipment's. Indents In pipeline should be linked to equipment's.

5 7 **MIS Reports** Provision for tracking various statuses of Work Permit should be in place along with the relevant sets of isolations, time stamp of each status along with the user name that sets that status.

5 8 **MIS Reports** Information pertaining to comparison of equipment maintenance cost and cost of replacement of same for formulating replacement policy.

5 9 **MIS Reports** Reports depicting variations of actual vs. planned maintenance activities in terms of user defined parameters.

5 1 0 **MIS Reports** Comprehensive user defined reports should be defined covering all maintenance information including but not limited to:

- Percentage of preventive maintenance.
- Percentage of total breakdowns.
- Percentage of predictive maintenance.
- Percentage of proactive maintenance.
- Mean time between failure (MTBF)
- Mean time to repair (MTTR)
  - Number of breakdowns/Performance before and after maintenance.

5 1 1 **MIS Reports** Provision for generation of report for near miss accident and generate alert for the concerned official for taking corrective measure/necessary action.  
The alert should go away only after the corrective measure/necessary action is taken.

5 1 2 **Database** System should have facility to store softcopy/ scanned copy of standard manuals for maintenance of equipment

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## 1.7. Quality Management

S No	Process	Functional Requirement	Bidder's response	Name of the offered Product	Details of proposed ERP product
			( T P S		
1 1	<b>Quality Planning</b>	Ability to create and maintain online quality plans for incoming items and finished materials.			
1 2	<b>Quality Planning</b>	Facility to upload and view all the previous quality plans, list of deviations retrievable Product-wise/ Project Wise			
1 3	<b>Quality Planning</b>	Ability to view Product Specs, Drawings, purchase specifications, product standards, customer approved data sheets as inputs for all Products wise			
1 4	<b>Quality Planning</b>	Quality Planning activity to figure as an activity in the Project System ( work breakdown structure)			
1 5	<b>Quality Planning</b>	Facility for online transmission of quality plan to the concerned department and subsequent online			
1 6	<b>Quality Planning</b>	Ability to revise quality plan after approval			
1 7	<b>Quality Planning</b>	Online concurrence and approval of quality logs			
1 8	<b>Quality Planning</b>	System should be able to randomly generate the group for quality review of bags.			
2 1	<b>General</b>	Ability to select / enter vendor code and inspection category item-wise based on the inspection relevant requirements during creation of Purchase Order, and generate alert to all the concern users (email / message).			
2 2	<b>General</b>	System should have provision of defining the sample size, quality characteristics, sample selection along with inspection results			
2 3	<b>General</b>	Ability for Preparation & approval of Quality Information record : sub vendors wise, material item wise for a plant, for supply /services			
2 4	<b>General</b>	Authorization keys management for each Inspection Engineer			
2 5	<b>General</b>	Inspection call entry by vendor for			

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		Purchase order on web portal
2.6	<b>General</b>	Inspection call planning
2.7	<b>General</b>	Issuance of MDCC (Material Dispatch Clearance Certificate)
2.8	<b>General</b>	Ability to put together materials receipt with quality, accept/reject inward goods
2.9	<b>General</b>	Ability to capture various quality parameters for inspected materials
2.10	<b>General</b>	Ability to link commercial with Quality management so that rejected material can be properly accounted for.
2.11	<b>General</b>	Ability to create maintenance plan for equipment calibration.
2.12	<b>General</b>	Ability to enter quality results online so that the inventory transactions (like issue, receive, transfer, Sales) can be restricted before entry of the results.)
3.1	<b>Reports</b>	Ability to support statistical data analysis in the application software.
3.2	<b>Reports</b>	Ability to generate tests report from the system
3.3	<b>Reports</b>	Ability to generate MIR (Material Inspection Reports) to be viewed by concerned departments.
4.1	<b>Integration with other processes</b>	Ability to link the relevant quality documents with Production orders or production process
4.2	<b>Integration with other processes</b>	Ability to link the relevant documents with Purchase requisition / Purchase Order
4.3	<b>Integration with other processes</b>	Ability to generate the quality check report at any required point of flow of materials.
5.1	<b>Operation / Production</b>	The system should have the ability to generate different chemical analysis reports for desired periods in the required format for company, unit level containing raw as well as derived parameters (derived from raw parameters with the supplied formulae) with ad hoc analysis with standard reporting tool features (sorting, filter, layout management, graphical representation, simple aggregations, facility to export to external platforms

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such as spreadsheet etc.)

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## 1.8. HR and Payroll

S	No	Sub Process	Functional Requirement	Bidder's response				Name of the offered Product	Details of proposed ERP product
				S	C	TP	NS		
1	1	<b>Employee Information &amp; Org. Structure</b>	Ability to maintain following employee details (but not limited to): Personal Details e.g. Employee Number, Name (First/Middle/Surname), Employee Photograph (up to 150kb), Date of Birth, Date of Joining (in Company/Power Station/Circle/Office/Particular department or section or shift- including position, Forenoon/Afternoon status), Date of regularization, Date of Confirmation, gender, marital status, number of children, religion/ category (SC-ST-OBC-UR-Other state), location, department, designation, entry mode, grade, Blood group, Date of demise, Family planning measures adopted etc.						
1	2	<b>Employee Information &amp; Org. Structure</b>	Family / Dependent Details e.g. father, mother, spouse, children, any other dependent etc. (DoB, Educational Qualification, Martial Status, relation, blood group, photographs, date of demise, Aadhar No. etc.)						
1	3	<b>Employee Information &amp; Org. Structure</b>	Address Details e.g. permanent, correspondence, emergency contact details, address after separation etc. including resident from/to details.						
1	4	<b>Employee Information &amp; Org. Structure</b>	State of origin						
1	5	<b>Employee Information &amp; Org. Structure</b>	Working time e.g. shift details, off days, holidays with sanction of leave through work flow having functionality for having substitute approver.  System should have provision for shift categorization within shift itself e.g. general shift might						

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have different timings for different departments and locations.

1 6 **Employee Information & Org. Structure** Disability, percentage of disability & type of disability

1 7 **Employee Information & Org. Structure** Employee grade, and Employee Type e.g. Executive/Non-Executive (Supervisor, Workmen) etc.

1 8 **Employee Information & Org. Structure** Employee groups e.g. Trainee (CMA, CS), management trainee, Workmen, executives, BOD, Probationer, on Muster roll, Contractual, Deputation (Into Company/ Outside Company), ex-employee, act apprentice (Trade, technician, graduate) etc.  
  
System should have provision for sub codification as well for these categories.

1 9 **Employee Information & Org. Structure** Medical information e.g. Blood group, medical examination details, periodic medical checkup performed or not etc.

1 10 **Employee Information & Org. Structure** Salary Grade and level / Pay Scale

1 11 **Employee Information & Org. Structure** Details of all Salary components

1 12 **Employee Information & Org. Structure** Cost to Company

1 13 **Employee Information & Org. Structure** Appointing Authority (Executives/ Non- Executive/ Unit Wise).

1 14 **Employee Information & Org. Structure** Skills & Qualifications (Course, Grade/ percentage/ CGPA, Achievements, area of specialization, year of passing, etc.) linked from recruitment process.

1 15 **Employee Information &** Education (Education level in increasing order, Institute details, location, Start/End

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**Org. Structure** date etc.) linked from recruitment process.

System should have provision for flagging the relevant and irrelevant against each qualification for employees.

1 16 **Employee Information & Org. Structure** Appraisals & evaluations.

1 17 **Employee Information & Org. Structure** Previous employment details (Industry type, Organization details, Start/End date, Job Title, location, Gross salary, UAN, leave transfer, pension fund, breakup of taxable salary like leave encashment exemption, gratuity exempted perk, Gratuity/PF transfer/withdraw etc. Reason for leaving, designation, etc.) with drop down facility for Industry type, Organization Type, Name for a given set etc.

1 18 **Employee Information & Org. Structure** Employee Details of working/experience in various Units / Zonal Office/ Area Office/ Corporate Office/ CMO/ other offices obtained during service period in the company (Department, Section/ Area of Specialization/ Stream).

1 19 **Employee Information & Org. Structure** Cost Center details. This is to be defaulted based on mapping for location and department code.

1 20 **Employee Information & Org. Structure** Contact details e.g. telephone/ mobile number, email id (official and Personal) etc. This to be maintained period wise. Further with time constraint option.

1 21 **Employee Information & Org. Structure** Insurance & Nomination details for various schemes e.g. , Employee pension scheme, PF, GPAIS( Group Personal accidental insurance), GSLI (Group Saving Linked Insurance), EDLI (Employee Deposit Linked Insurance), social

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securities with % share etc.  
with categorization of  
hazardous or non-hazardous  
for GPAIS.

1 22	<b>Employee Information &amp; Org. Structure</b>	Personal ID's e.g. PAN, Aadhar No, Voter ID, Passport, Driving License, photograph, UAN etc.
1 23	<b>Employee Information &amp; Org. Structure</b>	Ability to support both Hindi (Unicode font) and English language for letters and report generation.
1 24	<b>Employee Information &amp; Org. Structure</b>	Training history (Course details, type of training, Institute details, and Start/End date), Competency Mapping- Fields & competency level.
1 25	<b>Employee Information &amp; Org. Structure</b>	Leave details and quota balances / accrual and pro-data e.g. EL, CL, HPL, LWP (EOL), RH etc. (Medical ground/ non-medical ground).
1 26	<b>Employee Information &amp; Org. Structure</b>	Time recording information (in-time / out-time). Interface of this system with third party time punching system (Biometric)
1 27	<b>Employee Information &amp; Org. Structure</b>	Company's Identity Card No., CPF,OPF, EPS, UAN Permanent, Retirement Account Number (PRAN), , Position ID (pay scale), Superior's Position ID.
1 28	<b>Employee Information &amp; Org. Structure</b>	Property return as per lokayut act and CDA rules
1 29	<b>Employee Information &amp; Org. Structure</b>	Movable & Immovable Property details, Loans etc. in the format defined by NFL along with intimation for new transactions.
1 30	<b>Employee Information &amp; Org. Structure</b>	Details of any Service Agreement Bond with the Company, Start/ End Date with reason code.
1 31	<b>Employee Information &amp; Org. Structure</b>	Details of accommodation (HRA (with rent receipt or without rent receipt, Company owned with category,

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company leased) availed at posting location and other location, Electricity rebate (if any), Date of vacation of company accommodation on separation/transfer.

1 32 **Employee Information & Org. Structure** Ability to support workflow based approvals for all type of employee related activity.

1 33 **Employee Information & Org. Structure** Ability to store organization structure and reporting hierarchy based on location, plant, department, sub-department & designation

1 34 **Employee Information & Org. Structure** Should support defining reporting hierarchy for employees to include multilevel reporting or multi-disciplinary reporting

1 35 **Employee Information & Org. Structure** Should be possible to capture details of transfer of an employee from one department to another without changing other attributes like employee number

1 36 **Employee Information & Org. Structure** Should track all employee history in NFL in terms of past roles as well as past performance and positions

1 37 **Employee Information & Org. Structure** Should capture details of all training / certification or qualification acquired while on job

1 38 **Employee Information & Org. Structure** Should support maintaining an employee history to include change in assignments, promotions, transfers, pending issues etc.

1 39 **Employee Information & Org. Structure** Should track all employee history in Units / Plants / Zonal Office etc. in terms of past roles as well as past performance and positions

1 40 **Employee Information & Org. Structure** System should support certain free fields per employee to support capture of additional employee information

1 41 **Employee Information & Org. Structure** Should capture details of property owned by employees for the purpose of filing returns & Vigilance records.

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1 42	<b>Employee Information &amp; Org. Structure</b>	Should define multiple designations, post diversions & adjustments.
1 43	<b>Employee Information &amp; Org. Structure</b>	Should be possible to capture details of new employee added in the company from recruitment details.
1 44	<b>Employee Information &amp; Org. Structure</b>	Should maintain history of the changes made to the Organization Structure.
1 45	<b>Employee Information &amp; Org. Structure</b>	Should include updating or modifying the structure with ease through a user-friendly tree like structure.
1 46	<b>Employee Information &amp; Org. Structure</b>	System should have provision to store order / circular / notification which effected and organizational change for an employee with date of implementation and date of order separately and related reports should be developed
1 47	<b>Employee Information &amp; Org. Structure</b>	Ability to support integration of positions with manpower planning module to understand staffing requirements
1 48	<b>Employee Information &amp; Org. Structure</b>	Ability to store designations along with the skills and competencies required for a particular position so as to analyses the redeployment of existing employees
1 49	<b>Employee Information &amp; Org. Structure</b>	Ability to maintain change in hierarchy levels or designations due to promotions, transfers of employees (Integrate with Promotion Module, Transfer Module)
1 50	<b>Employee Information &amp; Org. Structure</b>	Ability to restrict making changes in the Org Structure to authorized persons only
1 51	<b>Employee Information &amp; Org. Structure</b>	Ability to change/restore/rollback changes to a previous (given) dates and report inconsistencies

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1 52 **Employee Information & Org. Structure** Ability to define administrative powers for organizational units position-wise

1 53 **Employee Information & Org. Structure** Ability to integrate administrative power definitions to work flows and approvals

1 54 **Employee Information & Org. Structure** Facility to project the cost implications of adding new /modify - manpower / Department/Function/Position

1 55 **Employee Information & Org. Structure** Ability to clearly define the hierarchy of Delegation of Power in the organization

1 56 **Employee Information & Org. Structure** System should have provision to maintain medical claim details of employees as well as for ex-employees along with details of IPD/OPD claims for tracking of pending or invalid claims

1 57 **Employee Information & Org. Structure** System should have provision to maintain legal information related to employees such as cases filed against employees, cases filed by employees, FIR, Police custody, criminal cases with current status along with disciplinary cases (including outside influence) and suspensions.

1 58 **Employee Information & Org. Structure** System should have provision to generate Service Sheet for employees as per prescribed format.

2 1 **Advances to Employees** The system should have the provision for applying the advance (Conveyance, Salary, HBA) as per rule of the company

2 2 **Advances to Employees** The system should have the provision for linking the advance (Conveyance, Salary, HBA) to the benefit plan

2 3 **Advances to Employees** The system should have the provision for defining the eligibility criteria for applying advance (Conveyance, Salary,

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HBA)

2 4 **Advances to Employees** The system should have the provision for checking the previous advance (Conveyance, Salary, HBA) details

2 5 **Advances to Employees** The system should have the provision for applying the advance (Conveyance, Salary and HBA) though Self-Service by specifying the Benefit Plan.  
  
On specifying the Benefit Plan the system should automatically checks for his/her eligibility. System also check the surety details & insurance dates

2 6 **Advances to Employees** The system should have the provision for workflow for Application as stated below:  
  
Application to be sent to the Recommending officer  
Recommended application to be sent to HR Officer  
Once the HR Officer Proposes the Application in the Conveyance Advance Panel, Application should be sent to the Sanctioning Officer

2 7 **Advances to Employees** The system should have the provision for sanctioning officer to approve or reject it

2 8 **Advances to Employees** The system should have the provision for recovery once the advance has been made

2 9 **Advances to Employees** Should have facility to maintain whether the vehicle/property has been hypothecated in favor of the company

2 10 **Advances to Employees** Provision for making exception in sanction of advance (Conveyance, Salary, HBA)

2 11 **Advances to Employees** The system should have the provision for applying other advances as per eligibility criteria of the company

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2 12 **Advances to Employees** The system should have the provision for applying the other advances through Self-Service by specifying the Benefit Plan.

On specifying the Benefit Plan the system should automatically check for his/her eligibility. System also check the surety details & insurance dates

2 13 **Advances to Employees** The system should have the provision for workflow for Application as stated below:

- Application to be sent to the Recommending officer
- Recommended application to be sent to HR Officer
- Once the HR Officer Proposes the Application in the Conveyance Advance Panel, Application should be sent to the Sanctioning Officer

2 14 **Advances to Employees** The system should have the provision for sanctioning officer to approve or reject it

2 15 **Advances to Employees** The system should have the provision for dealing officer to generate the Office Order and Payment Advice from the system

2 16 **Advances to Employees** The system should have the provision for recovery once the advance has been made

2 17 **Advances to Employees** Should have functionality to capture utilization of all the above advances for specified/sanction purpose.

3 1 **Recruitment and Selection** A job portal should be defined for receiving online applications and integrated with payment gateway & ERP system to record the data such as candidate details, their job application details and supporting documents.

3 2 **Recruitment and Selection** Maintain Recruitment policy in Document Management System (DMS)

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3 3	<b>Recruitment and Selection</b>	Ability to create, maintain and track vacancies
3 4	<b>Recruitment and Selection</b>	Should support both internal and external candidates
3 5	<b>Recruitment and Selection</b>	Ability to create advertisements containing vacancy, job description, qualification requirements, category, application fee, eligibility criteria etc. in required format
3 6	<b>Recruitment and Selection</b>	Notice generation
3 7	<b>Recruitment and Selection</b>	Ability to maintain applicant database with details like applicant number, personal details (Including mobile no and email ID's), address, education, qualifications, position applied for, correspondence details, experience etc.
3 8	<b>Recruitment and Selection</b>	Ability to generate Roster for recruitment category wise
3 9	<b>Recruitment and Selection</b>	Ability to integrate with third party vendor systems (incl payment portals)
3 10	<b>Recruitment and Selection</b>	Ability to update recruitment evaluation (written / verbal/ trade test results) from vendor system
3 11	<b>Recruitment and Selection</b>	Ability to perform applicant actions and track applicant status e.g. Call for Interview, shortlist candidate, application rejected, etc.
3 12	<b>Recruitment and Selection</b>	Ability to store checklist of original documents fulfilling eligibility criteria
3 13	<b>Recruitment and Selection</b>	Ability to store details of selection board, test center
3 14	<b>Recruitment and Selection</b>	Ability to send SMS to applicants based on application status
3 15	<b>Recruitment and Selection</b>	Maintain applicant databank for details of candidates applied along with interview

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details

**Recruitment and Selection**

Ability to generate correspondence letters for Police department for antecedent verification of candidates in required format along with caste and PWD (person with disability) verification.

**Recruitment and Selection**

Ability to store Service Agreement Bond details against applicant

**Recruitment and Selection**

Should provide for defining multiple types of correspondence with applicant

- Application fee received, if any, and correspondence with accounting unit
- Interview schedule letters
- Appointment letters
- Regret letters
- Offer letters
- Joining letters

**Recruitment and Selection**

-Should have facility to keep a track on the status of recruitment activities

-No of candidates appeared in written tests

-Ratio in which candidates are called for interviews

-No of candidates shortlisted for interview

-No of candidates appeared in interviews

-Screening

-Interviews

-Selection (Panel Formation / Batch Formation)

-Test / Interview Evaluation Parameters (Written test / GD / PI)

-Test / Interview Evaluation results

-Cutoff percentage for selection of all categories

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-No of candidates selected on merit wise / category wise

-List of empaneled candidates

-Operation of Panels

-Final Evaluation results

-Pay package details

-Acceptance of offer

-Appointment

-Medical test

3 19 **Recruitment and Selection**

Should have facility to define terms and conditions for fixed term contractual appointments:

Should have facility to generate a contract with configurable terms

-Contract date

-Contract duration

-Contract rate

-Coverage under ESI/PF

-Attendance

-Wages (Consolidated Remuneration)

-Leave

-Accident benefits

-Insurance

-Medical

4 1 **Employee Life cycle**

The system should have the provision for capturing employee life cycle in the organization

4 2 **Employee Life cycle**

The system should have the provision for correlating the employee lifecycle to major stages of employee employment like Hiring, Promotion, Transfer, Joining, Job Rotation, Deputation

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In/Out, Secondment, Disciplinary/Vigilance, Separation, sabbatical, study leave, dies non, company sponsorship, lien, VRS, Premature Retirement, legal cases etc.

4 3 **Employee Life cycle** The system should have the provision for capturing all data pertaining to employee, as provided by the employee during Joining formalities along with PF details, Probation details etc.

4 4 **Employee Life cycle** The system should have the provision for transfer administration system to manage the transfers of employees from one unit to another unit based on employee request, administrative reasons (steps: transfer order, release order, transfer action, joining order) and job rotation as per transfer policy of NFL

4 5 **Employee Life cycle** The system should have the provision for promotion process to cover all the different promotion scenarios across various employee groups as per eligibility criteria.  
  
System should have provision for complete promotion management cycle from availability of vacancy to issues of promotion order and pay fixation.

4 6 **Employee Life cycle** Record keeping system similar to that of Regular Employees for Apprentice records with attendance etc. for stipend processing and shortfall of training period

4 7 **Employee Life cycle** Ability to generate single page bio-data report (promotion case format) for each such employee- Integrate with Promotion, disciplinary cases etc.

5 1 **Separation** Ability to support all types of separation activities

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workflow through self-service portal

5 2 **Separation** Ability to record separation information in employee records

5 3 **Separation** Should be able to generate check list of items to be submitted by employee

5 4 **Separation** Should be able to generate check about status of Vacation of Company accommodation & submission of electricity charges.

5 5 **Separation** Should be able to generate No Dues Certificate before full and final processing- integrated with Payroll & Disciplinary Action.

5 6 **Separation** Ability to intimate Resignation acceptance to Finance via workflow / mail

5 7 **Separation** Ability to record date of submission of resignation letter by an employee

5 8 **Separation** Should generate acceptance letter for resignation

5 9 **Separation** Should validate the Notice period while processing full and final

5 10 **Separation** Should generate and print experience certificate based on record

5 11 **Separation** Should generate letter for PF settlement

5 12 **Separation** Should be able to capture the exit interview details including - Date of exit interview - interview conducted by - Key findings in the Exit Interview

5 13 **Separation** Should be able to support check for no dues status of material issued to employees for final clearance

5 14 **Separation** Should support calculation of amount due as Gratuity, Leave encashment, Insurance

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maturity, PF, Deductions as per No dues certificate, Bond money as per company policy with statutory compliance.

5 15 **Separation** Should have provision for linking of insurance claim under various head with no due certificate in case reason of separation is death.

Intimation to corporate office in case of death/benevolent.

Social security and rehabilitation scheme, funeral expenses in case of death.

5 16 **Separation** Capturing the reason of separation with details such as

- Provide for classification of separation due to
- Resignation -Ability to generate application forms for Payment of Gratuity under 1972 act.
- Terminal notice
- Death
- Annuity Scheme – Ability to generate application forms.
- Disciplinary action
- Voluntary Retirement - Form No. XX and Pension documents Superannuation

Premature retirement  
Compulsory retirement  
Tenure completion etc.

5 17 **Separation** Should support workflow based separation and intimation to finance department regarding resignation acceptance

- Ability to generate applicable gratuity forms

5 18 **Separation** Ability to define online separation process as per VRS guidelines

5 19 **Separation** Ability to route the VRS application through competent approvals

5 20 **Separation** Ability to request for VRS (integrate with Employee Master for check of any pending disciplinary

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proceedings) as per policy

5 21 **Separation** Ability to accept / reject VRS (Voluntary Retirement) applications by the competent authority and send intimation to the concerned employees

5 22 **Separation** Ability to maintain database for employees who raised the resignation application (integrate with Employee Master)

5 23 **Separation** Ability to route the resignation request to the competent authority only when signed application is uploaded by the employee for termination of services

5 24 **Separation** Ability to integrate with Payroll module in any mode of separation

5 25 **Separation** Ability to process NDC / clearance from various departments at the time of Exit through e-Exit process

5 26 **Separation** Ability to notify (flag) individuals of any outstanding balances when employee exits (Integrate with Payroll in case of e-Exit process)

5 27 **Separation** Ability to maintain case details of the employees reinstated/reappointed after being terminated - - Integrate with ESS, Payroll

5 28 **Separation** Ability to retrieve details of terminated employees in case he/she is reinstated or reappointed - Integrate with ESS, Payroll.

5 29 **Separation** The system should have the provision for Full & Final settlement which should be linked to Finance payroll system

5 30 **Separation** Relieving letter should get generated only if all dues of the employee are settled.  
  
System should have provision to generate service

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letter on separation on request basis.

6 1 **Probation Monitoring** The systems should have a provision of maintaining checklist for probation closure in the cases of hiring/promotion

6 2 **Probation Monitoring** The system should have a provision for set up character/antecedent verification report/Vigilance report

6 3 **Probation Monitoring** The system should have a provision for setting up the Probation period based on action and policy

6 4 **Probation Monitoring** The system should have a provision for initiation of Probation Review

6 5 **Probation Monitoring** The system should have a provision for making / providing entry of rating by reporting officer/Review officer/Countersigning authority

6 6 **Probation Monitoring** The system should have a provision for final Probation Review

6 7 **Probation Monitoring** The system should have a provision for confirmation/extension orders.

6 8 **Probation Monitoring** Provision for escalation In case delay in probation clearance as per policy.

7 1 **Training** There should be a provision to meet all the internal / external and foreign training requirements of the employees

7 2 **Training** There should be a provision for setting up of general and training administration tables (directory of all trainings)

7 3 **Training** There should be a provision for establishing Training programs, courses and sessions

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7 4      **Training**      There should be a provision for creating a training budget

7 5      **Training**      There should be a provision for determining the Training needs based on PMS forms and Employee requests

7 6      **Training**      There should be a provision generation of training calendar

7 7      **Training**      There should be a provision for administration of course sessions

7 8      **Training**      There should be a provision for enrolment of employees into course sessions through self-service workflow after various approvals as per DOP

7 9      **Training**      There should be a provision to track trainee's training and expenses

7 10      **Training**      There should be a provision to identify training based on the capacity of position of employees

7 11      **Training**      There should be a provision for feedback

7 12      **Training**      There should be a provision to accommodate career development

7 13      **Training**      There should be a provision for generating reports and letters

7 14      **Training**      There should be provision for external candidates to apply for training through web enabled interface for residential and non-residential trainings, and allotment of boarding & lodging.

7 15      **Training**      There should be provision to capture all cost and receipt against a training module.  
  
System should have provision to release the payment for external trainers after approval by finance.

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8 1	<b>Time management-Leave and Attendance</b>	Ability to capture employee in-time and out-time
8 2	<b>Time management-Leave and Attendance</b>	Ability to integrate with the Biometric time recording system
8 3	<b>Time management-Leave and Attendance</b>	Ability to process working time based on shift rotation and generate time statement and effect payroll
8 4	<b>Time management-Leave and Attendance</b>	Ability to generate reports in required format.
8 5	<b>Time management-Leave and Attendance</b>	Should be possible to define the office timings for each office location separately
8 6	<b>Time management-Leave and Attendance</b>	Should be possible to capture employee-wise days of attendance and leave taken details
8 7	<b>Time management-Leave and Attendance</b>	<p>Possible to generate report with details of office time for each employee (department-wise)</p> <ul style="list-style-type: none"> <li>• Late coming to office</li> <li>• Late sitting</li> <li>• Over time</li>   <li>• Over Stay</li> </ul>
8 8	<b>Time management-Leave and Attendance</b>	Should have integration with payroll processing system to transfer data like no. of days present in a month, overtime taken, leaves taken, absent without notice, etc. for the purpose of computation of salary
8 9	<b>Time management-Leave and Attendance</b>	Separate rules of each kind of leave for approval and utilization as well as combining them.
8 10	<b>Time management-Leave and Attendance</b>	The system should have the provision for setting up of Absence type and Holiday schedule administration tables

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8 11 **Time management-Leave and Attendance** The system should have the provision for entering different Holiday Calendar for shift based employees and General shift employees

8 12 **Time management-Leave and Attendance** The system should have the provision for payment of overtime payment on national holidays for workmen

8 13 **Time management-Leave and Attendance** The system should have the provision for all type of allowance payment

8 14 **Time management-Leave and Attendance** The system should have the provision for establishing the Leave code and rules e.g. Casual leave, RH, EL, HPL, Special Leave, compensatory off, CSL, EOL, PL, ML, Special CL, Joining Leave, Commuted HPL, quarantine leave, paternity leave etc.

8 15 **Time management-Leave and Attendance** The system should have the provision for approval for different types of leaves (based on DOP application) using workflow i.e. employees applies for leave workflow should be generated for the same and goes to employees RO Inbox for approval with notification to employee on approval/rejection.

8 16 **Time management-Leave and Attendance** The system should have the provision for leave accrual of different types.

8 17 **Time management-Leave and Attendance** The system should have the provision for leave encashment

8 18 **Time management-Leave and Attendance** The system should have the provision of application for cancellation/change of approved leave with workflow approvals.

8 19 **Time management-Leave and Attendance** The system should have the provision for approving certain leave applications by HR process owners where necessary paper requirement is required like Extra-Ordinary

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Leave ,Study Leave, Maternity Leave, special leave etc.

8 20 **Time management-Leave and Attendance** The system should have the provision for attendance & absence reports of employees

8 21 **Time management-Leave and Attendance** The system should have the provision for generation of various reports as and when required

8 22 **Time management-Leave and Attendance** The system should have the provision for positive punch system implementation for employees where punch system in place

8 23 **Time management-Leave and Attendance** The system should have the provision to capture the attendance and absence of employees in the system (where punching system is not there)

8 24 **Time management-Leave and Attendance** The system should have the provision to capture punch data into the system from external punching system

8 25 **Time management-Leave and Attendance** The system should have the provision for Integration with Payroll module for recovery for unauthorized absence where it is not regularized

8 26 **Time management-Leave and Attendance** The system should have the provision to capture & manage study leaves taken by employee and those sponsored by the company

8 27 **Time management-Leave and Attendance** System should have functionality to pro rate leave quota based on separation/ transfer from a specified location

8 28 **Time management-Leave and Attendance** System should have provision to maintain the exception for time in by compensating through leaving time along with escalation in case of exceptions to be approved through workflow system.

8 29 **Time Management-** System should have provision to maintain the

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**Leave and attendance**

attendance for employees with approvals:

- a. Employee on tour
- b. Employee in training

8 30

**Time Management-Leave and attendance**

System should have provision for leave carry-forward with manual adjustments (positive and negative) on joining and transfer of employee from one location to other.

9 1

**Hospitalization and annual check up**

The system should have the provision for WEB access to the empaneled hospitals for verification of the employee and their dependents for hospitalization and annual health check-up

9 2

**Hospitalization and annual check up**

The system should have the provision for uploading and entering the details / bills of hospitalization and annual health check-up post discharge

9 3

**Hospitalization and annual check up**

The system should have the provision for capturing expense and treatment details and provision of reports should be there for management review for date period.

Real time report on people off-shooting their OPD limits.

9 4

**Hospitalization and annual check up**

The system should have the provision to maintain empanelment and entitlement related data

9 5

**Hospitalization and annual check up**

System should have provision to maintain the ceiling for:

- a. IPD bills for dependent parents
- b. OPD for chronical or non-chronical

9 6

**Hospitalization**

System should have provision to record data from OPD for NFL managed Hospitals to record the details

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as per below:

- a. OPD register/reception for external visitors
- b. Portal for internal employees with the medical history
- c. Option to generate the bills for employees as well as visitors by integration with finance department
- d. Lab test reports for employee

10.1 **Travel Desk management** The system should have the provision for linkage with third party web portal for booking of Taxi/train/air ticket/hotel based on approval of the tour by competent authority as per movement order.

10.2 **Travel Desk management** System should have provision for tracking utilization of services. In case of non-utilization of services by employee provision to recover the amount from salary

10.3 **Travel Desk management** System should a functionality to handle multiple third party service providers which may be location specific.

