



Rural Electrification Corporation Limited
A Government of India Enterprise

NO: 49/1/2011/ERP/HR/D-III

Notice Inviting Expression of Interest (Eoi)
(ONLY THROUGH E-TENDERING MODE)

For

Supply, Customization, Design, Development, Integration, Testing, Training, Implementation and One year on-site Comprehensive Warranty Maintenance and Support of Enterprise Resource Planning – Human Resource Management System (ERP-HRMS) software solution including consultancy and integration with ORACLE 11i E- Business Suite ERP and establishment of ‘ERP-HRMS’ Hardware with requisite servers, storage, software, tools etc infrastructure including, Supply, Installation, Testing, Commissioning, Three years on-site Comprehensive Maintenance and Training at REC, New Delhi

- (i) Last Date of Collecting EOI : 31st May 2011
- (ii) Responder(s) Conference : 19th May 2011
Time : 1100 hours
- (iii) Last Date for Submission of EOI response : 10th June 2011
Time : Up to 1100 hours
- (iv) Date of Opening of EOI response : 10th June 2011
Time : 1130 hours

Cost of EOI Document: Rs 5,000/-

RURAL ELECTRIFICATION CORPORATION LIMITED
CORE-IV, Scope Complex, 7 Lodi Road, New Delhi – 110 003

Important Notice

1. An incomplete and/or ambiguous and/or conditional and/or late response is liable to be ignored/ summarily rejected.
2. The responder must attest with seal the original EOI document as an acceptance of the EOI terms and conditions and submit the same along with the EOI response. In case of a non-compliance the response is liable to be ignored/ summarily rejected.
3. Responders can also download this EOI document from the REC web site viz. <http://www.recindia.gov.in> or <http://www.recindia.com>
4. **The submission and opening of bids will be through e-tendering process. Tender document can be downloaded from the website www.tenderwizard.com/REC or from e-tender link given in REC Website, viz, <http://www.recindia.gov.in>**

Note: To participate in the E-Bid submission, it is mandatory for the bidders to have user ID & password. For this purpose, the bidder has to register itself with REC through TenderWizard. website given above. Please also note that the bidder has to obtain digital signature token for applying in the tender. In this connection, vendor may also obtain the same from Tenderwizard. The steps to be followed for the registration process are given below:

1. Go to website <http://www.tenderwizard.com/REC>
2. Click the link ' Register Me'
3. Enter the detail about the bidder as per format.
4. Click 'Create Profile'
5. Bidder will get confirmation with Login-id and Password

Steps for application for Digital Signature from TenderWizard are given below:

1. Download the Application Form from the website <http://www.tenderwizard.com/REC>. Follow the instructions as provided.
2. In case of assistance please contact the person under contact us

NOTE: The Bidders are advised to obtain digital signature (Level 3) and register themselves at www.tenderwizard.com/REC in advance. Please note that RECL in no way held responsible if the bidder fails to apply due to non possession of Digital Signature & non registration.

TABLE OF CONTENTS

Sl. No.	Chapters	Details	Page Number
1	Chapter 1	Introduction	4
2	Chapter 2	Scope of work	14
3	Annexure		
	A	Response Form	25
	B	Undertaking	27
	C	Bid Bank Guarantee (Earnest Money) Format	29
	D	Functional Specifications	30

CHAPTER 1 INTRODUCTION

1.1 Introduction

Rural Electrification Corporation Ltd. (RECL) has implemented ERP based Integrated Information Solution (IIS) being provided by TCS led consortium with ORACLE. RECL has it's Corporate Office at Core-4, SCOPE Complex, 7 Lodi Road, New Delhi 110003, India and at Palika Bhavan annex at R K Puram. RECL has also 18 Zonal / Project Offices through-out India and one Training institute viz, Central Institute of Rural Electrification (CIRE) at Hyderabad. The detail office addresses can be had from the REC's web site.

Sealed Expression of Interest (EOI) in two parts, Part 1 : Earnest Money Deposit (EMD), Documents named as "Eligibility Criteria" and Part 2 : Technical Response & functional specifications valid for 180 days are invited from Implementation Partners with proven capabilities for **Supply, Customization, Design, Development, Integration, Testing, Training, Implementation and One year on-site Comprehensive Warranty Maintenance and Support of Enterprise Resource Planning – Human Resource Management System (ERP-HRMS) software solution including consultancy and integration with ORACLE 11i E- Business Suite ERP and establishment of 'ERP-HRMS' Hardware with requisite servers, storage, software, tools etc infrastructure including, Supply, Installation, Testing, Commissioning, Three years on-site Comprehensive Maintenance and Training at REC, New Delhi**, with no single point of failure at ERP-DC and maintaining highest level of reliability and availability. The detail functional specifications are given in Annexure-D.

The ERP-HRMS is to be integrated with the following modules of ORACLE 11i E- Business Suite successfully implemented at RECL:

- Oracle Financials
- Oracle Loan Accounting
- Oracle Payroll
- Oracle Project Management
- Oracle Purchasing
- Oracle Inventory
- Oracle Discoverer
- Treasury
- Customized Modules like : Claims, CA, PAD, CPF, etc

The total number of employees in RECL at present are 686 (excluding CMD, Directors and CVO) out of which 97 employees are in class D category. At present the number of licenses required for employee self service portal are 630 and full usage licenses for all the functionalities and features including self service portal are 60 (ex Employees in various divisions : HR – 34, Payroll – 7, CPF & Gratuity 4, Medical/ TA – 6, Misc Bills – 3, others – 6) . The responder shall be supplying full usage licenses for entire ERP-HRMS features and functionalities and in no case RECL will procure module wise or feature wise and/or functional specification wise licenses. The above requirement of licenses is approximate and tentative and RECL reserves the right to modify license requirements at its sole discretion.

1.2 Existing ERP Details

- a) The corporation has implemented Oracle based ERP application (ver 11i) to automate all major functional areas including all the offices of the operation with the objective to capture all transaction at the source of generation and to optimize the functional processes. The application runs on centralized Servers (on Oracle 10g database) and all offices transact through the terminals provided at the offices on on-line and real-time basis. All the processing and data updating are done at the Core Database.
- b) The corporation has implemented the following modules to automate different functional areas:
 - i) Oracle Financials: GL, AP, AR, CM, FA, Purchasing, Inventory Management etc
 - ii) Payroll & CPF
 - iii) Loan & claim
 - iv) Project Management: This has 5 sub-modules viz. Transmission & Distribution T&D, Generation, Rajiv Gandhi Gramin Vidyutikaran Yojana (RGGVY), Internal Co-operation & Development (IC&D), Short Term Loan (STL)
 - v) Treasury. This includes Institutional bond, Retail Bond, Foreign bond etc
 - vi) Misc modules like Project Appraisal, Exposure Limit

The modules mentioned above are either standard Oracle Apps modules or Customized modules developed by the implementation vendor as per requirement of REC. All these modules consist of both the standard oracle processes as well customized processes developed by the implementation vendor as per requirements of REC. The extent of customization of each module depends on the requirement and varies from fully customized (Project Appraisal, Exposure Limit) to large extent (for Loan) to minimum (for GL).

- c) The application has been implemented following Oracle's standard implementation procedure viz:
 - i) AS-IS process study
 - ii) TO-BE design process
 - iii) Gap Analysis
 - iv) Functional Design Document – Identifying Customization Requirements
 - v) Development
 - vi) Conference Room Pilot I – individual module testing
 - vii) Conference room Pilot II – Integration Testing
 - viii) User Acceptance Testing
 - ix) Final Data Migration
 - x) Go-Live
- d) In addition to implementation of the application, REC also initiated activities to set up appropriate ICT infrastructure across the corporation, which includes:

- i) Establishment of a full fledged Data Centre (DC) on co-location basis. The DC should at least comply to Level – III standard
 - ii) Establish a MPLS-VPN based WAN connecting all the offices of the corporation (CO/ZO/PO) mentioned in clause 1.
 - iii) Establish Local Area Network at all offices. The CO-LAN at Corporate Office & Annex already existed.
 - iv) Establish appropriate IT related policies, like ISMS policy, BCP & DRP policy etc to ensure security, continuity of operation etc
 - v) Implement adequate security at all level to ensure secure transaction of the application.
 - vi) Establish appropriate support system to ensure smooth operation
 - vii) The ICT infrastructure, in addition to enabling ERP operation also carry out other operation like mailing services, internet services, application of other legacy system etc.
 - viii) REC is ISO 27001:2005 certified for its Data Centre Operations.
- e) REC has been working with the following implementation vendors for implementation of above:
- i) M/s Tata Consultancy Services – ERP application vendor
 - ii) M/s HCL Ltd. – ERP server Vendor
 - iii) M/s Bharti Airtel Ltd – Network Vendor
- f) The primary objectives of implementing such enterprise-wise application is to:
- i) To Increase the speed of approval process and movement of information
 - ii) To maintain a centralized database consisting of all information and integrate all the business functional areas so that the latest information is always available to the employees of the organization. This will also ensure accuracy, completeness and consistency of the business information
 - iii) To re-engineer the existing process to establish best process/ practices
 - iv) To enable management to respond quickly to market changes with informed decision based on timely and accurate information.

The project is expected to meet the above objective through ERP. This is expected to transform REC to global standard organization and in line with mission and vision of corporation.

1.3 The major responsibilities of the responder shall include:

- a) Design, Customization, Development, Testing, Supply, Installation, Commissioning, Training and One Year On-Site Comprehensive Warranty Maintenance of Enterprise Resource Planning – Human Resource Management System module (ERP-HRMS) as per REC requirements and specifications given in this document.
- b) Seamless integration of supplied, customized, developed ERP-HRMS with ORACLE 11i E-Business Suite ERP as implemented at REC like Payroll, AR, AP GL modules etc
- c) Establishment of ‘ERP-HRMS’ hardware with required servers, storage, software, tools etc infrastructure with no single point of failure, high availability and reliability including, Supply, Installation, Testing, Commissioning, Three years on-site Comprehensive Warranty Maintenance and Training at REC, New Delhi.
- d) Consultancy for establishment of ‘ERP-HRMS’ network infrastructure with no single point of failure, high availability and reliability.
- e) On-site One year comprehensive warranty maintenance and support of supplied software solution (ERP-HRMS with Integration) by certified/ qualified and trained engineers/personnel only.
- f) Imparting Training on field usage of software as per the convenience and discretion of REC at various locations in India. No Charges will be paid for any training conducted at New Delhi.

- g) Imparting System Administrator training for the developed software and associated software(s), if any, at New Delhi at responder's facilities.
- h) Customization and change management, if any of the software to suit REC requirements during the on-site warranty maintenance period.
- i) Planning, Preparation & Submission of technical specifications for ERP-HRMS network infrastructure facilities including network, bandwidth, DC/DR to successfully deploy the ERP-HRMS solution and Supervision of commissioning of equipments by skilled technically qualified personnel.
- j) Detailed specification of the hardware/ system software/ tools and utilities/ infrastructure (site) equipment/ networking/ other products including security, reliability, availability, accessibility, scalability, backup, disaster recovery required for establishment and successful deployment of ERP-HRMS solution including DC/ DR sites.
- k) **Note:**
 - a. The major responsibilities as specified in clause 1.3 above are indicative only and are not exhaustive in any manner.
 - b. The implementation of ERP-HRMS should be in line with ISO 27001:2005 standard

1.4 Eligibility Criteria/ Pre-qualification

- a) The responder should have been in operations for a period of at least 3 years as on last date of response submission.
- b) The responder shall be the single point of contact for REC and shall be solely responsible for all warranties, upgrades, patches and guarantees etc. offered by the OEM etc. Please attach an undertaking to this effect.
- c) The responder must submit warranty and response authorization letter from the Original Equipment Manufacturer (OEM)/ its authorized distributor in India specifically addressed to Executive Director (HR), REC mentioning EOI number and date. In case of authorization from a distributor the responder must attach a copy of the OEM authorization for the said distributor failing which the response shall be rejected outright.
- d) The responder's annual sales turnover at least an average value of Rs 2 Crore (Rupees Two Crore Only) during the last four years. The turnover refers to a company and not the composite turnover of its subsidiaries / sister concerns etc.
- e) Response should accompany an earnest money deposit of Rs 1,00,000/- (Rupees One Lac Only) in the form of a Demand Draft/Banker's cheque drawn on a Scheduled commercial bank in the favor of 'Rural Electrification Corporation Limited' payable at New Delhi/ Bank Guarantee in the prescribed format (refer Annexure C). Cheques, Money orders or Cash etc. shall not be accepted as EMD. The responder's are requested to make sure to indicate the EOI number, name and address of the responder on the reverse of EMD draft/ banker's cheque, any failure to comply with the same shall be at the risk of the responder.
- f) Responder should submit valid documentary proof of Service Tax, Sales Tax/VAT and the details of income tax registration number (PAN).
- g) The responder must have successfully executed ERP-HRMS software projects for Government/ Semi Government/ Autonomous Organizations/ Public Sector Utilities/ Private Sector in India as main contractor during the last four financial years (Attach copy of purchase/ work order and successful completion certificate from the client/ customer):
 1. at least One Project of a value of Rs 80 Lac during the last four financial years; **OR**

2. at least Two Projects of a value of Rs 50 Lac each during the last four financial years;
- b) The responder must be having an ISO 9001:2008 or ISO 27001:2005 **and** CMM or CMMi level 5 certification during any of the last five years. (Attach copy of certification)
- c) The responder must fulfill the above eligibility criteria/ pre-qualification conditions for evaluation of their responses. Response of responders fulfilling the above eligibility/ pre-qualification conditions will only be evaluated by the duly constituted evaluation committee. Responses of the responders not fulfilling the eligibility/ pre-qualification conditions given above shall be summarily rejected. Undertaking for subsequent submission of any of the above documents will not be entertained under any circumstances.

1.5 Verification of Eligibility Criteria/ Pre-Qualification documents

REC reserves the right to verify/confirm all original documentary evidence submitted by the responder in support of above mentioned clauses of eligibility criteria, failure to produce the same within the period as and when required and notified in writing by REC shall result in summary rejection of the response and/or termination of the contract with imposition of the contract clauses on the responder by the REC on the award of the contract and/or the contract period extended or otherwise provided that the responder is the successful responder and has been awarded the contract as per the terms and conditions laid out in this EOI.

1.6 Preparation of Responses

Eligibility Criteria Documents and Functional and Technical Response to be submitted through online mode on website www.tenderwizard.com/REC and one hard copy of Eligibility Criteria Documents, Earnest Money Deposit, Application Money Money in the form of DD drawn in favor of Rural Electrification Corporation Limited drawn on any nationalized / scheduled bank payable at New Delhi (Cost of EOI document, if downloaded) and Functional and Technical Response should be put in separate envelopes duly sealed. The content on the envelope, EOI number, responder's name & address should be clearly marked on the top of the sealed envelopes. All the envelopes thus prepared shall be put in a single sealed envelope clearly mentioning the EOI number, responder's name & address on the top of the sealed envelope. The respective envelopes should also have "DO NOT OPEN BEFORE..." Super scribed in the front with the date of opening.

The response valid for a period of 365 days shall essentially comprise of the following and should be submitted online scanned copies in pdf format, the same should be digitally signed and separate duly signed hard copy as per the method specified above should be submitted on or before the last date of submission on or before the stipulated time :

- a. Eligibility Criteria Documents to be submitted online (scanned copy in pdf format) as well as hardcopy
- b. Eol Response Form and Supporting Documents to be submitted online (scanned copy in pdf format) as well as hardcopy
- c. The proposed solution (Hard Copy as well as in Online Scanned Copy in pdf format only) as per Requirements and scope of work and comprising of at least the following:
 - (i) Proposed Technical Architecture for ERP-HRMS Software Solution
 - (ii) Details of offered/ proposed Technical Solution with methodology for ERP-HRMS Software Solution
 - (iii) Detailed Technical Specifications of the Equipments and/or products with the white papers etc. for establishing ERP-HRMS Hardware and related Infrastructure. Please indicate Make and Model Number of proposed equipments
 - (iv) Detailed Technical Specifications of the Equipments and/or products with the white papers etc. for establishing ERP-HRMS Network and related Infrastructure
 - (v) Duly Filled in Functional compliance Matrix (**Annexure – D**)
 - (vi) Detailed Approach on integration of proposed ERP-HRMS Solution with existing Oracle 11i ERP
 - (vii) Detailed Solution on integration of proposed ERP-HRMS Solution with existing

- (viii) Oracle 11i ERP
- (viii) Details on 1 year warranty maintenance process for ERP-HRMS and 3 years on-site warranty maintenance process for hardware equipment etc
- (ix) Details on Change Management process after Go-Live
- (x) Details on Licensing policy for each and every component including software and hardware
- (xi) Details on Data Integration / Migration from existing systems

Note :

- 1).The proposed software solution should be secure, agile, available, accessible, robust, redundant with NSPOF, backup, business continuity and Disaster Recovery
- 2). The response should include detailed specifications of the hardware, system software, tools and utilities, infrastructure (site) equipment, networking, and other products including security, reliability, availability, accessibility, scalability, disaster recovery etc.
- 3). **The response and the supported EOI should not have any pricing details, In case of a default the response shall be summarily rejected and responders shall be barred from participation in further tendering process of the EOI irrespective of the responders prequalification/eligibility.**

1.7 Submission and Opening of Responses

- a) The responses complete in all respects should be submitted online and hard copy addressed to the Executive Director(HR), REC, should be submitted into the EOI box kept at the REC reception at the following address latest by 1100 hours (IST) on 10th June 2011. REC does not own any liability if the response is submitted somewhere else and not reached to the addressee within due date and time.

Rural Electrification Corporation Ltd.,
Core-IV, Scope Complex,
Lodi Road,
New Delhi – 110 003

- b) The responses will be opened in the board room of REC, 3rd Floor, Core-IV, Scope Complex, Lodi Road, New Delhi – 110 003 on the same day (last date of submission of the Response) i.e. 10th June 2011 at 1130 hours (IST) in the presence of responders who choose to be present.

1.8 REC reserves the right to waive any irregularities; accept or reject the whole; accept or reject part of; any or all responses at its sole discretion without assigning any reason whatsoever.

1.9 Formal Tenders (As per two-bid methodology i.e. Technical and Financial bids) will be invited later from amongst the shortlisted responders of this EOI, by giving at least one weeks time to respond.

1.10 After Finalization of the tender the selected responder/ bidder will be empanelled with REC for a period of One year extendable to another year each time for up to a maximum of three years, at the sole discretion of REC.

1.11 The responses including the proposed solution(s) as submitted by the eligible responders shall be evaluated by a duly constituted evaluation committee set up by REC. These responders may be called to present the solution proposed by them to the said committee at their own cost at a specified date, time and venue to be communicated to them at least seven days in advance. The committee will thus shortlist the responders who will then be asked to participate in formal tender as per clause 1.9 above

1.12 REC reserves the right to call for fresh tenders at any stage and/or time for the establishment of ERP-HRMS as per the present and/or envisaged project requirements. Response to this EOI in any form and/or kind does not qualify any responder as a responder and/or bidder by default for the said tender and/or EOI. The responders to this EOI shall have to bid and/or respond separately in the said tender and/or EOI at their own discretion.

- 1.13 REC reserves the right to modify, expand, restrict, scrap, refloat the Expression of Interest and/or float a new and/or separate tender without assigning any reason for the same.
- 1.14 REC at its discretion may use the complete proposed solution and/or a part of, technical specifications as submitted by any responder(s) with the response(s) for tendering. The said usage does not confer any right and/or claim of any sort and/or manner on the responder(s) for this EoI and/or tender irrespective of the outcome of this EoI and/or tender.
- 1.15 REC is not bound to procure and provide the hardware/networking/software/infrastructure equipments/ other products as suggested and/or specified by the responder in their proposed solution.
- 1.16 REC reserves the right to procure and provide hardware/networking/software/infrastructure equipments / other products as per its own specifications (which may be based on the suggested specifications).
- 1.17 The responder shall bear all costs associated with the preparation and submission of its response, and REC will in no case be responsible or liable for these costs, regardless of the conduct or the outcome of the EoI process.
- 1.18 The pre-response conference will be held at Board Room, REC, 3rd Floor, Core-IV, Scope Complex, Lodi Road, New Delhi – 110 003 on 19th May 2011 at 1100 hours.

1.19 Governing Law and Disputes

- a. The responses and any contract resulting there-from shall be governed by and construed according to the Indian Laws.
- b. All disputes or differences whatsoever arising between the parties (ie. the REC and the Responder) out of or in relation to the construction, meaning and operation or effect of this EOI Document or breach thereof, shall be settled amicably. If, however, the parties as above are not able to resolve them amicably, the same shall be settled by arbitration by appointing sole arbitrator by CMD, REC in accordance with the Arbitration Conciliation Act 1996. The Arbitrator/s shall give a seasoned award. Any appeal will be subject to the exclusive jurisdiction of the courts at New Delhi. The fees of the Arbitrator and expenses of arbitration, if any, shall be borne equally by the parties.
- c. The successful Responder shall continue work under the contract during the arbitration proceedings unless otherwise directed in writing by the REC.
- d. The venue of the arbitration shall be New Delhi. The arbitration shall be subject to provisions of Arbitration Conciliation Act 1996 and any statutory modifications or reenactment thereof.

1.20 Corrupt or Fraudulent Practices

- a. Responders & Vendors shall observe the highest standard of ethics during the procurement and execution of the contract.
- b. REC will reject a proposal for award if it determines that the Responder recommended for award is engaged in corrupt or fraudulent practices in competing for the contract in question.
- c. REC will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the firm was engaged in corrupt or fraudulent practices in competing for this response, or in executing the contract.

1.21 Indemnity Clause

- a. The firm should sign an indemnity bond to safeguard against any pirated software, equipment, design etc being supplied to the REC.
- b. The selected vendor shall indemnify REC against all third party claims of infringement of patent, trademark/copyright or industrial design rights arising from the use of the supplied software/ hardware/manpower etc. and related services or any part thereof.

1.22 Force Majeure clause

If at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics quarantine restrictions, strikes, lockouts or acts of God (hereinafter referred to as "events"), provided notice of happenings of any such event is duly endorsed by the appropriate authorities/chamber of commerce in the country of the party giving notice, is given by party seeking concession to the other as soon as practicable, but within 21 days from the date of occurrence and termination thereof and satisfies the party adequately of the measures taken by it, neither party shall, by reason of such event, be entitled to terminate this contract, nor shall either party have any claim for damages against the other in respect of such nonperformance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist and the decision of the purchaser as to whether the deliveries have so resumed or not, shall be final and conclusive, provided further, that if the performance in whole or in part or any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days, the purchaser may at his option, terminate the contract.

1.23 Miscellaneous

- a. It will be imperative on each responder to fully acquaint itself of all the local conditions and factors which would have effect on the performance of the work and its cost.
- b. Whilst the individual proposal shall be treated in commercial confidence, the proposals will be evaluated by a group, certain members of which may not necessarily be officers of REC. By responding to this EOI, potential suppliers agree to their proposals being examined by this group.
- c. REC is a Government organization, and its aims, structure and way of working may differ from that of commercial enterprises. Potential vendors should be aware of the status and environment of REC, and must take particular note that intellectual property rights relating to any software, equipment, products and materials acquired for this project are properly observed.
- d. Proposed solution including software, products & equipments should be based on the requirements and specifications given in EOI document.
- e. The responder shall be deemed to have included proven state-of-the-art components and techniques while performance of the contract.
- f. REC reserves the right to allocate the contracted work in a staggered/ staged or phased manner.
- g. The responder should provide on-site comprehensive warranty maintenance support services for one year after satisfactory implementation and Go-Live of ERP-HRMS software solution.
- h. Alterations if any in the EOI should be attested properly by the vendor, failing which the EOI is liable to be rejected.
- i. The Responses prepared by the Vendor and all correspondence and documents relating to the responses exchanged by the Vendor and REC, shall be written in the English

language, provided that any printed literature furnished by the Vendor may be written in another language so long as the same is accompanied by an English translation in which case, for purposes of interpretation of the response, the English translation shall govern.

- j. The Vendor shall be entirely responsible for all taxes, duties, octroi, license fees, etc., incurred for performance of the services. If there is any reduction in taxes/duties etc. due to any reason whatever, after Notification of Award, the same shall be passed on to REC.
- k. The selected Vendor shall perform the services and carry out its obligations under the Contract with due diligence and efficiency, in accordance with generally accepted techniques and practices used in the industry and with professional engineering and training/consulting standards recognized by national/international professional bodies and shall observe sound management, technical and engineering practices. It shall employ appropriate advanced technology and safe and effective equipment, machinery, material and methods. The Vendor shall always act, in respect of any matter relating to this Contract, as faithful advisors to REC and shall, at all times, support and safeguard REC's legitimate interests in any dealings with Third parties.
- l. REC reserves the right to inspect the performance of the vendor prior to commencement or in between the work progress. The inspection may cover all areas related to the assigned purchase order, especially methodology, manpower, infrastructure etc. REC reserves the right to cancel the purchase order assigned to the vendor at any time which includes the time after the completion of assigned work without assigning any reason for the same. In case the purchase order is canceled then the costs incurred will be at the risk of the vendor and shall be born by the vendor and under no circumstances the vendor shall be eligible for any payment or damages from REC.
- m. The selected vendor shall not, without REC's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, software code, sample of information furnished by or on behalf of REC in connection therewith, to any person other than a person employed by the Vendor in the Performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- n. If the selected vendor is not able to fulfill its obligations under the contract, which includes non completion of the work, the REC reserves the right to accomplish the work through another vendor and EMD / Security Deposit of vendor will be forfeited. Also any costs, damages etc. resulting out of the same shall have to be born by the selected vendor.
- o. Printed presumptions, pre-requisites, assumptions, observations, terms and conditions etc of the Responders will not be considered as forming part of their Response. In case terms and conditions of the contract applicable to the Invitation of Response are not acceptable to any Responder, he should clearly specify deviation in its response.
- p. The selected vendor automatically agree with REC for honoring all aspects of fair trade practices in executing the purchase orders placed by REC
- q. If the name of the product is changed for describing substantially the same in a renamed form then all techno financial benefits agreed with respect to the original product, shall be passed on to REC and the obligations with REC taken by the Vendor with respect to the product with the old name shall be passed on to the product so renamed.
- r. REC and/or its parent company and/or subsidiaries and/or affiliates and/or sister concerns etc. reserves the right at their discretion to employ this EOI for ordering/ procurement etc.

s. IPR and source code for all work carried out include intermediate any source code (Except COTS product), designs, documents etc shall deemed to be owned by and property of REC.