10.4 **Travel Desk management** System should have functionality to handle work flow with time frame for travel booking and submission of claim.  
  
System should have provision to define the capping as per entitlement of individual.

10.5 **Travel Desk management** System should have functionality to handle off line travel booking

10.6 **Travel Desk management** The system should have a provision for integration with Finance for accounting

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11.1	<b>Manpower planning and sanction position vacancy</b>	Ability to do manpower planning based on location, department, grade, category, etc.
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11.2	<b>Manpower planning and sanction position vacancy</b>	Ability to generate planned Vs Actual Manpower report
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11.3	<b>Manpower planning and sanction position vacancy</b>	Ability to generate sanctioned Vs Actual Manpower report
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11.4	<b>Manpower planning and sanction position vacancy</b>	Ability to integrate planned manpower cost with finance for payroll budgeting and financial planning
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11.5	<b>Manpower planning and sanction position vacancy</b>	Should support planning for manpower across all departments at corporate and field level
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11.6	<b>Manpower planning and sanction position vacancy</b>	Facility to define vacancies based on sanctioned strength and existing employee strength for each department/unit/location etc. (Provision for user defined entries should be available)
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11.7	<b>Manpower planning and sanction position vacancy</b>	Ability to view vacancy list at any given date & status of vacancy (Filled/vacant/dying / in process) – Restricted
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11.8	<b>Manpower planning and sanction position vacancy</b>	The system should have the provision for creation and maintenance of Sanctioned, Positioned and Vacant positions and reports thereof
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12.1	<b>HRA / Company leased residential accommodation</b>	The system should have the provision for an employee to apply for HRA with or without rent receipt details
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12.2	<b>HRA / Company leased residential accommodation</b>	The system should have the provision for processing the HRA , Lease on approval through workflow
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12.3	<b>HRA / Company leased residential accommodation</b>	The system should have the provision for an employee to avail accommodation which can be either township, company leased, Self or third
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party

12.4 **HRA / Company leased residential accommodation** The system should have the provision for location based/ city category / grade wise entitlement of HRA, Lease

12.5 **HRA / Company leased residential accommodation** The system should have the provision for direct payment to third party

12.6 **HRA / Company leased residential accommodation** The system should have the provision for capturing of lease agreement details

12.7 **HRA / Company leased residential accommodation** dual accommodation( bachelor accommodation for self and special HRA, Lease anywhere in India/township accommodation for family) etc.

12.8 **HRA / Company leased residential accommodation** System should have provision to capture within company owned accommodation head, sub classification for housing type allotted to employee.

12.9 **HRA / Company leased residential accommodation** System should have functionality to recover excess rent paid over and above employee entitlement for lease cases.

12.10 **HRA / Company leased residential accommodation** System should have functionality to restrict lease entitlement for joint lease cases ( Where employee and employee spouse are working in NFL and are availing lease)

12.11 **HRA / Company leased residential accommodation** System should restrict house accommodation on transfer from one location to another location

12.12 **HRA / Company leased residential accommodation** Employee should be able to submit request for payment / stoppage of HRA/ Lease through ESS which will get approved through work flow process

12.13 **HRA / Company leased residential accommodation** System should be able to maintain consistency in payment of lease and recovery of license fee from payroll of the employee

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13.1 **Incentive for acquiring higher qualification** System should have provision for submission of request for permission to enrolment for higher studies.

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13.2 **Incentive for acquiring higher qualification** System should have provision for approval through workflow for higher education.

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13.3 **Incentive for acquiring higher qualification** System should have functionality to release the incentive amount on approval of incentive for completion of sanctioned course

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14.1 **Provident Fund** The system should have the provision for maintenance & calculation of CPF as per EPF act/company policy.  
  
System should have provision for optional provident fund as percentage on pay with maximum limit as per Govt guidelines.

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14.2 **Provident Fund** The system should have the provision for giving nominations and changing them as and when required with % share

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14.3 **Provident Fund** System should have provision to issue loan/advance against Provident Fund eligibility

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15.1 **Estate/Township Management** The system should have the ability to maintain the status of all the company's quarter with the availability status.

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15.2 **Estate/Township Management** The system should have the provision to trigger the approval workflow based on the seniority of the employee for the quarter type as per company rules, when an employee applies for a quarter at the self-service portal.  
  
System should have ability to maintain de-barred details for employee.

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15.3 **Estate/Township Management** The system should have the ability to store details of property and amount granted for possession of property to

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an employee.

15.4 **Estate/Township Management** The system should have the ability to trigger the approval workflow to the concerned authorities for allotment of quarters for any third party personnel or outsider is made (FRV).

15.5 **Estate/Township Management** System should have complete detail of quarter wise occupation and vacant status along with bill generations monthly payment of rent

Temporary allotment of Vacant Qtrs. for religious functions and personal requirements and its Payments thereof & its respective online order

Automatic issuance of Letter to Unauthorized occupants after due date with incorporation of outstanding dues

Online Renewal of License of Shops & its payments thereof and other similar aspects

Lease of shops and other building as well as land.

Details of all the properties including land owned by NFL.

System should have provision to calculate the tax on properties owned by NFL.

System should have provision to upload the land map and manual scans of approvals using document management system (DMS).

15.6 **Estate/Township Management** System should have provision to set up a portal for travel desk for booking of tickets, guest house rooms along with respective approval from DOP.

15.7 **Estate/Township Management** System should have provision to generate alerts on expiry of lease to relevant stakeholders.

15.8 **Estate/Township Management** System should have provision to generate notification to relevant departments for maintenance

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in case of vacation of properties before new allotment.

15.1 **Grievance Handling** The facility for end user to raise Grievances in system. Once the grievance has been raised the workflow should be triggered with level and comments.

17.1 **RTI related activities** Ability to track the RTI application w.r.t the audit trails of the application - Initiated, closed, send to which department etc.

17.2 **RTI related activities** Ability to generate an unique ID to each RTI application and provision of payment for the same

17.3 **RTI related activities** Ability to provide a notification as urgent (starred) if the RTI application or other query is to be urgently closed

17.4 **RTI related activities** System should trigger mail for forwarding of applications to Public Information Officers/ Assistant Public Information Officers at other locations for compliance of RTI Act.

17.5 **RTI related activities** System should trigger mail to Public Information Officers/ Assistant Public Information Officers at other locations for implementation of new orders/ circulars of Central/State Information Commission.

17.6 **RTI related activities** System should collect information of application status at each location, amount collected against each application, compile it & prepare consolidated report on monthly & annual basis.

18.1 **Miscellaneous** The system should have the provision for uploading and storage of documents (jpg/pdf etc.) associated with various processes including actions, advances etc. where required

18.2 **Miscellaneous** The system should have the provision for accessing the system in Hindi and generating bilingual orders

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and reports

18.3 **Miscellaneous** The system should have the provision for application of request transfer based on policy and its workflow approval process, reminder notifications at various levels, and generation of transfer orders

18.4 **Miscellaneous** The system should have the provision for notifying vacancy, application generation, approval based on policy

18.5 **Miscellaneous** The system should have the provision for conducting various internal surveys-creation, administration and analysis/reporting of data collected

18.6 **Miscellaneous** System should have provision to capture various awards, achievements etc. and also providing eligibility for awards based on length of service etc.

18.7 **Miscellaneous** All checks and balance in data maintained should be kept to avoid error in data capturing

18.8 **Miscellaneous** System should have provision to record the employee status along with comments from respective department including the vigilance related parameters

18.9 **Miscellaneous** System should have provision to initiate the workflow as per DOP (Including vigilance) for employees for various requests (such as transfer, promotion, passport, visa, outside employment etc.)

18.10 **Miscellaneous** System should have provision to generate report on employee status along with comments for vigilance and HR team to take the necessary action

18.11 **Miscellaneous** System should be able to generate service letters, salary slips to employees after various approvals for passport, visa, loans , outside employment etc.

18.12 **Miscellaneous** System should provision facility of digital signatures for all the relevant documents

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		initiated by department.
19.1	<b>Payroll Processing</b>	Ability to support centralized as well as distributed payroll processing according to location / units
19.2	<b>Payroll Processing</b>	Ability to process arrears based on change in previous payroll data and payments as per policy
19.3	<b>Payroll Processing</b>	Ability to maintain and store monthly as well as one time payments based on two level approval
19.4	<b>Payroll Processing</b>	Ability to post payroll results directly into finance GL's and special GL of the employee vendor
19.5	<b>Payroll Processing</b>	Ability of process both regular and off-cycle payroll
19.6	<b>Payroll Processing</b>	Ability to introduce changes in pay structure (Change in pay commission / adoption of a different pay structure)
19.7	<b>Payroll Processing</b>	The Payroll process shall be done after approval of the exception report
19.8	<b>Payroll Processing</b>	Ability to maintain/tag employees on deputation in the list of employees
19.9	<b>Payroll Processing</b>	Ability to generate reports for Deputation Employees in other offices for amount to be paid for the Deputation employees on account of Foreign service contribution
19.10	<b>Payroll Processing</b>	Ability to integrate with the leave module, promotion module, disciplinary module, separation module, time management, loans and advances for calculation of salary
19.11	<b>Payroll Processing</b>	Ability to provide for online test calculation of employees pay slip / salary amount
19.12	<b>Payroll Processing</b>	Order for the Retirement Benefits to be prepared based on the Final Calculations.

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19.13	<b>Payroll Processing</b>	Ability to require approval before a specific payment is made to an employee as per competent authority
19.14	<b>Payroll Processing</b>	Ability to Define tax rules to determine employees tax liability as per changes in statutory legislation for actual tax liability of employee
19.15	<b>Payroll Processing</b>	Ability to provide information for actuarial valuation of the employees for determination of contributions to be made by the company towards PRMS, Gratuity, Leave outstanding etc.
19.16	<b>Payroll Processing</b>	Ability to forward the overtime schedule to the competent authority for approval if the amount of overtime is over a defined percentage of the basic salary (Integrate with Time Management Module) only for certain exceptions.
19.17	<b>Payroll Processing</b>	Ability to lock master data while payroll execution
19.18	<b>Payroll Processing</b>	Ability to default standard holiday data, as well as user-defined holiday data
19.19	<b>Payroll Processing</b>	Ability to integrate with leave, disciplinary cases module for calculation of retirement benefits
19.20	<b>Payroll Processing</b>	Support for preparation of fund requisition to be sent to Corporate Office Accounts section in cases of salary disbursement and other allowances on a monthly basis for salary and for off cycle payment as per schedule
19.21	<b>Payroll Processing</b>	Ability to support calculation of incremental arrears with consequent tax adjustments
19.22	<b>Payroll Processing</b>	Ability to make deductions effective: In the current period, In any pay period or periods selected, In any user-defined frequency selected, Between user-defined start

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and end dates, Until an user defined limit is reached

19.23 **Payroll Processing** System should maintain history of salary of employees

19.24 **Payroll Processing** Exceptional reporting for month-on-month variation (financial, non-financial)

19.25 **Payroll Processing** Provision to allocate cost of employee based on his/her associated department/unit

19.26 **Payroll Processing** Ability to have a data upload facility to upload historical payroll data for specified period

19.27 **Payroll Processing** Allow for input of start and end date for recurring payment / deduction

19.28 **Payroll Processing** Ability to compute the payment to be made to the employee during the suspension period (there should be a field to record the privileges/ deductions to the employee 50%, 75% etc. which varies on a case to case basis)

19.29 **Payroll Processing** Ability to have a full and Final settlement process in place

19.30 **Payroll Processing** Ability to allow a final settlement report for each separated employee with a TAG for completion of F&F settlement in system

19.31 **Payroll Processing** Ability to prepare the Computation Sheet and checklist (for e.g.. at the time of Retirement preparation of the Calculation sheet for Retirement Order and verify the checklist for leave adjusted or not, advances, loans cleared or not, etc.)

19.32 **Payroll Processing** Reminders/ Notification to the employee for change or requirement of any additional data through mails/ SMS/ self-service etc.

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19.33	<b>Payroll Processing</b>	Should allow recording of salary structure for each employee, based on pre-determined business rules and multiple salary heads
19.34	<b>Payroll Processing</b>	Should support defining of minimum wage
19.35	<b>Payroll Processing</b>	The system should allow capture of salary structures grade wise
19.36	<b>Payroll Processing</b>	Should support calculation of standard and overtime rates for employee worked overtime & Compensatory off, additional wages payments
19.37	<b>Payroll Processing</b>	Should support inclusion of Bonus as per Bonus Acts
19.38	<b>Payroll Processing</b>	Should have facility for EL leave encashment at the time of retirement / separation
19.39	<b>Payroll Processing</b>	Should support localized and configurable statutory norms for PF, ESI, Income Tax, Leave registers, Bonus statements, Government Labor laws etc. and any statutory reporting should be part of the same
19.40	<b>Payroll Processing</b>	Ability to export the payroll to an excel sheet/pdf/on line encrypted data transfer as per bank requirements
19.41	<b>Payroll Processing</b>	Allow for integration with Financial Accounting procedures
19.42	<b>Payroll Processing</b>	Support for transactions in multiple currencies and cross currencies
19.43	<b>Payroll Processing</b>	Facilitate computation of the final settlement claim of the employees based on No Dues received and the outstanding in Spl GL of the employee vendor
19.44	<b>Payroll Processing</b>	In case of change of location of employee/transfer, proper impact in the books of accounts should be made to record the salary, balance of

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loans, recovery status to the new location from the date of transfer. Proper integration with Transfer module

19.45	<b>Payroll Processing</b>	Should have functionality for location, grade, time based payment/ recovery (fixed amount or % of pay) from employees without employee level data maintenance.
19.46	<b>Payroll Processing</b>	Should have functionality to release annual regular increment which may be in terms of % or fixed grade wise amount or pay matrix
19.47	<b>Payroll Processing</b>	Should able to release stagnation increment based on ageing and other parameters (disciplinary)
19.48	<b>Payroll Processing</b>	Should be able to restrict basic pay for penalty cases
19.49	<b>Payroll Processing</b>	Should have functionality to release promotion increment which may be in terms of % or fixed grade wise amount or pay matrix
19.50	<b>Payroll Processing</b>	Should able to get request in ESS from employee for selection of pay component under grade based fixed % of cafeteria option
19.51	<b>Payroll Processing</b>	Should able to create employee vendor code based on data maintained for address, bank account, cost center, PAN etc.
19.52	<b>Payroll Processing</b>	Should have functionality to update off cycle data
19.53	<b>Payroll Processing</b>	Should able to receive request for start/ stop of Voluntary Provident Fund recovery in ESS
19.54	<b>Payroll Processing</b>	Should able to receive request for increase/decrease of Voluntary Pension recovery in ESS
19.55	<b>Payroll</b>	Should have checks for HR master grade and pay master

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	<b>Processing</b>	grade.
19.56	<b>Payroll Processing</b>	Should able to provide component wise taxable salary breakup with perquisite detail in ESS
19.57	<b>Payroll Processing</b>	Should able to support payment of PRP as per NFL policy.
19.58	<b>Payroll Processing</b>	Should have facility for EL & HPL encashment at the time of retirement / separation as per policy of the company
19.59	<b>Payroll Processing</b>	Should provide pay slip in PDF format with facility of generic message for all the employee or specific message to selected employee.
19.60	<b>Payroll Processing</b>	Retro/Arrear payroll should take place from a date for which master changes have been done in current payroll
19.61	<b>Payroll Processing</b>	Ability to generate pay slip with following detail: Taxable and non-taxable components in separate columns, Tax till date, Calculated, Recovered, Projected, Loan balances and no. of instalments deducted / left.
19.62	<b>Payroll Processing</b>	Should facilitate third party recoveries posting to the respective vendor with schedule of total recovery during the period
19.63	<b>Payroll Processing</b>	Ability to generate Employee-wise recovery position, recovery list and outstanding balances list - month-wise or as user defined
19.64	<b>Payroll Processing</b>	Ability to support recovery of all types of loans with reports like recoveries made, overdue list etc.
19.65	<b>Payroll Processing</b>	Ability to attach loan sanctioning rules to every loan type (e.g. Interest bearing loan such as House Advance, salary, education & conveyance advance and non - interest bearing advances

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as TA Advance, medical advance etc.).

System should have provision to calculate interest on advances/loans with option to post them in separate accounts.

19.66	<b>Payroll Processing</b>	Ability to support tour advance and expense settlement through a self-service based approval process.
19.67	<b>Payroll Processing</b>	Ability to update reimbursement information in payroll once expense is approved.
19.68	<b>Payroll Processing</b>	The system should be able to capture entitlements for various reimbursements (car, mobile, residential assets and monthly expenditure claim etc.)
19.69	<b>Payroll Processing</b>	Should have facility to process Medical/ LTA / TA / TTA claims and taxability status of the claim
19.70	<b>Payroll Processing</b>	Should be able to generate information on loans and advances taken by employee
19.71	<b>Payroll Processing</b>	Should be able to calculate interest for various loan slab of a loan as per policy.
19.72	<b>Payroll Processing</b>	Payment of off cycle should be period restricted i.e. once a week or a month for claims and regularly for advances
19.73	<b>Payroll Processing</b>	Should able to receive request for change in loan instalment in ESS
19.74	<b>Payroll Processing</b>	Should able to receive request for part/ total refund of loan through external means ( cheque/ credit card etc.) in ESS
19.75	<b>Payroll Processing</b>	Should have functionality to delimit the end date of loan on complete payment of the principal loan

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19.76      **Payroll Processing**      Should have functionality for creation of interest loan on completion of principal loan as per policy of the company

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19.77      **Payroll Processing**      Should have functionality to delimit the end date of loan on complete payment of the interest loan

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19.78      **Payroll Processing**      Should be able to provide exception for difference in loan as per Human Capital Management and Finance ( employee sub ledger Spy GL)

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19.79      **Payroll Processing**      Ability to process statutory contributions, calculation & deductions as per law of the land e.g. PF, ESI, Professional tax, Income Tax, OPF, labor welfare tax etc. with checks for TAN, EPS membership

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19.80      **Payroll Processing**      Ability to store investment declaration through self-service portal by individual employees which will have status like proposed saving , actual saving approved based on work flow process

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19.81      **Payroll Processing**      Ability to store proposed and actual declarations and process income tax based on the same though ESS functionality and work flow

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19.82      **Payroll Processing**      Ability to generate all statutory reports as per specified format

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19.83      **Payroll Processing**      Ability to do perquisite calculations for loan, housing, medical allowance, perks and allowances, pension etc.

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19.84      **Payroll Processing**      Ability to store Company Leased Accommodation/Company Owned Accommodation/Rented accommodation types and calculate perquisite / tax exemption based on the same

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19.85      **Payroll Processing**      Should be possible to capture details of income and income/ loss from house property declared by

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employee in ESS

19.86	<b>Payroll Processing</b>	Should have all savings related checks like house completion date and 5 year restriction for pre-construction interest, restricting interest rebate to Rs.30000 in case of more than 5 years / 3 years elapsed during construction etc.
19.87	<b>Payroll Processing</b>	Ability to handle employer bearing full/ part of housing perquisite as per income tax provision. This should be linked with period.
19.88	<b>Payroll Processing</b>	Should able to address multiple Form 16/ form 24 based on TAN within one company code
19.89	<b>Payroll Processing</b>	Should facilitate print of employee external savings, income, loss from house property, rent receipt for HRA as per format given in Income tax act.
19.90	<b>Payroll Processing</b>	Should able to support Indian taxation
19.91	<b>Payroll Processing</b>	Ability to notify the particular employee for the admissible amount in case of medical / travel reimbursements as per employee grade wise
19.92	<b>Payroll Processing</b>	Should facilitate view of claim status by employee under various stages of approval in ESS
19.93	<b>Payroll Processing</b>	Should facilitate view by employee in ESS for entitlement of employee for various claim & reimbursement including item under Sr. Executive residential items
19.94	<b>Payroll Processing</b>	Should have facility to restrict claim beyond a period for a given Financial year. This period may be beyond FY

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19.95      **Payroll Processing**      Should have provision for transfer of claim/ advance request to other approver after submission of claim in ESS

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19.96      **Payroll Processing**      Should have functionality to provide for substitute approver for claim/ advances work flow

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19.97      **Payroll Processing**      Ability to generate insurance reports

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19.98      **Payroll Processing**      In case the administrative approvals/finance approvals are delayed beyond a certain period of the retirement due date, the notifications (email or sms) should be send to the respective authorities.

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19.99      **Payroll Processing**

- Should have facility to track GPAIP (Group Personnel Accident Insurance Policy) with following:
- Yearly premium
- Additional / reduced Premium based on addition / reduction in number of employees and endorsements
- Coverage opted for
- Renewal due on
- Accidents, if any
- Details of accidents
- Claims settled for
- Should support capture of med claim policy details
- premium details
- policy details
- status of claims made

Queries on claims

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20.1      **Reports**      The system should provide reports on the above processes. Reports like seniority list, HRIS reports, Promotion eligibility reports, Statutory reports, SC/ST roster reports, employee bio-data, department wise-project wise- grade wise manpower reports. etc.

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20.2      **Reports**      Reports of total Organization Hierarchy Reporting Relationships (Functional, Administrative), Organization Structure Of

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Corporate Headquarters and Plant locations by Selecting Different Parameters of designation, class, wing, location, category (SC/ST/OBC/Unreserved), male/female, blood group, length of service, age, qualification, experience, department, salary bands, personal, educational & professional details etc.

20.3	<b>Reports</b>	Reports on list of vacant/excess positions (Integrate With manpower planning module)
20.4	<b>Reports</b>	Reports on employee counts retired, resigned, suspended, terminated or left, per department, grade-wise, superannuating in a specified period or any past or future date
20.5	<b>Reports</b>	Reports category wise (SC/ST/OBC/General), on parameters of male / female, on parameters of disability (Full / Partial) etc. Organization wise / particular unit wise
20.6	<b>Reports</b>	Report regarding calculation of vacancies category wise, cadre wise etc. for promotion during a year
20.7	<b>Reports</b>	Report indicating service particulars and performance grades regarding empanelment for promotion.
20.8	<b>Reports</b>	Status of compliance of transfer orders of various cadres
20.9	<b>Reports</b>	Report on transfer history/past services for a particular employee
20.10	<b>Reports</b>	Reports on status of Executive/Non-executive whether released or not released or whether joined/not joined (along with dates) as per transfers/promotion orders as on particular date or cross

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section of time

20.11 **Reports** Reports on the total number of employees applied for transfers, number approved/rejected/pending

20.12 **Reports** Reports on count of employees transferred in a specified period in / to / from a specific department / location

20.13 **Reports** Status report of officers/employees who are on probation and yet to be confirmed after promotion.

20.14 **Reports** Reports of the pending departmental enquiry against promotion.

20.15 **Reports** Report of leaves (CL, EL etc.) availed/leave quota balances pertaining to concerned employee as on date.

20.16 **Reports** Daily Attendance Report (Punch In /Punch Out/Time Data, Late Comers Report, Early Goers Report, Anomaly Report, Report of Absentee/Presented)

20.17 **Reports** Report showing trend of particular employee monthly, fortnightly, quarterly etc.

20.18 **Reports** Reports on no of employees for whom leave has not been approved/declined/modified (in a particular dept./location)

20.19 **Reports** Report/statement showing the details of administrative expense.

20.20 **Reports** Report on the medical amount disbursed a year - location wise containing name of the employees, name of diseases etc...

20.21 **Reports** Report on the list of present occupants of the house and list of vacant house - location wise, house type etc.

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20.22    **Reports**                      Report on movable & immovable property details of all employees

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20.23    **Reports**                      Report on status of no of officers who have submitted their PMS report of his own & the employees working under him along with the status of complete work flow.

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20.24    **Reports**                      Employee wise final grading of their appraisal reports since recruitment based on dynamic query.

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20.25    **Reports**                      Report showing how many employees performance is outstanding, very good, good, average, below average with areas of improvement

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20.26    **Reports**                      Information of cases of Departmental Enquiries/Grievances

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20.27    **Reports**                      Ability to provide reports on enquiries pending from last (opening and closing balance) years with details

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20.28    **Reports**                      Information on punishment awarded/acquittal to the respective officers/employees in case of departmental enquiry & court case.

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20.29    **Reports**                      Report on position of pension cases

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20.30    **Reports**                      Detailed Report on no of recruitments in a given period with status of their caste verification, antecedent police verification, medical status etc.

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20.31    **Reports**                      Report based on type of recruitment in-house/outsource along with details such as posts advertised, posts filled, applicant count (eligible/ineligible) age details, qualification details etc.

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20.32    **Reports**                      Ability to generate weekly, monthly, quarterly, half yearly, annually report shows

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name of training (e.g. in-house training, programs attended, institutional training attended, seminar/ conf. attended), no of participants in particular training, name of participants, duration with dates, subjects of training, cost incurred, training report submission & feedback status.

20.33     **Reports**     Employee wise qualification/skill /competency/ potential report

20.34     **Reports**     Report w.r.t. training budget vs. utilization investment on training (current year. previous year. as on date etc.)

20.35     **Reports**     Report w.r.t. training calendar (planned vs. actual) training programs conducted and programs to be conducted

20.36     **Reports**     Report for Officers/employees who have left the company without serving bond period.

21.1     **Employee Self Service**     System should provision the employee self-service portal for:

- a.     Salary slips
- b.     Service letters
- c.     Submission of application for passport/visa
- d.     Update the personal information details

## Section II - Functional Requirement Specifications (RFCL)

### 2.1. Financial Accounting

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S No	Process	Sub Process	Functional Requirement	Bidder's response	Name of the offered Product	Details of proposed ERP product
				( . ) P S		
11	<b>Organizational Structure and General Ledgers</b>	Organizational Structure	System should have provision to define RFCL as single legal entity in system.			
12	<b>Organizational Structure and General Ledgers</b>	Organizational Structure	One structure should be defined for management accounting. Say operating concern, controlling area.			
13	<b>Organizational Structure and General Ledgers</b>	Organizational Structure	A profit center hierarchy should define covering main group, sub group etc. on the basis of reporting.			
14	<b>Organizational Structure and General Ledgers</b>	Organizational Structure	Organization structure should be defined in a manner so that it can provide a basic filtration of transactional data for various reports as well as consolidation of corporate as a whole.			
15	<b>Organizational Structure and General Ledgers</b>	Organizational Structure	As balance sheet, P&L statement and income statement is required at units, zonal office, central marketing office and corporate location wise or region wise. All units, zonal offices and corporate office should be defined as Profit center or Business area.  System should have provision to define Business Areas for each unit and its respective plants. System should have provision to define profit center at material (SKU) level.  System should be capable for business segment level reporting.			
1	<b>Organizational</b>	Organizational	One cost center hierarchy should define considering			

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6 **Structure and General Ledgers**      nal Structure      entire RFCL and assigned cost center at the lowest level so that all cost can be collected at granular level.

All the manufacturing units and CMO units should be structured at Business Area level or at Cost Centre level with units as separate business areas and cost centers assigned to each business area.

1  
7 **Organizational Structure and General Ledgers**      Organizational Structure      Plants should be defined in system as a level for Inventory valuation. In addition, it should be integrated with Company level legal entity and profit center as well.

System should have provision to define the logical plants in system for the warehouse or stock locations managed by marketing.

1  
8 **Organizational Structure and General Ledgers**      General Ledger      System should have provision to define Chart of Accounts centrally. General Ledger account should not be differentiated based on location wise. There should not be duplication of GL accounts.

1  
9 **Organizational Structure and General Ledgers**      General Ledger      System should have provision to define numeric General Ledger accounts as per business requirement.

System should have provision to define nomenclature of GL accounts as per user requirement.

1  
10 **Organizational Structure and General Ledgers**      General Ledger      Entire chart of accounts should be grouped as per reporting requirement (Balance Sheet, cash flow and P&L account). For example – Share capital, fixed assets etc.

1  
11 **Organizational Structure**      General Ledger      System should provide the facility to have multiple, independent general

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	<b>and General Ledgers</b>		ledgers which should be capable of supporting and being fully integrated with billing/sales, purchase and accounting ledgers and cashbook.
1 12	<b>Organizational Structure and General Ledgers</b>	General Ledger	Should allow for information to be consolidated within and across general ledgers for month end, quarter end, and year-end and as per business defined periodicity reporting purposes.
1 13	<b>Organizational Structure and General Ledgers</b>	General Ledger	Postings to sub-ledgers should result in automatic postings to the control accounts in the general ledger in real time.
1 14	<b>Organizational Structure and General Ledgers</b>	General Ledger	Should provide control over open and close posting period / year so posting can be controlled from system administrator side.
1 15	<b>Organizational Structure and General Ledgers</b>	General Ledger	System should be able to generate / segregate different accounting standard say IND-AS, IFRS, income tax and any other legal and statutory requirements for Balance sheet and income statement.
1 16	<b>Organizational Structure and General Ledgers</b>	General Ledger- Transactions	<p>It is anticipated that the following fields will be input on transactions including but not limited to the following:</p> <ol style="list-style-type: none"> <li>1. Header level:- Document Date, Posting date, doc. Type, accounting period, currency,</li> <li>2. Line Item level: - Account code, amount, debit/credit indicator, quantity, analysis code, physical location, profit center, business area, and cost center, budget</li> </ol>

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code, tax code,  
HSN code etc.

1  
17 **Organizational Structure and General Ledgers** General Ledger-Transitions Voucher – series number or document number should be generated by system.  
  
System should have provision for section wise vouchers.  
  
System should have provision to upload the supporting documents (scans) against the voucher being posted in system.

1  
18 **Organizational Structure and General Ledgers** General Ledger-transactions System should have provision for Analysis codes on transaction records for analysis separate from that based on the account code, e.g. on some transactions a code will be entered, to facilitate analysis of certain types of expense by that particular code.

1  
19 **Organizational Structure and General Ledgers** General Ledger-transactions It will be possible for account codes to be looked up during data entry (on the basis of all or part of the Block).

1  
20 **Organizational Structure and General Ledgers** General Ledger-transactions System should be able to post foreign currency transaction and translate it into INR.

1  
21 **Organizational Structure and General Ledgers** General Ledger-transactions Should provide for matching open debits with open credits in any account including information related to recoverable.

1  
22 **Organizational Structure and General Ledgers** General Ledger-transactions The system shall support the following types of journal: -Accrual journals on Program basis.

1  
23 **Organizational Structure and General Ledgers** General Ledger-transactions The system should able to generate view and print out form of general ledger transaction line item wise and specific date range wise. With details of plant, business area, cost center, profit center tax code,

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offsetting accounts, section code etc.

1  
24

<b>Organizational Structure and General Ledgers</b>	General Ledger- transactions	Should ensure that all the necessary postings from various other modules (Like accounts payable, treasury etc.) are posted to the ledger before starting the closing run.  System should have provision for maker checker as per release strategy defined on manual journal vouchers posted.
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1  
25

<b>Organizational Structure and General Ledgers</b>	General Ledger- transactions	Should automatically generate accounting provisions for administrative expenses, payroll, depreciation etc.
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1  
26

<b>Organizational Structure and General Ledgers</b>	General Ledger - Period / Yr end	Should automatically / through Program carry forward balances for balance sheet, P&L head at the year-end closing.
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1  
27

<b>Organizational Structure and General Ledgers</b>	General Ledger - Period / Yr end	Should prepare Financial Statements and generate Reports like (but not limited to) Trial balances, Net movement by account, transaction lists, financial statements at various levels.
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1  
28

<b>Organizational Structure and General Ledgers</b>	General Ledger - Balance Sheet	System shall have capability for automatic generation of different schedules (Notes to account) required for the generation of Balance Sheet.
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1  
29

<b>Organizational Structure and General Ledgers</b>	General Ledger - Balance Sheet	System shall have capability for periodic generation of Balance Sheet and Profit & Loss Account (i.e. monthly, quarterly, half-yearly, yearly, other specified duration, etc.) for RFCL as a whole as well as profit-center wise / business area wise.  System should have provision for auto calculation of provisional entries as per the rules defined by business.  System should have provision for consolidation
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of accounts of joint ventures of RFCL.