CHAPTER 2

Other Terms and Conditions

1. Project Specific Terms & Conditions

Notwithstanding any assumptions and/or deviations, if any, as mentioned by the responder in its response submitted to REC in response to this EOI the following terms and conditions shall be binding on the responder and the same should be strictly adhered to and complied with by the responder(s). Any assumption and/or deviations from these shall result in summary rejection of the responder's response.

a. Project Management

- i) The responder shall designate a single point of contact for the project, for REC to interface with, on all project issues.
- ii) The responder shall intimate the contact details including mobile numbers and e-mail address etc. within a week of the letter of Award/ Intent to REC.
- iii) All project work after Proof Of Concept (POC) testing & thereafter shall be carried out at REC's premises or as decided by REC, at its sole discretion.
- iv) In case REC decides for carrying out work at its premises then REC will only provide electricity, space & furniture and rest all other logistics including equipments, software etc will be responsibility of the responder.
- v) The responder shall deploy one person at REC project site to facilitate communications, monitoring, control etc till the final acceptance. REC will only provide the following infrastructure at its premises for the responder's personnel:
 - i. Seating space with furniture
 - ii. LAN connection facilitating access
- vi) In case REC decides for carrying out work at its premises the responder shall arrange for onsite development servers, UPS, software products including tools, utilities etc and associated licenses, stationeries, other logistics etc till the final acceptance and roll out of the ERP-HRMS. All risks and costs related to such equipment and/or product will be borne by the responder.
- vii) Any additional equipment and/or product and/or accessories required by the responder, will be the responder's responsibility, subject to REC's approval. All risks and costs related to such equipment(s) will be borne by the responder.
- viii) The responder shall provide REC with a work breakdown and project schedule for all activities specified in Section II Scope of work of this EOI and any subsequent amendments and/or clarifications, within a week of the Letter of Award/ Intent.
- ix) IEEE standards should be followed wherever applicable during the project. If there is no corresponding standard or any other standard is to be followed, then the responder should get his/ her template formally approved by REC before proceeding. Please attach a copy of any other standards which you intend to use with the technical response, if any.
- x) The responder shall ensure weekly project status reporting which will specify the following:
 - i. Planned start date and end date for each activity
 - ii. Actual start date and end date for each activity
 - iii. Activities carried out in the previous week
 - iv. Activities planned for next week

- v. Activities which were planned for the previous week but could not be carried out.
- vi. Any schedule slippages that have occurred, and corrective measures to bring the project back on schedule.
- vii. Any information/ review pending from REC as on date, and date from which pending.
- viii. Likely reviews by REC in the next fortnight
- ix. Time required from REC in the next fortnight including details of person to be met, duration and agenda of meeting.
- x. Outstanding bug/ error count
- xi. Follow up on pending issues/ action items of previous reviews
- xii. Summary depicting the highlights, lowlights and/or any important issues/ points that should be brought out/ highlighted
- xi) The weekly status report will not be limited to software development only, but shall include and cover all activities which are to be carried out by the responder for successful completion of the ERP-HRMS software.
- xii) The weekly status report of the previous week should be handed over by the responder's site official in hard copy to REC designated official by 1700 hours on the first working day of the week. The same should also be sent by e-mail to REC designated official every week.
- xiii) The responder's Project Manager shall have onsite fortnightly reviews in person (with the REC nominated team every Tuesday morning (or the next working day, in the event of Tuesday being a holiday) from 10 AM to 11 AM or at the date, time and venue notified by REC. All action points will be recorded and followed up in the successive review meeting.
- xiv) All working days will be with reference to the REC calendar.

b. Project team

- i) Detailed Resumes of all team members with experience relevant to the project shall be submitted within a week of the Letter of award/ intent as per table 2 below
- ii) The team and/or each team member shall commence the work only after prior formal approval by REC and the team once identified shall be dedicated to the project and will not be changed unless requested by REC at their and/or with REC's written consent
- iii) The responder shall deploy the minimum personnel resources as given in Table 2 below. However, the responder may deploy any extra resources in addition to the said minimum requirement with prior formal approval of REC at the risk and cost of the responder.

c. Baseline Products

- i) In case of any issues relating to the baseline products/ OEM products/ COTS supplied by the responder are observed which may hamper the End-to-end functioning and working of ERP-HRMS solution, the responder shall implement a workaround to resolve the issue at responder's cost.
- ii) In case of any issues relating to the supplied baseline products/ OEM products/ COTS versions, being the latest, are different from the ones specified at the time of ordering, then and otherwise also the responder should ensure compatibility and

integration of all the baseline products while supplying and implementing ERP-HRMS software solution.

d. Deliverables

- i) For all the known issues with the supplied baseline products which are and may in future be obstacle in implementing the End-to-End ERP-HRMS solution, the responder shall provide and implement a workaround to go around and/or resolve the issue
- ii) In case base product versions are different from the ones specified in this document at the time of ordering, then the responder should ensure that all products are compatible while supplying and implementing the ERP-HRMS solution.
- iii) All documents (e.g.: System Requirement Specifications, AS-IS and To-BE Study, Gap Analysis, Test Cases, Design Documents, Code with Comments, Training Material etc) should be kept in sync with the implemented solution throughout the life cycle of the project which also invariably includes maintenance and change management.
- iv) All deliverables will be reviewed by REC.
- v) The delivery of code should be by supplying three sets of duly labeled and indexed working CD/ DVD(s).
- vi) The delivery of documentation should be by supplying three sets of duly labeled and indexed working CD/DVD(s) and two well bound hard copies.
- vii) The project will have the following deliverables:
 - i. System manual (High Level Design Document (HLDD), Detailed Design Document (DDD))
 - ii. Software Requirement Specification (SRS) AS-IS Study, Mapping TO-BE Study – Functional Design Document (FDD), Gap Analysis Document
 - iii. Project Management Plan
 - iv. Quality Plan
 - v. High Level Design Document/ System Design Document
 - vi. Detailed Design along with Database Design Document
 - vii. User Manual(s), Technical Manual(s), Troubleshooting Guide, Helpdesk Manual etc.
 - viii. Standards
 - ix. Test Cases, Test Data, Test Plans and Results (Unit Testing, Integration Testing, System Testing)
 - x. Training Plan
 - xi. System Integration Plan including integration with existing ERP at REC
 - xii. Implementation Plan
 - xiii. Security Policy and Plan
 - xiv. Backup and Disaster Recovery Plan
 - xv. Maintenance Plan
 - xvi. Patch Management Plan
 - xvii. Configuration Management Plan
 - xviii. Release Notes
 - xix. Installation Guide
 - xx. Backup and Disaster Recovery Guide including Risk Mitigation Plan
 - xxi. Training Material
 - xxii. Upgradation/ Expansion Plan
 - xxiii. Change Management Plan

- xxiv. Well Commented Source code with all Data Structures
- xxv. Data Migration
- xxvi. Modified Policies
- xxvii. User Acceptance Testing
- xxviii. Hardware
 - 1. Supply, Installation, Commissioning, Testing and Maintenance of Hardware Infrastructure including servers, storage, software, tools etc
 - 2. Hardware solution should take care of:
 - a. Production
 - b. Testing/ Support
 - c. Training
 - d. Development
 - e. Standby Servers
 - f. Patch Management
 - g. Disaster Recovery
- viii) Planning, Preparation & Submission of technical specifications for ERP-HRMS IT infrastructure facilities including servers, network, bandwidth, DC/DR to successfully deploy the ERP-HRMS solution and Supervision of commissioning of equipments by skilled technically qualified personnel.
- ix) Detailed specification of the hardware/ system software/ tools and utilities/ infrastructure (site) equipment/ networking/ other products including security, reliability, availability, accessibility, scalability, backup, disaster recovery required for establishment and successful deployment of ERP-HRMS solution including DC/ DR sites.
- x) Test Data (Or scripts used for generating test data) for unit testing, integration testing, system testing, performance testing, load testing, stress testing, penetration testing etc.

e. Review Mechanism

- i) The review mechanism for all documents and training material will be as follows:
 - i. The document will be provided to the REC Project Manager (PM) before the review at least 7 days in advance
 - ii. The responder will make a presentation on the document to the designated committee, if required, on the day of the review, and the committee may ask for additional information or changes.
 - iii. REC will issue a formal acceptance of the document subject to above reviews
- ii) Code review will also be carried out by REC. This will be carried out over a period of a month, during the POC testing. Any observations and comments in this regard leading to a code change shall be done in mutual consultation of REC and the responder

f. Acceptance Criteria

- i) The acceptance plan will be drawn up by REC and responder within 3 weeks of signing of the contract

- ii) All acceptances by REC will be given in writing, by the REC competent authority and/or their nominee.
- iii) The acceptance criteria for various deliverables is as follow:
 - i. Document Delivery: Review Comments incorporated and sign off by REC
 - ii. Code delivery: No errors of type 1,2,3 and sign off by REC after code review and testing
 - iii. Data: Accuracy and completeness as specified by REC
 - iv. Training: Review comments on training material incorporated and satisfactory course feedback
- iv) Acceptance criteria for any other activity not covered by this document, will be decided between REC and responder in their fortnightly status review meetings and then will be signed off by REC.
- v) The bugs will be categorized as follows:
 - i. 1-Critical: The defect results in the failure of the complete software system, and/or of a subsystem, and/or of a software unit (program or module) within the system
 - ii. 2-Major: The defect results in the failure of the complete software system, and/or of a subsystem, and/or of a software unit (program or module) within the system. There is no way to make the failed component(s) work completely, however, there are acceptable processing alternatives which will yield he desired result
 - iii. 3-Average: The defect does not result in a failure, ut causes the system to produce incorrect, incomplete, or inconsistent results, or the defect impairs the system usability
 - iv. 4-Minor: the defect does not cause a failure, does not impair usability, and the desired processing results are easily obtained by working around defect.
 - v. 5-Exection: The defect is the result of non-conformance to a standard, is related to aesthetics of the system, or is a request for a enhancement. Defects at this level may be deferred or even ignored
- vi) The acceptance criteria for the technical specifications for IT Infrastructure for the ERP-HRMS application is the approval from the site Manager of REC

g. On-Site Comprehensive Warranty Maintenance and Change Management

- i) The responder will provide on-site comprehensive warranty maintenance for both baseline products and application software and hardware during the maintenance period.
- ii) The on-site comprehensive warranty maintenance would include:
 - i. Adaptive Maintenance
 - ii. Perfective Maintenance
 - iii. Corrective Maintenance
 - iv. Emergency Maintenance
 - v. Preventive Maintenance
- iii) All the supplied products shall be maintained by the responder and not by the OEMs during the warranty and maintenance period
- iv) The scope of maintenance includes acquisition and installation of upgrades/ patches/ revisions on the supplied products
- v) The scope of on-site comprehensive warranty maintenance etc includes porting the application and data migration to accommodate upgrades/ patches/ revisions etc. of the supplied products

- vi) All on-site comprehensive warranty maintenance work, where the severity of the bug is 1 or 2 (as per categorization in acceptance criteria above), is to be carried out within 24 hours of reporting the problem, for 95% of the bugs reported.
- vii) In case of a delay after 24 hours for category 1,2 bugs a sum of Rupees 1500/- (Rupees One Thousand Five Hundred Only) per hour or a part thereof shall be deducted from the quarterly warranty maintenance charges/ maintenance charges as applicable.
- viii) All on-site comprehensive warranty maintenance work, where the severity of the bug is 3 or 4 (as per categorization in acceptance criteria above) is to be carried out within 48 hours of reporting the problem, for 95% of the bugs reported.
- ix) In case of a delay after 48 hours for category 3 or 4 bugs a sum of Rupees 1000/- (Rupees One Thousand Only) per hour or a part thereof shall be deducted from the quarterly warranty maintenance charges / maintenance charges as applicable.
- x) The upper ceiling of the penalty on The on-site comprehensive warranty maintenance services shall be the total amount to be paid to the vendor for providing on-site warranty maintenance/annual warranty maintenance services in a year under the contract. In case the total penalty in a year is more than the balance payment to be made to the vendor during the year REC may request the vendor to deposit the amount with REC with in a stipulated time period or may revoke the performance guarantee either in part or full to realize the outstanding dues an for non-performance as per the contract.
- xi) A schedule will be drawn up for preventive, adaptive and perfective maintenance during the fortnightly project status review between REC and the responder.
- xii) All maintenance will be carried out at REC premises or as decided mutually between REC and the responder on a case to case basis. The responder may have to provision for a scaled down version of the system to facilitate debugging at REC premises. No debugging shall be carried out on the live production system.
- xiii) Notification of all bugs or enhancement requests will be logged onto the responder's bug reporting site and sent by e-mail, or delivered by hard copy (Fax etc) to the responder's Project Manager by REC (the format for details of bugs can be decided by responder after discussion and approval of REC).
- xiv) All enhancement requests will be governed by the Change Control Procedure. The change control board will be constituted comprising of both REC and responder staff, within a fortnight of letter of Award/ Intent
- xv) During the period of on-site warranty maintenance support service, responder should and is liable to implement the changes in the software required (e.g. new functionalities, improvement in execution time, performance tuning etc.) and which were not there in base line i.e. SRS, design description, etc. Any change management shall invariably be governed by the terms and conditions of the initial software solution and the same acceptance, penalties, maintenance and payment terms shall stand subject to the discretion of REC. The decision of the Executive Director(HR)/ Executive Director(IT), REC shall be final and binding on the vendor in this regard.
- xvi) During the period of on-site warranty maintenance the vendor is liable to implement the changes in the supplied product and/or services and to suggest changes if any and which are essentially required as well as adequate for efficient and effective functioning of ERP-HRMS solution in terms of other products and/or servers. REC reserves the right to decide on any such suggestion(s).
- xvii)The vendor should estimate the efforts (man hours and function point) required to implement the change for each functional process based on function point analysis.

xviii) Warranty of all supplied products is the responsibility of the responder and not the OEM.

h. Training

- i) The responder shall provide the training at REC on working days (Monday through Friday) between 1000 hours to 1700 hours only. The responder has to make arrangements for all logistics for training including Desktop computers, Space etc (However REC at its convenience may provide the logistics assistance). The responder shall provide for courseware including demonstration and hands-on training facilities.
- ii) The responder shall conduct repeat training if the written feedback from the audience/ students as obtained by REC (on the template jointly prepared by the responder and REC for the same) indicates that less than 70% of the audience was satisfied with the course.
- iii) All training shall be conducted as instructor-led training and should have at least 50% time as hand-on training.
- iv) Some of the trainings might have to be conducted at field level in different parts of India as decided at sole discretion of REC with no extra cost.
- v) The responder will provide soft copies (three sets) of all training material and course material to enable REC to conduct further training to its staff/ users, if required at a later point
- vi) The responder will provide each participant with a copy of the training material. This material should be approved by REC at least 2 days prior to start to the course/ training.
- vii) Training should include functional training, training on the base product and system / database administration activities.
- viii) The responder shall provide a detailed training plan to REC, before the commencement of the training. This should include:
 - i. The training schedule and venue
 - ii. Course Objectives and pre-requisites, including learner profile
 - iii. List of courses and delivery mode (Hands-on component, self-learning component and instructor-led component)
 - iv. Infrastructure required for each training
 - v. Course material being provided for each training
 - vi. Feedback mechanism for trainer.
 - vii. Evaluation mechanism for trainee

i. Schedule & Timelines

- i) The responder should strictly adhere to the schedule as defined in the EOI document and as given below in Table - I

j. Escalation Path

- i) The escalation path at REC for the responder to resolve any outstanding issues is:
 - i. REC Project Manager for ERP-HRMS
 - ii. The Executive Director(HR)/ Executive Director(IT), REC

k. Service Level Agreement (SLA)

- i) The responder should submit the Service Level Agreement (SLA) in line with the EOI terms and conditions including the following contents within 3 weeks of Letter of Award/ Intent
 - i. Service availability with defined application availability
 - ii. Data Load and Contingency Plan
 - iii. Data Back-up
 - iv. Problem Management and Problem Reporting
 - v. Problem Escalation
 - vi. Work Requests Life Cycle
 - vii. Reporting Metrics
 - viii. Measurement & Reporting Tools
 - ix. Review of Performance
 - x. Maximum time to repair

I. Miscellaneous

- i) The responder will make available a skilled technically qualified team to plan, prepare & submit the technical specifications for entire ERP-HRMS IT Infrastructure and supervise commissioning of equipments by skilled technically qualified personnel. The schedule which will be followed for this activity will be delivered by the responder to REC within three weeks of Letter of Award/ Intent
- ii) POC testing will be carried out with concurrent users (numbers to be decided mutually between REC and responder)
- iii) REC reserves the right to order the superset and/or subset of each and/or all items quoted by the responder as per EOI financial response – price schedule

2. Schedule and Timelines

- a. The table below indicates the schedule and timelines to be met by the responder during the execution of the project and contract period.

**Table-I
Schedule & Timelines
(Note: Each Week is equal to 7 calendar days)**

SI No.	Milestone	Incremental Weeks
1	Signing of Contract between REC and the responder	T1
2	ERP-HRMS software development (POC) starts	T1 + 1
3	Nominate a single point of contact for REC to interface with	T1 + 1
4	Submit detailed Resumes of all team members with experience relevant to project to be deployed for the same	T1 + 1
5	Constitution of Change Control Board	T1 + 2
6	Finalization of Acceptance Plan	T1 + 3
7	Submit the Service Level Agreement (SLA)	T1 + 3
8	Submission of Technical Specifications for ERP-HRMS IT Infrastructure	T1 + 3
9	ERP-HRMS software development (POC) Ends	T1 + 12
10	ERP-HRMS POC testing starts	T1 + 12
11	ERP-HR POC testing ends	T1 + 16
12	Installation and Commissioning of the hardware	T1 + 16
13	Training	T1 + 12
14	Actual Deployment/ Go-Live of the ERP-HRMS	T1 + 17
15	Testing the solution	T1 + 21

16	Joint Acceptance Report	T1 + 21
17	On-site Comprehensive Warranty Maintenance Period starts (ERP-HRMS)	T1 + 21
18	On-site Comprehensive Warranty Maintenance Period ends (ERP-HRMS)	T1 + 73
19	On-site Comprehensive Warranty Maintenance Period starts (Hardware)	T1 + 21
20	On-site Comprehensive Warranty Maintenance Period ends (Hardware)	T1 + 177

3. Details of Project Team

- a. The table below indicates the details of role and experience of the members of the project team to be deployed by the responder for the project and contract period:

**Table – 2
Project Team**

S. No.	Designation	Experience	Role
1	Project Manager	<ul style="list-style-type: none"> • Minimum 10 years in IT • 2 years experience as Project Manager • Preferably PMI certified or equivalent 	<ul style="list-style-type: none"> • Have experience of all phases of a project from requirements to implementation from CMM procedures • Have used IEEE standards for software development • Have experience of at least 6 months on all platforms relevant to the project
2	Lead Architect	Minimum 8 years in IT	<ul style="list-style-type: none"> • Have knowledge of design patterns • Should have architected at least one complex system of similar type using object-oriented methodologies for n-tier architecture, web applications and portals • Should have in-depth knowledge of relevant platforms and worked on at least one project of similar nature • Experience of system integration of heterogeneous platforms is essential • Awareness of CMM procedures
3	Developers	Minimum 2 years in IT	<ul style="list-style-type: none"> • Should be able to code as per given coding standards • Experience of coding on at least two of the given platforms and products • Awareness of CMM Procedures • It should be ensured that the team composition includes adequate number of people on each platform
4	Trainers	Minimum 3 years in IT	<ul style="list-style-type: none"> • Should have delivered functional training for similar projects earlier • Should have delivered technical training on the products and tools used for TPIMSS • Good Communication skills
5	Testers	Minimum 3 years in	<ul style="list-style-type: none"> • Experience of creating automated test scripts

		testing in IT	<ul style="list-style-type: none"> • Experience of using test tools • Experience of system testing for web applications for at least 2 projects • At least 2 members should have experience of stress testing, load testing, performance testing, regression testing, penetration testing etc
6	Business Analysts	Minimum 4 years in IT	<ul style="list-style-type: none"> • Experience in requirements gathering • Awareness of CMM procedures and IEEE standards
7	DBA	Minimum 5 years in IT	<ul style="list-style-type: none"> • Certified on the proposed platform for DBA functioning. Experience of installation and maintenance of system software including upgrades • Troubleshooting system and related issues • Should be key driver behind preventive and adaptive maintenance • Performance & system tuning
8	Maintenance Engineers	Minimum 5 years in maintenance in IT	The maintenance team would provide on-site support for software solution
9	IT Infrastructure Specialist	Minimum 10 years in IT	<ul style="list-style-type: none"> • Should be able to provide technical specifications for servers, networking equipments, bandwidth etc (including DC/DR, if required) • Should be aware of latest trends in hardware, networking & Security technologies • Should have handled all activities of at least establishment of IT infrastructure for similar requirement independently

Note:

- Apart from the first 2 roles, one person may play more than one role
- All team members should be aware of CMM procedures
- The above is only a minimum indicative roles and experience the responder shall continue to be responsible for meeting its obligations in accordance with the terms and conditions of the EOI.
- The designations as specified above in Table – 2 are indicative only based on prevalent industry standards, practices and norms etc.

ANNEXURES

Response Form

(On the letter head of the firm submitting the response document)

Note : Details filled in this form must be accompanied by sufficient documentary evidence, in order to verify the authenticity and correctness of the information.

PART – A

S.No.	Description	Details (To be filled in by the responder to the EoI)
1.0	Name of the Company	
2.0	Official Address	
2.1	Phone No. and Fax No.	
2.2	E-Mail address	
2.3	Web Site Address	
3.0	Details of Company's Registration (Please enclose attested copies of the documents)	
4.0	CST/LST/VAT registration No.	
5.0	Service Tax Registration No.	
6.0	Permanent Account Number (PAN)	
7.0	Name of the Authorized Signatory, who is authorized to respond to this EoI and in case of short listing quote in the tender and enter into the rate contract (Power of attorney to be submitted)	

PART – B

The following notes offer guidance to proposing responders in the form of a model outline for their response document. All the headings indicated below must be addressed in the sequence shown, providing as much relevant detail as possible. (Conformance to this outline will assist the subsequent evaluation and selection activities, and any variations should be documented).

Additional headings and information may be provided by the proposing responder where they are required to include additional details or explanations.

1. Description Of The Proposing Responder

Specifically include legal status, ownership, and the name of the person within the company who is responsible for this project.

2. The Proposing Responder's General Understanding Of The Project Requirements And The Proposed Total Solution

3. The Main Features Of The Proposed Solution And Any Areas Of Risk

4. Upgrade Strategy

Describe the strategy suggested for future upgrade of the supplied equipment and/or products and any impact this strategy may have on operation etc.

5. Documentation

Describe the documentation that will be provided.

6. Disaster Recovery

Describe the disaster recovery measures that will be provided.

7. Maintenance & Support

Describe the maintenance and continuing technical support services, escalations etc that will be provided for the proposed systems.

8. Implementation Activities And Timing

Provide detailed time schedule for the proposed implementation activities including the testing, delivery, installation, commissioning, training and maintenance of systems,

9. Requirements for Office Staff Involvement

Details of the requirements of involvement of REC in the project activities such as testing, installation, commissioning, training, and related project activities.

10. Benchmarking/Testing Procedures And Test Data Specification

Details of the proposed benchmarking/ testing procedures for equipments/systems.

11. Installation

Details of the procedures to be followed for the installation of equipments/systems

12. Warranties And Guarantees

Details of the warranty and guarantee conditions.

13. Change Management

Details of Change Management Strategy

14. Integration Process and Methodology

Details of Integration with Existing ERP System at REC

15. References And Experience In Appropriate Fields

Details of relevant references (including contact names) and experience of the proposing responder in the supply, installation, commissioning and maintenance of similar systems environments.

16. Other Relevant Information

Any other information, details, and observations that the proposing vendor considers relevant to the understanding and delivery of their proposed solution.

**UNDERTAKING ON COMPLIANCE OF TECHNICAL SPECIFICATIONS AND EOI
SPECIFICATIONS and TERMS & CONDITIONS**

(To be submitted on the responder's letter head duly signed by the authorized signatory)

I/We hereby undertake that I/we have examined/ perused, studied and understood the EOI No. _____ dated ____ and any corrigendum/ addendum/ clarification etc. completely and have submitted my/our response in pursuance and without any material and/or other deviations to the said documents.

I/We hereby undertake that I/We understand that the Scope of Work and Requirement of this EOI is indicative only and not exhaustive in any manner and that the final scope of work and specification will be decided by the REC at their discretion.

I/We hereby undertake that we shall comply with the Scope of work and requirements and EOI terms and conditions completely and there are no deviations of any manner and/or sort and/or kind in this regard from my/our side.

I/We hereby undertake that I/We understand that the REC reserves the right to finalize the scope of work and requirements at its discretion, which may be based on my/or proposed solution and/or any other responder's proposed solution and/or as decided by the REC. I/We hereby indemnify the REC from using our proposed solution and or technical specifications and I/We hereby declare that I/We shall not be having any claim and/or right for the said usage. I/We hereby undertake to provide the requisite OEM authorization as and when required and/or asked for by REC, as per the solution and/or requirements, as decided by REC at their discretion.

I/We hereby undertake that I/We understand that the REC reserves the right to float a separate tender for the scope of work and requirements as mentioned in Section – II of this EOI irrespective of the outcome of this EOI. I/We understand that in such a case I/We shall bid separately for that tender and in no case our response to this EOI shall be deemed as a bid for the said tender.

I/We hereby undertake that the REC reserves the right to short list responder(s) for further tendering of this EOI and in case of my/our response being rejected I/We shall have no claim of any sort in the further tendering process.

I/We hereby undertake to provide uninterrupted and timely support for the supplied software and equipments/ products including spare parts and additional services for a period of three years.

I/We undertake to be the single point of contact for REC and shall be solely responsible for all warranties, updates, patches, upgrades, guarantees etc, offered by the OEM, and system integration and One year (ERP-HRMS) and Three year (Hardware) on-site comprehensive warranty maintenance and for the entire scope of work and requirements as per the service levels defined in the EOI document.

I/We hereby undertake that I/We do understand that my/our response should be as per the EOI document and should be accordingly submitted to the REC. In case of a failure to comply and/or a variation the REC has got sole discretion to consider or disqualify my/our response for the aforementioned RFP/EOI/Response document and I/We shall be not having any claim of any sort/kind/form on the same.

I/We agree to bind by this response for a period of Three Hundred and Sixty Five days after the date fixed for opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period and till the time I/We after the expiry of the validity period of One year formally withdraw my/our response in writing with a minimum notice period and associated terms and conditions and as specified in the EOI document and in all such cases my/our response shall be deemed to be valid.

I/We hereby declare that our company has not been banned or disqualified by any Government or any Government agencies or PSUs for a period of last five years.