System should have provision for periodic generation of Receipts & Payment Accounts, Income Expenditure Account and Balance Sheets of NFL Employees PF Trust Account, NFL Employees Gratuity Accounts, NFL Employee Defined Contribution Pension Trust Account.

1  
30 **Organizational Structure and General Ledgers** General Ledger – Balance Sheet System should be able to generate posting on re-evaluation of material for specific period /end of year and reverse on next day/1<sup>st</sup> day of the next year.

1  
31 **Organizational Structure and General Ledgers** General - Budget System should generate budget at cost center and general ledger / accounts head.

1  
32 **Organizational Structure and General Ledgers** General - Budget System should generate budget period wise that will roll up to year wise.  
  
System should have provision to revise the budget as per business requirement.

1  
33 **Organizational Structure and General Ledgers** General - Budget System should be able to integrate cost center budget to business area and total corporate budget.

1  
34 **Organizational Structure and General Ledgers** General - Budget System should be able to upload budget from excel sheet prepared outside the system.  
  
System should have provision to generate the budget code to be used by various departments for tagging of all the utilizations (indents/purchases/work orders).

1  
35 **Organizational Structure and General Ledgers** General - Budget System should be able to generate budget / Actual/ variance report at level of accounts head / cost

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**Ledgers**

center.

1 36	<b>Organizational Structure and General Ledgers</b>	General - Budget	<p>System should be able to check budget limit at the time of actual expenses booking, and if it crosses the limit, it should stop transaction.</p> <p>System should also provision for alerts on approaching threshold (e.g. 90, 95% etc.) to respective departments.</p>
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1 37	<b>Organizational Structure and General Ledgers</b>	General - Budget	System should allow modifying budget as and when required to any competent authorized owner base on request generated in system.
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1 38	<b>Organizational Structure and General Ledgers</b>	General ledger - Period-end Closing	Should ensure that all the necessary postings from various other modules (Like accounts payable, treasury etc.) are posted to the ledger before starting the closing run.
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1 39	<b>Organizational Structure and General Ledgers</b>	General ledger - Period-end Closing	System should be able to generate foreign currency valuation on periodic basis.
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1 40	<b>Organizational Structure and General Ledgers</b>	General ledger - Period-end Closing	System should be able to carry forward balances to next year of General ledger, accounts payable, accounts receivable etc.
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1 41	<b>Organizational Structure and General Ledgers</b>	General ledger - Period-end Closing	<p>System should provide option for posting of journal vouchers in general ledger and other for Balance sheet adjustment purpose.</p> <p>System should have provision for re-casting of periodic postings.</p>
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1 42	<b>Organizational Structure and General Ledgers</b>	General ledger - Period-end Closing	System should be able to carry forward assets balances to next year, and opening of new assets accounting year and closing of previous accounting year.
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1 43	<b>Organizational Structure and General Ledgers</b>	General ledger –  Period-end Closing	<p>System should give option to post the provisional entries at month end for trial balance and other options along with option to reverse the provision in following month.</p> <p>System should have provision to calculate from contracts and post the provision for freight expenses at end of quarter/financial year.</p>
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2 1	<b>Accounts Payable</b>	Vendor Master Data	<p>Should record minimum of following details for each vendor Master:</p> <ul style="list-style-type: none"> <li>• Name of Vendor</li> <li>• Address- including Mobile No and email Id</li> <li>• Vendor group</li> <li>• Payment method,</li> <li>• Payment terms etc.</li> <li>• Tax details- PAN / GSTIN etc.</li> <li>• Bank details</li> <li>• Existing Vendor No</li> <li>• CIN details</li> </ul>
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2 2	<b>Accounts Payable</b>	Vendor Master Data	Vendor Master should be unique across the company and its plants
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2 3	<b>Accounts Payable</b>	Vendor Master Data	In case of different address of the same vendor or invoicing and payment vendor are different, sub-vendor code/partner function functionality should be activated.
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2 4	<b>Accounts Payable</b>	Vendor Master Data	System should have provision for system generated Vendor Number with option of exceptions for some social group of vendor wherein user needs to define the vendor name as vendor code.
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2 5	<b>Accounts Payable</b>	Vendor Master Data	System should have provision to treat inter unit transactions as a unit level transaction. Sales and purchase transactions for respective units for such transactions.
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2  
6 **Accounts Payable** Vendor Master Data Accounts payable should be real time integrated with financial general ledgers.

2  
7 **Accounts Payable** Vendor Master Data Vendor should be integrated as sub ledger with a general ledger and only after that, the transaction should be updated to general ledger; direct entry to the general ledger should be restricted.

2  
8 **Accounts Payable** Vendor Master Data System should be able to book other than normal transaction in separate general ledger as balance sheet requirement:

- Vendor Advance
- EMD
- Security deposit
- Retention money etc.

2  
9 **Accounts Payable** Vendor Master Data

- System should have the provision to define one time vendors.
- System should have the provision for defining vendor equal to customer as well

2  
10 **Accounts Payable** Invoice verification The system should provide an invoice register facility by which invoices can be logged prior to entry in the ledger.

2  
11 **Accounts Payable** Invoice verification System should be capable to inventorize the cost incidental and associate it with procurement.

2  
12 **Accounts Payable** Invoice verification The system should provide for the various types of bill passing such as a purchase order or contract against a goods receipt note/service receipt note or a quality acceptance note.

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2  
13 **Accounts Payable** Invoice verification System should allow collation of purchase orders in the invoice register.  
  
System should have provision to maintain multiple currency line items in single order and to release the payments accordingly.

2  
14 **Accounts Payable** Invoice verification System should allow collation of work bills in the invoice register by: Type of work bill - Material payment, Contract payment, Labor payment, Central payment, Local payment Point of raising work bill - Head Quarters, Circle level, Division / Sub division, Measurement book.

2  
15 **Accounts Payable** Invoice verification Should provide for manually entering invoices (non-material related) for expenses

2  
16 **Accounts Payable** Invoice verification Should allow automatic price variation variance / adjustments calculation at time of invoicing.

2  
17 **Accounts Payable** Invoice verification System should be capable to raise debit and credit note based recovery schedule.

2  
18 **Accounts Payable** Invoice verification System should be capable to generate performance incentive / penalties based on the performance recorded of the vendor in system.

2  
19 **Accounts Payable** Invoice verification System should be capable to show all transactions at the line item with open and clear status option.

2  
20 **Accounts Payable** Invoice verification System should be capable to book invoice incidental cost to coal purchase - Transportation Charges, Liaising Charges etc.

2  
21 **Accounts Payable** Vendor Payments - System should be capable to generate payment request for advance payment against a Purchase order.

2  
22 **Accounts Payable** Vendor Payments - System should allow vendor advance payment

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			only against existing payment request.
2 23	<b>Accounts Payable</b>	Vendor Payments	- The payments procedure will use transaction discounts, and due dates to generate a list of proposed payments for approved invoices.
2 24	<b>Accounts Payable</b>	Vendor - Payments	The proposed payment lists will be able to be run at any time.
2 25	<b>Accounts Payable</b>	Vendor - Payments	The system should calculate payment date based on due date, lead time for processing the payment and working calendar
2 26	<b>Accounts Payable</b>	Vendor - Payments	Ability to make partial payment against invoice.
2 27	<b>Accounts Payable</b>	Vendor - Payments	It should be possible to run payment lists for specific vendor types.
2 28	<b>Accounts Payable</b>	Vendor - Payments	It should be possible to run payment lists for specific banks.
2 29	<b>Accounts Payable</b>	Vendor - Payments	The system should be able to prevent payments to vendors of more than a user specified amount as per payment voucher (Role based as per DOP - Delegation of Power).
2 30	<b>Accounts Payable</b>	Vendor - Payments	If a vendor item is selected for non-payment, such status will attach to the vendor or invoice until deleted, and i.e. it must be specifically unset to allow payment in the future.
2 31	<b>Accounts Payable</b>	Vendor - Payments	<p>The payment run will support automatic payment by cheque, Demand drafts, including accounting for DD charges, Bank letters, cash and CMP</p> <p>The system will produce a remittance advice (including deductions etc.) for all payments made (irrespective of method of payment).</p>
2 32	<b>Accounts Payable</b>	Vendor - Payments	The system will maintain a cumulative register of cheque. The system should

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also have cheque printing facility.

2  
33 **Accounts Payable** Vendor - Payments Post Invoice Passing, the office will request for funds or Advise the HQ to release payment directly through proper workflow enabled authorization ( e.g. suppose Zonal Office to Corporate office).

2  
34 **Accounts Payable** Vendor - Payments System should be able to capture bank guarantee received from vendor against Purchase Order, and should be able to track Bank Guarantee life cycle.  
  
The system should be able to generate the confirmation letter on receipt of Bank guarantee to be issued to bank.  
  
System should have provision to flag the receipt of confirmation letter.  
  
System should have provision to flag the type of bank guarantee received (Contract performance BG, Advance BG, Price Reduction BG).

2  
35 **Accounts Payable** Vendor - Payments System should be capable to capture Letter of Credit payment to vendor and final payment for LC to the bank, and bank charges.

2  
36 **Accounts Payable** Vendor - Payments The system should have provision for Bank recon with real time integration with bank accounts for payments made

2  
37 **Accounts Payable** Vendor - Payments The system should have provision to move the difference of Goods Receipt and invoice to separate accounts provided by business instead of manually posting voucher for the same at year-end.

2  
38 **Accounts Payable** Vendor - Payments The system should have the provision for tracking the payments made to the vendor and generating a consolidated report that shows the amount invoiced, paid.

2 **Accounts** Vendor - The system should have the provision for treating the

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39	<b>Payable</b>	Payments	transfer from main stores to sub stores as movement and account for as issues for consumption only on issue to work from sub stores.
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2 40	<b>Accounts Payable</b>	Vendor - Payments	<p>The system should allow generation of automated SMS/ mail/ other communication to vendors for their invoices.</p> <p>System should provide alerts and emails to vendors confirming their payment details along with UTR number etc.</p> <p>A system of tracking of invoices by vendors should be in place.</p> <p>System should have option to determine the cost of credit for the credit period availed by the customer.</p>
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2 41	<b>Accounts Payable</b>	Taxation	<p>Ability to automatically generate line item of GST/TDS / TCS/ reverse mechanism/TDS under GST act/Building and other construction worker welfare Cess (BOCW) at the time of invoice verification / payment of goods or services as per taxation rules and monthly payment of tax liabilities.</p> <p>Ability to calculate the TDS on GST and deduction of same.</p>
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2 42	<b>Accounts Payable</b>	Taxation	The system should be capable to generate TDS challan monthly along with provision to file the statutory returns.
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2 43	<b>Accounts Payable</b>	Taxation	Ability to generate monthly employee details from accounting data for the purpose of assessment of deduction of Professional Tax.
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2 44	<b>Accounts Payable</b>	Taxation	The system should have the provision to file GST Returns/ Challans based on GST from the system to avail the credit as per GSTR 2 by means of ASP/GSP.
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2  
45

<b>Accounts Payable</b>	Taxation	The system should have provision to record an account taxes (CGST, SGST, IGST, UTGST) under deductible, non-deductible as well for Reverse Charge scenarios.
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2  
46

<b>Accounts Payable</b>	Taxation	The system should have provision to transfer the credit to unit from Corporate Office.
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2  
47

<b>Accounts Payable</b>	Taxation	The system should be able to segregate the return or refund available for inverted rates (subsidies or difference in sale and purchase rate by difference from sales rate and purchase rate) for return filing.
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2  
48

<b>Accounts Payable</b>	AP- Report	A creditor ageing report should be available in system
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2  
49

<b>Accounts Payable</b>	AP- Report	Purchase report will be available listing the turnover by vendor for the current financial year.
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2  
50

<b>Accounts Payable</b>	AP- Report	Should generate all TDS/TCS related reporting - with due dates.
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2  
51

<b>Accounts Payable</b>	AP- Report	Should able to generate PDF for balance confirmation vendor wise and communicate to vendor through mail.
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2  
52

<b>Accounts Payable</b>	AP- Report	Should able to generate a Purchase register with details of all element, basic price, taxes, freight etc.
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2  
53

<b>Accounts Payable</b>	AP- Report	Ability to generate Report for GRN (goods receipt note) pending for invoice liability is required.
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2  
54

<b>Accounts Payable</b>	AP- Report	Ability to generate schedule from system along with up to date balance.
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3  
1

<b>Accounts Receivables</b>	Customer Master Data	Should record minimum of following details for each Dealer Master: <ul style="list-style-type: none"> <li>• Name of Dealer</li> </ul>
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- Address- including Mobile No and email Id
- Dealer group
- payment method,
- Payment terms etc.
- Tax details- GSTIN/ PAN etc.
- Bank details
- CIN Details

3  
2     **Accounts Receivables**     Customer Master Data     Customer Master should be unique across the company.

3  
3     **Accounts Receivables**     Customer Master Data     In case of different address of the same Customer, invoicing and payment Customer are different, sub-customer function should be activated. (Ship to party / bill to party).

3  
4     **Accounts Receivables**     Customer Master Data     Customer Number/code preferably should be system generated, except for some special group of Customer wherein manual customer code need to be defined.  
  
System should have provision to define the govt. receivables as customer wise/product wise also.

3  
5     **Accounts Receivables**     Customer Master Data     System should treat units in inter unit transactions as a Customer also.

3  
6     **Accounts Receivables**     Customer Master Data     Accounts receivable should be real time integrated with financial general ledger.

3  
7     **Accounts Receivables**     Customer Master Data     Customer should be integrated as sub ledger with a general ledger. In addition, transaction should be updated to Sub ledger; direct entry to the general ledger should be restricted.

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3  
8

<b>Accounts Receivables</b>	Customer Master Data	<p>System should be able to book other than normal transaction in separate general ledger as balance sheet requirement.</p> <ul style="list-style-type: none"> <li>• Customer Advance</li> <li>• Security deposit and EMD</li> <li>• Discounts (Quantity &amp; Cash) etc.</li> </ul>
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3  
9

<b>Accounts Receivables</b>	Customer Master Data	System should have the provision for defining vendor equal to customer as well.
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3  
10

<b>Accounts Receivables</b>	Customer Transaction	System should support automatic generation of customer bill / invoice with all details of line item. (Including taxes- GST/ TCS or any applicable taxes).
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3  
11

<b>Accounts Receivables</b>	Customer Transaction	System should support automatic scrap sales billing (including taxes- GST /TCS or any applicable taxes).
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3  
12

<b>Accounts Receivables</b>	Customer Transaction	System should be capable to generate debit and credit note based on recovery schedule.
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3  
13

<b>Accounts Receivables</b>	Customer Transaction	System should be capable to show all transaction in line item with open and clear status option.
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3  
14

<b>Accounts Receivables</b>	Customer Transaction	<p>System should be capable to generate payment request for advance payment against a sales order along with option of approvals on employee and adjustment of advance in books.</p> <p>System should have provision to calculate and charge penalty for delayed payments in subsequent month invoices.</p> <p>System should have provision to calculate the cash rebate and adjust the same during customer payments.</p>
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3  
15

<b>Accounts Receivables</b>	Customer Payments	Ability to book part payment or lump sum payment against bill. Payments against bills to be accounted for rent/lease/water/electricity bill after "payment of bills"  System should have provision to clear the customer payment against invoices by means of FIFO as well as manual selection.
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3  
16

<b>Accounts Receivables</b>	Customer Payments	Should be able to apply single receipt to multiple bills and vice versa.
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3  
17

<b>Accounts Receivables</b>	AR- Report	Should generate claim for surcharge and rebate in user-defined format.
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3  
18

<b>Accounts Receivables</b>	AR- Report	Provision of Receivables on sale of all SKU's to be created based on the pre-determined rules.
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3  
19

<b>Accounts Receivables</b>	AR- Report	Should provide for journal voucher adjustment entries against customers' accounts.
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3  
20

<b>Accounts Receivables</b>	AR- Report	Billing Statements, including beginning open items, new charges, credits and payments, ending open balance and aging recap on a consolidated basis for various customer.
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3  
21

<b>Accounts Receivables</b>	AR- Report	System should be able to generate AR Ageing Analysis on defined customer wise and days slab wise.
-----------------------------	------------	---

3  
22

<b>Accounts Receivables</b>	Taxation	System should have provision to account the various taxes on invoice separately for GST return filing.
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3  
23

<b>Accounts Receivables</b>	Taxation	System should be able to generate the sales report for GSTR1 filing.  System should have provision to file the GSTR by means of ASP/GSP.
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3  
24

<b>Accounts Receivables</b>	Miscellaneous	System should have provision to generate the statement for dealers.
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3  
25      **Accounts Receivables**      Subsidy accounting      The system should have provision for calculation of price and freight subsidy to be accounted in separate accounts.

3  
26      **Accounts Receivables**      Subsidy accounting      System should have option to determine the case rebate for the payment received from the customer before due date.

4  
1      **Asset Accounting**      Assets Master Data      Assets class / group should be defined, and one assets should belong to only one asset class.

4  
2      **Asset Accounting**      Assets Master Data      Assets No. / Code should be system generated.

4  
3      **Asset Accounting**      Assets Master Data      Assets No range should be assets class wise, so that from assets Number, assets class can identified.

4  
4      **Asset Accounting**      Assets Master Data      Assets master Should record details (not limited) for each assets:

- Description / name of assets.
- Assets class.
- Unit of measurement.
- No total unit.
- Inventory .
- Capitalization date.
- Cost center.
- Business Area.
- Plant.
- Location.
- Salvage value.
- Useful life and remaining useful life.
- Depreciation keys / rate with validation date – Depreciation area wise.
- Change of depreciation key/ rate date. - Depreciation area wise.
- Vendor details.

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- Insurance details.
- Evaluation factors details.
- Type of asset.
- Financial head.
- Item folio.
- Cost (invoice or other expenses).
- Financial entry date.
- Disposal details (nature, date, transaction details).
- Functional Location.
- Indigenous/Import
- Custodian

4  
5 **Asset Accounting** Assets Master Data System should be able to generate sub assets on a main asset.

4  
6 **Asset Accounting** Assets Master Data System should be able to handle group assets / block of assets to maintain assets for calculation depreciation as per income tax.

4  
7 **Asset Accounting** Assets Master Data System should allow upload of all legacy assets including zero value assets with all details on cut over date.

4  
8 **Asset Accounting** Assets Master Data Should provide for additional capitalization on existing assets based on user-defined parameters and simultaneously updating the fixed asset registers.

4  
9 **Asset Accounting** Assets Transaction Assets accounts system should be real time integrated with GL accounts.

4  
10 **Asset Accounting** Assets Transaction Posting in general ledger should happen automatically at the time, procurement, sale, scrap etc. including gain / loss, depreciation, accumulated depreciation accounting entry.

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4  
11 **Asset Accounting** Assets Transaction System should be able to:

- a. Scrap assets
- b. Assets held for disposal
- c. Grant accounting treatment

4  
12 **Asset Accounting** Assets Transaction System should be able to book sale of assets along with all associated tax and other element.

4  
13 **Asset Accounting** Assets Transaction System should be able to transfer assets to other location / unit.

4  
14 **Asset Accounting** Assets Transaction System should block direct entry in assets GL account. It should be through assets code / sub ledger.

4  
15 **Asset Accounting** Assets Transaction System should be able to calculate depreciation of assets on periodic basis and post automatically.

4  
16 **Asset Accounting** Assets Transaction System should be able to give projection of depreciation on periodic basis for entire life of assets.

4  
17 **Asset Accounting** Assets Transaction System should allow manual adjustment of depreciation, if required, at any time.

4  
18 **Asset Accounting** Assets Transaction System should allow changing the depreciation rate/life.

4  
19 **Asset Accounting** Assets Transaction System should allow addition of assets with existing asset.

4  
20 **Asset Accounting** Assets Transaction System should consider depreciation of parent asset rate for purpose of depreciation of assets addition.

4  
21 **Asset Accounting** Assets Transaction Should provide for capitalization of Imported

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assets considering both landed cost of asset and accounting gain/loss and adjust the Currency difference to the Assets.

4  
22 **Asset Accounting** Assets Transaction Should provide for transferring assets based on a transfer request through ERP.

4  
23 **Asset Accounting** Assets Transaction Should keep track of history of asset transfers, asset splits, asset disposal, Capitalization of assets.

4  
24 **Asset Accounting** Assets Transaction Should have a provision to dispose "lost assets"/"Asset not in use" & Written-off assets/obsolete assets" upon proper authorization.

4  
25 **Asset Accounting** Assets Transaction Should provide for lodging insurance claims for lost/damaged assets.

4  
26 **Asset Accounting** Assets Transaction Should provide for capitalization of capital/ insurance spares as per Companies Act.

4  
27 **Asset Accounting** Assets Transaction Capture the fixed assets retired from active use on account of completion of useful life, defect, or any other reason (to be captured from the fixed asset register).

4  
28 **Asset Accounting** Assets Transaction Should support multiple depreciation methods for each of the depreciation terms  
-a) Straight-line  
-b) Written-down Value  
-c) Remaining Life

4  
29 **Asset Accounting** Assets Transaction Should allow for changing depreciation details.

4  
30 **Asset Accounting** Assets Transaction Should intimate the user on depreciation of 90% of the Asset value and on intimation with option to transfer the Asset to Assets not in Use Account.

4  
31 **Asset Accounting** Assets Transaction Depreciation on Assets funded via Grants and Consumer contributions to be depreciated on the unfunded component of Assets. Funded Component

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to written off along with the grant over a defined period

4  
32 **Asset Accounting** Assets Transaction Depreciation to be re adjusted to the extent of change in the carrying value of Assets on account of foreign exchange/statutory fluctuations

4  
33 **Asset Accounting** Assets Transaction Depreciation to be computed from the date of capitalization of Assets (from the date of capitalization mentioned in the Works Completion Report or when asset is put to use).

4  
34 **Asset Accounting** Assets Transaction System should have provision to capitalize the assets on issue as well as on receipt basis along with option to select SRV/SIV basis.

4  
35 **Asset Accounting** Asset - report Asset register (as per Schedule VI requirements) by any of the master data fields.

4  
36 **Asset Accounting** Asset - report Asset register as per RFCL requirements.

4  
37 **Asset Accounting** Asset - report Ageing of assets.  
Depreciation Report: Asset Group, asset and at Cost Center level

4  
38 **Asset Accounting** Asset - report Insurance, AMC – Annual Maintenance Contracts expiring reports.

4  
39 **Asset Accounting** Asset - report List of Assets by location.

4  
40 **Asset Accounting** Asset - report List of assets acquired between a given set of dates.  
Report for additional/deletion/transfer /disposal of assets for a period of time.

5  
1 **Cash Accounting** Cash /Bank Payment Petty cash / location cash should be integrated with general ledger.

5  
2 **Cash Accounting** Cash /Bank Payment Location wise petty cash / cash journal should define in system.

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5 3	<b>Cash Accounting</b>	Cash /Bank Payment	Location cash fund limit should be defined in system.
5 4	<b>Cash Accounting</b>	Cash /Bank Payment	Location cash should able to book cash transactions location wise.
5 5	<b>Cash Accounting</b>	Cash /Bank Payment	System should able to generate cash day book and close the day cash book.
5 6	<b>Cash Accounting</b>	Cash /Bank Payment	The cashbook will receive automatic postings from the Accounts payables and Accounts receivables.
5 7	<b>Cash Accounting</b>	Cash /Bank Payment	A full audit trail of cashbook transactions should be produced automatically.
5 8	<b>Cash Accounting</b>	Cash /Bank Payment	System should be able to generate cash payment and receive voucher in printed form.
5 9	<b>Cash Accounting</b>	Cash /Bank Payment	The system will automatically post ledger entries against the inter-unit account when funds are released to the units.
5 10	<b>Cash Accounting</b>	Cash /Bank Payment	System should be able to calculate cash disbursement required on monthly bais at the month end as per fund limit.
5 11	<b>Cash Accounting</b>	Cash /Bank Payment	A bank master should be defined (bank ID and bank key) for each bank account and the same should be linked with a bank account and a GL account.
5 12	<b>Cash Accounting</b>	Cash /Bank Payment	The system will have a fund request release module at the Head Quarters only.
5 13	<b>Cash Accounting</b>	Cash /Bank Payment	The cash management shall take care of the existing functions of expenditure monitoring i.e. item wise receipt, balance outgo, and related reports as desired from time to time.

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5  
14 **Cash Accounting** Cash /Bank Payment System should be able to generate CMP, cheque and payment advice at the time of booking of payment transaction.

5  
15 **Cash Accounting** Cash /Bank Payment System shall also generate party wise payments and balances.

5  
16 **Cash Accounting** Cash /Bank Payment Should support for accounting for collections, payments, cheque deposit through Cash, Management services for each profit Centre wise / cost Centre wise /Location wise.

5  
17 **Cash Accounting** Cash /Bank Payment Should keep track of "bounced" cheque and generate accounting entries for cheque bounced.  
  
System should keep track of all cheques (regular/PDC's etc.) received by marketing team as collaterals.

5  
18 **Cash Accounting** Cash /Bank Payment System should be able generate cheque register.

5  
19 **Cash Accounting** Cash /Bank Payment The system will facilitate bank reconciliation, using bank statements input manually or automatically, should generate unpaired items list & age wise analysis report

5  
20 **Cash Accounting** Cash /Bank Payment System should maintain following payment methods.  
  

- Cheque
- Bank draft
- RTGS / NEFT
- Cash
- CMP

(Cash Management Product)

5  
21 **Cash Accounting** Cash /Bank Payment System should be able to maintained void cheque and cancel payment.

5  
22 **Cash Accounting** Cash /Bank Payment System should be able to cancel / reverse cash payment in case of

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mistake.

5  
23 **Cash Accounting** Cash /Bank Payment System should be able to record cash and bank receipt and create cash and bank receipt voucher.

5  
24 **Cash Accounting** Cash /Bank Payment System should able to maintain fund transfer between units and corporate office.

5  
25 **Cash Accounting** Cash /Bank Payment System should be able to maintain stale cheque.

5  
26 **Cash Accounting** Cash /Bank Payment The system should be able to perform multibank operations with or without overdraft facilitates and should facilitate approval based transfer of funds from collection banks to designated bank at corporate office.  
  
Automatic integration with bank website both at payable and receivable side.

5  
27 **Cash Accounting** Cash /Bank Payment Cash Register - The system will maintain details of all cash deposited and transferred to Corporate Office on daily basis. The system will also show "on-date" unclear cheque from each unit.

5  
28 **Cash Accounting** Cash /Bank Payment The system will maintain details of all inter unit transfers (Bank, Cash transfers, material transfer, Head office suspense transfer), Collection account transfers from units to Corporate Office accounts and account transfers from Corporate Office account to unit accounts and provide the paired up & unpaired transactions for a given period.

5  
29 **Cash Accounting** Cash /Bank Payment The System shall not permit cash / Bank transactions amongst the units.

5  
30 **Cash Accounting** Cash / Bank -Loan System should be able to manage loan account individually.

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5  
31 **Cash Accounting** Cash / Bank -Loan System should be able to calculate and post interest on loan periodically.  
  
System should allow update of interest rates of loan as per loan agreement.

5  
32 **Cash Accounting** Cash / Bank -Loan System should allow adjustment entry for interest amount calculated by system and interest calculated by financial institution for loan accounts.

5  
33 **Cash Accounting** Cash / Bank -Loan Should provide for various types of Investments/Borrowings including but not limited to :- Loans, Cash Credit, Overdraft, Fund Based Limits, non-fund based limits (LCs, Bank Guarantees, etc.), Fixed Deposits, Treasury bills, Financial Lease, operating lease, Bill Discounting etc.

5  
34 **Cash Accounting** Cash / Bank – Report It should be possible to generate cash flows for various durations (long-term, short-term) at various levels (Corporate Office and Unit)

5  
35 **Cash Accounting** Cash / Bank – Report Inter unit fund transfer and balance reports.

5  
36 **Cash Accounting** Cash / Bank – Report Facility to project Cash flows and ability to perform sensitivity analysis on various factors.

6  
1 **Corporate Planning** Cost Accounting Should have provision for Classification of expenses, grouping at various levels, grouping at various criteria.

6  
2 **Corporate Planning** Cost Accounting Should provide for capturing expenses based on activities.

6  
3 **Corporate Planning** Cost Accounting Should provide comparisons across periods and automatically analyze variances.  
  
Should provide exception reports by amount /events

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/employee / nature of expense/ Variance.

6  
4 **Corporate Planning** Cost Accounting Should take depreciation entries from the Fixed Assets module and allocate depreciation to multiple levels up to the Cost Center/Unit defined.

6  
5 **Corporate Planning** Cost Accounting Overhead Should allow for multiple cycles of allocating overheads, iterative allocation and multiple basis for allocation.

6  
6 **Corporate Planning** Cost Accounting Overhead Should be possible to generate reports which segregate between direct and allocated expenses.

6  
7 **Corporate Planning** Cost Accounting Overhead Should be possible to allocate each of the expense heads into identified cost centers.

6  
8 **Corporate Planning** Cost Accounting Overhead Should provide the variance based on change in the method of allocation and aid in defining the basis for allocation.

6  
9 **Corporate Planning** Cost Reports The system must be able to deliver cost reports as per accounting records (Fertilizer Industries, Rules 2013 of GOI) along with internal reports.

6  
10 **Corporate Planning** Cost Reports Statement of consumable stores and spare parts from monthly stock returns for major materials like (but not limited to) Fuels & Lubricants, consumables, Water Charges, Chemicals etc.

6  
11 **Corporate Planning** Cost Reports Cost of labor with regard to salaries and wages paid to the staff cost center wise.

6  
12 **Corporate Planning** cost accounting Other records Record showing the receipts, issues and balances both in quantity and value cost center wise.

6  
13 **Corporate Planning** Budgeting - General The system should have capability for maintaining multiple budget versions (i.e. budget estimates, revised estimates, etc.) and enabling control and

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validation on the final version.

6  
14 **Corporate Planning** Budgeting - General The system should have capability for defining an aggregate budget for the entire year, with periodic budgets.

6  
15 **Corporate Planning** Budgeting - General The system should cater to RFCL budgeting procedure i.e. original estimates, revised estimates and estimates for n+1 to n+4 years as required by various regulatory and planning purpose along with variance analysis.

6  
16 **Corporate Planning** Budgeting - General The system should have capability for allocation of budget and reflect it in the General Ledger (plan vs actual variance analysis).

6  
17 **Corporate Planning** Budgeting - General The system should have capability for converting the data required for "Annual Budget Book" in the prescribed format, as word / spread sheet files or any other suitable format.

6  
18 **Corporate Planning** Budgeting - General The system should have capability for providing for different types of budget definitions such as Cost-center / cost-element.