I/We hereby attach the duly signed and stamped response document as an acceptance of EOI specifications and terms & conditions with the technical response.

I/We hereby affirm that our response is valid for the period including the deemed period as specified in the EOI document.

Signature of Authorized Signatory
Name of the Signatory
Date
Place
Company Name
Company Seal

BID BANK GURANTEE (EARNEST MONEY)

This deed of Guarantee made this _____ day of _____ 2011_____ by _____ (Name of the Bank) having one of its branch at _____ acting through its Manager (hereinafter called the "Bank") which expression shall wherever the context so requires includes its successors and permitted assigns in favour of Rural Electrification Corporation Ltd. (A Govt. of India Enterprise) registered under the Companies Act, 1956, having its office at _____ (hereinafter called "REC") which expression shall include its successors and assigns. WHEREAS REC has invited tender vide their Tender Notice No. _____ Dated _____ to be opened on _____ AND _____ WHEREAS M/s _____

(Name of Tenderer) having its office at _____ (hereinafter called the "Tenderer"), has/have in response to aforesaid tender notice offered to supply/ do the job _____ as contained in the tender. AND WHEREAS the Tenderer is required to furnish to REC a _____ Bank Guarantee for a sum of Rs. _____ (Rupees _____) Only) as Earnest Money for participation in the Tender aforesaid. AND WHEREAS, we _____ (Name of the Bank)

have at the request of the tenderer agree to give REC this as hereinafter contained. NOW, THEREFORE, in consideration of the promises we, the undersigned, hereby covenant that, the aforesaid Tender shall remain open for acceptance by REC during the period of validity as mentioned in the Tender or any extension thereof as REC and the Tenderer may subsequently agree and if the Tenderer for any reason back out, whether expressly or impliedly, from his said Tender during the period of its validity or any extension thereof as aforesaid or fail to furnish Bank Guarantee for performance as per terms of the aforesaid Tender, we hereby undertake to pay REC, New Delhi on demand without demur to the extent of Rs. _____ (Rupees _____) Only).

We further agree as follows:-

01. That REC may without affecting this guarantee extend the period of validity of the said Tender or grant other indulgence to or negotiate further with the Tenderer in regard to the conditions contained in the said tender or thereby modify these conditions or add thereto any further conditions as may be mutually agreed to in between REC and the Tenderer AND the said Bank shall not be released from its liability under these presents by an exercise by REC of its liberty with reference to the matters aforesaid or by reason of time being given to the Tenderer or any other forbearance, act or omission on the part of the REC or any indulgence by REC to the said Tenderer or any other matter or thing whatsoever.

02. The Bank hereby waive all rights at any time in consistent with the terms of this Guarantee and the obligations of the Bank in terms thereof shall not be otherwise affected or suspended by reason of any dispute or dispute having been raised by the Tenderer (whether or not pending before any arbitrator, tribunal or court) or any denial of liability by the Tenderer stopping or preventing or purporting to stop or prevent any payment by the Bank to REC in terms thereof.

03. We the said Bank, lastly undertake not to revoke this Guarantee during its currency except with the previous consent of REC in writing and agree that any change in the constitution, winding up, dissolution or insolvency of the Tenderer, the said Bank shall not be discharged from their liability.

NOTWITHSTANDING anything contained above, the liability of the Bank in respect of this Guarantee is restricted to the said sum of Rs. _____ (Rupees _____) Only) and this Guarantee shall remain in force till _____ unless a claim under this guarantee is filed with the bank within 30 (thirty) days from this date or the extended date, as the case may be i.e. upto _____ all rights under this Guarantee shall lapse and the Bank be discharged from all liabilities hereunder.

In witness whereof the Bank has subscribed and set its name and seal here under. _____ all rights under this Guarantee shall lapse and the Bank be discharged from all liabilities hereunder.

In witness whereof the Bank has subscribed and set its name and seal here under.

Annexure-D

Functional Specifications

Note:

1. The requirements given below are indicative only and not exhaustive in any manner and/or kind and/or form. The responder by responding is deemed to have understood and agreed that the requirements are subject to change at sole discretion of REC and will be finalized during conceptualization, requirement analysis and design phase as far as possible and also that during On-Site Comprehensive Warranty Maintenance period any modifications and/or additions to the commissioned/ implemented software shall be carried out by the responder free of cost even if it is categorized under change management etc within REC stipulated time period, failure to comply with which may invite forfeiture of Performance Bank Guarantee and any other sanctions including additional liquidated damages as decided by REC and/or REC at its/ their sole discretion.

The proposed system envisages meeting the requirements of HR department in the following areas.

The minimum functional expectation from the Integrated ERP solution is outlined in tables below. The list is only indicative and is aimed at providing a broad overview of the type of activities being undertaken within REC. The implementation partner of REC will need to provide an exhaustive list of functionalities that REC should adopt within the organization to attain its strategic and operational goals. The responder is expected to respond to the highlighted functional requirements outlined in the section and indicate functionalities that are not supported by its core ERP product. As far as possible, all the requirements stated in this document should be met by the core applications comprising the latest versions of the standard ERP packages, including functionalities such as workflow. The responder should note that certain functionalities / features and reports may be bilingual as decided by REC. Further the responder should note that integration with existing payroll and other modules to achieve minimum functionalities as tabulated below is deemed to be a part of the total solution offered by the responder and no deviation in this regard will be entertained.

Please mention if these functions can be met by core product/customization/not supported

Codes:-

Core Product: S
Customization: C
Not Supported: N

1) HUMAN RESOURCE MANAGEMENT

FUNCTIONAL REQUIREMENTS		S	C	N
	Manpower Database			
1	Maintain employee information including: Employee number Employee name, Address (Present and permanent), House Number, Gram Number, village block, district etc. Photograph and Id No. Phone number, mobile number, e-mail Id, extension number Gender Reserved Category (If applicable) - category Certificate and police Verification Status Marital Status Details of children / Family details			

	FUNCTIONAL REQUIREMENTS	S	C	N
	Academic Qualifications Professional Qualifications – as defined in REC promotion policy Designation Date of birth Annual Grade Increment record when due and sanctioned Date of subsequent promotion, whether he forgoes promotion CPF Membership no. , Date of membership, Family member declared by him, date of declaration Transfers, Posting details, period details Disciplinary actions (Major and Minor penalty)- Details for the purpose of promotion Safety Record Previous experience capturing Names of companies, sector of industry where worked, Tenure Trainings or courses undergone before joining (details and no. of days) Date of joining Pay details (this field should be password protected), Blood group, Height and Weight details, Passport details, Nationality, Employment Status (Contract, Permanent, Ex-employees, deputation) PAN No. Place of Posting, details like health insurance Award / Insignia received Legal disputes/action No restriction for the addition of new fields Able to retain historical data from the day employee is hired and all records should be date sensitive			
2	Capability to maintain single database capturing all personal and job related data of all kind of employees permanent/ contractual/ on deputation or ex-employees retired, voluntarily retired, resigned, dismissed, etc.			
3	Capability to date and time stamp all changes in the database, enabling data availability on 'as on date/time' basis.			
4	Capability to update the data through work flow on real time and on-line basis with maker checker concept implemented so that only authenticated data shall be reflected in the human resource database			
5	Flexibility of additionally capturing any information relating to employee at a later date			
6	Capability to link employee data with the position based standard responsibility (Job Matrix)			
7	Capability to maintain concurrent jobs for employees with additional responsibilities/ special duties in addition to regular responsibilities.			
8	Capability to link employees with the various Committees (permanent or temporary)			
9	Ability to capture details of officers on deputation to outside agencies/ organizations and officers joining from outside organization			
10	Automatic Alerts for police / reserved category certificate verification request pending for more than (.....) weeks (user defined) to HR division			
11	Status of receipt of medical report, police verification and reserved category certificate verification			
12	Issue of probation period report. Maintain status of approvals before issuing probation clearing report			
13	Details of various declaration / nominations			
14	Able to generate Headcount report and detailed manpower report Discipline/Project/GroupWise/ reserved category wise and grade wise and turnover report			

FUNCTIONAL REQUIREMENTS		S	C	N
Manpower Planning:				
1	Capability to automate manpower requirement/ planning across Project Offices / corporate and departments for various designations based on skills, competencies, experience, qualifications and other criteria like approved manpower strength ,approved manpower budget and Mode of recruitment- deputation/direct/ contract			
2	Capability to make provisions for direct employment/ promotion/ recruitment to various categories on direct/ deputation/ contract basis			
3	Capability to project cadre wise/ grade-wise / office wise manpower requirements for a specified period using a predefined method of REC (using dynamic formula based on activity drivers and manning norms for various work processes in different divisions / regional offices at different executive / non-executive levels). Also flexibility to change this method as and when required.			
4	Capability to analyze the unit wise, cadre wise, grade wise resources available and required and do a gap analysis with specific time frame.			
5	Capability to issue alerts before any position falling vacant due to separation for any reason like retirement, resignation etc. / term of temporary or contractual employee getting over / expiry of deputation period etc.			
6	Capability to generate a consolidated manpower plan (Institution - wise/ Unit -wise) for approval through work flow			
7	Capability to integrate with the recruitment/ promotion module for filling up of vacancies. System must be capable of filling up the vacancies based on the prescribed reservation norms and rules and thereafter update remaining requirements; the system must be able to reflect the backlog of an unfilled vacancy at a given level.			
8	Capture approved numbers for induction level / lateral hiring with modes of recruitment (deputation/direct)and status of action taken			
9	Able to Capture data for availability of employees based on employee request, if temporary - period of availability, Choice Place of Posting etc. for transfer module			
Organizational Structure				
1	Capability to define cluster based organizational structure (positions) and multiple reporting relationships and integrate with the respective employee data			
2	Capability of providing the 'Drag and Drop' or similar feature for recording changes in the organizational structure (repositioning/ redefining the control structure).			
3	Capability to restrict making changes in the organization structure to authorized persons only			
4	Capability to seek confirmation after every change made in the structure, changes to be made permanent only on authentication by the controller of the authorized person			
5	Capability to change/restore/rollback changes to a previous (given) date and report inconsistencies			
6	Capability to generate tree structure giving details of all role holders and reporting employees (defining reporting and reviewing relationship) at different levels like CO , PO , ZO , department , organizational level etc.			
7	Capability to define position wise/ person wise administrative powers (based on REC Delegation of			

FUNCTIONAL REQUIREMENTS		S	C	N
	Power) for organizational units and tightly integrate these administrative power definitions with work flows and approvals.			
Recruitment				
1	Support vacancy and post based Reservation Roster system for recruitment and promotion Able to generate report with details of pending reserved category vacancies			
2	Facility to define the specifications of the vacancy in terms of qualifications, work experience, location considerations, skills/ competencies required, additional certifications/ professional qualifications, etc.			
3	Ability to generate report for all the above functionalities (qualifications, work experience, location considerations, skills/ competencies required, additional certifications/ professional qualifications, etc.) with a provision for querying			
4	Facility to define positions for internal (promotions / reappointment) or external (through induction level / lateral) recruitment			
5	Facility to draw recruitment schedule in accordance with the recruitment plan			
6	Facility to segregate recruitment data from manpower data. Applicant data to form part of manpower data only on final selection and reporting			
7	Facility for managing recruitment for special categories requiring relaxation in norms			
8	Facility for generating advertisement for recruitment using templates for publication on HRMS portal, in media, on website and storing in Advertisement history			
9	Facility to receive online responses from job applicants			
10	Facility to attach documents/ credentials in soft form as a part of the application or at any other time as decided by the institution. The system must generate online application number and the acknowledgement of receipt of application, with a condition that the application is subject to be rejected if the fee has not been paid (in case fee is applicable). Facility for manual intervention and subsequent responses after verification process must be there. Verification process wrt the parameters like University, qualifications, reserved category and other formalities must be complete in all manner. System must save this verification process against the application records			
11	Facility for generation of call letters (through email / alerts) for written test/ interview with allocation of roll numbers and venue and offer letter for finally selected applicants. Should support manual intervention in changing venue/ centre subsequently			
12	Facility to maintain various types of tests and maintain a question/ answer database of each type of test (functional, psychometric, analytical etc.) to be administered as part of the selection process.			
13	Facility to define the evaluation criteria and generation of results post – evaluation Sorting of applications based on skills / qualifications and providing shortlist to selection committee on basis of parameters in advt.			
14	Generation of merit list of candidates on user configurable criteria such as category wise, alphabetically, roll no. wise, score wise etc.			
15	Facility to maintain check list for verification and acknowledgement of various aspects related to joining viz., medical reports, testimonials, other relevant certificates, etc. including Database of requests for extension of joining and approval / rejection status of the same			
16	Generation of system driven regret letters and/or offer/ appointment letters through both manual as			