6  
19 **Corporate Planning** Budgeting - General The system should provide for budgeting for whole RFCL as well as for each cost center /profit-center / Unit/ Project etc.

6  
20 **Corporate Planning** Budgeting - General In addition to the profit-center budgets, the system should provide for the budgeted overhead expense, budgeted capital expense, Depreciation budgets, grants and Finance charges.

6  
21 **Corporate Planning** Budgeting - General The system should provide budgeting based on previous period budgets/ actuals and historic trends (both cost center wise and cost element wise).

6  
22 **Corporate Planning** Budgeting - General The system should allow for generating comparative report between actual and

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any version of the budget –  
Variance analysis.

6  
23 **Corporate Planning** Budgeting - General Should allow for recording overhead budgets based on Cost Centers and Expense Heads (both).

6  
24 **Corporate Planning** Depreciation budgets Should automatically calculate depreciation budgets based on Fixed asset details, capital expenditure and depreciation rates.

6  
25 **Corporate Planning** Depreciation budgets Should automatically allocate the budgeted depreciation to the cost centers based on Asset Master / Capital Expenditure budget definitions.

6  
26 **Corporate Planning** Capital Expenditure budget The system should provide for recording the Capital Expenditure budget across Circle, Division, cost center/ profit centered.

6  
27 **Corporate Planning** Capital Expenditure budget The system should allow defining the budget on the Project Name, Funding agency, scheme code no., Cost, Date of completion, Total expenditure, and Approval status and cash grant for the project.

6  
28 **Corporate Planning** Reports System should be able to generate reports for:  
  
a. Financial ICC data and claims (e.g. purchase of bags or Gas) and annual cost data etc.  
  
b. Monthly profitability  
  
c. Hypothecation  
  
d. Other relevant reports

6  
28 **Corporate Planning** Reports System should have provision to calculate and account the corporate income tax.  
  
System should also be able to generate report for same in tax audit format.

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7  
1 **Internal Audit** Audit Reports The system should have the provision for maintaining audit trails of all financial transactions.

7  
2 **Internal Audit** Audit Reports The system should have the provision for ensuring internal controls and internal checks in all financial transactions.

7  
3 **Internal Audit** Audit Reports The system should have the provision for internal controls that can be applied to prevent fraud in the company through the System itself.

7  
4 **Internal Audit** Audit Reports The system should have the provision for providing details regarding violation of Segregation of Duties.

7  
5 **Internal Audit** Audit Reports The system should have the provision for Segregation of Duties be enforced automatically / through a workflow.

7  
6 **Internal Audit** Audit Reports The system should have the provision for enforcing access / process controls through the system.

7  
7 **Internal Audit** Audit Reports The system should be able to check for the viability of process through application of process controls.

8  
1 **Stock Accounting** Inventory Management System should be able to generate report on inventory ageing and their current valuation.

8  
2 **Stock Accounting** Inventory Management System should have provision for accounting of scrap, obsolete, disposed FOC materials, issued, and transferred, stocked, loaned materials.  
  
Calculation of handling charges rates and valuation of inventory.

8  
3 **Stock Accounting** Inventory Management System should have provision to perform inventory analysis (ABC) and valuations (NRV).

8  
4 **Stock Accounting** Inventory Management System should have provision for valuation of closing stock.

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8  
5 **Stock Accounting** Inventory Management Calculation of overloading and under loading with respect to coal supply.

9  
1 **Subsidy** FICC Price - System should have provision to post accrual/provision of subsidy on each invoice, variable factors (Energy consumption and bags etc.) and fixed factors (manufacturing cost etc.) in separate accounts.  
Urea  
  
Accrual/provision posting will be cleared as per the voucher posted by finance on actual receipt (bill) of subsidy from Government.  
  
System should have provision to upload the PDF generated from FICC website/IFMS against voucher posted using Document Management System.

9  
2 **Subsidy** FICC Price - System should have provision to calculate the escalation/de-escalation claims on revision of subsidy rates (for quantity up to re-assessed capacity and for quantity beyond re-assessed capacity) by Govt.  
Urea  
  
System should have provision to calculate the admissible concession price and availed subsidy to post the same for escalation/de-escalation as provision in system.

9  
3 **Subsidy** FICC Price - System should have provision to capture data from IFMS for the dealer/retailer/farmer network for actual sale data to farmer.  
Urea Report  
  
System should have provision to generate the report on urea sold to farmer state wise as per input from the voucher posted as per FICC bill for all the states.

9  
4 **Subsidy** FICC Freight - System should have provision to post accrual/provision of subsidy on each invoice in separate accounts.  
subsidy  
  
Accrual/provision posting will be cleared as per the voucher posted by finance

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on actual receipt of subsidy from Government.

System should have provision to upload the PDF generated from FICC website/MFMS against voucher posted using Document Management System.

System should have provision to upload and map the PDF document uploaded for RR issued by railway for subsidy input.

Subsidy to be captured separately with the subsidy rates defined as per distance for:

- a. Rail
- b. Direct dispatches by road from plants (P-I)
- c. Dispatches from rake points (P-II)

9 5	<b>Subsidy</b>	FICC Freight subsidy Urea	-	<p>System should have provision to calculate the escalation/de-escalation claims on revision of subsidy rates by Govt.</p> <p>System should have provision to calculate the admissible concession price and availed subsidy to post the same for escalation/de-escalation as provision in system.</p> <p>System should have provision to post the monthly actual expenses against P-I and P-II for road dispatches from plant as well as from rake point.</p>
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9 6	<b>Subsidy</b>	FICC Freight subsidy Report	-	<p>System should have provision to generate the report on urea received at godown/wholesaler state wise as per input from the voucher posted as per FICC invoice for all the states.</p>
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9 7	<b>Subsidy</b>	Imported P&K & city-compost subsidy Price and Freight	-	<p>System should have provision to post accrual of subsidy on each invoice in separate accounts.</p> <p>Accrual posting will be cleared as per the voucher posted by finance on actual</p>
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receipt (bill) of subsidy from Government.

System should have provision to upload the PDF generated from Department of fertilizer against voucher posted using Document Management System.

Subsidy to be captured separately in case of freight with the subsidy rates defined as per distance for:

- a. R  
ail
- b. D  
ispatches from  
rake points
- c. D  
irect dispatches by  
road from port

9 8	<b>Subsidy</b>	FICC reports	System should be able to generate report for: <ul style="list-style-type: none"> <li>a. X II-A (For the quarter) and XII-B (up to the quarter) format.</li> <li>b. T echnical operating data (Annual)</li> <li>c. A nnual Cost Data (Approx. 12 formats)</li> <li>d. A nnexure III and XI (Production, sales and Shortages)</li> <li>e. Q uarterly and annual escalation claims</li> <li>f. G as pool Data (Monthly)</li> <li>g. P ricing data (Urea)</li> <li>h. V ariance Report (Actual expenses vs Provisional expenses)</li> </ul>
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10 .1	<b>Grants</b>	Grant Calculation	System should have provision to determine the Grant basis:
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a. Sales Data (Taxes recoverable) S

b. Purchase (Taxes paid) P

c. Capital Investment (Taxes) C

10.2 **Grants** Grant accounting System should have provision to account the grants received to respective accounting heads and generate the report on same as per section 10.1.

## 2.2. Procure to Pay

S No	Process	Sub Process	Functional Requirement	Bidder's response	Name of the offered Product	Details of proposed ERP product
11	<b>Tendering Process</b>	Material Planning	System should have a database of items which are under central purchase or plant purchase  System should have facility to create material directory services with user defined search criteria such as folio wise, description wise, services level wise etc. and can be view by user department at different levels and location	S		
12	<b>Tendering Process</b>	Material Planning	System shall have ability to define various purchase levels with proper authority, all items and permissible limits for - Central Purchase / Local purchase.	S		
13	<b>Tendering Process</b>	Material Planning	System shall have ability to capture and provide set approval levels based on norms of Delegation of Power of RFCL including vendor profiling and pre-qualified criteria's etc.	S		
14	<b>Tendering Process</b>	Material Planning	System should have ability to make grouping of central purchase items being procured as one	S		

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commodity – Bags.

1  
5 **Tendering Process** Material Planning System should have ability to classify central purchase items in

- a. Regular consumable items
- b. Need based items (Sub-assembly's / insurance items etc.)
- c. Common Items for all
- d. Capital Items

1  
6 **Tendering Process** Material Planning System should have a database of inventory levels of items in the stock at various sites and departments.

System should have ability to generate alerts when stock levels have reached below Minimum Order Quantity (MOQ)

System should have ability to generate stock requirements based on past consumption and annual maintenance plan.

1  
7 **Tendering Process** Material Planning System should raise an exception whenever the inventory level of an item falls below user defined level so that tendering process could be initiated on time

1  
8 **Tendering Process** Material Planning System should be able to check items available in stock and pending orders with requirements made by units

1  
9 **Tendering Process** Material Planning System should be able to make forecasts for purchase based on purchases made over the last three years with an allowance for either increase in demand or inflation in prices

1  
10 **Tendering Process** Material Planning System should be able to collate requirement of items for central purchase and plant purchase automatically based on indents released by user and prepare a consolidated

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indent

1  
11 **Tendering Process** Material Planning System should have ability to capture & display details of indents sent by departments along with indent originators name & details

1  
12 **Tendering Process** Material Planning System should maintain a database of line items and its BIN code. This code shall be unique for each item throughout the RFCL. The BIN Code shall be generated/allocated by the Codification Cell only  
  
Ability to allocate or request to generate BIN code based on item description and technical specification during the process of requisition

1  
13 **Tendering Process** Material Planning There should be provision to not include items for which unique item BIN code is not available. The BIN Code shall be generated/allocated by the Codification Cell only

1  
14 **Tendering Process** Material Planning Facility to define multiple cost centers at Purchase Requisition - line level (document / item / schedule), vendor category level as well and propagate them to subsequent stages.  
  
Facility to define multiple service centers responsible for generating the Purchase Requisition

1  
15 **Tendering Process** Budgeting System should be able to prepare estimated indented value of all items on the basis of last available rates, item consumption during last year.

1  
16 **Tendering Process** Budgeting System should have ability to display budget availability for the estimate of a indent from the current budget

1  
17 **Tendering Process** Tender Preparation The system should have provision for preparation of purchase proposals or

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Tender Committee (TC) recommendation, negotiations and approvals with over-riding power. System should have provision to capture and circulate the minutes from TC meeting using standard templates.

1  
18 **Tendering Process** Tender Preparation The system should have compatibility of web based e-procurement/ e-tendering (SRM Portal)/GeM Portal

1  
19 **Tendering Process** Tender Preparation The system should have provision for Request For Quotation/NIT preparation, approval and release strategy.

1  
20 **Tendering Process** Tender Preparation The system should have provision for Bid Amendment, Bid Opening, Retendering & Quotation maintenance along with creation of various condition types for pricing procedures

1  
21 **Tendering Process** Tender Preparation System should generate tender document on the click of a button from available templates and forms information held within. System should also support generation of tender document offline using desktop office tools

1  
22 **Tendering Process** Tender Preparation The system should have provision for preparation of comparative statements for evaluation criteria.

1  
23 **Tendering Process** Tender Preparation System shall define the hierarchy for approval of Tenders so generated and forward the document and record their comments with time stamp. System should also support digital signing of the documents.

1  
24 **Tendering Process** Tender Preparation Upon approval, system shall generate final tender doc, get it signed digitally by appropriate authority and forward the documents along with tender calendar, base attributes, etc. to e-tender system for uploading to portal.

1  
25 **Tendering Process** Tender Preparation System shall define the hierarchy for approval of Tender so generated and

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forward the document and record their comments with time stamp. System should also support digital signing of the comments

1  
26

**Tendering Process**

Tender publication and communication

Communication of availability of tender document through e-mails to respective pre-qualified suppliers for limited tenders along with option to select limited pre-qualified/approved suppliers from detailed list.

System should have provision to generate and print intimation letter along with complete tender document for tenders to be circulated by post (As per organization's purchase manual procedure).

System should have provision to generate the intimation to respective departments by means of workflow/alerts for tender publication in company website and other mandatory GOI agency websites.

1  
27

**Tendering Process**

Tender publication and communication

Purchase of tender document online through a secure payment gateway. System should also support offline purchase of tender document.

1  
28

**Tendering Process**

Tender publication and communication

For each payment, both online as well as offline, a receipt should be generated and printed by system having unique verification code to prevent use of forged receipts.

1  
29

**Tendering Process**

Tender publication and communication

Issue of corrigendum such as postponement of schedule dates, change in technical specs, quantities, special or general conditions, change in bid or bid item forms provided bid closing for the corresponding round not started, addition of extra bidding rounds (Revised

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Bids) and envelopes and bid forms, addition and deletion of items in the tender

Issue of reminders (Auto-Minimum 2, manual-As and when needed) to suppliers through emails as per user defined period in between the issue of tender and due date.

1  
30 **Tendering Process** Forward and Reverse Auction System shall support both types of auction i.e. forward auction (for sale of material) and reverse auction (for purchase of material)

1  
31 **Tendering Process** Tender Submission Filling of bids by suppliers after encrypting through Supplier Digital Certificate

1  
32 **Tendering Process** Tender Submission Online filling of forms by bidders.  
Uploading attachments by bidders. System shall permit uploading of attachments only when permitted by buyer.

1  
33 **Tendering Process** Tender Submission Withdrawal of Bid. System should have capability for withdrawal of bid by bidders after bid submission prior to the bid closing date/time

1  
34 **Tendering Process** Tender Submission Amendments to Bid. System shall have capability to receive bid amendments. In such case, original bid data is not to be replaced and amendments are to be stored separately

1  
35 **Tendering Process** Tender Evaluation System should be able to identify all vendors, who are not blacklisted/de-listed or has back track record, for items to be purchased.  
System should have provision to display the number of bids and their respective documentation status.

1  
36 **Tendering Process** Tender Evaluation System shall have ability to provide the list of alternate suppliers for each

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item.

1  
37 **Tendering Process** Tender Evaluation Once a tender is released, system should be able to generate timelines as defined by the user department and keep a track of different activities to be undertaken as a part of tendering process e.g. date of supply, opening dates etc.

1  
38 **Tendering Process** Tender Evaluation System should record the terms and conditions (General and Special) of various bidders and prepare a comparative statement (Techno-Commercial) along with the deviations with tender conditions

1  
39 **Tendering Process** Tender Evaluation System should be able to give a cost comparison (Auto Loading for deviations as per purchase manual of RFCL) among the bids received as required by the user.  
System should have provision to capture and circulate the minutes from TC meeting using standard templates on evaluation of tenders for two part bidding for price bid opening and award recommendations.

1  
40 **Tendering Process** Tender Evaluation System should provide comparison of rates for same items procured in the past by HQ or other plants

1  
41 **Tendering Process** Tender Evaluation System should keep track of status of tender such as issued, under process with mile stones (technical opening, commercial opening, under approval from management), tender awarded etc.

1  
42 **Tendering Process** Indenting System should have provision to put validation to prevent the duplicate indents and also should have provision to bypass the validation with appropriate approvals.  
System should have provision for indenter to upload the technical specifications, drawing against the indents initiated

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by respective department.

System should have provision to record the sample details (remarks) to be collected from indenter, if any.

2  
1 **Purchasing Documents** Purchase/ Work Order Management Ability to record, print and display purchase order and LOI details

2  
2 **Purchasing Documents** Purchase/ Work Order Management Ability to enter details of purchase orders created manually (Committee Purchase etc.).

2  
3 **Purchasing Documents** Purchase/ Work Order Management System should have provision to view the history of last few purchase price

2  
4 **Purchasing Documents** Purchase/ Work Order Management Ability to create one purchase order from multiple requisitions

2  
5 **Purchasing Documents** Purchase/ Work Order Management Ability to create multiple purchase orders from one requisition

2  
6 **Purchasing Documents** Purchase/ Work Order Management Provide user defined text fields for purchase order details like special instructions etc.

2  
7 **Purchasing Documents** Purchase/ Work Order Management Ability to capture the delivery instruction details which include details like the quantity of material, time targets to be delivered and the place of delivery etc.

2  
8 **Purchasing Documents** Purchase/ Work Order Management Ability to enter details such as scheduled, deposit of security guarantee, pre-delivery inspection dates, delivery date(s), etc. and should generate an alert to the concerned officer for information and action.

2  
9 **Purchasing Documents** Purchase/ Work Order Management System shall generate reminders to suppliers through SMS and emails, if the date of intimation/ readiness of material offered for pre dispatch inspection is not received within due dates.

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3  
1  
**Purchasing Documents** Purchase/ Work Order Management System shall monitor deputation of inspector for pre dispatch inspection and generate alert in case of delay

3  
2  
**Purchasing Documents** Purchase/ Work Order Management System shall have provisions to capture the details of pre-dispatch inspection results

3  
3  
**Purchasing Documents** Purchase/ Work Order Management System shall provide delivery dates of material under dispatch - On the basis of dispatch inspection.

3  
4  
**Purchasing Documents** Purchase/ Work Order Management Interface with project system and maintenance modules to enable the user departments to view the status of their indents, likely date of supplies.

3  
5  
**Purchasing Documents** Purchase/ Work Order Management Provide an inquiry screen to display purchase order status.

3  
6  
**Purchasing Documents** Purchase/ Work Order Management Provide an inquiry screen to view purchase done between any specified date horizons.

3  
7  
**Purchasing Documents** Purchase/ Work Order Management Ability to raise purchase orders in local or foreign currency Categorizing imported items for processing Purchase Order in their respective currencies.

3  
8  
**Purchasing Documents** Purchase/ Work Order Management Ability to handle purchase orders for different types of purchases, e.g. goods, services, labor etc.

3  
9  
**Purchasing Documents** Purchase/ Work Order Management Ability to enter multiple delivery dates for items in a purchase order e.g. each line item may have a different delivery date.

3  
10  
**Purchasing Documents** Purchase/ Work Order Management Ability to enter multiple cost code for a line item, e.g. an item maybe split between one or more capital works projects or cost accounts

3  
**Purchasing Documents** Purchase/ Work Order Management Ability to create a purchase for the same

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11	<b>Documents</b>	Management	vendor from different requisitions
3 12	<b>Purchasing Documents</b>	Purchase/ Work Order Management	System should be able to trace advances to vendors in Finance
3 13	<b>Purchasing Documents</b>	Purchase/ Work Order Management	Ability to create purchase orders with multiple material delivery addresses
3 14	<b>Purchasing Documents</b>	Purchase/ Work Order Management	The system has the capability to process multiple order types: Single item - Single delivery date, Single item - multiple delivery date, Multiple items - single delivery date, Multiple items - multiple delivery dates
3 15	<b>Purchasing Documents</b>	Purchase/ Work Order Management	Ability to keep track of the local purchases details along with the audit trails and this must be accessible to the higher authorities
3 16	<b>Purchasing Documents</b>	Purchase/ Work Order Management	Ability to handle price variations and account it to the material batch supplied by the vendor
3 17	<b>Purchasing Documents</b>	Purchase/ Work Order Management	Route purchase orders automatically according to delegation of powers - Release strategy
3 18	<b>Purchasing Documents</b>	Purchase/ Work Order Management	System should have facility to accommodate taxation requirements i.e. GST etc.
3 19	<b>Purchasing Documents</b>	Purchase/ Work Order Management	System should be able to track Budget update related changes (Supplement/ Transfer/ Return)
3 20	<b>Purchasing Documents</b>	Process for Commercial Lease	The system should have provision for Lease management
3 21	<b>Purchasing Documents</b>	Bank guarantee (BG), Import & Export procedures(T & CC), Letter of credit	The system should have provision for Creation of Bank guarantee (BG), Letter of credit in MM & its approval by Finance

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3  
22 **Purchasing Documents** Bank guarantee (BG), Import & Export procedures(T & CC), Letter of credit

The system should have provision for tagging different forms / e-way bills etc.( as part of Order release)

3  
23 **Purchasing Documents** Contract closing

The system should have provision for contract closing (No dues certificate)

3  
24 **Purchasing Documents** Order amendments

System should have provision to amend the purchase order with release strategy once entered such as:

- a. Technical specifications
- b. Quantity
- c. Rates
- d. Delivery period
- e. Additional conditions
- f. Delivery Order

3  
25 **Purchasing Document** Annexure and documents

System should have provision for flow of annexure and data from preceding documents (NIT to order).

System should also have provision for upload of scanned technical specification documents against the orders.

3  
26 **Purchasing Document** Exceptions: Process for Bag

System should have provision to define the calculations such as allocation of quantity based on pre-defined formulas in NIT and vendor rating (bag basis only).

Maintenance parameters:

- a. DO calculation
- b. Price fixation and re-fixation

3  
27 **Purchasing Document** Exceptions: Process for

System should have provision to record following details for coal

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	Coal	procurement:	<ul style="list-style-type: none"> <li>a. Demand and receipt</li> <li>b. Dispatch details (RR, colliery wise, un-linked wagons)</li> <li>c. Calculation of payment as per Fuel Supply Agreement</li> <li>d. Grade slippage</li> <li>e. Over loading – Under loading</li> <li>f. Payment status</li> </ul>
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3 28	<b>Purchasing Document</b>	Purchasing agreements and Delivery orders	System should have provision to define the purchase agreement for period of time and option to initiate the orders for delivery by respective departments.
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3 29	<b>Purchasing Document</b>	Cancellation	System should have provision to cancel/reverse or short-close the order issued in system
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4 1	<b>Master Data Management</b>	Vendor Performance Management	Ability to generate customized reports/ graphs relating to the supplier performance ratings
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4 2	<b>Master Data Management</b>	Vendor Performance Management	Ability to generate reports such as Micro, small and medium enterprise(MSME) vendors, Schedule cast/schedule tribe(SC/ST) category, volume of business given, Start up and Make in India etc.
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4 3	<b>Master Data Management</b>	Vendor Performance Management	Ability to record a default (preferred) supplier for each item stored
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4 4	<b>Master Data Management</b>	Vendor Performance Management	Ability to create/ delete/ change vendor data and track the changes
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4 5	<b>Master Data Management</b>	Vendor Performance Management	System should support end-to end contract amendment (Modification) process i.e. System should have facility to provide
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version controls for the amended documents

4  
6 **Master Data Management** Vendor Performance Management Ability to maintain record of the quality of goods supplied by vendor.

4  
7 **Master Data Management** Vendor Performance Management Ability to generate vendor reports by outstanding orders, orders shipped but not received, and overdue outstanding orders, that is, orders not fulfilled by the agreed time period

4  
8 **Master Data Management** Vendor Performance Management Ability to provide vendor rating mechanism based on certain parameters stored in the vendor database (Quality and timely supply).  
Vendor rating in numerical terms are calculated at user defined formulas/ weightages

4  
9 **Master Data Management** Vendor Master Management System should have ability to create Vendor/supplier masters to keep a track of vendors with pre-defined criteria and their profiles, order history, payment history, price quotes etc.

4  
10 **Master Data Management** Vendor Master Management Ability to upload the scanned copy of the contracts with vendors in the system.

4  
11 **Master Data Management** Vendor Master Management System should have facility to manage entire life cycle (Identification to disengagement) of the vendors & real time communications with the approved vendors

4  
12 **Master Data Management** Vendor Master Management System should have provision to block/delist the vendor with duration and comments and to generate the report on same.

4  
13 **Master Data Management** Contract Management/ Security Deposit Ability to generate a trigger before a specified number of days of contract renewal date

4 **Master Data** Contract Management/ System should have ability to trace the lifecycle

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14	<b>Management</b>	Security Deposit	of Performance Bank guarantee, its value, and validity.
4 15	<b>Master Data Management</b>	Contract Management/ Security Deposit	Ability to trigger alerts and send mails to concerned personnel relating to expiry of performance guarantee, EMD and SD.
4 16	<b>Master Data Management</b>	Contract Management/ Security Deposit	Ability to reconcile value of stocks issued with works orders completed and in progress
4 17	<b>Master Data Management</b>	Vendor, Material and services	The system should have provision for unification and allotment of codes for material, vendors and services along with duplication checks.
4 18	<b>Master Data Management</b>	Material Master	Ability to support multiple physical stores, locations and BIN locations including the physical description
4 19	<b>Master Data Management</b>	Material Master	Ability to track the items with the guaranty period and indicate if a defective material is within the warranty period or not
4 20	<b>Master Data Management</b>	Material Master	Ability to maintain multiple levels of stores item classification including product group, class, size, item, reference, import item, MSME(Micro-Small-Medium-Enterprises) flagging etc.
4 21	<b>Master Data Management</b>	Vendor Master Portal	System should have provision for supplier portal wherein supplier should be able to check the complete cycle: <ul style="list-style-type: none"> <li>a. NIT details (open/pending/com pleted)</li> <li>b. Orders (open/pending/com plete)</li> <li>c. Payments (pending/complete d)</li> <li>d. Material dispatch status</li> </ul>

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4  
22**Master Data Management**

Pre-qualified registration

System should provide provision to suppliers to apply for pre-qualified supplier and generate the reports on same.

5  
1**Inventory**

Inventory and store management

The system should have provision of maintaining storage location for moment of goods between various stores of same plant

5  
2**Inventory**

Inventory and store management

The system should have provision for movement of Goods &amp; Stock among all plants

5  
3**Inventory**

Inventory and store management

The system should have provision for Warehouse (BIN Location) management by the authorized team of company

5  
4**Inventory**

Inventory and store management

The system should have the provision for handling of rejection, discrepancies / shortage, material inward slip (MIS), Goods receipt &amp; acceptance of goods and inbound delivery

5  
5**Inventory**

Inventory and store management

The system should have provision for goods issue and return along with material return voucher to respective department

5  
6**Inventory**

Inventory and store management

The system should have provision for reservation (issue) of Stock against procurement

5  
7**Inventory**

Inventory and store management

The system should have provision for accountability of fuel allocation to the employees (Diesel &amp; Petrol) and should also have provision of limitation.

5  
8**Inventory**

Inventory and store management

The system should have provision for management of Vendor managed Inventory in stores.

5  
9**Inventory**

Inventory and store management

The system should have provision to record the results from Physical Stock verification.

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5 10	<b>Inventory</b>	Inventory and store management	The system should have provision for generation of MIS reports
5 11	<b>Inventory</b>	Inventory and store management	The system should generate alerts to the user department about receipt of material through SMS / Email
5 12	<b>Inventory</b>	Inventory and store management	The system should have provision for batch management for capturing at-least 10 fields
5 13	<b>Inventory</b>	Inventory and store management	The system should have provision for Scrap, Obsolescence & Surplus disposal & their accounting
5 14	<b>Inventory</b>	Inventory and store management	The system should have provision for accounting of free of cost material issued to contractors
5 15	<b>Inventory</b>	Inventory and store management	The system should have provision for accounting of loaned material issued to contractors
5 16	<b>Inventory</b>	Inventory and store management	The system should have provision to capture the inventory separately being moved from premises for fabrication or repair
5 17	<b>Inventory</b>	Scrap Management	Ability to support all activities related to release of NIT for disposal of scrap
5 18	<b>Inventory</b>	Scrap Management	Ability to record list of all materials returned by field/site offices and all other old unserviceable materials, updated regularly
5 19	<b>Inventory</b>	Scrap Management	Ability to support tender specifications and documentation for the disposal of scrap, specifically for auction through tender and e-auction
5 20	<b>Inventory</b>	Scrap Management	Ability to generate sale release orders along with invoice indicating details of TIN number (both parties) and other details of scrap material (only after entering

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MR details) and its delivery challans and gate passes

5 21	<b>Inventory</b>	Scrap Management	Ability to record the movement, actual lift date of sold scrap, material quantity and integrate with accounting system for updating of books
5 22	<b>Inventory</b>	Scrap Management	Ability to raise a Journal Voucher against sale of material and link Journal Voucher with payments received from purchaser (bidder)
5 23	<b>Inventory</b>	Logistic	Ability to allow cost of freight, insurance and miscellaneous charges (govt. taxes like GST) as required to be added to the purchase price
5 24	<b>Inventory</b>	Others	Ability to tag the capital inventory, surplus-obsolete inventory, sub assembly and insurance items.
5 25	<b>Inventory</b>	Others	Ability to maintain the ageing of inventory along with shelf life and expiry of certain chemical, cutting/grinding wheels
5 26	<b>Inventory</b>	Claims	System should have provision to maintain the insurance segregation of inventory and provision to generate the claims for defective insured materials.
5 27	<b>Inventory</b>	Periodic Employee issue items	System should have provision to record the periodic issued items to employees (Crockery etc.) along with option to initiate the procurement for same.
5 28	<b>Inventory</b>	Inventory classification	System should have provision to classify the inventory basis the movement (Slow moving, Fast Moving, Non- moving).
6 1	<b>Invoicing</b>	Bill Tracking System	The system should facilitate to track the bills raised by supplier on real time till receipt of payment.
6 2	<b>Invoicing</b>	Taxation	System should be able to verify the GST invoice with their respective accounting to code for credit of tax
6 3	<b>Invoicing</b>	Accounting of returnable / non-refundable material issued against	The system should have provision for linking of Gate Pass, e-way bill to the moment of inventory / asset. Gate pass can be tagged with / without changing the stock

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Gate pass

6  
4  
**Invoicing** EMD/Tender fee/SD/PBG & EMD refund The system should have provision to submit appropriate EMD/SD/PBG/Standing EMD/ Tender Fee/Exemption of EMD/EMD & SD refund. Provision should also be there for conversion from EMD to SD and generation of their MIS report

7  
1  
**Logistics** Indents System should have provision to initiate the indents and their respective DOP (authorized personal) for logistics (rakes, trucks) and track the status of indents

7  
2  
**Logistics** Placements System should have provision to record the placements of rakes (types of rakes, single point/two points, destinations) and trucks with details (wagon no, wagon type etc.) along with material quantity loaded in wagons or trucks.  
  
System should also have provision to generate the gate pass cum tax invoice/stock transfer note and it is to be integrated with Delivery Instructions.  
  
System should have provision to link the e-way bill with invoices issued.

7  
3  
**Logistics** Placements System should have provision to calculate the subsidy available on logistic contracts (rakes, trucks) based on destination and quantity dispatched

7  
4  
**Logistics** Placements System should have provision for rake wise demurrage (penalty on loading time over the provisioned time) and wharfage.

8  
1  
**Reports** MIS Ability to provide accurate and timely management information reports including but not limited to the

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following:

- Stock status reports by location and consolidated
- Monthly summary of stores items issued item-wise as well as Division wise.
- Monthly summary of items received against Central Purchase and Local Purchase
- Inter store transfer details (both issue and receipts)
- Availability to generate reports for Data / Supplier-wise Purchase Order and Date / Power Station-wise Release Orders
- Ability to generate yearly/ monthly/ user defined criterion for stock positions at store/ warehouse/ plant/ company levels
- Ability to generate stock turnover reports by material code, material type, storage etc.
- System should have facility to provide stock levels both at Quantity & Values on anytime / anywhere access
- Ability to generate reports for stock locations, e.g. materials in a stock location, stock movements, historical data, stock values, expected receipts etc.
- Ability to generate reports on age analysis & shelf life of the materials/ stock
- Ability to generate reports for outstanding stocks and stock value (total cost, unit cost) separate by material code, material type, storage etc.
- Ability to classify inventory by ABC for various actions, e.g.

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stock-takes, criticality etc.

- Ability to create matrix for ABC items
- Ability to record and track the details of the slow moving and non-moving items of the stores
- Ability to prepare details of legal cases to monitor the progress and follow up actions
- Items reaching reorder level.

- L  
ocal  
Purchase
- C  
entral  
Purchase

- Comparison of current period demand with demand during same period last year for any or all material

- generate demand forecasts of stock level based on historical trend

- Analysis reporting and indicating buffer stock and investment requirements to give nominated levels of protection against stock-outs.

- items issued by site location in any specified month/period

- list of items issued against project number

- comparative analysis reports based on price, quality,

- delivery schedule, payment terms and other user defined parameters

- Exceptional reports such as:

- Purchases without purchase order,
- Acceptance of goods without inspection,
- Direct purchases at field offices,

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- Cash purchases
- Purchases from unapproved/unlisted vendor.
- Requisition reports, PO listings, goods receipts, goods returned to supplier etc.
- Screen inquiry to display stock level
- List of all forward purchase commitment month-wise
- Unmatched purchase orders, receipts, invoices etc.
- purchase orders placed by Purchasing authority wise, product code wise, supplier wise, during user defined time period along with current status
- payments done against various purchase orders / of a particular item / on a particular supplier - during user defined time period
- Status of creditor account by supplier.
- Ability to prepare database of Internal Audit / AG's audit para / PUC para for monitoring of status till final settlements
- Inquiry and report of all unpaid bills/ invoices.
- Demand forecasts/trends based on historical data such as consumption, lead-time, inventory expiry date, warranty period.

End-to-End report of Indent to Supplier Payment i.e. Indent, RFQ, PO, Material Issue Status to Supplier, Goods Receipt, QC clearance status, Supplier Invoice, Voucher creation, Supplier Payment

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9  
1 **Miscellaneous** System should be able to give the option to procurement team to generate the email alert to supplier with user defined text (mentioning missing details or documents).

9  
2 **Miscellaneous** Alerts in case of non-release of payment within stipulated time as per Purchase Order/Contract.

9  
3 **Miscellaneous** Ability to generate reports such as Micro, Small & Medium enterprise (MSME) vendors, Schedule Cast/Schedule Tribe (SC/ST) category, Women enterprise as per Govt. guidelines, volume of business given to startups & make in India etc.

2.3. Order to Cash

S No	Process	Sub Process	Functional Requirement	Bidder's response	Name of the offered Product	Details of proposed ERP product
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S C T N  
P S

1  
1 **Master Data** Customer Management The system should have provision for maintaining Customer details (Dealers) with their Sales and financial integration views along with CRM portal with access to dealers  
The system should have provision to record following details for customers such as PAN, block code in address, GSTIN, categories, style of firms, licenses, distance parameters for rebate etc.

1  
2 **Master Data** Customer Management The system should have provision to record Bank Guarantee/cash security and other documents from dealer.  
The system should provision to generate alerts on expiration of Bank Guarantee to respective dealers by means of emails/sms as per defined

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1  
3  
1  
3

<b>Master Data</b>	Customer Management	periodicity. The system should have provision to record all the details for dealer on boarding along with contract expiration details.  System should have provision for feedback and complaints from dealers on portal.
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1  
4

<b>Master Data</b>	Business Partner	System should have provision to maintain registered seed growers details.
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1  
5

<b>Master Data</b>	Material Management	System should have provision to maintain seeds, industrial products, agro-chemicals, bio-fertilizers, bentonite Sulphur etc. as material (Product) master with all relevant specifications and unique codification.
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1  
6

<b>Master Data</b>	Warehouse Management	System should have provision to maintain the warehouses details in system with their stock and period details, license details and their respective alerts on expiration.  Provision to maintain segregation of godowns (CSS, non-CSS godowns etc.)
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1  
7

<b>Master Data</b>	Logistics	System should have provision to maintain master related to rake points, wagons, road destinations etc.
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1  
8

<b>Master Data</b>	Credit Master	System should have provision to maintain credit master at order level.
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1  
9

<b>Master Data</b>	Credit Master	System should allow only authorized personal to clear the documents under credit limit
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1  
10

<b>Master Data</b>	Credit Master	System should have provision to define separate plant for seed multiplication program.
--------------------	---------------	--

2  
1

<b>Logistics</b>	Logistic contracts	The system should have provision to maintain the contracts with the
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respective handling and transportation rates related to logistics to be linked with sales documents and accounts.

Provision should be there to add normative leads, calculate under recoveries and LCM (Least Cost Module) via rail or road.

Provision should be there to capture deviations related to quantity distance etc. with various approving level for H&T contracts.

2  
2  
**Logistics** Logistic contracts The system should have provision for extraction of information related to H&T Contracts during previous H&T contracts within the scope of desired parameters, while lining up of new contracts.

2  
3  
**Logistics** Freight The system should have provision to record the confirmation of receipt and to initiate the subsidy against the freight bills

2  
4  
**Logistics** Movement Plan The system should have provision to maintain the rakes with the destinations and should have provision to select the rake with destination as least cost.

2  
5  
**Logistics** Movement Plan The system should have provision to define movement plan; which can be unit (including port) wise or product wise.  
  
Based on the historical information of Rake Points, provision for preparing a realistic, product-wise movement plan of Rake points for "lining up of new contracts" should be available.

2  
6  
**Logistics** Movement Plan The system should have provision to enter new destination if not in existing movement plan but only with additional approvals which may be regularized

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in due course of time.

System should have provision to define/modify the districts for any changes in districts and leads. Any such change should update the same in all the linked masters and documents.

2  
7 **Logistics** Movement Plan System should have provision to upload dispatch instruction online and the same should be available to the appointed H&T Contractor(s)

2  
8 **Logistics** Movement Plan System should have provision to generate automatic alerts and reminders to customers for movement, quality analysis report of IP's.

2  
9 **Logistics** Movement Plan System should have provision to generate Actual movement vis-à-vis movement plan given by GOI (District/state wise) needs to be mapped

2  
10 **Logistics** Contract Execution LOI for award of contract to be printed.  
  
Revised rates for transportation due to diesel escalation/de-escalation to be calculated and revised letters to be prepared and printed.  
  
Rates should be updated automatically for respective contracts for freight calculation.

2  
11 **Logistics** Dispatch Instructions System should have provision to generate the daily dispatch instruction for respective units to be integrated with production and sales.  
  
System should also have provision for changes in dispatch instruction up to limited time.

2 **Logistic** Shortages System should have provision to record various

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12

types of shortages with integration to materials and dispatch including import such as:

- a. Vessel Shortage (Shortage as per BL)
- b. Port handling shortage
- c. Transit Shortage
- d. Standardization shortage

2  
13

**Logistic** Placements System should have provision for rake wise demurrage (penalty on unloading time over the provisioned time) and wharfage (penalty on delay in clearance of material from railway platform over the provisioned time).

3  
1

**Sales** Fertilizer (Urea & Bentonite) Sales The system should have provision for capturing Sales Contract and Orders.

3  
2

**Sales** Fertilizer (Urea & Bentonite) Sales The system should have provision for Stock maintenance and inventory details

3  
3

**Sales** Fertilizer (Urea & Bentonite) Sales The system should have provision to capture delivery details including rake details, Delivery challans, Gate Pass, Billing and MIS report with relevant taxes.

3  
4

**Sales** Industrial Product / Sales The system should have provision for capturing Sale order and Contracts for the industrial products.

3  
5

**Sales** Industrial Product / Sales The system should have provision for restriction for the sale of certain materials such as ammonium nitrate to certain customers

3  
6

**Sales** Industrial Product / Sales The system should have provision for Stock maintenance, Delivery Orders , Gate Pass, Challan, Billing and MIS

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report with relevant taxes

3  
7 **Sales** Ash Sales The system should have provision for capturing Sale order and Contracts for the ash sale.

3  
8 **Sales** Ash Sales The system should have provision for Delivery Orders, Gate Pass, Challan, Advance, Billing with relevant taxes

3  
9 **Sales** Bio-Fertilizer Sales The system should have provision for capturing Sale order and Contracts for the Bio-fertilizer products.

3  
10 **Sales** Bio Fertilizer Sales The system should have provision for Stock maintenance, Delivery Orders , Gate Pass, Challan, Billing and MIS report with relevant taxes

3  
11 **Sales** Agro-chemical, city compost and seeds Sales The system should have provision for capturing Sale order and Contracts for the industrial products.

3  
12 **Sales** Agro-chemical, city compost and seeds Sales The system should have provision for Stock maintenance, Delivery Orders, Gate Pass, Challan, Billing and MIS report with relevant taxes.

3  
13 **Sales** Imported Products DAP, MOP, APS, NPK The system should have provision for capturing Sale order and Contracts for the industrial products.

3  
14 **Sales** DAP, MOP, APS, NPK The system should have provision for Stock maintenance, Delivery Orders, Gate Pass, Challan, Billing and MIS report with relevant taxes.

3  
15 **Sales** Inventory System should have provision to maintain real time inventory (available, inventory, reserved, in transit) at time of dispatch or delivery in warehouses/units/source.

3  
16 **Sales** Inventory System should have provision to maintain inventory ageing, shelf life

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(agro-chemical, bio-fertilizer) and expiry date along with batching and separate storage locations.

System should have provision to maintain alerts for shelf life and expiry date.

3 17	<b>Sales</b>	Pricing	<p>The system should have provision to maintain prices in master to be utilized in all the transactions with taxes.</p> <p>System should have provision to maintain multiple MRPs for same material with different dispatch dates.</p> <p>System should have provision to update the MRP for material and update the MRP for old inventory.</p>
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3 18	<b>Sales</b>	E-way Bill	System should have provision to generate e-way bills and RO challan by integrations with Government sites.
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4 1	<b>Sales- Others</b>	Rent Recovery /Construction Equipment Hire	The system should have provision for Rent recovery from residential and commercial entities
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4 2	<b>Sales- Others</b>	Rent Recovery /Construction Equipment Hire	The system should have provision to maintain employees as customer to maintain the inventory being rented to them and also invoices could be issued for rent collection
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4 3	<b>Sales- Others</b>	Invoicing	The system should have ability to generate invoices as per RFCL standards with option to generate PDF documents for same. Invoices can be dealer invoice, stock transfer invoices, Performa invoice or Challans.
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4  
4  
**Sales-  
Others** Invoicing The system should have provision to generate credit or debit note for customers/dealers against the original invoice with relevant taxes.

4  
5  
**Sales-  
Others** Invoicing System should have provision to record and generate report for e-way bill details against invoices issued with details such as invoice date, quantity and RR no etc.

5  
1  
**Informati  
on System** Reporting System should have provision to generate various reports related to inventory as well as customer payment ageing.  
  
System should have provision to calculate and generate report on interest and cash rebate calculation basis invoice date instead of credit note date.  
  
System should have provision to generate rebate for subsidy applicable.  
  
System should have provision to generate relevant reports for annexure 9, subsidy calculation, production reports etc.

5  
2  
**Informati  
on System** Reporting System should have provision to generate various comparison reports are required for growth analysis:  
a. Year to month vs Last year to month  
b. Current Year vs Last Year.

6  
1  
**Warehous  
es** Inventory and contracts System should allow to maintain warehouse contracts along with the inventory details maintained in the rented warehouses across locations. Warehouses can be RFCL rented or owned by dealer.

6  
2  
**Warehous  
es** Inventory and contracts System should provision to generate CSS offer letter

7  
**Import** Procurement a. System should have

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1		Documents	<p>provision to record RFP (request for proposal) for Import products without commercials.</p> <p>b. System should have provision to record EOI (expression of Interest) from suppliers.</p> <p>c. System should have provision to generate the LC (Letter of Credit) on the basis of PO for imports.</p> <p>d. System should have provision to record indent details from railway.</p>
7 2	<b>Import</b>	Port Operations - loading	<p>a. System should have provision to maintain vessel details involve in imports.</p> <p>b. System should have provision for nomination of vessel</p> <p>c. On issuance of insurance policy, system should have provision to record the details of same.</p> <p>d. System should have provision to maintain the load-port inspection (quality and quantity) results from respective parties and generate the report on same.</p>
7 3	<b>Import</b>	Port Operations	System should have provision for vessel with single item codes or multiple vessel codes (Bulk or container shipments).
7 4	<b>Import</b>	Custom Duty	System should have provision to calculate the custom duties in local currency (INR) with options to enter the custom invoice in system for payment.
7 5	<b>Import</b>	Bagging	System should have provision to check the available quantity and to initiate the requirement of bags for port as per

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7	<b>Import</b>	Quality	Purchase Order quantity.
6			System should have provision to record the quality results with sample details, date, results and to generate the PDF with all the relevant details.
7	<b>Import</b>	High Sea Sales	System should have provision to handle the high sea sales done on behalf of Govt. of India.
7	<b>miscellaneous</b>		Fixed H&T rates.
8			
7	<b>miscellaneous</b>		Inventory of 'A' class & 'C' class bags in the field.
9			

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2.4. Project Systems

S. No	Process	Sub-Process	Functional Requirement	Bidder's response	Name of the offered Product	Details of proposed ERP product
				S C T N P S		
1.1	<b>Pre-Project Activities</b>	Planning	System should track administrative and technical approvals for proposals / survey & investigation works  System should be capable of analyze and represent PERT & CPM.			
1.2	<b>Pre-Project Activities</b>	Planning	System should be able to fetch historical data activity wise from the repository into word or excel formats for analysis and budgetary proposals			
1.3	<b>Pre-Project Activities</b>	Planning	System should maintain all regulation, notifications, guidelines issued by concerned agencies			
1.4	<b>Pre-Project Activities</b>	Planning	System should have provision to maintain technical details of plants, so same can be utilized for comparison purpose			
1.5	<b>Pre-Project Activities</b>	Planning	System should have guidelines for pre-feasibility check e.g. land, water, fuel etc. and should have required report formats			
1.6	<b>Pre-Project Activities</b>	Planning	System should maintain technical details of other plants for comparison purpose			
2.1	<b>Pre-Award Phase</b>	Planning	Ability to record land acquisitions/routing clearances and support for template based formats for different clearances			
2.2	<b>Pre-Award Phase</b>	Planning	Ability to generate status report on land acquisition for projects underway			
2.3	<b>Pre-Award Phase</b>	Planning	Ability to capture the timelines for clearances, approval and the reason for			

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delay if any

2.4 **Pre-Award Phase** Planning Ability to record environmental assessment and surveys undertaken for all the projects

2.5 **Pre-Award Phase** Planning Ability to maintain the environmental status at different stages of projects related to equipment, space etc.

2.6 **Pre-Award Phase** Planning Should support assessment of resources, material and manpower, based on project planning

2.7 **Pre-Award Phase** Planning Ability to create project profile - Name, type, capacity, mode of funding, project cost center, location, beneficiaries, work background structure, major milestones, technical details, financial details, and broad timelines etc.,

2.8 **Pre-Award Phase** Planning System should have application formats required for various statutory and non-statutory requirements

2.9 **Pre-Award Phase** Planning Planning Support - Ability to create planning support repository which will consist of documents related to standard templates of resources, risk & effective mitigation strategies, learning from other projects, other historical data etc.,

2.10 **Pre-Award Phase** Planning System should maintain a sequence of works as defined and being carried out under Survey & Investigation and should track them

2.11 **Pre-Award Phase** Planning Based on the government guidelines and project profile; system should be able to develop a broad level implementation schedule

2.12 **Pre-Award Phase** Planning Project Initiation by competent authority and communicating about it to all the participating members

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2.13	<b>Pre-Award Phase</b>	Budget & Cost Planning	System should support preparation of budgetary proposals
2.14	<b>Pre-Award Phase</b>	Budget & Cost Planning	System should support revisions and updates in budgetary proposals
2.15	<b>Pre-Award Phase</b>	Budget & Cost Planning	The system should have the features for providing budgeting and cost planning
2.15	<b>Pre-Award Phase</b>	Budget & Cost Planning	Ability to record and update total planned cost estimates based on Annual / Five year plan
2.17	<b>Pre-Award Phase</b>	Budget & Cost Planning	Ability to create project-wise and department wise cost estimates for various projects/sub-modules
2.18	<b>Pre-Award Phase</b>	Budget & Cost Planning	Ability to record project resource requirement estimates
2.19	<b>Pre-Award Phase</b>	Budget & Cost Planning	Ability to display a project total/accumulated costs in terms of actual revenue, capitalization costs, future commitments etc.
2.20	<b>Pre-Award Phase</b>	Budget & Cost Planning	Ability to support multi approval levels for projects
2.21	<b>Pre-Award Phase</b>	Budget & Cost Planning	Ability to allow project control mechanism to be delegated
2.22	<b>Pre-Award Phase</b>	Budget & Cost Planning	Ability to display the projects to be approved
2.23	<b>Pre-Award Phase</b>	Budget & Cost Planning	Prior to project funding approval, the system should allow managers and department heads to revise cost estimates in their own area of responsibility
2.24	<b>Pre-Award Phase</b>	Budget & Cost Planning	System should have provision to initiate workflow approvals on project and budget approvals.  System should also provision to continue the parallel activities in project while other activities

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are in approval phase.

3.1	<b>Award Phase/Execution</b>	External Consultancy services	The system should have provision for Awarding of consultancy jobs and corresponding billing & accounting activities
3.2	<b>Award Phase/Execution</b>	R&D and Lab Testing assignments	The system should have provision for Awarding and their respective billing & accounting activities
3.3	<b>Award Phase/Execution</b>	External Training services	The system should have the provision of external training services and billing & accounting activities
3.4	<b>Award Phase/Execution</b>	Technical Design	Ability of system to schedule the list of drawings to be received/approved from vendor as per sequence of activities
3.5	<b>Award Phase/Execution</b>	Technical Design	Ability to tie-up all documents related to a project in project control folder
3.6	<b>Award Phase/Execution</b>	Procurement & Ordering	System should support template in preparation of Letter of Intent/Letter of award based on inputs from bid documents, evaluation model as well as manual inputs
3.7	<b>Award Phase/Execution</b>	Execution and Tracking	Support for auto-generation and manual-generation of project codes, and preserve uniqueness
3.8	<b>Award Phase/Execution</b>	Execution and Tracking	Ability to support alpha-numeric characters for project codes with unique codification to define the project type/department/activity/document etc.
3.9	<b>Award Phase/Execution</b>	Execution and Tracking	Ability to update physical and financial progress of the project
3.9	<b>Award Phase/Execution</b>	Execution and Tracking	Ability to track completion of each module/activity, leading to the overall commissioning of project
3.10	<b>Award Phase/Execution</b>	Execution and Tracking	Ability to track every component and equipment contained in a drawing/document & bill of material of a package from

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manufacturing, inspection at vendor premises and also till receipt at work site location

3.11 **Award Phase/Execution** Execution and Tracking Ability to generate alerts for slippages at all levels (post and anticipatory) with ability to record reasons attributable to owner/contractor

3.12 **Award Phase/Execution** Execution and Tracking Ability to monitor all projects at consolidated, individual or task level

3.13 **Award Phase/Execution** Execution and Tracking Ability to list all works/projects being carried out during month/quarterly/year/as per user defined period along with the fund used and required. Further the ability to store the following:

- Data of the spill over works/projects from previous year(s) to be completed during the month/quarter/year
- Data of all the new works/projects to be carried out during the month/quarter/year.
- Data of all the new works/projects to be started during the month/quarter/year which will over to next month/quarter/year

3.14 **Award Phase/Execution** Execution and Tracking Ability to monitor projects resource wise, timeline wise, department wise and funding agency wise

3.15 **Award Phase/Execution** Execution and Tracking System should have the availability to give comparison between project budget vs availability as per user defined period.

Comparison between Project cost estimate/DFR (Detailed Feasibility Report) cost vs Cost of equipment/package/contract.

3.16 **Award Phase/Execution** Execution and Tracking Ability to monitor estimates versus actual : Fund, services, labor, time span, vehicles used, etc.

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3.17	<b>Award Phase/Execution</b>	Execution and Tracking	Comprehensive project database to capture the data pertaining to all aspects of projects
3.17	<b>Award Phase/Execution</b>	Execution and Tracking	Ability to enter measurement sheets in desired format capturing the data from package wise repository
3.17	<b>Award Phase/Execution</b>	Execution and Tracking	Ability to enter RA bills and system to trigger alerts for milestone based billing
3.18	<b>Award Phase/Execution</b>	Execution and Tracking	Ability to access the various drawings/documents, quality plans, specifications etc. in various formats like MS office, PDF, VISIO, CAD associated with certain package of the project.
3.19	<b>Award Phase/Execution</b>	Execution and Tracking	Ability of system to check for the compliance to quality plans of vendor's deliverables and also record the inspection report along with issuance of compliance certificate to vendor
3.20	<b>Award Phase/Execution</b>	Execution and Tracking	Ability to record & track approval of quality deviations from vendors
3.21	<b>Award Phase/Execution</b>	Execution and Tracking	Ability of system to reconcile the quality checks and update them with quality plans
3.22	<b>Award Phase/Execution</b>	Execution and Tracking	Ability to record & track approval of quantity deviations from engineering department
3.23	<b>Award Phase/Execution</b>	Execution and Tracking	System should have provision to define the critical activities and generate the email alerts to respective stakeholders for delay in critical activities at defined intervals for respective activity.
3.24	<b>Award Phase/Execution</b>	Budget Changes	Ability to revise project cost estimates post approval and approval for each revision
3.25	<b>Award Phase/Execution</b>	Budget Changes	Control mechanism to track changes made to the cost estimates after project funding approvals
3.25	<b>Award Phase/Execution</b>	Budget	System should have provision to initiate necessary approvals

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	<b>uction</b>	Changes	on additional requirement of raw water and power for project execution to respective departments
3.27	<b>Award Phase/Execution</b>	Scheduling of activities	Ability to generate network diagram automatically from the following inputs: <ul style="list-style-type: none"> <li>• Broad implementation schedule</li> <li>• Package lists</li> <li>• Activity relationships</li> <li>• Other inputs required to a network diagram</li> </ul>
3.28	<b>Award Phase/Execution</b>	Scheduling of activities	Ability to integrate with Primavera/MS projects for scheduling of activities (Work Breakdown Structure) till L3/L4 level. <p>System should have provision to define the schedule levels as per below:</p> <ol style="list-style-type: none"> <li>L1: Project Overview/schedule</li> <li>L2: Area or process/utility schedule</li> <li>L3: Discipline schedule</li> <li>L4: Main activity schedule</li> </ol>
3.29	<b>Award Phase/Execution</b>	Scheduling of activities	Ability of system to support multiple work break down structures, indication of critical path, & lead-lag
3.30	<b>Award Phase/Execution</b>	Scheduling of activities	Ability to support multiple work breakdown structures such as project, package, module & activity wise
3.31	<b>Award Phase/Execution</b>	Scheduling of activities	Ability to revise the schedule including splitting, stretching and crashing of activities
3.32	<b>Award Phase/Execution</b>	Scheduling of activities	Ability to load Master network and L2/L3 schedules from legacy systems
3.33	<b>Award Phase/Execution</b>	Scheduling of activities	Ability to define milestone based on activities.
3.33	<b>Award Phase/Execution</b>	Scheduling of activities	Ability to create version of the snapshots of project at different times of execution.

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	<b>uction</b>		Relationships, etc. To be shown.
3.34	<b>Award Phase/Execution</b>	Scheduling of activities	System should provide prediction of milestone and/or project completion, based on activities,
3.35	<b>Award Phase/Execution</b>	Scheduling of activities	Ability to provide actual vs planned schedules
3.35	<b>Award Phase/Execution</b>	Scheduling of activities	Ability to generate urgent activities list in daily report.
3.37	<b>Award Phase/Execution</b>	Scheduling of activities	System should have provision to generate the look ahead schedule of activities as per user defined period.
3.38	<b>Award Phase/Execution</b>	Creation of Project Structures & WBS	The system should have the provision to create the Project structure with unique project code and work breakdown structure detailing the hierarchy of the project.
3.39	<b>Award Phase/Execution</b>	Creation of Project Structures & WBS	The system should have all the standard project management features.
3.30	<b>Award Phase/Execution</b>	Creation of Project Structures & WBS	WBS should be able to collect cost made through Purchase Orders, etc.
3.31	<b>Award Phase/Execution</b>	Resource tracking across projects	Provide a central tracking system that enables project teams to record, assign, & resolve issues and capture related risks pertaining to project.
3.32	<b>Award Phase/Execution</b>	Resource tracking across projects	Ability to maintain project percentage completed status - based on work to date.
3.33	<b>Award Phase/Execution</b>	Resource tracking across projects	Ability' to highlight and correct errors, if detected in project management with proper notifications and authorization controls
3.34	<b>Award Phase/Execution</b>	Resource tracking across	Ability to calculate schedule parameter uncertainty, perform probabilistic schedule risk analysis, probabilistic cost

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		projects	risk analysis, risk simulations, risk analysis reports
3.35	<b>Award Phase/Execution</b>	Resource tracking across projects	Support for attachments such as drawings, specs, instructions etc., in formats such as PDF, CAD, Visio, text/flat files, PPT, XLS, DOC, RTF, TIF, and GIF. JPEG etc.,
3.35	<b>Award Phase/Execution</b>	Resource tracking across projects	Ability to generate Gantt charts, histograms, tables, charts etc.,
3.37	<b>Award Phase/Execution</b>	Linking with Master Drawing List & Drawing Display	The system should have the provision for linking the engineering drawings available in DMS with activities/network.
4.1	<b>Pre-commissioning and commission</b>	Planning	System should have provision to define and generate report on the commissioning plan for each activity
4.2	<b>Pre-commissioning and commission</b>	Planning	System should have provision to record and display the necessary resources for pre-commissioning and commissioning
4.3	<b>Pre-commissioning and commission</b>	Sampling Analysis	System should have provision to generate the sampling analysis report as per requirement of user
4.4	<b>Pre-commissioning and commission</b>	Activities	System should have provision to generate schedule for various activities defined by users  System should have provision to generate report on delayed activities with respect to defined schedule.
5.1	<b>Renovation &amp; Modernization</b>	Renovation & Modernization	Ability to store guide lines for R&M works issued by different regulatory authorities.
5.2	<b>Renovation &amp; Modernization</b>	Renovation & Modernization	Ability to store information pertaining to all projects / plants/equipment's/system regarding: • Design History

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- Quality History
- Operations History (including Force and partial outage)
- Maintenance History
- Commercial Information (Coal cost, Oil cost, Tariff & Generation costs)

5.3 **Renovation & Modernization** Renovation & Modernization Ability to show deterioration in performance level of each equipment/ unit if R&M works are not carried out.

5.4 **Renovation & Modernization** Renovation & Modernization Ability for advance planning for scheduling of Shut down for R&M related studies and works.

5.5 **Renovation & Modernization** Renovation & Modernization Ability to support NPV (Net Present Value) and SVA (Shareholder Value Added) analysis for projects and subprojects.

5.6 **Renovation & Modernization** Renovation & Modernization Ability to give regular update about the progress of ongoing R&M works.

5.7 **Renovation & Modernization** Renovation & Modernization Ability to do cost benefit analysis of proposed project as defined by user through different techniques like NPV (Net Present Value), IRR (Internal Rate of return), discounted payback, etc. Actual cost benefit analysis after implementation of R&M works.

5.8 **Renovation & Modernization** Renovation & Modernization Ability to compare performance of equipment's before and after R&M project comprising of PLF, Auxiliary consumption, oil and coal consumption, Heat Rate, Sox, NOx and SPM etc.

6.1 **Reports** Monitoring Reports Ability to generate and support template based information needs of the management but not limited to capturing all the project management activities for the entire cycle of construction projects i.e. from the point of proposal of a new project to final testing & commissioning of the project

6.2 **Reports** Monitoring Reports Data on any project must be kept throughout the life of a project.

6.3 **Reports** Monitoring Ability to generate report on all the projects being carried out during the year.

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Reports

6.4	<b>Reports</b>	Monitoring Reports	Ability to generate report on all the projects held up due to fund/resource constraints in an year
6.5	<b>Reports</b>	Monitoring Reports	Ability to generate report on all projects delayed during an year, along with the reasons for the delay
6.6	<b>Reports</b>	Monitoring Reports	Support for template based project progress reports to be submitted to different funding agencies.
6.7	<b>Reports</b>	Monitoring Reports	Ability to generate template based project progress status reports on a timely basis ( Monthly, Quarterly, Half-yearly, Annually etc.) for management review project wise / project unit wise
6.8	<b>Reports</b>	Monitoring Reports	Ability to print project reports at summary level and detailed level and report the compiled status of all the projects under execution in the year
6.9	<b>Reports</b>	Monitoring Reports	Ability to provide security measures, to ensure that the project closure is done by authorized personnel only
6.10	<b>Reports</b>	Monitoring Reports	Ability to generate project completion reports, both physical and financial.
6.11	<b>Reports</b>	Monitoring Reports	The system should have the provision for generating milestone based progress report
6.12	<b>Reports</b>	Monitoring Reports	The system should have the provision to generate daily progress reports along with constraints.
6.13	<b>Reports</b>	Monitoring Reports	The system should have the Financial figures with respect to unique G/L codes, capital expenditure, budgets, etc.
6.14	<b>Reports</b>	Monitoring Reports	The system should provide comparison of actual and planned costs/schedules
6.15	<b>Report</b>	Monitoring Reports	System should be able to track overall completion status and budget utilization status as per given network of activities per package: <ul style="list-style-type: none"> <li>• Drawing &amp; Documentation- Submissions &amp; approvals</li> <li>• Offer for inspection &amp; actual inspection</li> <li>• Issue of Material dispatch clearance certificates</li> <li>• Dispatches of material</li> </ul>

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- Custom clearance if required
- Receipt of material at site
- Payment released
- Commencement & completion of erection/commissioning
- PG test

6.15 **miscellaneous** miscellaneous Documentation/ Drawings/ Data from consultant should also be monitored through System.

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## 2.5. Production Planning

S No	Process/ Sub- Processes	Functional Requirement	Bidder's response				Name of the offered Product	Details of proposed ERP product
			S	C	TP	NS		
1 1	<b>Operation / Production</b>	The system should have the ability to record manually the operational performance data (actual / target) on daily basis & at required level (units) related to Production, Downtime, Aux power, DM Water / Fuel consumption, power export / import etc. with the applicable checks & logics and store it in a central data warehouse with ability to manage for further use (MIS requirement etc.).						
1 2	<b>Operation / Production</b>	The system should have the ability to track the creation / modification to the operational performance data as per point "1" above and generate an audit trail.						
1 3	<b>Operation / Production</b>	The system should have the ability to capture / modify the analysis data for the desired parameters manually as per S. No. 1.1 for water /fuel, air, lube oil, NG, ammonia, CO2, steam, neem oil, coal etc. at required frequency & at required level (equipment/ unit / station) along with the master data (upper / lower limits) and capability to validate analysis data with respect to the related master data & store it in a central data warehouse with ability to manage for further use						
1 4	<b>Operation / Production</b>	The system should have the ability to generate different operational performance reports for day/month/quarter/year/user defined interval/day wise in the required format for company, unit level containing raw as well as derived parameters (calculated from raw parameters with the supplied formulae & desired aggregation across hierarchy) with ability for hierarchical viewing, adhoc analysis with standard reporting tool features (sorting, filter, layout management, graphical representation, simple aggregations, facility to export to external platforms such as spreadsheet etc.).  MIS examples: Daily plant performance flash report, Demurrage report, Production loss report, Best performance report,						

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fuel consumption report etc.