FUNCTIONAL REQUIREMENTS		S	C	N
	well as electronic modes (in English and Hindi, with additional facility of multilingual console)			
17	Ability to capture details of the policy for recruitment to various cadres in the company			
18	Ability to record payments made to the panel members/ invigilator/ candidates etc.			
19	Should allow for maintaining a checklist of details to be mentioned in each employee's personnel file			
20	Provision to record comments / marks of interviewers at various levels of interviews and applicant attendance with link to seniority list for automatic updation on joining of selected candidates.			
21	Maintain the details of recruitment agency for contract hires and list of approved institutes for permanent hires			
22	Capability to integrate with various job portals (like naukri , monster etc.) for different modes of recruitment			
23	Update action taken status against approved recruitment			
24	Maintain details related to formation of Selection committee and its members			
25	Intimation of Interview schedule to Panel members through alerts			
26	Display of details of selected / appointed candidates in format specified by REC on internet			
	Training			
1	Capability of undertaking training need analysis for various units for creating a training plan using multiple tools e.g. performance management, competency management, training needs / employee development part of appraisal forms in PMS module, succession planning, self nomination (with approval through proper channel) etc.			
2	Provision to define trainings - short term, long term, study tour, seminar/ workshop etc. Provision to capture ad hoc course offers provided by various entities.			
3	Capability to prepare and publish training calendar (Training Master Plan) along with details of trainings (course title, course brief, type/level, date/duration, location/country, funding source like UDAID, REC as a Sponsor field, cost estimates etc.) and seek nominations/ recommendations online. Option to ask HOD / other specific employees for recommendations on Training Calendar and option for reminders. Manual nomination option should also be available.			
4	Capability to design selection criteria (for employees) for various in house/ external trainings especially higher studies. Send timely reminders to nominated employees.			
5	Capability to ensure periodical progress reports of employees and monitor accordingly (particularly for long term study funded by REC). Training Records when the employee underwent training, what types of training, through which institutions the trgs. are conducted, approved training budget			
6	Capability to capture expense details (course fee, travel, and other expenses incurred for the course) through interface with payroll module			
7	Capability to capture pre-departure training formalities including generation of office order, release of foreign exchange, application for visa etc. with link to payroll module. Each office order should have a unique number.			
8	Capability to capture training effectiveness assessment / employee feedback after conduct of training and send timely reminders to employees in case of non-completion of feedback			

	FUNCTIONAL REQUIREMENTS	S	C	N
9	Capability to monitor planned training against actual training conducted based on user defined parameters such as number of trainings, budget, participants etc.			
10	Capability to maintain full training history of all employees. Update Employee Master Data with respect to training attended with corresponding changes under performance management module			
11	Provision for change/cancellation of nomination and confirmation of standby candidates.			
12	Maintain training undergone details (employee wise, course wise, gender, division , project office, cadre, designation, date, month, number of training days/ employee/ year – ascending, descending or individually etc.)			
13	Provision for attachments and sending the same to a selected list of employees			
14	Upcoming Training programs should blink on each User's Screen			
	Promotions			
1	Capture and manage performance targets in goal setting forms as well as actual performance at various levels - Corporate, Departments, Regional Office, Divisions, organizational etc.			
2	Capability to implement Company's career path for various cadres, streams, grades and scales			
3	Ability to draw a competency matrix in the system and define the competencies/ skills/ roles/ responsibilities required at each level/ position for the purpose of promotion. (linked with Competency Management module)			
4	Ability to define rules for promotion eligibility in terms of seniority, performance and achievements, service in years in present level, disciplinary actions, etc. and the candidates who are eligible for promotions (Zone of consideration) must get calculated from system based on the REC Promotion Policy			
5	Ability to enforce relaxations in eligibility norms to reserved category candidates, allocating certain percentage of vacancies for these categories based on Govt. of India norms			
6	Ability to carry out the entire promotion process through work flows including on-line preparation of promotion appraisal forms, recording of recommending / appraising authorities comments and attendance sheet, generation of scores and status regarding pending vigilance cases			
7	Ability to obtain workflow based clearance on vigilance/ disciplinary cases from various authorities			
8	Ability to seek option from the employees meeting eligibility criteria for promotion, an option for participation or opt out and exclude those opting out from the promotion process. Ability to record various declarations from employee like declaration of non-involvement in any criminal case etc.			
9	Ability to upload promotion list and send call letters to candidates found eligible for promotion			
10	Ability to support prospective/ wait list promotions			
11	Ability to generate promotion calendar (to be made user definable) and single page bio data report for each employee due for promotion			
12	Ability to make effective promotion only on reporting at new place in case of officer getting transferred on promotion and generate periodical detailed report in case of non-reporting.			
13	Ability to do salary fitment / pay fixation on promotion			

FUNCTIONAL REQUIREMENTS		S	C	N
14	Capability to handle back dated promotions with respect to promotion policy			
15	Capability to automatically refresh organizational Structure, Seniority List and employee database on acceptance of promotion and relieving (in case of transfer on promotion). Track Relieving and joining of candidates.			
16	Capability to redefine the promotion process on change of policy			
17	Capability to record transfer option of an employee at the time of promotion and generate reports for the management for making transfers on promotion			
18	Process of identifying eligible regular employees, category wise (UR/SC/ST/OBC) and discipline wise, with inter-se seniority and station seniority as per the conditions in REC promotion policy (with link to Performance management module)			
19	Process for updating seniority date with inter-se-seniority by designation and discipline wise, after completion of promotion process.			
20	Process approval for nomination of Departmental Promotion Committee through workflow.			
21	Reminders for intimating interview schedules to the panel members and eligible employees, with a copy of reminder to Admin. Deptt. for making suitable arrangements for interviews			
22	Call letters/ communication for written exam/ interviews to eligible employees			
23	Stores attendance sheet and rating sheet of promotion interviews.			
24	Promotion order preparation and Result announcement to promoted candidates (with capability to intimate promotion results through e-mail).			
25	Process for Cancelling / modifying promotion order			
26	Store and generate Report with status of receipt of Medical Check-up forms and other verification forms after promotion process			
Transfers / Manpower allocation				
1	Capability of automating the transfer (including Job rotation) processes and approvals for all cadre/scale/grade/stream through workflow, based on transfer policy and management decisions taken from time to time, with facility to configure rules linked to Sensitive Posts			
2	Capability to maintain complete history of employee transfers since recruitment with details like stay duration etc.			
3	Capability to perform calculations for arriving at the surplus manpower and vacant positions , regional office / department / cadre / grade wise, through link with manpower planning module			
4	Capability to record employees' request for transfer through employee self service and indicate appropriately at the time of transfer exercise. Record of such request wherever acceded to be maintained.			
5	Capability to reflect changes in manpower database after relieving from old posting and joining at new posting			
6	Process for obtaining approvals / recommendations from the respective departments / regional			

FUNCTIONAL REQUIREMENTS		S	C	N
	offices and Capability to generate transfer orders after approval of the competent authority is obtained.			
7	Capability to record exemptions given in transfers by competent authority with reasons for the same			
8	Provision to record and generate the transfer orders cancelled/ deferred/ modified. Reminders to controlling officer for relieving in case of transfer / transfer-cum-promotion after defined number of days, with copy to HR division			
9	Ability to generate lists of transfer requests of employees/ recommendations received from controlling officer etc. to be reviewed by the competent authority for deciding on transfers with/ without promotions. The office may also transfer an employee without any request/ recommendation			
10	Ability to generate transfer orders through print/ emails with intimation to employee concerned, controlling officer, HR and other user defined offices / individual employees			
11	Ability to generate relieving letters on transfer. Capability to allow the employees or the controlling offices to fill up handing over/ taking over forms on line			
12	Intimation to payroll module for release of TA based on type of transfer, as per TA/DA policy			
13	Automatic updation of designation-wise manpower allocation across locations / deptt. and station seniority			
Employee Self Services				
1	Capability to empower employees to enter the data / view/ edit predefined data regarding self e.g. updating of personal records like Bank details, marital status etc. and leave balance, leave status (Cannot be modified), Salary details, loan etc. taken from REC, declare investments for I-T returns, Property returns, Leased accommodation data, Medical information etc. The console shall be in English and Hindi.			
2	Functionality of a bill / benefits system which would also include reimbursements, loans, advances, benefits under various schemes etc. This would have features for submission of online request, tracking approval status and credit/debit the salary account, status of receipt of physical proof/ bills, status of repayment of loans and advances etc.			
3	Capability to remind the employee through self service/e-mail regarding modification or requirement of additional data			
4	Capability to provide links to the important items hosted in various in-house websites/ intranet e.g. important circulars/ instructions/ policy documents etc.			
5	Capability to provide projection features for viewing projections on Income Tax liability, terminal benefits etc			
6	Capability to process approval of leave, bill payments, loans request etc for employees through workflow			
7	Capability of completing, reviewing and approving on-line appraisal/performance form			
8	Capability to apply for or cancel any kind of leave on-line, submit self appraisal and generate reminders for employees who have not submitted the Appraisal and respective appraisers with copy to facilitator (HR) and reviewing authority			
9	The system should send the employee confirmations after changes are made online			

	FUNCTIONAL REQUIREMENTS	S	C	N
10	The system should allow the user to customize various menus			
11	The system should provide workflows to Accommodate multiple levels of review and approval as per REC DoP			
12	System should provide the capability to create new self service transactions as and when required			
13	The system should allow the appropriate authority to provide access to staff performance review information			
14	The system should allow the manager to conduct performance appraisals.			
15	The system should enable appropriate authority to recommend job change actions (promotion, demotion, etc.)			
16	The system should provide employee performance history.			
17	The system should provide appraisal forms, performance plan templates and employee performance plans.			
18	The system should provide access to staff training information.			
19	The system should enable managers to review staff training history.			
20	The system should enable managers to approve training enrolments			
21	The system should provide immediate updates to the core HRMS/ payroll database when data changes complete the workflow cycle.			
22	The system should give managers the ability to create and save their own custom reports.			
23	Capability to conduct on-line employee satisfaction surveys and generate analysis results.			
24	The system should allow managers to view data related to their direct reports as well as drill down to lower levels under their area of responsibility			
	Leave Management and Time management			
1	Capability to mark attendance on-line through the HRMS			
2	Capability to maintain & configure multiple types of leave like casual, earned, study, medical, extraordinary, maternity, paternity etc with provision to define maximum and minimum cap etc and enforce applicable rules. Provision should be there to adjust applied leave days and actual utilized leave days.			
3	Leave balances should be merged/ transferred/ credited through an accrual process in the system automatically based on user defined criteria.			
4	Capability to maintain local holidays and integrate with the leave management			
5	Capability to manage on-line application and track approval status of various kinds of leave through workflow			
6	Capability to plan leave(s) to be taken by employees			

FUNCTIONAL REQUIREMENTS		S	C	N
7	Capability to approve / de-approve / reject leave through workflow			
8	Capability of record keeping and maintenance of historical data			
9	Capability to integrate the time management with leave management			
10	Capability to integrate with payroll module for calculation and recovery of pay etc			
11	Capability to provide the Manager consolidated status of present/ absent employees working under him/ her			
12	Capability to suggest alternate optimal leave combination to the employee			
13	Capability to link to payroll module for calculation of leave liability			
14	Capability to intimate the controlling officer when an employee goes on unauthorized leave (unmarked attendance) / returns back from unauthorized leave/ extends leave/ reports in the middle of the sanctioned leave period (along with appropriate reduction in sanction)			
15	Capability to pop up a 'to-do' list of system prompted/ user fed tasks at first login of the day in HRMS			
16	Maintain employee leave database.			
17	Facility for auto credit and auto debit of leave as per the leave policy			
18	Report for employee-wise / deptt.-wise / location wise attendance record and early leaving/ late coming record			
	Maintenance of service files			
1	Capability to maintain service files documents in scanned form including date of birth, domicile, disciplinary cases details, photograph etc.			
2	Capability to track the physical location of the service file by recording the file number and place where it is kept so that after HRMS, no physical file movement may be required			
	Discipline / Vigilance / Legal Cases			
1	Ability to capture history of level and severity of disciplinary actions taken against the employee along with office order, reference number etc.			
2	Capability to restrict the access to information to authorized officials and report the audit trail			
3	Capability to restrict and categorize a case as pending, contemplated, cleared etc. for use by other modules e.g. promotion etc			
4	Capability to link to payroll for suspension cases for payment of subsistence allowance			
5	Capability to enforce reduction/ freezing of basic pay, other allowances/ benefits, on account of punishment from the date of service of order. Such reduction order should be reflected on the payroll immediately.			
6	Capability to restore original basic pay/ benefits/ allowances and others (before reduction/ freezing) on account of upholding of appeal against the punishment of reduction in pay scale. Such restoration of			

FUNCTIONAL REQUIREMENTS		S	C	N
	basic pay should be reflected on the payroll module			
7	Should be able to maintain all the information related to the employee cases. The information that is required is: <ul style="list-style-type: none"> • Status of the case • Categorization of case (for imposing major / minor, special cases) as per REC Conduct, Discipline appeal rules • Charge sheet issued • Reply to charge sheet • Decision of Inquiring authority / Disciplinary authority / appellate authority Master details about the special cases like robbery, corruption etc are also maintained.			
8	Should be able to maintain the explanations / statement of defence given by the employee			
9	Should be able to maintain the reason for disciplinary case like: <ul style="list-style-type: none"> • Act of Misconduct (Departmental Action) • Criminal Offence (under IPC) 			
10	The system should be able to generate the chargesheet using templates (user definable) and also help the REC in mentioning the punishment from the user defined list of punishment actions			
11	The system should be able to maintain the employee's response to Chargesheet			
12	The system should be able to track the time limits within which the reply from the employee is expected, time within which employee can appeal against disciplinary decision etc. and send reminders accordingly			
13	The system should allow the authorized users to generate the investigation report			
14	System should be able to: <ul style="list-style-type: none"> • Generate penalty orders and update relevant areas (like manpower database module etc) • Track Implementation of penalty orders (like stopping increments etc) on whether action has been taken and feedback from the concerned department • Maintain the documents (in soft form) received from the employee with respect to <ul style="list-style-type: none"> o Appeal o Inquiry details o Details of the presenting officer , Inquiring authority , Disciplinary authority , appellate authority, witnesses and other employees / persons attending the appeals / inquiry o Changes in the punishment (if any) by appellate authority 			
15	For departmental actions, type of misconduct should be "user defined" in the system eg. theft, fraud, pilferage, absconding etc as defined in REC CDA rules			
16	Should be able to generate report regarding Action Taken against an employee like: <ul style="list-style-type: none"> • Exonerated • Minor penalties like Censure, withholding of promotion etc. • Major Penalties like compulsory retirement etc. • Others (customizable) 			
17	Should be able to retrieve employee details from manpower database module			
18	Should be able to maintain charge sheet details like: <ul style="list-style-type: none"> • case type • letter no • letter date • reply date • Other details (customizable) 			

	FUNCTIONAL REQUIREMENTS	S	C	N
19	Should be able to maintain details regarding appeal / appellate authority decision: <ul style="list-style-type: none"> • Details about appeal • Appeal date • appellate Authority's decision • Final decision 			
20	Should be able to maintain details regarding suspension like: <ul style="list-style-type: none"> • Suspension date • Reason of suspension • date on which reinstated • Others (user defined) 			
21	Should be able to generate progress report of disciplinary cases / appeals and monthly / annual return including: <ul style="list-style-type: none"> • Opening balance • Closing balance • Cases closed • Cases not attended • Reason • Other details (user defined) 			
22	It should allow link between the payroll module and disciplinary actions data for employees.			
23	The disciplinary action record for an employee should provide a link to show current as well historic payroll data for the employee to ensure the implementation of disciplinary action.			
24	The employee master data should be available in a central system and a link to complete history & audit trail of disciplinary actions taken against him / her should be available			
25	The system should be able to calculate the financial impact of the case (total losses incurred w.r.t. each charge sheet, allowance during suspension etc)			
26	The system should be able to maintain the details of court intervention, in case the court gives an order to the company			
27	The system should be able to record the complaints coming from various sources including: <ul style="list-style-type: none"> • Proper channel • From employees • From any other sources • Through public (email) • Anonymous • From web site (through vigilance link on REC website) 			
28	The system should be able to categorize the complaints coming from various sources like: <ul style="list-style-type: none"> • Misconduct as per REC CDA rules • Alleged malpractices, Corrupt activities, Bribery • Criminal misconduct & other irregularities • Other Lapse on part of the employee 			
29	The system should escalate the action to next level of authority			
30	Should be able to handle the complaints including anonymous complaints			
31	Should be able to send the complaints to competent authority for suitable action			
32	Should be able to classify the type of enquiry (like for imposing major / minor, special procedure in certain cases or other user defined criteria) as per REC CDA rules			

FUNCTIONAL REQUIREMENTS		S	C	N
33	Should allow only the authorized users to access the module			
34	For enquiry, the following details must be supported by the system: <ul style="list-style-type: none"> • List of allegations • the statement of the applicant • The statements of all the witnesses • documentary evidence in support of allegation • The statements of all the persons cited in defense 			
35	It should allow the consolidation of statistical data across the company hierarchy (division, location etc.)			
36	The consolidation of statistical data should also be available against other parameters such as <ul style="list-style-type: none"> • Location wise • level wise • other (user defined) 			
37	Capability of providing vigilance clearance through workflow on employee separation, request for passport or visa, forwarding of application for outside post, in case of promotion etc.			
Grievance Redressal				
1	Capability to handle various types of grievances from employees, unions, applicants or third party. Capability to maintain the grievances from various Govt. authorities / commissions and replies must be recorded.			
2	Capability to maintain and monitor the various steps taken as part of the grievance resolution			
3	Capability to generate grievance status reports.			
4	Capability to maintain the final grievance resolution in the system			
Sanction of Exits				
1	Ability to identify the reason of exit e.g. retirement/ compulsory retirement/ voluntary retirement/ death/ resignation/ dismissal etc.			
2	Ability to process the voluntary retirement application as per the rules defined or the particular scheme			
3	Capability to generate retirement notice to concerned departments and retirement proposal at least 2 months (flexibility to be defined by the user) in advance in case of superannuation for sanction s- For other type of retirement/ exit as soon as the papers are submitted/ on-line request is received			
4	Capability to seek vigilance clearance requests discipline / vigilance module before employee separation			
5	Capability to initiate the process for making payment of the retirement benefits / final dues as per applicable rules. Creation of last pay certificate considering all payables to the employee and receivable from the employee. This should be with link to payroll module.			
6	Ability to analyze data relating to exits			
7	Capability to process requests for payment of post retirement medical benefits as per applicable rules with link to payroll module.			
8	Capability to send Electronically Developed Mails (EDMs) and reminders for Exit Interview to the			

FUNCTIONAL REQUIREMENTS		S	C	N
	concerned employee; record the responses; collate the data and generate reports			
Pay Fixation				
1	Capability of processing Pay fixation and revision on new recruitment			
2	Capability of processing Pay revision for annual increment			
3	Capability of processing Pay fixation and revision on promotion/ demotion			
Issue of NOC				
1	System should issue NOC (using templates) for passport, visa, outside post and any other purpose including NOC for re-employment of retired employees as well as existing employees			
2	System should issue no objection letter for availing loan from banks, financial institutions or other entities.			
Benefits Module				
1	Support various types of loans, advances, reimbursements & other benefits (with link to payroll module) – <ul style="list-style-type: none"> ➤ Advances like HBA, Multipurpose advance, travel advance etc ➤ Loans like Car Loan, utility, computer, education loan etc ➤ Benefits like Company-leaved accommodation, Medical, Indoor medical treatment, economic rehabilitation, welfare benefits etc ➤ Reimbursements like Petrol, telephone bills etc 			
2	Support functionality to process various types of staff bills / reimbursements			
3	Online Submission of Staff bills and perquisites form (linked to Performance management module) through self- service portal			
4	Facility to generate bills due to be submitted by employees / approval of advances , loans , reimbursement and claims requests			
5	Maintain complete bill claim history of each employee			
6	Online checking , query handling and notification for Bills submitted by employees			
7	Provide automated dispatch of Bills approvals/ clearance details to all employees having email ids and print for those who do not have email ids			
8	Generation and electronic transfer of Bills approvals details to employees and facility to credit the bills amount to the respective Bank Accounts of the employees			
9	The monthly loans related deductions should automatically recorded to the respective loan account of the employee. Employee should be able to generate their loan balances at any point of time through self service portal			
10	Maintain complete loan history of each employee			
11	System should have the capability to define the loans and its various characteristics such as periodicity, interest rate, ceilings details etc			

	FUNCTIONAL REQUIREMENTS	S	C	N
12	System should be able to attach loan sanctioning rules to every loan type			
13	Facility for employees to check their entitlements on various benefit schemes.			
14	Facility to staff to submit / modify their dependents details through self-service portals			
15	Auto-calculation and tracking of entitlements, accruals and balance			
16	Update approved and remaining Budget for various loans and advances			
17	Store details of status of repayment of loans and advances . This is linked to payroll module			
	A) Insurance			
1	Capability to define various insurance schemes with premium and group insurance data generation			
2	Recording accident, claims, and any compensation			
	B) Management of tours and travel			
1	Facility to apply online for tours and travel by the employees and online approval by concerned authority			
2	Support tours and travel cancellation, extension, postponement etc			
3	Ability to maintain air/railway/ transport rates with respect to distance specified			
4	Sanction of advance against the tours and travel application			
5	Generation of reminder letters if tours and travel final bill is not submitted within the prescribed time			
	Deputation /lien			
1	The system should have the ability to handle deputation to and from other organizations.			
2	The system should have the capability to record history information on Deputation			
3	The system should have the ability to generate reminders for repatriation at least (...) months (user definable) in advance before repatriation of officer is due from other organization			
4	The system should have the capability to generate list of officers on deputation. Deputation History of a person on deputation must be maintained.			
5	The system should have the ability to record Leave, salary, PF contribution/ gratuity contribution			
	Welfare Schemes			
1	The system should allow defining and configuring of Staff Welfare Schemes with various criteria & rules			
2	The system should handle various Welfare Schemes like. Farewell gift, funeral expenses, artificial appliances (like hearing aid etc.), OPD for special diseases, conduct of sports tournament etc.			

FUNCTIONAL REQUIREMENTS		S	C	N
Performance and Competency Management				
1	Ability to support different types of appraisal forms for different levels. Also ability to support separate Annual confidential Reports for General Manager and above level executives and employees below level of GM			
2	Ability to define the period for which appraisal is being carried out - To be linked with Transfers module			
3	Ability to support the existing performance appraisal system for all grades of employees through proforma based templates including the targets / goals and achievements as the case may be. Depending upon the designation of the employee, certain performance appraisal parameters like competencies for various management clusters, are there in the proforma. This is used for online goal setting as well as goal setting discussion with the superior			
4	Facility to review the Goals set earlier and change them during the performance period with adequate rights i.e. both employee and reviewer should mutually agree for the change the preset goals which should get recorded in the system			
5	Ability to maintain past annual appraisal reports on scanned format as well as through templates			
6	Capability to provide for both periodical and ad-hoc appraisal system			
7	Capability to record self appraisal, supervisor/s' appraisal and final appraisal, mid year review, through workflow			
8	Capability to link with organizational chart for reporting , reviewing and countersigning relationships during the financial year			
9	Facility for identifying and recording the training needs/ gaps identified during the appraisal process (provided a higher authority wants and feels the need for such training). This forms an input to the training needs assessment.			
10	Capability to record feedback (mid term) report due to change in assignment or change of appraiser or two or more appraisers provided he has worked under one appraiser for more than (....) months			
11	Capability to integrate with payroll for sanction of performance incentives through workflows. Capability to record feedback on the integrity of the officer during performance appraisal.			
12	Capability to maintain history of performance appraisals. This is required up-to his tenure of service.			
13	Support to generate reminder letters/ mails to the employees/ appraising authorities in case of non-submission of appraisals, goal setting etc. Capability to record the disciplinary actions taken against the employee in case of default.			
14	Capability to generate memo letters/ mails for the employees in case of unsatisfactory performance			
15	Capability of recommending confirmation of employees who are on probation, post recruitment or on promotion, based on the performance feedback / controlling officers' remarks.			
16	Capability of providing feature to employees for recording achievements for appraisal / self appraisal during appraisal period			
17	Capability to advise / communicate adverse remarks raised in the Appraisal to the employee			
18	Capability to communicate to the concerned employee unacceptable performance related behavior			

FUNCTIONAL REQUIREMENTS		S	C	N
19	Capability to communicate to the employee , the employee duties and obligations as defined by controlling officers			
20	Capability to generate suspension and termination orders (should be part of disciplinary cases) in case of serious matters			
21	Capability to arrive at the final rating by taking weighted average of rating provided on each KPI and competencies, collate ratings and draw a forced distribution curve department wise/grade wise etc, Provide tentative ratings based on forced distribution curve and record changes in this rating after moderation;			
22	Capability to record various dates such as submission of self appraisal, appraisal by appraiser and reviewer etc.			
Industrial Relations				
1	All IR matters whether to do with court cases, union settlements etc. should be handled			
2	Capability to define unions/ federations/association (called union hereafter) in the system and maintain their details			
3	Capability to tag employees to the union and arrive at membership details			
4	Capability to record the demands made by the Unions for follow up and recording of final resolution			
5	Capability to record absence of employees on strike and generate statistical report on the details on strike under different categories etc.			
6	Capability to generate statistical and individual strike details under various heads such as location / dept. wise, days wise, date wise, number of man hours lost etc.			
7	Capability to initiate a workflow for recording of grievance and its redressal			

2) PAYROLL ADMINISTRATION

FUNCTIONAL REQUIREMENT		S	C	N
Payroll				
1	Allow for tight integration with Financial Accounting systems			
2	Audit trails for all system activities			
3	Support alert features about scheduled dates like receipt of payments			
4	Provide customizable workflow for all internal processes and approvals associated with the payroll system			
5	Provision for TDS calculations (if any) & tracking of TDS payable to the Government of India			
6	The system may provide for interface to interact with / migrate data available in the existing system to the proposed ERP. Currently the salary processing of employees is taken care of by an oracle based system. The attendance records are maintained through a software at Corporate Office and also			