1 5 **Operation / Production** The system should have the ability to view different chemical analysis reports for desired periods in the required format for company, unit level containing raw as well as derived parameters (derived from raw parameters with the supplied formulae) with ad-hoc analysis with standard reporting tool features (sorting, filter, layout management, graphical representation, simple aggregations, facility to export to external platforms such as spreadsheet etc.)

1 6 **Operation / Production** The system should have the ability to store, classify, process sequentially with status setting options and retrieve as per desired selection criteria the documents related to different operation processes such as Trip report / Energy Audit / Tech Audit /technical compliance /operation procedures & emergency instructions.

1 7 **Operation / Production** The system should have the ability to collaborate / share & store files required for Operation reviews from physically separate locations.

1 8 **Operation / Production** The system should have the ability to supply operation data to management dashboards as per applicability in the desired form.

1 9 **Operation / Production** The system should have the provision for role based access & authorizations for all transactions for different levels

1 10 **Operation / Production** The system should have the provision for manually capturing / recording the feed / fuel / raw materials and finished good (products) as per S. No. 1.1 and generate different reports for day/month/quarter/year/user defined interval/day wise in the required format for company.

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1 11	<b>Operation / Production</b>	<p>The system should have provision to initiate the purchase requisitions on the basis of production order requirements.</p> <p>The system should have provision to auto generate the orders as per minimum stock levels and repeated orders.</p>
1 12	<b>Operation / Production</b>	<p>The system should provision to maintain the inventory of semi-finished products such as ammonia; which can be sold as well can be used for production of Finished goods (Urea)</p>
1 13	<b>Operation / Production</b>	<p>System should be able to maintain a database (updated at user defined intervals) of technical designs or their references of all the plants (ammonia, urea, power plant, boilers, bentonite Sulphur plant, nitric acid plants etc. (With details such as diagrams of PFD's, specification sheets, layouts etc.)</p>
1 14	<b>Operation / Production</b>	<p>System should have facility to store softcopy/ scanned copy of standard manuals for operation of equipment</p>
1 15	<b>Operation / Production</b>	<p>Provision for production &amp; sale planning and consumption of raw material &amp; utilities to achieve the targeted energy consumption and henceforth evaluation with actual data on monthly basis</p>
1 16	<b>Note Workflow</b>	<p>System should have provision for generation of inter department notes/proposal with workflow as per DOP defined.</p>
1 17	<b>Lubrications</b>	<p>System should be able to generate the alerts on lubrication jobs as per defined period.</p>
1 18	<b>Reporting</b>	<p>System should have provision to maintain record of daily interruptions along with production loss and hour loss (downtime) and generate the report for same.</p>
1 19	<b>Reporting</b>	<p>System should have option to generate the reports so as to compute the gas consumptions from multiple suppliers vis a vis contract quantity.</p> <p>System should have provision to generate the unit level consumption reports for:</p> <p>a. Lube Oil</p>

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- b. Chemicals
- c. Monthly input/output data

1 20 **Reporting** System should be able to generate the production reports and TOP data (21 reports approx.) in the format of FICC.

System should be able to generate the reports taking into accounts the cost of various inputs, feedstock, power etc. and workout cost of output at operational level.

1 21 **Reporting** System should have provision to generate report to determine the optimized production cost from consumption of Power vs Gas (for rate changes).

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## 2.6. Plant Maintenance

S. No	Sub Process	Functional Requirement	Bidder's response	Name of the offered Product	Details of proposed ERP product
			S C P S		
1.0	<b>Planning for maintenance jobs</b>	<p>Ability to reschedule all related preventive maintenance jobs based on feedback from the Predictive Diagnostic Maintenance group and condition based monitoring (CBM with HOD level authorization). (For example, a preventive maintenance job planned 15 days hence may be rescheduled along with related jobs based on feedback from the Predictive Diagnostic Maintenance group that there is no current abnormality in the machine.</p> <p>System should have the provision for changes in maintenance schedule by authorized personnel.</p>			
1.1	<b>Planning for maintenance jobs</b>	<p>The system should have the ability for Preventive maintenance job cards to be generated with all but not limited to the following parameters :</p> <ul style="list-style-type: none"> <li>- time since last (e.g. 60 days since last)</li> <li>- equipment running hours (e.g. every 100 hours)</li> <li>- fixed frequency (e.g. every week)</li> <li>- certain days of the week? (e.g. Every Monday &amp; Thursday)</li> <li>- season (e.g. winter, summer)</li> </ul>			
1.2	<b>Planning for maintenance jobs</b>	<p>The system should have a provision for including or excluding the Higher frequency &amp; low frequency preventive maintenance job at the planning stage</p> <p>Should have provision to Highlight equipment's which are breakdown/pending for handover to production/under permit.</p>			
1.3	<b>Planning for maintenance jobs</b>	<p>There should be option for skipping certain schedules in bulk, for the area which is not in operation or under shut down for more than certain period.</p>			
1.4	<b>Planning for maintenance jobs</b>	<p>Maintenance resource availability to be mapped across all Job Card.</p> <p>Given a set of active job cards, ability to identify &amp; consolidate work order specific resource requirement in the maintenance plan.</p> <p>Resource requirements include but are not limited to:</p> <ul style="list-style-type: none"> <li>- Individual maintenance tasks</li> <li>- Manpower (Skill sets and number of staff required)</li> <li>- Material (Spare parts and consumables)</li> <li>- Special tools</li> <li>- Contractor services required</li> </ul>			

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- Special services
- Standard safety guidelines
- Critical equipment's

1.5 **Planning for maintenance jobs** The system should have the ability to calculate an estimate of the cost of a work order based on all resources pertaining to the work order.

- Should have provision to input resources actually used and calculate actual cost of job.
- Saving by maintenance department must reflect, based on estimated and actual costs.

1.6 **Planning for maintenance jobs** Cost and resource utilization for similar types of work orders be available centrally to develop trends.(Trends are used to measure effectiveness and efficiency of maintenance jobs)

1.7 **Planning for maintenance jobs** Ability to define parent child relationships between equipment and used to identify opportunity maintenance jobs.(If parent equipment item is shut down due to break down and this opportunity is used for maintenance of the child equipment item (s) then this is called opportunity maintenance.)

If a parent equipment/ system has gone under shut down for a long period, its child equipment's' planned schedules shall automatically be rescheduled to a further specified date or skipped for the duration of the shutdown of parent equipment.

1.8 **Planning for maintenance jobs** Ability to create work orders without going through the work order planning process by an end user, override such as for dealing with emergency situations (Breakdowns) with approvals.

1.9 **Planning for maintenance jobs** Support for shift management including but not limited to:

- Rotation staff between shifts
- Provision for absences
- overstay

1.10 **Planning for maintenance jobs** Ability to sequence proposed maintenance jobs based on user defined criteria such as resource constraints, priority etc. by authorized personnel only.

1.11 **Planning for maintenance jobs** Ability to track and monitor Statutory Test, Fitness Test and License status of equipment like Boiler, Pressure vessels, lifting tackles, electrical equipment, explosives and hazardous items (acids, chlorine, hydrogen

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etc.) and generating alerts for their updating before a user defined period.

1. 12	<b>Planning for maintenance jobs</b>	<p>Ability to monitor requisitions for spares / work contracts vs administrative approvals / orders placed</p> <p>System should be able to provide facility to process a work contract from its inception and from vendor pre-qualification till the security deposit of the contractor has been received. This shall include forwarding an approval note, getting the tender documents vetted from F&amp;A, processing the quotations for preparing Comparative statements of Tenders, determining the technically acceptable quotations, comparing the price bids with estimated rates, issuing work orders, execution of the job, measurement of work, release of EMD, clearance of bills from P&amp;A,F&amp;A and respective departments, getting the security deposit released, completion certificate etc.</p> <p>System should be able to generate indents/requisitions when ROP for materials with frequent reviews as per periodicity defined by user department.</p> <p>System should be able to generate alerts on minimum stocks for each department.</p> <p>System should have provision to generate orders for spare request form other units along with spares/equipment's sent for repairs.</p>
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1. 13	<b>Planning for maintenance jobs</b>	<p>Ability to provide various comparisons based graphical representation for present and previous maintenance work.</p>
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1. 14	<b>Planning for maintenance jobs</b>	<p>System should have facility to maintain the details of civil and electrical works, infrastructure related to units, offices, township, guest houses and roads etc.</p> <p>Record of complaints that have been registered and are pending/attended</p>
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1. 15	<b>Planning for maintenance jobs</b>	<p>Ability to link a Work Order to a financial account code.</p>
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1. 16	<b>Planning for maintenance jobs</b>	<p>The ability to approve work orders on-line via workflow is required. This could be performed by different incumbents within the organization, depending on work order size/cost, priority, mode and Delegated Financial Authority levels etc. If a work order</p>
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is not approved within a specified time it should be forwarded to the next appropriate person.

1.17	<b>Planning for maintenance jobs</b>	<p>Ability to check whether there are any current warranties and AMC on the equipment, on 'related' equipment. This will require a link to the equipment database where all warranty information will be kept.</p> <p>System should be able to generate alerts to respective departments for expiring warranties and AMC's.</p>
1.18	<b>Planning for maintenance jobs</b>	<p>Ability to notify relevant personnel or issue a warning/alarm, if a Work Order has not been completed after certain period of time.</p>
1.19	<b>Planning for maintenance jobs</b>	<p>Ability to record the return of materials that were issued against the work order, but they were then not used.</p> <p>System should have facility to re-open the maintenance work order for returning the issued material against that order in the case where material could not be returned before closure of maintenance order.</p>
1.20	<b>Planning for maintenance jobs</b>	<p>Ability to record the fact that the work has been delayed due to the materials not being available in time. This will be used to evaluate the material planning procedures.</p>
1.21	<b>Planning for maintenance jobs</b>	<p>Ability to flag/warning work orders where the work order cost exceeds the work estimate / budget for the month/year or user defined approval limit.</p>
1.22	<b>Planning for maintenance jobs</b>	<p>Ability to close the work order partially subject to the approval of competent authority.</p>
1.23	<b>Planning for maintenance jobs</b>	<p>Ability to archive Work Orders after a defined period of time. It should be possible to easily retrieve archived Work Orders promptly.</p>
1.24	<b>Planning for maintenance jobs</b>	<p>Ability to maintain the parts list with item codes contained in the equipment. The list should also include the quantities of parts involved.</p>
1.25	<b>Planning for maintenance jobs</b>	<p>Ability to maintain history of changes to Part List. From time to time equipment is reconfigured with alternative parts. History of such changes is required to be kept.</p> <p>Ability to add or delete in the Bill of</p>

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Material (Part List) of the equipment and its authorization shall be provided at certain level of authorities only.

1. 26 **Generation of Job cards for a maintenance job**

Ability to generate Job cards and provide an alert to the concerned officials of maintenance department on the basis of preventive maintenance schedule, predictions based on feedback from condition monitoring, jobs given by Production department etc.

Ability to generate a list of pending jobs that can be sorted chronologically & based on job priority

Ability to mark a job as opportunity job/Annual Turnaround job for removal of instantaneous alert and maintaining job list for future reference.

System should be able to generate the list of jobs from trends (incomplete jobs) to be moved to shut down jobs after approvals from relevant authority along with flagging (Short Shut down/ annual shut down).

1. 27 **Annual Turnaround**

System should have the ability to make a list of the jobs to be carried out during Annual turnaround including but not limited to following:

- Pending jobs (that could not be done while plant is in running condition)
- Predictive jobs (based on condition monitoring)
- Opportunity jobs
- Jobs required for improved efficiency of equipment
- Miscellaneous jobs scheduled to be carried out during ATA

Further to this, the system should be able to

- calculate the manpower required,
- Provide cost estimation,
- Calculate material requirement,
- Calculate time required for carrying out the ATA
- Monitoring progress (daily progress report)
- Graphical representation of progress- GANTT chart, S-curve etc. and comparing it with daily progress report for taking necessary action

Monitoring critical paths and incorporation of PERT & CPM

1. 28 **Equipment Master**

- System should have facility to enter/see the Technical specs. of equipment, Its location in the plant, area classification, Cost Centre, Warranty date, Maintenance Schedule, type of equipment (Revenue/Capital/Insurance), Parts list, Parent equipment, History, safety precautions etc.
- System should have facility to upload the various documents like Test reports, Overhauling report, Drawings, Catalogue, SMP/SOPs,

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and Curves etc. against particular equipment.

1. **Note** System should have provision for  
29 **Workflow** generation of inter department notes/proposal with workflow as per DOP defined.

2. **Workshop** Ability to use maintenance work order to  
0 **jobs** generate a corresponding job order for the workshop / testing lab for select equipment / spares.

2. **Workshop** Ability to track cumulative job orders to  
1 **jobs** determine machine shop utilization and the job orders status.

2. **Workshop** Ability to generate reports after  
2 **jobs** testing/overhauling of equipment, such as safety valves with data such as testing pressure, operating pressure, testing media, outcome of testing etc.

2. **Execute** Ability to track status of a Work Order  
2 **job** through various stages in its life cycle from creation to closure.

2. **Execute** Ability to generate and report the actual  
3 **job** maintenance costs of spare parts, contract, duration of work, man power, etc.  
This is required at varying levels of rollup including:  
- For a Work Order  
- Equipment / Item of equipment  
- Equipment groups  
- Sub-system  
- System  
- Power generating unit  
- The power station

2. **Execute** Ability to record user defined information  
4 **job** against each work order. (For example, equipment name, job description, job duration, Safety Work Permit/Permit to work details, comments etc.)

Ability to record the Job history against a maintenance work order generated for equipment at the time of work order closure.

2. **Execute** Ability to combine active Work Orders with  
5 **job** other Work Orders pertaining to, shutdown jobs, replacement of equipment etc. (This is to avoid duplicating effort)

2. **Execute** Ability to track all chargeable, non-  
6 **job** chargeable and returnable material issued to contractors as per their respective contracts.

All materials planned in a work order, may not be required for every job. There should be provision for selecting only those

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2. 10	<b>Execute job</b>	System should have provision of All kinds of Breakdown (i.e. predictive, preventive, Breakdown and Annual turn around) Calculations based on the working hours of machine.
2. 11	<b>Execute job</b>	System should have provision for planning of shut down (i.e. predictive, preventive, Breakdown and Annual turn around) of the equipment and its impact on capacity planning and production process
2. 12	<b>Execute job</b>	Ability to integrate plant maintenance process with other functions like materials management, Production, sales and distribution & finance.
2. 13	<b>Execute job</b>	Ability to provide online workflow based process for raising notifications, assigning jobs to Relevant Personnel, preventive maintenance, breakdown maintenance, calibration of equipment for repairs, spare requisitions.
2. 14	<b>Execute job</b>	Ability to maintain history of repair/upgrade of all equipment's within the plants  Equipment performance and NDT data after each maintenance should be recorded in the system.
2. 15	<b>Execute job</b>	The system should have the provision for Quality inspection / checks/Maintenance Department after breakdown repairs which would enhance effectiveness of the repairs.
2. 16	<b>Execute job</b>	Ability to prepare a Maintenance Budget for the plant with appropriate linkages with Capital Repair Plan, Preventive Maintenance Plan, Annual Business Plan etc. (Separate budget for each plant) Maintenance budget as of now is planned both history based and zero based.  System should also have provision to determine the budget utilization along with Capex monitoring.
2. 17	<b>Execute job</b>	A repository / set of Standardized task lists for breakdown repairs may be maintained in the system over a period of time which would help in refining the breakdown maintenance process.
2. 18	<b>Execute job</b>	Ability to collate budgetary requirements for maintenance from concerned departments as part of Maintenance Budget exercise.
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2. 19	<b>Execute Job</b>	System should have provision to record the daily health records along with option to generate the alerts for exceptions identified.
3. 0	<b>Safety Requirement – Permit to Work</b>	<p>A work specification must include all the following sets of information (but not limited to):</p> <ul style="list-style-type: none"> <li>- Individual maintenance tasks to be undertaken</li> <li>- Manpower (Skill sets, number of staff required and duration)</li> <li>- Material (Spare parts and consumables)</li> <li>- Special tools</li> <li>- Contractor services required</li> <li>- Special services (consisting of in-house or outsourced services)</li> <li>- Standard safety guidelines including requirement of PTW/SWP</li> </ul> <p>(Also, provide details of any additional information provided)</p>
3. 1	<b>Safety Requirement – Permit to Work</b>	The system should have the provision to create and maintain centrally master list of safety instructions / isolations / precautions requirement
3. 2	<b>Safety Requirement – Permit to Work</b>	The system should have the provision of reporting a defect, where required isolations for Permit to Work (PTW/SWP) and precautions for jobs to be undertaken, be selected from respective user defined list
3. 3	<b>Safety Requirement – Permit to Work</b>	<p>The system should have the ability to user defined PTW/SWP be including but not limited to the following types:</p> <ul style="list-style-type: none"> <li>- Permit for Work/ Safety Work Permit</li> <li>- Limited Work Certificate</li> <li>- Sanction for Test</li> <li>- PTW with Restoration of Motive Power</li> <li>-</li> </ul> <p style="margin-left: 40px;">- Class 1 SWP &amp; Class 2 SWP</p> <p style="margin-left: 40px;">- Lab analysis</p> <p>With a provision to make default any one or any combination of above permit types, with specified equipment's/ systems and tasks</p>
3. 4	<b>Safety Requirement – Permit to Work</b>	The system should have the ability to generate SWP/PTWs per equipment and for a block of equipment
3. 5	<b>Safety Requirement – Permit to Work</b>	<p>The systems should have the provision for generating safety isolations and safety instructions that are to be sourced from work instructions, and are further be incorporated in the SWP/PTW.</p> <p>System should also have provision for department to issue SWP (self-issue) on their</p>
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own department.

3. 6	<b>Safety Requirement – Permit to Work</b>	The system should have the provision for additional safety instructions to be incorporated into the SWP/PTW
3. 7	<b>Safety Requirement – Permit to Work</b>	The system should have the ability to track the status of SWP/PTWs
3. 8	<b>Safety Requirement – Permit to Work</b>	<p>The systems should have the ability for a user defined SWP/PTW lifecycle to be defined.</p> <p>This needs to encompass the individual steps, their sequencing and the authorization rules for each step.</p>
3. 9	<b>Safety Requirement – Permit to Work</b>	The system should have the ability for SWP/PTWs to be printed and the printing of same should be subject to standard printing controls such as control over the printing of duplicates, unique numbering etc.
3. 10	<b>Safety Requirement – Permit to Work</b>	Provision to block changes (stop work) in certain specified fields in Work permit after issuance of permit should be available
3. 11	<b>Safety Requirement – Permit to Work</b>	Provision to extend the validity of SWP/PTWs based on a specific request with reasons from the Maintenance should be available. The record of such extension to also be maintained in system
3. 12	<b>Safety Requirement – Permit to Work</b>	Provision for temporary normalization of system, for trial run of equipment under permit, after maintenance job is over should be available in the system. The event when maintenance surrenders permit for trial must also be recorded in the system.
3. 13	<b>Safety Requirement – Permit to Work</b>	Simple provision to record additional safety instructions; padlock key details used by Operation, in the permit should be available in the system.
3. 14	<b>Safety Requirement – Permit to Work</b>	Provision to capture details of such isolating objects in the isolation lists/ standard lists, which have not been made as functional location or equipment's.
3. 15	<b>Safety Requirement – Permit to Work</b>	System should have option to initiate workflow as per DOP for clearance on permit from relevant departments (admin, fire, safety, IT etc.)

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4.0	<b>Unit Overhauling – Planning &amp; Monitoring as Project</b>	<p>Provision to plan and monitor the process of a unit overhauling as a project</p> <ul style="list-style-type: none"> <li>- Provision to have a Work Breakdown Structure</li> <li>- Provision to define activities with duration</li> <li>- Provision of linking these activities as successors &amp; predecessors &amp; their scheduling</li> <li>- Monitoring progress of these activities – daily progress report</li> <li>- Alerts when any activity is delayed</li> <li>- Provision to tag milestone activities</li> <li>- Monitoring of critical paths</li> <li>- Incorporation of PERT (program evaluation &amp; review technique) &amp; Critical Path Method</li> <li>- Graphical representation of progress – GANT Chart, S-curve etc.</li> </ul>
4.1	<b>Unit Overhauling – Planning &amp; Monitoring as Project</b>	<p>Provision of standardizing the list of activities based on grouping of similar units</p>
4.2	<b>Unit Overhauling – Planning &amp; Monitoring as Project</b>	<p>Provision of copying existing Projects/ WBS/ Activities into new project.</p>
5.0	<b>MIS Reports</b>	<p>The maintenance history should be available along with information about the next due maintenance.</p>
5.1	<b>MIS Reports</b>	<p>Information as regards consumption/stock of materials and services should be available as a prerequisite for preparing maintenance budget.</p>
5.2	<b>MIS Reports</b>	<p>Provision of failure report with causes, tasks etc. relevant to equipment breakdown along with breakdown analysis</p>
5.3	<b>MIS Reports</b>	<p>User defined information for a Maintenance Order (MO) like equipment name, job description/duration and work permit details etc., should be provided.</p>
5.4	<b>MIS Reports</b>	<p>The estimated cost of materials/services utilized in a maintenance order should be available department wise and also based on order type i.e., preventive/corrective/overhaul etc.</p>
5.5	<b>MIS Reports</b>	<p>Reports regarding various order statuses should be available right from creation to closure.</p> <p>Report for status of spares availability against equipment's. Indents In pipeline</p>
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should be linked to equipment's.

5.  
6 **MIS Reports**

Provision for tracking various statuses of Work Permit should be in place along with the relevant sets of isolations, time stamp of each status along with the user name that sets that status.

5.  
7 **MIS Reports**

Information pertaining to comparison of equipment maintenance cost and cost of replacement of same for formulating replacement policy.

5.  
8 **MIS Reports**

Reports depicting variations of actual vs. planned maintenance activities in terms of user defined parameters.

5.  
9 **MIS Reports**

Comprehensive user defined reports should be defined covering all maintenance information including but not limited to:

- Percentage of preventive maintenance.
- Percentage of total breakdowns.
- Percentage of predictive maintenance.
- Percentage of proactive maintenance.
- Mean time between failure (MTBF)
- Mean time to repair (MTTR)
  - Number of breakdowns/Performance before and after maintenance.

5.  
10 **MIS Reports**

Provision for generation of report for near miss accident and generate alert for the concerned official for taking corrective measure/necessary action.  
The alert should go away only after the corrective measure/necessary action is taken.

5.  
11 **Database**

System should have facility to store softcopy/ scanned copy of standard manuals for maintenance of equipment

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## 2.7. Quality Management

S No	Process	Functional Requirement	Bidder's response				Name of the offered Product	Details of proposed ERP product
			S	C	TP	NS		
1 1	<b>Quality Planning</b>	Ability to create and maintain online quality plans for incoming items and finished materials.						
1 2	<b>Quality Planning</b>	Facility to upload and view all the previous quality plans, list of deviations retrievable Product-wise/ Project Wise						
1 3	<b>Quality Planning</b>	Ability to view Product Specs, Drawings, purchase specifications, product standards, customer approved data sheets as inputs for all Products wise						
1 4	<b>Quality Planning</b>	Quality Planning activity to figure as an activity in the Project System ( work breakdown structure)						
1 5	<b>Quality Planning</b>	Facility for online transmission of quality plan to the concerned department and subsequent online						
1 6	<b>Quality Planning</b>	Ability to revise quality plan after approval						
1 7	<b>Quality Planning</b>	Online concurrence and approval of quality logs						
1 8	<b>Quality Planning</b>	System should be able to randomly generate the group for quality review of bags.						
2 1	<b>General</b>	Ability to select / enter vendor code and inspection category item-wise based on the inspection relevant requirements during creation of Purchase Order, and generate alert to all the concern users (email / message).						
2 2	<b>General</b>	System should have provision of defining the sample size, quality characteristics, sample selection along with inspection results						

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2 3 **General** Ability for Preparation & approval of Quality Information record : sub vendors wise, material item wise for a plant, for supply /services.

2 4 **General** Authorization keys management for each Inspection Engineer

2 5 **General** Inspection call entry by vendor for Purchase order on web portal

2 6 **General** Inspection call planning

2 7 **General** Issuance of MDCC (Material Dispatch Clearance Certificate)

2 8 **General** Ability to put together materials receipt with quality, accept/reject inward goods

2 9 **General** Ability to capture various quality parameters for inspected materials

2 10 **General** Ability to link commercial with Quality management so that rejected material can be properly accounted for.

2 11 **General** Ability to create maintenance plan for equipment calibration.

2 12 **General** Ability to enter quality results online so that the inventory transactions (like issue, receive, transfer, Sales) can be restricted before entry of the results.)

2 13 **General** System should have ability to record the quality feedback from various stakeholders (Customer, suppliers or any other agency involved) and monitor their resolution/implementation status.

3 1 **Reports** Ability to support statistical data analysis in the application software.

3 2 **Reports** Ability to generate tests

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report from the system

3 3 **Reports** Ability to generate MIR (Material Inspection Reports) to be viewed by concerned departments.

4 1 **Integration with other processes** Ability to link the relevant quality documents with Production orders or production process

4 2 **Integration with other processes** Ability to link the relevant documents with Purchase requisition / Purchase Order

4 3 **Integration with other processes** Ability to generate the quality check report at any required point of flow of materials.

5 1 **Operation / Production** The system should have the ability to generate different chemical analysis reports for desired periods in the required format for company, unit level containing raw as well as derived parameters (derived from raw parameters with the supplied formulae) with adhoc analysis with standard reporting tool features (sorting, filter, layout management, graphical representation, simple aggregations, facility to export to external platforms such as spreadsheet etc.)

## 2.8. HR and Payroll

S. No	Sub Process	Functional Requirement	Bidder's response				Name of the offered Product	Details of proposed ERP product
			S	C	TP	NS		
1.1	<b>Employee Information &amp; Org. Structure</b>	Ability to maintain following employee details (but not limited to): Personal Details e.g. Employee Number, Name (First/Middle/Surname), Employee Photograph (up to 150kb), Date of Birth, Date of Joining (in Company/Power Station/Circle/ Office/Particular department or section or shift-including position, Forenoon/Afternoon status),						

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		Date of regularization, Date of Confirmation, gender, marital status, number of children, religion/ category (SC-ST-OBC-UR-Other state), location, department, designation, entry mode, grade, Blood group, Date of demise, Family planning measures adopted etc.
1.2	<b>Employee Information &amp; Org. Structure</b>	Family / Dependent Details e.g. father, mother, spouse, children, any other dependent etc. (DoB, Educational Qualification, Martial Status, relation, blood group, photographs, date of demise, Aadhar No. etc.)
1.3	<b>Employee Information &amp; Org. Structure</b>	Address Details e.g. permanent, correspondence, emergency contact details, address after separation etc. including resident from/to details.
1.4	<b>Employee Information &amp; Org. Structure</b>	State of origin
1.5	<b>Employee Information &amp; Org. Structure</b>	Working time e.g. shift details, off days, holidays with sanction of leave through work flow having functionality for having substitute approver.  System should have provision for shift categorization within shift itself e.g. general shift might have different timings for different departments and locations.
1.6	<b>Employee Information &amp; Org. Structure</b>	Disability, percentage of disability & type of disability
1.7	<b>Employee Information &amp; Org. Structure</b>	Employee grade, and Employee Type e.g. Executive/Non-Executive (Supervisor, Workmen) etc.
1.8	<b>Employee Information &amp; Org. Structure</b>	Employee groups e.g. Trainee (CMA, CS), management trainee, Workmen, executives, BOD, Probationer, Non Muster roll, Contractual, Deputation (Into Company/ Outside Company), ex-employee, act apprentice (Trade, technician, graduate)

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etc.

System should have provision for sub codification as well for these categories.