	FUNCTIONAL REQUIREMENT	S	C	N
	manually. In future, there should be a provision to interface the attendance capturing machines and leave management module (of HRMS) with the ERP.			
7	There should be a single employee master and it should be integrated with all the company codes / cost centres with which employees are associated.			
8	Approval limits for expense reimbursement should be configured based upon the hierarchy limits.			
9	There should be a field in the master to reflect the cost center to which an employee is associated.			
10	Provision to allocate cost of employee based on his/her associated cost centers			
11	TDS, PF or any other such returns should be available online			
12	EDI of salary information to the bank account			
13	<p>The system should allow for the creation of user defined components of pay like:</p> <p>For the Month of</p> <p>Header of Allocation:</p> <p>Accounting Unit Location Code</p> <p>Classification Description</p> <p>Basic Leave Encashment-Formula based</p> <p>Bonus (Yearly)-Formula based</p> <p>Arrear Basic</p> <p>DA and DA Arrear-Formula based</p> <p>HRA and HRA Arrear-Formula based</p> <p>In case of death benefits to spouse (BP + DA) etc</p> <p>Spl. Pay and Spl. Pay Arrear</p> <p>Perks and perks arrear</p> <p>Incentive-Formula</p> <p>Miscellaneous (1 to 4)</p> <p>Deductions:</p> <p>Income tax- Formula based</p> <p>Loan-Variable</p> <p>GLIS</p> <p>CPF- Formula based</p> <p>CPF Loan</p> <p>Additional CPF (Voluntary CPF)</p> <p>House Building Advance</p> <p>HBA Interest</p> <p>Conveyance Advance</p> <p>Conveyance Advance interest</p> <p>Miscellaneous (1-5)</p> <p>Total Deductions</p> <p>Net Payable</p> <p>Total Dr.</p> <p>Total Cr.</p> <p>Multipurpose Loan</p> <p>Welfare Loan (Like marriage Loan, household goods etc)</p>			
14	The system should allow the calculation of pay structure based on compensation rules like Years of service ,Grade Pay, scale Location Employee type like executives, non-executives, deputation, contractual hires etc., Others (user defined)			
15	The system should allow the salary to be split across different heads			
16	Provision of wage revision arrears calculation.			
17	The system should allow pay types based on user defined cycles of pay (Monthly)			
18	The system should have the provision to override the standard rate of pay for individual employees based on required authorization			
19	The system should allow the setup of multiple payrolls with different payroll administrators & combining of payroll			
20	The system should allow restriction of administrative functions to a few select payroll users			
21	The system should have a data upload facility to upload historical payroll data.			
22	The system should allow the maintenance of slab wise details for statutory elements like Income Tax			

	FUNCTIONAL REQUIREMENT	S	C	N
	as well as user defined elements			
23	Provision to calculate reduction in salary based on attendance policy (such as time allowed for delay or location etc) of Organization as a fixed component or as x% of salary or hourly charges			
24	The system should perform advance payments: Fixed value amounts or formula based amounts			
25	The system should allow for deductions that might be Organization rules like House Building Advance, Income Tax/ Surcharge etc			
26	The system should allow for, but not be limited to, the following Loans and Advance payments Interest Free Advances Interest Bearing Advances Short Term Advances Long Term Advances			
27	Provision to include fringe benefits as part of employee salary and to calculate required tax deductions as per the taxation norms and rules of Organization			
28	The system should allow the cap of deductions at user defined fixed values or as a percentage of some pay elements/ flexibility to relax user defined caps			
29	The system should allow the following calculation of one time payment of allowance and /or deduction: Incentive, arrear, ex-gratia, uniform, lease accomodation, etc By amount: enter amount to be deducted or payable By days: enter number of days for system to compute the amount based on basic pay or gross pay and/or any other component of pay By Percentage: enter percentage for system to compute the amount based on basic pay or gross pay and/or any other component of pay			
30	The system should calculate recurring payments and/or deductions using the same criteria as one time payment/ deduction			
31	Allow for input of start and end date for recurring payment/ deduction			
32	The system should be able to process payroll on the following frequencies: Monthly, Off cycle payroll run must be possible, On-demand (i.e. terminations, pay advance, court order, ratification)			
33	For each employee, system should use Employee Master Data of HRMS such as: Name of employee Employee ID/No Designation PF Account No. Name of Bank Bank Account PAN No. Name of Father/ Husband , Mother /Wife Date of birth Basic pay Date of Joining service Nomination Details Name and address of nominee Relationship with subscriber Age of nominee Share payable to each nominee Other user-defined fields			
34	The system should automatically update payroll database for changes in employee record without interfering with payroll processing (e.g. Promotions in the middle of month)			
35	The system should automatically update payroll database when authorized person and Department makes pay rate changes			
36	The system should be able to make back dated calculations			
37	The system should reflect payroll adjustments in correct pay period			
38	The system should have full and final settlement process in place including – Gratuity calculation Leave encashment calculation Other applicable salary payments and recoveries			

	FUNCTIONAL REQUIREMENT	S	C	N
39	The system should provide a final settlement report for each terminated employee			
40	The system should have provision to suspend payroll runs or control final settlement processing on a case to case basis			
41	The system should have the provision to run separate incentive runs			
42	The system should provide the capability to handle unlimited pay account codes and drawing banks			
43	The system should have a provision to process arrear and backdated payment calculations			
44	Provision to recover advances in subsequent pay periods with single / multiple transaction			
45	The system should maintain earnings history information (i.e. a record of all pay of all activity) for each employee for a user specified period of time			
46	The system should support multiple banks or savings institutions per employee			
47	The system should provide for electronic transmission of direct deposit			
48	The system should have linkage to leave, punishments (like. suspension should result in subsistence allowance), promotion, location, qualifications			
49	The system should calculate HRA rebate			
50	There should be a report generated before posting of salaries at month end. This would ensure that the system allows checking of data prior to posting			
51	Raise alerts to the pre-defined users in the event that payment of payroll related statutory obligation are being delayed			
52	Take care of increments on due date and should also generate alerts accordingly			
	Information Capture			
53	Automatic updation of master data of newly joined employee from HRM module			
54	Automatic updation of leave from HRM module			
55	The system should capture different employee categories			
56	The system should capture the following organization information: Tax organization PF organization			
57	The system should capture previous employment information like Designation Annual salary- The annual salary cycle is from..... to for taxation purposes. Leave encashment amount Gratuity amount Gross earnings for the current tax year PF deduction for the current tax year TDS deducted for the current tax year			
58	The system should capture company/ Organization information like Organization/ Company Registration Number Legal name Establishment Registration Details Employer Classification Income tax details Department/ Division Details			
59	The system should capture termination settlement details like Notice Period Pay Leave encashment information Retrenchment compensation Voluntary retirement PF settlement details Loan recovery Gratuity details Lien payments			
60	Flexibility to calculate overtime for different locations at different rates			
	Support for allowances, reimbursements etc.			
61	Release of various advances (user defined) against salary			
62	Employee wise recovery position, recovery list and outstanding balances list - month wise or as user defined			

	FUNCTIONAL REQUIREMENT	S	C	N
63	Support calculation and payment of arrear/bonus with consequent tax adjustments			
64	Support Payment of reimbursements (like medical, telephone, local travel etc), allowances, recovery and taxation (if any) thereon			
65	Support recovery of contributions to various schemes like GSLI			
66	Provision of loan component like housing loan etc. to be adjusted against the employee salary			
67	Support payment of allowances like TA and any other user defined allowances			
68	Support recovery of all other types of loans with reports like recoveries made, overdue list etc			
69	Support calculation of incremental arrears with consequent tax adjustments			
70	Support payment of salary arrears with tax adjustments. Also support payment of arrears calculated in user defined installments or in lump sum.			
71	Automatic calculation of PRP on financial year basis based on certain parameter, for eligibility like MOU rating, % of Annual Basic pay, % of PBT, and executive performance rating.			
72	Separate sub module for contract employees			
73	On-line query of any Loan/Advances application status / Deduction / Balance status			
	Taxation			
74	Ability to define tax rules to determine employees tax liability as per changes by the Organization/ local statutory legislation for actual tax liability of employee			
75	Facility to provide investment declaration form in electronic format. The employee will be required to fill and submit the form electronically so as to automatically update salary record and tax calculation by the system			
76	The system should ensure support for major statutory reports/ certificates of taxes in the user defined format			
77	Also should support generation of employee's individual tax returns and generation of eTDS data			
78	The system should record employees' perquisites and other information relevant in computing their tax liability as tax components			
79	The system should complete calculation and deduction of tax automatically / user defined			
80	The system should project the tax liability of each employee for the period within a tax calendar based on the employee declaration of savings etc. and providing tax planners to the employee			
81	Provision to manually adjust taxable earnings (in case of income from other sources, investments etc.)			
82	The system should support separate tax tables for incentive pay calculations as per applicable rules and regulations			
83	The system should handle exemptions and rebates as per the income tax rules			
84	Provision to calculate professional tax deductions with exemptions, arrears and generation of related reports and receipts			
85	Provision to establish deduction limits based on various parameters like: 1. Employee 2. Job Classification 3. Company 4. Benefit plan 5. Salary			
86	Provision to make deductions effective: 1. In the current period 2. In any pay period or periods selected 3. In any user-defined frequency selected 4. Between user-defined start and stop dates 5. Until an user defined limit is reached			
87	Start and stop dates for deductions should be maintained: 1. On the employee master file 2. On employee level			
88	Provision to reverse deduction to be included in next paycheck if incorrectly withheld/ option with user			
89	Ability to determine deduction amounts by: 1. Amount of earnings 2. Percent of earnings 3. Number of hours			
90	Provision to prioritize deductions: 1. Using the deduction code 2. Using a separate priority number			
91	Ability to be prompted by system when employee status changes to leave to determine how deductions will be paid while on leave			
92	Ability to apply or stop various deductions based on employee status changes (e.g. Leave of absence)			
93	The system should provide the functionality for: 1. Online savings detail entry 2. TDS deposit details and linkage with TDS deduction. 3. Arrear calculation module 4. Monthly summary 5. Payroll 6. Deduction schedule			

	FUNCTIONAL REQUIREMENT	S	C	N
	7. Others			
94	Should be able to generate CTC report for various level of employees, should also facilitate generation of projected employee costs based on certain estimated hike.			
95	Should be able to integrate with HR module to monitor attendance and leave records and use the data in payroll processing			
96	Should facilitate employee cost allocation based on pre-defined parameters			
97	The system should handle tax exemptions as per the Income Tax rules			
98	Should have the facility to adjust excess/ short deduction of TDS			
	Payslip Run			
99	The system should provide for online ad-hoc calculation of employees pay slip amount			
100	The system should perform on-line calculation of pay and benefits for terminated employee based upon termination date			
101	The system should have the ability to evaluate different scenarios for change in payroll structures			
102	System should provide an impact analysis tool for analysis of impact of revision of any/ all components like pay, allowances, deductions etc.			
103	The system should display the status of the payroll calculations			
104	Provision to run payroll multiple times before finalization to ensure accurate pay computation			
105	The system should post the amount of salary paid for each element of pay for an employee, based on the relevant General Ledger account code and employee cost center information to General Ledger. Financial postings include: 1. Element 2. Amount 3. GL Account 4. Cost Centre			
106	The system should post salary payment advice including multiple payment methods such as bank, cash and cheque to General Ledger			
107	Provision to issue third party cheques			
108	Payslip should be generated with the following details, with a flexibility to alter the various components: 1. Taxable and non-taxable components in separate columns 2. Tax till date, calculated, recovered, projected 3. Loan balances and no. of installments deducted/ left showing details of interest accrued 4. Provident fund opening balance, interest till date, closing balance etc.			
	PF and Terminal Benefit Management			
109	The system should support – Provident fund (PF) recovery employee wise PF computation percentage Voluntary PF Definition of PF trusts and characteristics (in terms of Exempted, excluded, etc.) Provident fund reports monthly / annually (Form 5, 10, 12A, 3A, 6A etc) Employees Ledger of PF Calculation of Interest.			
110	The system should handle provident fund rules like Calculate and deduct contributions according to the respective statutory acts/ company policy etc. Maintain individual CPF accounts and generate individual account slip for every financial year			
111	Payroll Accounting - Posting to Expense account Posting to Balance sheet account Posting to Vendor account			
112	System should support pooling the monthly contribution of CPF in to the CPF management system			
113	System should support CPF settlement process including generation of settlement sheets and relevant vouchers for accounting			
114	System should support calculation of periodic interest and crediting the amount to the accounts			
115	System should perform CPF application processing, loan / withdrawal sanctioning, loan disbursement, modification of loan installments, loan short closure, recovery through payroll, final settlement during closing, transfer for different type of CPF loans			
116	System should have the facility to credit sanctioned CPF loan / withdrawal amount directly to their respective accounts			
117	System should generate all types of MIS reports as per request of Bank (like CPF ledger, CPF loan Ledger, CPF rule, Gratuity rule (online) etc.)			

	FUNCTIONAL REQUIREMENT	S	C	N
118	System should maintain nominee details and payment to nominee in case of death of an employee			
119	CPF returns and other statutory forms			
120	System should generate all types of reports/ registers related to CPF management			
	Gratuity Management			
121	System should perform gratuity calculation, provision & accounting employee wise as per user defined rules			
122	System should perform forfeiture of Gratuity in case of dismissals etc.			
123	System should generate gratuity payment cheques			
124	System should maintain nominee details and payment to nominee in case of death of an employee			
125	System should generate all types of reports/registers related to gratuity management			
	Reports/MIS			
126	The system should have the mandatory forms and reports like: 1. IT declaration forms like Form 16, Form 24 etc. etc. 2. Earnings/other income outside salary 3. CPF form 4. CPF receipt 5. Payroll Register 6. Payslip (including leave/other payment details, IT deducted) 7. Perks calculation 8. Leave encashment 9. Tax calculation (at any point of time) 10.e-TDS returns (capable of being uploaded to NSDL)			
127	The system should have an online payslip			
128	The system should have provision for generating ad-hoc payroll reports including Yearly Burden based on people retiring			
129	The system should have provision for generating user defined reports			
130	The system should provide the following current year to date totals on earnings statement: 1. Income tax; 2. Any standard or user defined deduction; 3. Any standard or user-defined pay type			
131	The system should display leave status information on earnings statement			
132	The system should display absence status information on earnings statement			
133	Last pay certificate on transfer/ separation, service particulars – post and location			
134	TDS receipt at user-defined frequency (quarterly, yearly, etc)			
135	The system should be able to generate the reports for each employee to show individual employee records which regards to leave register/expenses/PF details etc.			
136	Generation of payroll statement and comparative payroll statement of different months.			