1.9	<b>Employee Information &amp; Org. Structure</b>	Medical information e.g. Blood group, medical examination details, periodic medical checkup performed or not etc.
1.10	<b>Employee Information &amp; Org. Structure</b>	Salary Grade and level / Pay Scale
1.11	<b>Employee Information &amp; Org. Structure</b>	Details of all Salary components
1.12	<b>Employee Information &amp; Org. Structure</b>	Cost to Company
1.13	<b>Employee Information &amp; Org. Structure</b>	Appointing Authority (Executives/ Non- Executive/ Unit Wise).
1.14	<b>Employee Information &amp; Org. Structure</b>	Skills & Qualifications (Course, Grade/ percentage/ CGPA, Achievements, area of specialization, year of passing, etc.) linked from recruitment process.
1.15	<b>Employee Information &amp; Org. Structure</b>	Education (Education level in increasing order, Institute details, location, Start/End date etc.) linked from recruitment process.  System should have provision for flagging the relevant and irrelevant against each qualification for employees.
1.16	<b>Employee Information &amp; Org. Structure</b>	Appraisals & evaluations.
1.17	<b>Employee Information &amp; Org. Structure</b>	Previous employment details (Industry type, Organization details, Start/End date, Job Title, location, Gross salary, UAN, leave transfer, pension fund, breakup of taxable salary like leave encashment exemption, gratuity exempted perk, Gratuity/PF

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		transfer/withdraw etc. Reason for leaving, designation, etc.) with drop down facility for Industry type, Organization Type, Name for a given set etc.
1.18	<b>Employee Information &amp; Org. Structure</b>	Employee Details of working/experience in various Units / Zonal Office/ Area Office/ Corporate Office/ CMO/ other offices obtained during service period in the company (Department, Section/ Area of Specialization/ Stream).
1.19	<b>Employee Information &amp; Org. Structure</b>	Cost Center details. This is to be defaulted based on mapping for location and department code.
1.20	<b>Employee Information &amp; Org. Structure</b>	Contact details e.g. telephone/ mobile number, email id (official and Personal) etc. This to be maintained period wise. Further with time constraint option.
1.21	<b>Employee Information &amp; Org. Structure</b>	Insurance & Nomination details for various schemes e.g. , Employee pension scheme, PF, GPAIS( Group Personal accidental insurance), GSLI (Group Saving Linked Insurance), EDLI (Employee Deposit Linked Insurance), social securities with % share etc. with categorization of hazardous or non-hazardous for GPAIS.
1.22	<b>Employee Information &amp; Org. Structure</b>	Personal ID's e.g. PAN, Aadhaar No, Voter ID, Passport, Driving License, photograph, UAN etc.
1.23	<b>Employee Information &amp; Org. Structure</b>	Ability to support both Hindi (Unicode font) and English language for letters and report generation.
1.24	<b>Employee Information &amp; Org. Structure</b>	Training history (Course details, type of training, Institute details, and Start/End date), Competency Mapping-Fields & competency level.
1.25	<b>Employee Information &amp; Org. Structure</b>	Leave details and quota balances / accrual and pro-data e.g. EL, CL, HPL, LWP (EOL), RH etc. (Medical

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		ground/ non-medical ground).
1.26	<b>Employee Information &amp; Org. Structure</b>	Time recording information (in-time / out-time). Interface of this system with third party time punching system (Biometric)
1.27	<b>Employee Information &amp; Org. Structure</b>	Company's Identity Card No., CPF,OPF, EPS, UAN Permanent, Retirement Account Number (PRAN), , Position ID (pay scale), Superior's Position ID.
1.28	<b>Employee Information &amp; Org. Structure</b>	Property return as per lokayut act and CDA rules
1.29	<b>Employee Information &amp; Org. Structure</b>	Movable & Immovable Property details, Loans etc. in the format defined by RFCL along with intimation for new transactions.
1.30	<b>Employee Information &amp; Org. Structure</b>	Details of any Service Agreement Bond with the Company, Start/ End Date with reason code.
1.31	<b>Employee Information &amp; Org. Structure</b>	Details of accommodation (HRA (with rent receipt or without rent receipt, Company owned with category, company leased) availed at posting location and other location, Electricity rebate (if any), Date of vacation of company accommodation on separation/transfer.
1.32	<b>Employee Information &amp; Org. Structure</b>	Ability to support workflow based approvals for all type of employee related activity.
1.33	<b>Employee Information &amp; Org. Structure</b>	Ability to store organization structure and reporting hierarchy based on location, plant, department, sub-department & designation
1.34	<b>Employee Information &amp; Org. Structure</b>	Should support defining reporting hierarchy for employees to include multilevel reporting or multi-disciplinary reporting
1.35	<b>Employee Information &amp; Org. Structure</b>	Should be possible to capture details of transfer of an employee from one

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	<b>Structure</b>	department to another without changing other attributes like employee number
1.35	<b>Employee Information &amp; Org. Structure</b>	Should track all employee history in RFCL in terms of past roles as well as past performance and positions
1.37	<b>Employee Information &amp; Org. Structure</b>	Should capture details of all training / certification or qualification acquired while on job
1.38	<b>Employee Information &amp; Org. Structure</b>	Should support maintaining an employee history to include change in assignments, promotions, transfers, pending issues etc.
1.39	<b>Employee Information &amp; Org. Structure</b>	Should track all employee history in Units / Plants / Zonal Office etc. in terms of past roles as well as past performance and positions
1.40	<b>Employee Information &amp; Org. Structure</b>	System should support certain free fields per employee to support capture of additional employee information
1.41	<b>Employee Information &amp; Org. Structure</b>	Should capture details of property owned by employees for the purpose of filing returns & Vigilance records.
1.42	<b>Employee Information &amp; Org. Structure</b>	Should define multiple designations, post diversions & adjustments.
1.43	<b>Employee Information &amp; Org. Structure</b>	Should be possible to capture details of new employee added in the company from recruitment details.
1.44	<b>Employee Information &amp; Org. Structure</b>	Should maintain history of the changes made to the Organization Structure.
1.45	<b>Employee Information &amp; Org. Structure</b>	Should include updating or modifying the structure with ease through a user-friendly tree like structure.
1.45	<b>Employee Information &amp; Org. Structure</b>	System should have provision to store order / circular / notification which effected and organizational change for an employee with date of implementation and date of order separately and related reports should be

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		developed
1.47	<b>Employee Information &amp; Org. Structure</b>	Ability to support integration of positions with manpower planning module to understand staffing requirements
1.48	<b>Employee Information &amp; Org. Structure</b>	Ability to store designations along with the skills and competencies required for a particular position so as to analyses the redeployment of existing employees
1.49	<b>Employee Information &amp; Org. Structure</b>	Ability to maintain change in hierarchy levels or designations due to promotions, transfers of employees (Integrate with Promotion Module, Transfer Module)
1.50	<b>Employee Information &amp; Org. Structure</b>	Ability to restrict making changes in the Org Structure to authorized persons only
1.51	<b>Employee Information &amp; Org. Structure</b>	Ability to change/restore/rollback changes to a previous (given) dates and report inconsistencies
1.52	<b>Employee Information &amp; Org. Structure</b>	Ability to define administrative powers for organizational units position-wise
1.53	<b>Employee Information &amp; Org. Structure</b>	Ability to integrate administrative power definitions to work flows and approvals
1.54	<b>Employee Information &amp; Org. Structure</b>	Facility to project the cost implications of adding new /modify - manpower / Department/Function/Position
1.55	<b>Employee Information &amp; Org. Structure</b>	Ability to clearly define the hierarchy of Delegation of Power in the organization
1.56	<b>Employee Information &amp; Org. Structure</b>	System should have provision to maintain medical claim details of employees as well as for ex-employees along with details of IPD/OPD claims for tracking of pending or invalid claims

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1.57	<b>Employee Information &amp; Org. Structure</b>	System should have provision to maintain legal information related to employees such as cases filed against employees, cases filed by employees, FIR, Police custody, criminal cases with current status along with disciplinary cases (including outside influence) and suspensions.
1.58	<b>Employee Information &amp; Org. Structure</b>	System should have provision to generate Service Sheet for employees as per prescribed format.
2.1	<b>Advances to Employees</b>	The system should have the provision for applying the advance (Conveyance, Salary, HBA) as per rule of the company
2.2	<b>Advances to Employees</b>	The system should have the provision for linking the advance (Conveyance, Salary, HBA) to the benefit plan
2.3	<b>Advances to Employees</b>	The system should have the provision for defining the eligibility criteria for applying advance (Conveyance, Salary, HBA)
2.4	<b>Advances to Employees</b>	The system should have the provision for checking the previous advance (Conveyance, Salary, HBA) details
2.5	<b>Advances to Employees</b>	<p>The system should have the provision for applying the advance (Conveyance, Salary and HBA) through Self-Service by specifying the Benefit Plan.</p> <p>On specifying the Benefit Plan the system should automatically check for his/her eligibility. System also check the surety details &amp; insurance dates</p>
2.6	<b>Advances to Employees</b>	<p>The system should have the provision for workflow for Application as stated below:</p> <p>Application to be sent to the Recommending officer Recommended application to</p>

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		<p>be sent to HR Officer Once the HR Officer Proposes the Application in the Conveyance Advance Panel, Application should be sent to the Sanctioning Officer</p>
2.7	<b>Advances to Employees</b>	The system should have the provision for sanctioning officer to approve or reject it
2.8	<b>Advances to Employees</b>	The system should have the provision for recovery once the advance has been made
2.9	<b>Advances to Employees</b>	Should have facility to maintain whether the vehicle/property has been hypothecated in favor of the company
2.10	<b>Advances to Employees</b>	Provision for making exception in sanction of advance (Conveyance, Salary, HBA)
2.11	<b>Advances to Employees</b>	The system should have the provision for applying other advances as per eligibility criteria of the company
2.12	<b>Advances to Employees</b>	<p>The system should have the provision for applying the other advances through Self-Service by specifying the Benefit Plan.</p> <p>On specifying the Benefit Plan the system should automatically check for his/her eligibility. System also check the surety details &amp; insurance dates</p>
2.13	<b>Advances to Employees</b>	<p>The system should have the provision for workflow for Application as stated below:</p> <ul style="list-style-type: none"> <li>- Application to be sent to the Recommending officer</li> <li>- Recommended application to be sent to HR Officer</li> <li>- Once the HR Officer Proposes the Application in the Conveyance Advance Panel, Application should be sent to the Sanctioning Officer</li> </ul>
2.14	<b>Advances to Employees</b>	The system should have the provision for sanctioning officer

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		to approve or reject it
2.15	<b>Advances to Employees</b>	The system should have the provision for dealing officer to generate the Office Order and Payment Advice from the system
2.15	<b>Advances to Employees</b>	The system should have the provision for recovery once the advance has been made
2.17	<b>Advances to Employees</b>	Should have functionality to capture utilization of all the above advances for specified/ sanction purpose.
3.1	<b>Recruitment and Selection</b>	A job portal should be defined for receiving online applications and integrated with payment gateway & ERP system to record the data such as candidate details, their job application details and supporting documents.
3.2	<b>Recruitment and Selection</b>	Maintain Recruitment policy in Document Management System (DMS)
3.3	<b>Recruitment and Selection</b>	Ability to create, maintain and track vacancies
3.4	<b>Recruitment and Selection</b>	Should support both internal and external candidates
3.5	<b>Recruitment and Selection</b>	Ability to create advertisements containing vacancy, job description, qualification requirements, category, application fee, eligibility criteria etc. in required format
3.6	<b>Recruitment and Selection</b>	Notice generation
3.7	<b>Recruitment and Selection</b>	Ability to maintain applicant database with details like applicant number, personal details (Including mobile no and email ID's), address, education, qualifications, position applied for, correspondence details, experience etc.
3.8	<b>Recruitment and Selection</b>	Ability to generate Roster for recruitment category wise

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3.9 **Recruitment and Selection** Ability to integrate with third party vendor systems (incl payment portals)

3.10 **Recruitment and Selection** Ability to update recruitment evaluation (written / verbal/ trade test results) from vendor system

3.11 **Recruitment and Selection** Ability to perform applicant actions and track applicant status e.g. Call for Interview, shortlist candidate, application rejected, etc.

3.12 **Recruitment and Selection** Ability to store checklist of original documents fulfilling eligibility criteria

3.13 **Recruitment and Selection** Ability to store details of selection board, test center

3.14 **Recruitment and Selection** Ability to send SMS to applicants based on application status

3.15 **Recruitment and Selection** Maintain applicant databank for details of candidates applied along with interview details

3.16 **Recruitment and Selection** Ability to generate correspondence letters for Police department for antecedent verification of candidates in required format along with caste and PWD (person with disability) verification.

3.17 **Recruitment and Selection** Ability to store Service Agreement Bond details against applicant

3.18 **Recruitment and Selection** Should provide for defining multiple types of correspondence with applicant  
- Application fee received, if any, and correspondence with accounting unit  
- Interview schedule letters  
- Appointment letters  
- Regret letters  
- Offer letters  
- Joining letters

3.19 **Recruitment and Selection** Should have facility to keep a track on the status of recruitment activities

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No of candidates appeared in written tests

Ratio in which candidates are called for interviews

No of candidates shortlisted for interview

No of candidates appeared in interviews

Screening

Interviews

Selection (Panel Formation / Batch Formation)

Test / Interview Evaluation Parameters (Written test / GD / PI)

Test / Interview Evaluation results

Cutoff percentage for selection of all categories

No of candidates selected on merit wise / category wise

List of empaneled candidates

Operation of Panels

Final Evaluation results

Pay package details

Acceptance of offer

Appointment

Medical test

3.20

**Recruitment and Selection**

Should have facility to define terms and conditions for fixed term contractual appointments:

Should have facility to generate a contract with configurable terms

Contract date

Contract duration

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Contract rate

Coverage under ESI/PF

Attendance

Wages (Consolidated  
Remuneration)

Leave

Accident benefits

Insurance

Medical

4.1 **Employee Life cycle** The system should have the provision for capturing employee life cycle in the organization

4.2 **Employee Life cycle** The system should have the provision for correlating the employee lifecycle to major stages of employee employment like Hiring, Promotion, Transfer, Joining, Job Rotation, Deputation In/Out, Secondment, Disciplinary/Vigilance, Separation, sabbatical, study leave, dies non, company sponsorship, lien, VRS, Premature Retirement, legal cases etc.

4.3 **Employee Life cycle** The system should have the provision for capturing all data pertaining to employee, as provided by the employee during Joining formalities along with PF details, Probation details etc.

4.4 **Employee Life cycle** The system should have the provision for transfer administration system to manage the transfers of employees from one unit to another unit based on employee request, administrative reasons (steps: transfer order, release order, transfer action, joining order) and job rotation as per transfer policy of RFCL

4.5 **Employee Life** The system should have the provision for promotion

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	<b>cycle</b>	<p>process to cover all the different promotion scenarios across various employee groups as per eligibility criteria.</p> <p>System should have provision for complete promotion management cycle from availability of vacancy to issues of promotion order and pay fixation.</p>
4.6	<b>Employee Life cycle</b>	Record keeping system similar to that of Regular Employees for Apprentice records with attendance etc. for stipend processing and shortfall of training period
4.7	<b>Employee Life cycle</b>	Ability to generate single page bio-data report (promotion case format) for each such employee- Integrate with Promotion, disciplinary cases etc.
5.1	<b>Separation</b>	Ability to support all types of separation activities workflow through self-service portal
5.2	<b>Separation</b>	Ability to record separation information in employee records
5.3	<b>Separation</b>	Should be able to generate check list of items to be submitted by employee
5.4	<b>Separation</b>	Should be able to generate check about status of Vacation of Company accommodation & submission of electricity charges.
5.5	<b>Separation</b>	Should be able to generate No Dues Certificate before full and final processing-integrated with Payroll & Disciplinary Action.
5.6	<b>Separation</b>	Ability to intimate Resignation acceptance to Finance via workflow / mail
5.7	<b>Separation</b>	Ability to record date of submission of resignation letter by an employee
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5.8	<b>Separation</b>	Should generate acceptance letter for resignation
5.9	<b>Separation</b>	Should validate the Notice period while processing full and final
5.10	<b>Separation</b>	Should generate and print experience certificate based on record
5.11	<b>Separation</b>	Should generate letter for PF settlement
5.12	<b>Separation</b>	Should be able to capture the exit interview details including - Date of exit interview – interview conducted by - Key findings in the Exit Interview
5.13	<b>Separation</b>	Should be able to support check for no dues status of material issued to employees for final clearance
5.14	<b>Separation</b>	Should support calculation of amount due as Gratuity, Leave encashment, Insurance maturity, PF, Deductions as per No dues certificate, Bond money as per company policy with statutory compliance.
5.15	<b>Separation</b>	<p>Should have provision for linking of insurance claim under various head with no due certificate in case reason of separation is death.</p> <p>Intimation to corporate office in case of death/benevolent.</p> <p>Social security and rehabilitation scheme, funeral expenses in case of death.</p>
5.16	<b>Separation</b>	<p>Capturing the reason of separation with details such as</p> <ul style="list-style-type: none"> <li>• Provide for classification of separation due to</li> <li>• Resignation -Ability to generate application forms for Payment of Gratuity under 1972 act.</li> <li>• Terminal notice</li> <li>• Death</li> <li>• Annuity Scheme – Ability to generate application forms.</li> <li>• Disciplinary action</li> </ul>

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- Voluntary Retirement - Form No.XX and Pension documents
- Superannuation
- Premature retirement
- Compulsory retirement
- Tenure completion etc.

5.17 **Separation** Should support workflow based separation and intimation to finance department regarding resignation acceptance

- Ability to generate applicable gratuity forms

5.18 **Separation** Ability to define online separation process as per VRS guidelines

5.19 **Separation** Ability to route the VRS application through competent approvals

5.20 **Separation** Ability to request for VRS (integrate with Employee Master for check of any pending disciplinary proceedings) as per policy

5.21 **Separation** Ability to accept / reject VRS (Voluntary Retirement) applications by the competent authority and send intimation to the concerned employees

5.22 **Separation** Ability to maintain database for employees who raised the resignation application (integrate with Employee Master)

5.23 **Separation** Ability to route the resignation request to the competent authority only when signed application is uploaded by the employee for termination of services

5.24 **Separation** Ability to integrate with Payroll module in any mode of separation

5.25 **Separation** Ability to process NDC / clearance from various departments at the time of Exit through e-Exit process

5.26 **Separation** Ability to notify (flag) individuals of any outstanding

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		balances when employee exits (Integrate with Payroll in case of e-Exit process)
5.27	<b>Separation</b>	Ability to maintain case details of the employees reinstated/reappointed after being terminated - - Integrate with ESS, Payroll
5.28	<b>Separation</b>	Ability to retrieve details of terminated employees in case he/she is reinstated or reappointed - Integrate with ESS, Payroll.
5.29	<b>Separation</b>	The system should have the provision for Full & Final settlement which should be linked to Finance payroll system
5.30	<b>Separation</b>	Relieving letter should get generated only if all dues of the employee are settled.  System should have provision to generate service letter on separation on request basis.
6.1	<b>Probation Monitoring</b>	The systems should have a provision of maintaining checklist for probation closure in the cases of hiring/promotion
6.2	<b>Probation Monitoring</b>	The system should have a provision for set up character/antecedent verification report/Vigilance report
6.3	<b>Probation Monitoring</b>	The system should have a provision for setting up the Probation period based on action and policy
6.4	<b>Probation Monitoring</b>	The system should have a provision for initiation of Probation Review
6.5	<b>Probation Monitoring</b>	The system should have a provision for making / providing entry of rating by reporting officer/Review officer/Countersigning authority

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6.6	<b>Probation Monitoring</b>	The system should have a provision for final Probation Review
6.7	<b>Probation Monitoring</b>	The system should have a provision for confirmation/extension orders.
6.8	<b>Probation Monitoring</b>	Provision for escalation In case delay in probation clearance as per policy.
7.1	<b>Training</b>	There should be a provision to meet all the internal / external and foreign training requirements of the employees
7.2	<b>Training</b>	There should be a provision for setting up of general and training administration tables (directory of all trainings)
7.3	<b>Training</b>	There should be a provision for establishing Training programs, courses and sessions
7.4	<b>Training</b>	There should be a provision for creating a training budget
7.5	<b>Training</b>	There should be a provision for determining the Training needs based on PMS forms and Employee requests
7.6	<b>Training</b>	There should be a provision generation of training calendar
7.7	<b>Training</b>	There should be a provision for administration of course sessions
7.8	<b>Training</b>	There should be a provision for enrolment of employees into course sessions through self-service workflow after various approvals as per DOP
7.9	<b>Training</b>	There should be a provision to track trainee's training and expenses
7.10	<b>Training</b>	There should be a provision to identify training based on the capacity of position of employees
7.11	<b>Training</b>	There should be a provision for feedback

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7.12	<b>Training</b>	There should be a provision to accommodate career development
7.13	<b>Training</b>	There should be a provision for generating reports and letters
7.14	<b>Training</b>	There should be provision for external candidates to apply for training through web enabled interface for residential and non-residential trainings, and allotment of boarding & lodging.
7.15	<b>Training</b>	There should be provision to capture all cost and receipt against a training module.  System should have provision to release the payment for external trainers after approval by finance.
8.1	<b>Time management-Leave and Attendance</b>	Ability to capture employee in-time and out-time
8.2	<b>Time management-Leave and Attendance</b>	Ability to integrate with the Biometric time recording system
8.3	<b>Time management-Leave and Attendance</b>	Ability to process working time based on shift rotation and generate time statement and effect payroll
8.4	<b>Time management-Leave and Attendance</b>	Ability to generate reports in required format.
8.5	<b>Time management-Leave and Attendance</b>	Should be possible to define the office timings for each office location separately
8.6	<b>Time management-Leave and Attendance</b>	Should be possible to capture employee-wise days of attendance and leave taken details
8.7	<b>Time management-Leave and Attendance</b>	Possible to generate report with details of office time for each employee (department-wise) • Late coming to office

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		<ul style="list-style-type: none"> <li>• Late sitting</li> <li>• Over time</li> </ul> <ul style="list-style-type: none"> <li>• Over Stay</li> </ul>
8.8	<b>Time management-Leave and Attendance</b>	Should have integration with payroll processing system to transfer data like no. of days present in a month, overtime taken, leaves taken, absent without notice, etc. for the purpose of computation of salary
8.9	<b>Time management-Leave and Attendance</b>	Separate rules of each kind of leave for approval and utilization as well as combining them.
8.10	<b>Time management-Leave and Attendance</b>	The system should have the provision for setting up of Absence type and Holiday schedule administration tables
8.11	<b>Time management-Leave and Attendance</b>	The system should have the provision for entering different Holiday Calendar for shift based employees and General shift employees
8.12	<b>Time management-Leave and Attendance</b>	The system should have the provision for payment of overtime payment on national holidays for workmen
8.13	<b>Time management-Leave and Attendance</b>	The system should have the provision for all type of allowance payment
8.14	<b>Time management-Leave and Attendance</b>	The system should have the provision for establishing the Leave code and rules e.g. Casual leave, RH, EL, HPL, Special Leave, compensatory off, CSL, EOL, PL, ML, Special CL, Joining Leave, Commuted HPL, quarantine leave, paternity leave etc.
8.15	<b>Time management-Leave and Attendance</b>	The system should have the provision for approval for different types of leaves (based on DOP application) using workflow i.e. employees applies for leave workflow should be generated for the same and goes to employees RO Inbox for approval with notification to employee on

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approval/rejection.

8.16 **Time management-Leave and Attendance** The system should have the provision for leave accrual of different types.  
System should have provision to send alerts to employees on lapsing of leave.

8.17 **Time management-Leave and Attendance** The system should have the provision for leave encashment as per encashment rules of organization.

8.18 **Time management-Leave and Attendance** The system should have the provision of application for cancellation/change of approved leave with workflow approvals.

8.19 **Time management-Leave and Attendance** The system should have the provision for approving certain leave applications by HR process owners where necessary paper requirement is required like Extra-Ordinary Leave ,Study Leave, Maternity Leave, special leave etc.

8.20 **Time management-Leave and Attendance** The system should have the provision for attendance & absence reports of employees

8.21 **Time management-Leave and Attendance** The system should have the provision for generation of various reports as and when required

8.22 **Time management-Leave and Attendance** The system should have the provision for positive punch system implementation for employees where punch system in place

8.23 **Time management-Leave and Attendance** The system should have the provision to capture the attendance and absence of employees in the system (where punching system is not there)

8.24 **Time management-Leave and Attendance** The system should have the provision to capture punch data into the system from external punching system

8.25 **Time management-** The system should have the provision for Integration with

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	<b>Leave and Attendance</b>	Payroll module for recovery for unauthorized absence where it is not regularized
8.25	<b>Time management-Leave and Attendance</b>	The system should have the provision to capture & manage study leaves taken by employee and those sponsored by the company
8.27	<b>Time management-Leave and Attendance</b>	System should have functionality to pro rate leave quota based on separation/transfer from a specified location
8.28	<b>Time management-Leave and Attendance</b>	System should have provision to maintain the exception for time in by compensating through leaving time along with escalation in case of exceptions to be approved through workflow system.
8.29	<b>Time Management-Leave and attendance</b>	System should have provision to maintain the attendance for employees with approvals: <ul style="list-style-type: none"> <li>a. Employee on tour</li> <li>b. Employee in training</li> </ul>
8.30	<b>Time Management-Leave and attendance</b>	System should have provision for leave carry-forward with manual adjustments (positive and negative) on joining and transfer of employee from one location to other.
9.1	<b>Hospitalization and annual check up</b>	The system should have the provision for WEB access to the empaneled hospitals for verification of the employee and their dependents for hospitalization and annual health check-up
9.2	<b>Hospitalization and annual check up</b>	The system should have the provision for uploading and entering the details / bills of hospitalization and annual health check-up post discharge
9.3	<b>Hospitalization and annual check</b>	The system should have the provision for capturing expense and treatment details and
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	<b>up</b>	<p>provision of reports should be there for management review for date period.</p> <p>Real time report on people off-shooting their OPD limits.</p>
9.4	<b>Hospitalization and annual check up</b>	The system should have the provision to maintain empanelment and entitlement related data
9.5	<b>Hospitalization and annual check up</b>	<p>System should have provision to maintain the ceiling for:</p> <ul style="list-style-type: none"> <li>a. IPD bills for dependent parents</li> <li>b. OPD for chronic or non-chronic</li> </ul>
9.6	<b>Hospitalization</b>	<p>System should have provision to record data from OPD for RFCL managed Hospitals to record the details as per below:</p> <ul style="list-style-type: none"> <li>a. OPD register/reception for external visitors</li> <li>b. Portal for internal employees with the medical history</li> <li>c. Option to generate the bills for employees as well as visitors by integration with finance department</li> <li>d. Lab test reports for employee</li> </ul>
10.1	<b>Travel Desk management</b>	The system should have the provision for linkage with third party web portal for booking of Taxi/train/air ticket/hotel based on approval of the tour by competent authority as per movement order.
10.2	<b>Travel Desk management</b>	System should have provision for tracking utilization of services. In case of non-utilization of services by employee provision to recover the amount from salary
10.3	<b>Travel Desk</b>	System should have a functionality to handle multiple third party
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	<b>management</b>	service providers which may be location specific.
10.4	<b>Travel Desk management</b>	<p>System should have functionality to handle work flow with time frame for travel booking and submission of claim.</p> <p>System should have provision to define the capping as per entitlement of individual.</p>
10.5	<b>Travel Desk management</b>	System should have functionality to handle off line travel booking
10.6	<b>Travel Desk management</b>	The system should have a provision for integration with Finance for accounting
11.1	<b>Manpower planning and sanction position vacancy</b>	Ability to do manpower planning based on location, department, grade, category, etc.
11.2	<b>Manpower planning and sanction position vacancy</b>	Ability to generate planned Vs Actual Manpower report
11.3	<b>Manpower planning and sanction position vacancy</b>	Ability to generate sanctioned Vs Actual Manpower report
11.4	<b>Manpower planning and sanction position vacancy</b>	Ability to integrate planned manpower cost with finance for payroll budgeting and financial planning
11.5	<b>Manpower planning and sanction position vacancy</b>	Should support planning for manpower across all departments at corporate and field level
11.6	<b>Manpower planning and sanction position vacancy</b>	Facility to define vacancies based on sanctioned strength and existing employee strength for each department/unit/location etc. (Provision for user defined entries should be available)
11.7	<b>Manpower planning and sanction position vacancy</b>	Ability to view vacancy list at any given date & status of vacancy (Filled/vacant/dying / in process) – Restricted

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11.8 **Manpower planning and sanction position vacancy** The system should have the provision for creation and maintenance of Sanctioned, Positioned and Vacant positions and reports thereof

12.1 **HRA / Company leased residential accommodation** The system should have the provision for an employee to apply for HRA with or without rent receipt details

12.2 **HRA / Company leased residential accommodation** The system should have the provision for processing the HRA , Lease on approval through workflow

12.3 **HRA / Company leased residential accommodation** The system should have the provision for an employee to avail accommodation which can be either township, company leased, Self or third party

12.4 **HRA / Company leased residential accommodation** The system should have the provision for location based/ city category / grade wise entitlement of HRA, Lease

12.5 **HRA / Company leased residential accommodation** The system should have the provision for direct payment to third party

12.5 **HRA / Company leased residential accommodation** The system should have the provision for capturing of lease agreement details

12.7 **HRA / Company leased residential accommodation** dual accommodation( bachelor accommodation for self and special HRA, Lease anywhere in India/township accommodation for family) etc.

12.8 **HRA / Company leased residential accommodation** System should have provision to capture within company owned accommodation head, sub classification for housing type allotted to employee.

12.9 **HRA / Company leased residential accommodation** System should have functionality to recover excess rent paid over and above employee entitlement for lease cases.

12.10 **HRA / Company leased residential accommodation** System should have functionality to restrict lease entitlement for joint lease cases ( Where employee and employee spouse are working

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in RFCL and are availing lease)

12.11	<b>HRA / Company leased residential accommodation</b>	System should restrict house accommodation on transfer from one location to another location
12.12	<b>HRA / Company leased residential accommodation</b>	Employee should be able to submit request for payment / stoppage of HRA/ Lease through ESS which will get approved through work flow process
12.13	<b>HRA / Company leased residential accommodation</b>	System should be able to maintain consistency in payment of lease and recovery of license fee from payroll of the employee
13.1	<b>Incentive for acquiring higher qualification and family planning</b>	System should have provision for submission of request for permission to enrolment for higher studies and family planning.
13.2	<b>Incentive for acquiring higher qualification and family planning</b>	System should have provision for approval through workflow for higher education and family planning.
13.3	<b>Incentive for acquiring higher qualification and family planning</b>	System should have functionality to release the incentive amount on approval of incentive for completion of sanctioned course
14.1	<b>Provident Fund</b>	<p>The system should have the provision for maintenance &amp; calculation of CPF as per EPF act/company policy.</p> <p>System should have provision for optional provident fund as percentage on pay with maximum limit as per Govt guidelines.</p>
14.2	<b>Provident Fund</b>	The system should have the provision for giving nominations and changing them as and when required with % share
14.3	<b>Provident Fund</b>	System should have provision to issue loan/advance against Provident Fund eligibility

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15.1 **Estate/Township Management** The system should have the ability to maintain the status of all the company's quarter with the availability status.

15.2 **Estate/Township Management** The system should have the provision to trigger the approval workflow based on the seniority of the employee for the quarter type as per company rules, when an employee applies for a quarter at the self-service portal.  
  
System should have ability to maintain de-barred details for employee.

15.3 **Estate/Township Management** The system should have the ability to store details of property and amount granted for possession of property to an employee.

15.4 **Estate/Township Management** The system should have the ability to trigger the approval workflow to the concerned authorities for allotment of quarters for any third party personnel or outsider is made (FRV).

15.5 **Estate/Township Management** System should have complete detail of quarter wise occupation and vacant status along with bill generations monthly payment of rent  
  
Temporary allotment of Vacant Qtrs. for religious functions and personal requirements and its Payments thereof & its respective online order  
  
Automatic issuance of Letter to Unauthorized occupants after due date with incorporation of outstanding dues  
  
Online Renewal of License of Shops & its payments thereof and other similar aspects  
  
Lease of shops and other building as well as land.  
  
Details of all the properties including land owned by RFCL.  
  
System should have provision to calculate the tax on properties owned by RFCL.

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System should have provision to upload the land map and manual scans of approvals using document management system (DMS).

15.6 **Estate/Township Management** System should have provision to set up a portal for travel desk for booking of tickets, guest house rooms along with respective approval from DOP.

15.7 **Estate/Township Management** System should have provision to generate alerts on expiry of lease to relevant stakeholders.

15.8 **Estate/Township Management** System should have provision to generate notification to relevant departments for maintenance in case of vacation of properties before new allotment.

16 **Grievance Handling** The facility for end user to raise grievances in system. Once the grievance has been raised the workflow should be triggered with level and comments.

17.1 **RTI related activities** Ability to track the RTI application w.r.t the audit trails of the application - Initiated, closed, send to which department etc.

17.2 **RTI related activities** Ability to generate an unique ID to each RTI application and provision of payment for the same

17.3 **RTI related activities** Ability to provide a notification as urgent (starred) if the RTI application or other query is to be urgently closed

17.4 **RTI related activities** System should trigger mail for forwarding of applications to Public Information Officers/ Assistant Public Information Officers at other locations for compliance of RTI Act.

17.5 **RTI related activities** System should trigger mail to Public Information Officers/ Assistant Public Information Officers at other locations for implementation of new orders/ circulars of Central/State Information Commission.

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17.5 **RTI related activities** System should collect information of application status at each location, amount collected against each application, compile it & prepare consolidated report on monthly & annual basis.

18.1 **Miscellaneous** The system should have the provision for uploading and storage of documents (jpg/pdf etc.) associated with various processes including actions, advances etc. where required

18.2 **Miscellaneous** The system should have the provision for accessing the system in Hindi and generating bilingual orders and reports

18.3 **Miscellaneous** The system should have the provision for application of request transfer based on policy and its workflow approval process, reminder notifications at various levels, and generation of transfer orders

18.4 **Miscellaneous** The system should have the provision for notifying vacancy, application generation, approval based on policy

18.5 **Miscellaneous** The system should have the provision for conducting various internal surveys-creation, administration and analysis/reporting of data collected

18.6 **Miscellaneous** System should have provision to capture various awards, achievements etc. and also providing eligibility for awards based on length of service etc.

18.7 **Miscellaneous** All checks and balance in data maintained should be kept to avoid error in data capturing

18.8 **Miscellaneous** System should have provision to record the employee status along with comments from respective department including the vigilance related parameters

18.9 **Miscellaneous** System should have provision to initiate the workflow as per DOP (Including vigilance) for

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		employees for various requests (such as transfer, promotion, passport, visa, outside employment etc.)
18.10	<b>Miscellaneous</b>	System should have provision to generate report on employee status along with comments for vigilance and HR team to take the necessary action
18.11	<b>Miscellaneous</b>	System should be able to generate service letters, salary slips to employees after various approvals for passport, visa, loans , outside employment etc.
18.12	<b>Miscellaneous</b>	System should provision facility of digital signatures for all the relevant documents initiated by department.
19.1	<b>Payroll Processing</b>	Ability to support centralized as well as distributed payroll processing according to location / units
19.2	<b>Payroll Processing</b>	Ability to process arrears based on change in previous payroll data and payments as per policy
19.3	<b>Payroll Processing</b>	Ability to maintain and store monthly as well as one time payments based on two level approval
19.4	<b>Payroll Processing</b>	Ability to post payroll results directly into finance GL's and special GL of the employee vendor
19.5	<b>Payroll Processing</b>	Ability of process both regular and off-cycle payroll
19.6	<b>Payroll Processing</b>	Ability to introduce changes in pay structure (Change in pay commission / adoption of a different pay structure)
19.7	<b>Payroll Processing</b>	The Payroll process shall be done after approval of the exception report
19.9	<b>Payroll Processing</b>	Ability to maintain/tag employees on deputation in the list of employees
19.10	<b>Payroll Processing</b>	Ability to generate reports for Deputation Employees in other offices for amount to be paid for the Deputation employees on account of

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		Foreign service contribution
19.11	<b>Payroll Processing</b>	Ability to integrate with the leave module, promotion module, disciplinary module, separation module, time management, loans and advances for calculation of salary
19.12	<b>Payroll Processing</b>	Ability to provide for online test calculation of employees pay slip / salary amount
19.13	<b>Payroll Processing</b>	Order for the Retirement Benefits to be prepared based on the Final Calculations.
19.14	<b>Payroll Processing</b>	Ability to require approval before a specific payment is made to an employee as per competent authority
19.15	<b>Payroll Processing</b>	Ability to Define tax rules to determine employees tax liability as per changes in statutory legislation for actual tax liability of employee
19.16	<b>Payroll Processing</b>	Ability to provide information for actuarial valuation of the employees for determination of contributions to be made by the company towards PRMS, Gratuity, Leave outstanding etc.
19.17	<b>Payroll Processing</b>	Ability to forward the overtime schedule to the competent authority for approval if the amount of overtime is over a defined percentage of the basic salary (Integrate with Time Management Module) only for certain exceptions.
19.18	<b>Payroll Processing</b>	Ability to lock master data while payroll execution
19.19	<b>Payroll Processing</b>	Ability to define standard holiday data, as well as user-defined holiday data
19.20	<b>Payroll Processing</b>	Ability to integrate with leave, disciplinary cases module for calculation of retirement benefits

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19.21 **Payroll Processing** Support for preparation of fund requisition to be sent to Corporate Office Accounts section in cases of salary disbursement and other allowances on a monthly basis for salary and for off cycle payment as per schedule

19.22 **Payroll Processing** Ability to support calculation of incremental arrears with consequent tax adjustments

19.23 **Payroll Processing** Ability to make deductions effective: In the current period, In any pay period or periods selected, In any user-defined frequency selected, Between user-defined start and end dates, Until an user defined limit is reached

19.24 **Payroll Processing** System should maintain history of salary of employees

19.25 **Payroll Processing** Exceptional reporting for month-on-month variation (financial, non-financial)

19.26 **Payroll Processing** Provision to allocate cost of employee based on his/her associated department/unit

19.27 **Payroll Processing** Ability to have a data upload facility to upload historical payroll data for specified period

19.28 **Payroll Processing** Allow for input of start and end date for recurring payment / deduction

19.29 **Payroll Processing** Ability to compute the payment to be made to the employee during the suspension period (there should be a field to record the privileges/ deductions to the employee 50%, 75% etc. which varies on a case to case basis)

19.30 **Payroll Processing** Ability to have a full and Final settlement process in place

19.31 **Payroll Processing** Ability to allow a final settlement report for each separated employee with a TAG for completion of F&F

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		settlement in system
19.32	<b>Payroll Processing</b>	Ability to prepare the Computation Sheet and checklist (for e.g.. at the time of Retirement preparation of the Calculation sheet for Retirement Order and verify the checklist for leave adjusted or not, advances, loans cleared or not, etc.)
19.33	<b>Payroll Processing</b>	Reminders/ Notification to the employee for change or requirement of any additional data through mails/ SMS/ self-service etc.
19.34	<b>Payroll Processing</b>	Should allow recording of salary structure for each employee, based on pre-determined business rules and multiple salary heads
19.35	<b>Payroll Processing</b>	Should support defining of minimum wage
19.36	<b>Payroll Processing</b>	The system should allow capture of salary structures grade wise
19.37	<b>Payroll Processing</b>	Should support calculation of standard and overtime rates for employee worked overtime & Compensatory off, additional wages payments
19.38	<b>Payroll Processing</b>	Should support inclusion of Bonus as per Bonus Acts
19.39	<b>Payroll Processing</b>	Should have facility for EL leave encashment at the time of retirement / separation
19.40	<b>Payroll Processing</b>	Should support localized and configurable statutory norms for PF, ESI, Income Tax, Leave registers, Bonus statements, Government Labor laws etc. and any statutory reporting should be part of the same
19.41	<b>Payroll Processing</b>	Ability to export the payroll to an excel sheet/pdf/on line encrypted data transfer as per bank requirements
19.42	<b>Payroll Processing</b>	Allow for integration with Financial Accounting

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		procedures
19.43	<b>Payroll Processing</b>	Support for transactions in multiple currencies and cross currencies
19.44	<b>Payroll Processing</b>	Facilitate computation of the final settlement claim of the employees based on No Dues received and the outstanding in Spl GL of the employee vendor
19.45	<b>Payroll Processing</b>	In case of change of location of employee/transfer, proper impact in the books of accounts should be made to record the salary, balance of loans, recovery status to the new location from the date of transfer. Proper integration with Transfer module
19.46	<b>Payroll Processing</b>	Should have functionality for location, grade, time based payment/ recovery (fixed amount or % of pay) from employees without employee level data maintenance.
19.47	<b>Payroll Processing</b>	Should have functionality to release annual regular increment which may be in terms of % or fixed grade wise amount or pay matrix
19.48	<b>Payroll Processing</b>	Should able to release stagnation increment based on ageing and other parameters (disciplinary)
19.49	<b>Payroll Processing</b>	Should be able to restrict basic pay for penalty cases
19.50	<b>Payroll Processing</b>	Should have functionality to release promotion increment which may be in terms of % or fixed grade wise amount or pay matrix
19.51	<b>Payroll Processing</b>	Should able to get request in ESS from employee for selection of pay component under grade based fixed % of cafeteria option
19.52	<b>Payroll Processing</b>	Should able to create employee vendor code based on data maintained for address, bank account, cost

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		center, PAN etc.
19.53	<b>Payroll Processing</b>	Should have functionality to update off cycle data
19.54	<b>Payroll Processing</b>	Should able to receive request for start/ stop of Voluntary Provident Fund recovery in ESS
19.54	<b>Payroll Processing</b>	Should able to receive request for increase/decrease of Voluntary Pension recovery in ESS
19.55	<b>Payroll Processing</b>	Should have checks for HR master grade and pay master grade.
19.56	<b>Payroll Processing</b>	Should able to provide component wise taxable salary breakup with perquisite detail in ESS
19.57	<b>Payroll Processing</b>	Should able to support payment of PRP as per RFCL policy.
19.58	<b>Payroll Processing</b>	Should have facility for EL & HPL encashment at the time of retirement / separation as per policy of the company
19.59	<b>Payroll Processing</b>	Should provide pay slip in PDF format with facility of generic message for all the employee or specific message to selected employee.
19.60	<b>Payroll Processing</b>	Retro/Arrear payroll should take place from a date for which master changes have been done in current payroll
19.61	<b>Payroll Processing</b>	Ability to generate pay slip with following detail: Taxable and non-taxable components in separate columns, Tax till date, Calculated, Recovered, Projected, Loan balances and no. of instalments deducted / left.
19.62	<b>Payroll Processing</b>	Should facilitate third party recoveries posting to the respective vendor with schedule of total recovery during the period

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19.53	<b>Payroll Processing</b>	Ability to generate Employee-wise recovery position, recovery list and outstanding balances list - month-wise or as user defined
19.54	<b>Payroll Processing</b>	Ability to support recovery of all types of loans with reports like recoveries made, overdue list etc.
19.55	<b>Payroll Processing</b>	<p>Ability to attach loan sanctioning rules to every loan type (e.g. Interest bearing loan such as House Advance, salary, education &amp; conveyance advance and non – interest bearing advances as TA Advance, medical advance etc.).</p> <p>System should have provision to calculate interest on advances/loans with option to post them in separate accounts.</p>
19.56	<b>Payroll Processing</b>	Ability to support tour advance and expense settlement through a self-service based approval process.
19.57	<b>Payroll Processing</b>	Ability to update reimbursement information in payroll once expense is approved.
19.58	<b>Payroll Processing</b>	The system should be able to capture entitlements for various reimbursements (car, mobile, residential assets and monthly expenditure claim etc.)
19.59	<b>Payroll Processing</b>	Should have facility to process Medical/ LTA / TA / TTA claims and taxability status of the claim
19.70	<b>Payroll Processing</b>	Should be able to generate information on loans and advances taken by employee
19.71	<b>Payroll Processing</b>	Should be able to calculate interest for various loan slab of a loan as per policy.
19.72	<b>Payroll Processing</b>	Payment of off cycle should be period restricted i.e. once a week or a month for claims

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		and regularly for advances
19.73	<b>Payroll Processing</b>	Should able to receive request for change in loan instalment in ESS
19.74	<b>Payroll Processing</b>	Should able to receive request for part/ total refund of loan through external means ( cheque/ credit card etc.) in ESS
19.75	<b>Payroll Processing</b>	Should have functionality to delimit the end date of loan on complete payment of the principal loan
19.76	<b>Payroll Processing</b>	Should have functionality for creation of interest on loan on completion of principal loan as per policy of the company
19.77	<b>Payroll Processing</b>	Should have functionality to delimit the end date of loan on complete payment of the interest loan
19.78	<b>Payroll Processing</b>	Should be able to provide exception for difference in loan as per Human Capital Management and Finance ( employee sub ledger Spl GL)
19.79	<b>Payroll Processing</b>	Ability to process statutory contributions, calculation & deductions as per law of the land e.g. PF, ESI, Professional tax, Income Tax, OPF, labor welfare tax etc. with checks for TAN, EPS membership
19.80	<b>Payroll Processing</b>	Ability to store investment declaration through self-service portal by individual employees which will have status like proposed saving , actual saving approved based on work flow process
19.81	<b>Payroll Processing</b>	Ability to store proposed and actual declarations and process income tax based on the same though ESS functionality and work flow
19.82	<b>Payroll Processing</b>	Ability to generate all statutory reports as per specified format

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19.83 **Payroll Processing** Ability to do perquisite calculations not limited to loan, housing, medical allowance, perks and allowances, pension etc.

19.84 **Payroll Processing** Ability to store Company Leased Accommodation/Company Owned Accommodation/Rented accommodation types and calculate perquisite / tax exemption based on the same

19.85 **Payroll Processing** Should be possible to capture details of income and income/ loss from house property declared by employee in ESS

19.86 **Payroll Processing** Should have all savings related checks like house completion date and 5 year restriction for pre-construction interest, restricting interest rebate to Rs.30000 in case of more than 5 years / 3 years elapsed during construction etc.

19.87 **Payroll Processing** Ability to handle employer bearing full/ part of housing perquisite as per income tax provision. This should be linked with period.

19.88 **Payroll Processing** Should able to address multiple Form 16/ form 24 based on TAN within one company code

19.89 **Payroll Processing** Should facilitate print of employee external savings, income, loss from house property, rent receipt for HRA as per format given in Income tax act.

19.90 **Payroll Processing** Should able to support Indian taxation

19.91 **Payroll Processing** Ability to notify the particular employee for the admissible amount in case of medical / travel reimbursements as per employee grade wise

19.92 **Payroll Processing** Should facilitate view of claim status by employee under various stages of

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		approval in ESS
19.93	<b>Payroll Processing</b>	Should facilitate view by employee in ESS for entitlement of employee for various claim & reimbursement including item under Sr. Executive residential items
19.94	<b>Payroll Processing</b>	Should have facility to restrict claim beyond a period for a given Financial year. This period may be beyond Financial Year.
19.95	<b>Payroll Processing</b>	Should have provision for transfer of claim/ advance request to other approver after submission of claim in ESS
19.96	<b>Payroll Processing</b>	Should have functionality to provide for substitute approver for claim/ advances work flow
19.97	<b>Payroll Processing</b>	Ability to generate insurance reports
19.98	<b>Payroll Processing</b>	In case the administrative approvals/finance approvals are delayed beyond a certain period of the retirement due date, the notifications (email or sms) should be send to the respective authorities.
19.99	<b>Payroll Processing</b>	<ul style="list-style-type: none"> <li>• Should have facility to track GPAIP (Group Personnel Accident Insurance Policy) with following: <ul style="list-style-type: none"> <li>• Yearly premium</li> <li>• Additional / reduced Premium based on addition / reduction in number of employees and endorsements</li> <li>• Coverage opted for</li> <li>• Renewal due on</li> <li>• Accidents, if any</li> <li>• Details of accidents</li> <li>• Claims settled for</li> <li>• Should support capture of mediclaim policy details</li> <li>• premium details</li> <li>• policy details</li> <li>• status of claims made <ul style="list-style-type: none"> <li>• Claim initiated vs Claim settled</li> <li>• Queries on claims</li> </ul> </li> </ul> </li> </ul>
20.1	<b>Reports</b>	The system should provide reports on the above processes. Reports like

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seniority list, HRIS reports, Promotion eligibility reports, Statutory reports, SC/ST roster reports, employee bio-data, department wise- project wise- grade wise manpower reports. etc.

20.2 **Reports** Reports of total Organization Hierarchy Reporting Relationships (Functional, Administrative), Organization Structure Of Corporate Headquarters and Plant locations by Selecting Different Parameters of designation, class, wing, location, category (SC/ST/OBC/Unreserved), male/female, blood group, length of service, age, qualification, experience, department, salary bands, personal, educational & professional details etc.

20.3 **Reports** Reports on list of vacant/excess positions (Integrate With manpower planning module)

20.4 **Reports** Reports on employee counts retired, resigned, suspended, terminated or left, per department, grade-wise, superannuating in a specified period or any past or future date

20.5 **Reports** Reports category wise (SC/ST/OBC/General), on parameters of male / female, on parameters of disability (Full / Partial) etc. Organization wise / particular unit wise

20.6 **Reports** Report regarding calculation of vacancies category wise, cadre wise etc. for promotion during a year

20.7 **Reports** Report indicating service particulars and performance grades regarding empanelment for promotion.

20.8 **Reports** Status of compliance of transfer orders of various cadres

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20.9	<b>Reports</b>	Report on transfer history/past services for a particular employee
20.10	<b>Reports</b>	Reports on status of Executive/Non-executive whether released or not released or whether joined/not joined (along with dates) as per transfers/promotion orders as on particular date or cross section of time
20.11	<b>Reports</b>	Reports on the total number of employees applied for transfers, number approved/rejected/pending
20.12	<b>Reports</b>	Reports on count of employees transferred in a specified period in / to / from a specific department / location
20.13	<b>Reports</b>	Status report of officers/employees who are on probation and yet to be confirmed after promotion.
20.14	<b>Reports</b>	Reports of the pending departmental enquiry against promotion.
20.15	<b>Reports</b>	Report of leaves (CL, EL etc.) availed/leave quota balances pertaining to concerned employee as on date.
20.16	<b>Reports</b>	Daily Attendance Report (Punch In /Punch Out/Time Data, Late Comers Report, Early Goers Report, Anomaly Report, Report of Absentee/Presented)
20.17	<b>Reports</b>	Report showing trend of particular employee monthly, fortnightly, quarterly etc.
20.18	<b>Reports</b>	Reports on no of employees for whom leave has not been approved/declined/modified (in a particular dept./location)
20.19	<b>Reports</b>	Report/statement showing the details of administrative expense.
20.20	<b>Reports</b>	Report on the medical amount disbursed a year -

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		location wise containing name of the employees, name of diseases etc.
20.21	<b>Reports</b>	Report on the list of present occupants of the house and list of vacant house - location wise, house type etc.
20.22	<b>Reports</b>	Report on movable & immovable property details of all employees
20.23	<b>Reports</b>	Report on status of no of officers who have submitted their PMS report of his own & the employees working under him along with the status of complete work flow.
20.24	<b>Reports</b>	Employee wise final grading of their appraisal reports since recruitment based on dynamic query.
20.25	<b>Reports</b>	Report showing how many employees performance is outstanding, very good, good, average, below average with areas of improvement
20.26	<b>Reports</b>	Information of cases of Departmental Enquiries/Grievances
20.27	<b>Reports</b>	Ability to provide reports on enquiries pending from last (opening and closing balance) years with details
20.28	<b>Reports</b>	Information on punishment awarded/acquittal to the respective officers/employees in case of departmental enquiry & court case.
20.29	<b>Reports</b>	Report on position of pension cases
20.30	<b>Reports</b>	Detailed Report on no of recruitments in a given period with status of their caste verification, antecedent police verification, medical status etc.
20.31	<b>Reports</b>	Report based on type of recruitment in-house/outsource along with details such as posts advertised, posts filled,

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		applicant count (eligible/ineligible) age details, qualification details etc.
20.32	<b>Reports</b>	Ability to generate weekly, monthly, quarterly, half yearly, annually report shows name of training (e.g. in-house training, programs attended, institutional training attended, seminar/ conf. attended), no of participants in particular training, name of participants, duration with dates, subjects of training, cost incurred, training report submission & feedback status.
20.33	<b>Reports</b>	Employee wise qualification/skill /competency/ potential report
20.34	<b>Reports</b>	Report w.r.t. training budget vs. utilization investment on training (current year. previous year. as on date etc.)
20.35	<b>Reports</b>	Report w.r.t. training calendar (planned vs. actual) training programs conducted and programs to be conducted
20.36	<b>Reports</b>	Report for Officers/employees who have left the company without serving bond period.
21.0	<b>Employee Self Service</b>	System should provision the employee self-service portal for: <ul style="list-style-type: none"> <li>a. Salary slips</li> <li>b. Service letters</li> <li>c. Submission of application for passport/visa</li> <li>d. Update the personal information details</li> </ul>

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Section III - Functional Requirement Specifications – e-Office (NFL & RFCL)

S. No	Process	Functional Requirement	Bidder's response				Name of the offered Product	Details of proposed ERP product
			S	C	TP	NA		
1.1	<b>Indexing</b>	The system shall provide facility to index folders and documents on user-defined indexes like directorate/department, section, file number, year etc.						
1.2	<b>Indexing</b>	The system shall provide facility to set particular fields as mandatory or unique.						
1.3	<b>Indexing</b>	The system shall facilitate manual and automatic indexing using OCR functionality or from other applications.						
1.4	<b>Indexing</b>	The system shall support Automatic Full Text indexing for text search including search within documents.						
2.1	<b>Search and Retrieval</b>	The system shall provide extensive search facility to retrieve documents or Folders/Files.						
2.2	<b>Search and Retrieval</b>	The system shall support saving of search queries and search results.						
2.3	<b>Search and Retrieval</b>	The system shall be able to handle Tera-bytes of data with search time of less than 8 seconds.						
2.4	<b>Search and Retrieval</b>	The system shall support combined search on Profile, Indexed and Free Text Search.						
2.5	<b>Search and</b>	The system shall support search for						

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	<b>Retrieval</b>	documents or folders on document or folder on profile information such as name, created, modified or accessed times, keywords, owner etc.
2.6	<b>Search and Retrieval</b>	The system shall support search for documents/ folders using user-defined indexes and document classes i.e. file number, name, section, department, date etc.
2.7	<b>Search and Retrieval</b>	The system shall support Free Text Search on image and electronic documents. Metadata and other remarks attached to store images are required to be searched.
2.8	<b>Search and Retrieval</b>	The system shall support highlighting of searched string with a facility to browse between pages for a multiple page document and moving between hit pages.
2.9	<b>Search and Retrieval</b>	The system shall support advanced search using Boolean and logical operators like and, or, greater than etc. For example searching application form on the basis of "file subject and origin department".
2.10	<b>Search and Retrieval</b>	The system shall support facility to export results in excel format.
2.11	<b>Search and Retrieval</b>	The system should provide support for configuring and saving search criterias.
2.12	<b>Search and Retrieval</b>	The system should allow users to refine (i.e. narrow) a search without having to re-enter the full search

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criteria. A user should, for example, be able to start with the hit list from a search, and then perform further search within that list.

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2.13	<b>Search and Retrieval</b>	The system should allow users to sort search results ('hit lists'): e.g. by title, by date, by version number, by author etc
2.14	<b>Search and Retrieval</b>	The system should provide implicit or explicit relevance ranking of the search results.
2.15	<b>Search and Retrieval</b>	The system should provide federated / grouped search capability to allow searching across multiple repositories
2.16	<b>Search and Retrieval</b>	The system should have auto complete feature in search to assist the user in searching.
3.1	<b>Document Management System</b>	The system shall provide web interface along with the facility of drag and drop. Web interface should support popular browsers such as Microsoft Explorer, Firefox, Netscape, Google and any other proposed browser etc.
3.2	<b>Document Management System</b>	The proposed system should allow document/image capturing and should be able to send to a centralized repository.
3.3	<b>Document Management System</b>	The system shall provide the standard file hierarchy structure of folders and sub-folders to allow users and groups of users to manage and organize their documents.
3.4	<b>Document Management System</b>	The interface shall allow user creation, editing and management of documents. The system shall provide the option to update the

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version of the linked document whenever the original is updated.

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3.5	<b>Document Management System</b>	The web interface shall provide multiple views of the content and allow users to access/modify folders based on their access rights and permissions. The proposed system should be able to restrict the users to access documents/images based on their pre-defined rights & privileges.
3.6	<b>Document Management System</b>	System must provide web-based administration tool and provide a single point of access for managing and administering all repositories, servers, users and groups regardless of their location.
3.7	<b>Document Management System</b>	The proposed system should allow the users to add attributes/metadata to the images.
3.8	<b>Document Management System</b>	The proposed system should allow users to classify the images based on their type.
3.9	<b>Document Management System</b>	The proposed system should have centralized repository and allow users to drag and drop content into the repository. The common integrated repository should be able to handle all types of enterprise content management, including documents, web content, digital assets, collaborative content, document images, records etc.
3.10	<b>Document Management System</b>	The proposed system should allow major and minor versioning of the documents. It must be able to provide major (e.g. 1.0, 2.0), minor (e.g. 1.1, 1.2) and branch version (e.g. 1.0.1, 2.1.0.1) control. A "reason for change" comment entry and version label entry must also be provided.

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3.11	<b>Document Management System</b>	The proposed system should provide migration logs and audit trails so that operation on content is traceable. Audit trail must contain information such as event performed on document, user who performed the action, and date time stamp.
3.12	<b>Document Management System</b>	The proposed system should be able to store images/documents in various formats like scanned books, drawings, manuals, office documents etc in tiff, jpeg, gif, bmp, word doc, excel, power point, pdf etc.
3.13	<b>Document Management System</b>	System should enable cross-reference of documents. System should enable linking of different content items in a manner that the latest one supersedes the earlier ones.
3.14	<b>Document Management System</b>	Interface for managing the entire lifecycle of document management, starting from its creation to its disposition.
4.1	<b>Office Note Creation and Approval</b>	The system shall have an in-built Web based Text Editor with all functionalities as available in industry standard word processing softwares.
4.2	<b>Office Note Creation and Approval</b>	The system shall have a draft folder to save Office Notes that are created through in-built text editor.
4.3	<b>Office Note Creation and Approval</b>	Office Note in draft folder shall be available to the user for editing.
4.4	<b>Office Note Creation and Approval</b>	Using workflow feature of a system, user shall be able to route the Office Note for approval
4.5	<b>Office Note Creation and Approval</b>	The system shall provide a facility to Add / Edit comment to a Note in a workflow. Spell check and time stamping feature must be available.
4.6	<b>Office Note Creation and Approval</b>	All the comments shall be appended to the main content of the Note.

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4.7	<b>Office Note Creation and Approval</b>	The system shall capture the signature of user working on a Note
4.8	<b>Office Note Creation and Approval</b>	The system shall capture complete Revision History of a Note at the top of the Note itself.
4.9	<b>Office Note Creation and Approval</b>	The system shall have the facility to print the Note with Revision history at any point of time.
4.10	<b>Office Note Creation and Approval</b>	The system shall have a facility to 'approve' a Note through some actionable control.
4.11	<b>Office Note Creation and Approval</b>	The system shall provide an interface to search and check the status of a Note in workflow
4.12	<b>Office Note Creation and Approval</b>	The system shall have the facility to securely archive the Note on approval / completion.
4.13	<b>Office Note Creation and Approval</b>	Capabilities like graphical workflows and serial parallel routing should be included in the proposed system.
5.1	<b>File creation and Movement Tracking</b>	The system shall replicate the present file handling in the same manner as followed i.e. Electronic files shall give the same look and feel of Physical file.
5.2	<b>File creation and Movement Tracking</b>	The system shall have a facility to create/open a new electronic file.
5.3	<b>File creation and Movement Tracking</b>	The system shall have a facility to create both main as well as part files.
5.4	<b>File creation and Movement Tracking</b>	File creation shall take at least File Number and File Subject as an input.
5.5	<b>File creation and Movement Tracking</b>	The system shall have a facility to save the file in the desired location folder.
5.6	<b>File creation and Movement Tracking</b>	The system shall also generate a Barcode number on successful creation of a file. This barcode can be pasted

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		on a physical file for tracking, in case physical file is also used.
5.7	<b>File creation and Movement Tracking</b>	The system shall have facility to print barcode number of file at any point of time.
5.8	<b>File creation and Movement Tracking</b>	The system shall have facility to add documents in the file.
5.9	<b>File creation and Movement Tracking</b>	The system shall provide facility to view all letters/documents at the right hand side (RHS) of the folder with note-sheet on left hand side.
5.10	<b>File creation and Movement Tracking</b>	The system shall support browsing through the noting on the LHS to facilitate easy identification of any filed document.
5.11	<b>File creation and Movement Tracking</b>	The system shall provide facility to users to append their notes, which shall be automatically stamped with user name, date and time.
5.12	<b>File creation and Movement Tracking</b>	The system shall provide facility to secure notes in File View.
5.13	<b>File creation and Movement Tracking</b>	The system shall provide facility to users to link the notes to any document, file and previous notes, so that corresponding objects can be directly opened from the note view.
5.14	<b>File creation and Movement Tracking</b>	The system shall provide facility to users to append notes in the same paragraph.
5.15	<b>File creation and Movement Tracking</b>	The system shall provide security on notes so that noting/comments once written, signed and forwarded shall not be amendable by any user

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including originator and administrator of the system, however if a new note has not been written, the user shall be able to modify the latest note, which he is writing.

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5.16	<b>File creation and Movement Tracking</b>	The system shall provide facility to take print out of the noting for filing in paper folder as record.
5.17	<b>File creation and Movement Tracking</b>	The system shall provide a facility to add new documents in the file by calling native application like Word, Excel etc. from the same interface.
5.18	<b>File creation and Movement Tracking</b>	The system shall provide facility to open multiple documents simultaneously.
5.19	<b>File creation and Movement Tracking</b>	The system shall have a facility to create a paper profile of a document in the file, in case document is not available in electronic form.
5.20	<b>File creation and Movement Tracking</b>	Using workflow feature of a system, user shall be able to route the file. The workflow should be flexible to route the file as per user requirement.
5.21	<b>File creation and Movement Tracking</b>	The system shall provide a feature to recall a file from other user.
5.22	<b>File creation and Movement Tracking</b>	The system shall provide an interface to search the status of a file in a workflow.
5.23	<b>File creation and Movement Tracking</b>	The system shall provide a facility to track a department where a File is pending.
5.24	<b>File creation and Movement</b>	The system shall support the case file

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	<b>Tracking</b>	management
5.25	<b>File creation and Movement Tracking</b>	File view shall provide facility to view all documents inside file, Noting / commenting, Edit file properties etc.
5.26	<b>File creation and Movement Tracking</b>	The system should have an index table of all created files in the form of a "File Register" as per the Manual of Office procedure by Government of India.
5.27	<b>File creation and Movement Tracking</b>	There should be a provision to integrate digital signature with the document / file.
5.28	<b>File creation and Movement Tracking</b>	System should automatically create and update "Correspondence Register" as per the Guidelines of office procedure promulgated by Government of India.
5.29	<b>File creation and Movement Tracking</b>	System should automatically generate and update "File Movement Slip" as per the Manual of Office procedure by Government of India.
5.30	<b>File creation and Movement Tracking</b>	The system should allow for creation of 'Shadow Files' which is a copy of the main file.
6.1	<b>Reporting Requirement</b>	The system must ensure that audit trail data cannot be modified in any way, or any part of the data be deleted by any user, including system administrator. The audit trail may, however, be subject to re-organisation and/or copying to off-line storage if required by, for example, database software, as long as its integrity remains intact.
6.2	<b>Reporting Requirement</b>	The system shall support extensive reports and audit trails and shall also provide data points and facility

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to design new reports

6.3	<b>Reporting Requirement</b>	The system shall support Extensive Audit-trails at user, folder and cabinet levels.
6.4	<b>Reporting Requirement</b>	The system shall provide facility to generate Audit trails on separate actions, and between specific date/times.
6.5	<b>Reporting Requirement</b>	The system shall support extensive reporting facility at document, folder and user level. Please specify all inbuilt reports available in the system and also provide effort estimates for new Custom reports to be designed.
6.6	<b>Reporting Requirement</b>	The System shall have audit trail to maintain history of all transactions performed on the system.
6.7	<b>Reporting Requirement</b>	The system shall give flexibility to administrator to do selective logging i.e. suspend and resume audit trail generation for specific system and user activities.
6.8	<b>Reporting Requirement</b>	The application shall log all the actions done by individual users with user name, date and time and the administrator shall be able to generate detailed audit logs and history of the process instance.
6.9	<b>Reporting Requirement</b>	The system shall provide ability to configure new reports.
6.10	<b>Reporting Requirement</b>	The system should allow system administrators to produce periodic reports (daily, weekly, monthly) and to specify ad-hoc

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reports.

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6.11 **Reporting Requirement** The system should include features for printing reports, viewing them on screen and storing them in an electronic form.

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6.12 **Reporting Requirement** The system should include features for sorting and selecting the information included in reports.

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6.13 **Reporting Requirement** Audit Trail Of All Logon - All activities at admin console should have an audit trail of all logon attempts and operations. Logs should be tamper proof.

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6.14 **Reporting Requirement** System should have capability to audit the print taken from the system.

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6.15 **Reporting Requirement** **Document Lifecycle Statuses** - The solution needs to provide reports for document lifecycle statuses.

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7.1 **Integration** System should be flexible enough to have complete integration of leading ERP's available in market

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