



**RURAL ELECTRIFICATION CORPORATION  
LIMITED**

**Core 4, SCOPE Complex, 7 Lodhi Road, New Delhi – 110 003**

**Tender No: REC/IT/117/2005/1**

**TENDER DOCUMENT**

**FOR**

**SUPPLY, INSTALLATION, IMPLEMENTATION AND  
INTEGRATION OF AN ERP BASED INTEGRATED  
INFORMATION SYSTEM IN REC**

**Date of Issue : 01.09.2006**  
**Date & Time of Submission : 29.09.2006 (14:30 Hrs)**  
**Time of Opening : 29.09.2006 (15:30 Hrs)**

**Volume II**



### Annexure -III

### Critical Functionality Matrix

Please indicate how the following critical functionalities of REC would be met in the proposed solution Put a tick mark (✓) in the appropriate column giving a brief explanation if the functionality can be met. Indicate additional H/w or other resources required to meet the functionality. Put a “X” in all the columns if the Supplier proposes not to meet the functionality.

S. No.	Critical Functional Requirements of REC	Requirement met by			Explanation
		ERP Product	Third Party tool/	Requires Development	
	<b>Loan Processing</b>				
1.	Support Multiple Disbursement at different dates				
2.	Support different methods of interest calculations specific to each transaction				
3.	Calculate List of outstanding <ul style="list-style-type: none"><li>• Party wise at any given date</li><li>• Scheme wise at any given date</li></ul>				
4.	Support updation of Party ledgers loan wise				
	<b>Borrowings</b>				
5.	Support Forecast				
6.	Support Interest calculation				
7.	Support Cash Flow projections for loans given or taken for the company as a whole, for specific period or based on loan duration.				
8.	Calculate Liability Payment due delays for investors and banks				
9.	Support and calculate Repayment schedule				
	<b>Disbursements</b>				
10.	Calculate Repayment schedule				



S. No.	Critical Functional Requirements of REC	Requirement met by			Explanation
		ERP Product	Third Party tool/	Requires Development	
11.	Calculate rate of interest specific to each scheme				
12.	Calculate Maturity period of each scheme				
	<b>Banking</b>				
13.	Support Bank operation				
14.	Support Issue of cheques				
15.	Facilitates Bank reconciliation				
	<b>Finance &amp; Accounting</b>				
16.	Support receipt and payment tracking for loan disbursed				
17.	Support provisional entry creation for a loan at the year end				
18.	Support payment processing and cheque printing for capital procured				
19.	Support partial payment and invoice adjustment				
20.	Support Balance sheet consolidation				
21.	Support reconciliation of all Zonal and project offices				
22.	Calculate Budgeted vs. actual expenditure				
23.	Calculate P/L accounts				
24.	Support reporting requirements to various statutory organisations				
	<b>Project Management</b>				
25.	Support project appraisal and project planning for T&D and Generation schemes.				



S. No.	Critical Functional Requirements of REC	Requirement met by			Explanation
		ERP Product	Third Party tool/	Requires Development	
26.	Provide workflow for sanction of schemes.				
27.	Provide final monitoring before disbursing the last installment to the borrowing utility				
	<b>Provide budget tracking of the project at milestone level</b>				
28.	Support project monitoring along with milestone- key dates and simultaneous schedule updates to forecast the project's further progress				
	<b>Payrolls</b>				
29.	Should compute varied benefits provided to the employees such as Leave Travel Allowance, Medical Reimbursement, House Rent Allowance and other long term reimbursements. Eligibility, computation and taxability should be considered.				
30.	Provide Eligibility check for loans				
31.	Support PF Calculations				
32.	Support HRA policy of REC				
	<b>General</b>				
33.	Provide In-built audit trails, which will enable tracking of any access violations on the system. Facility to generate audit trail reports for exception monitoring and subsequent follow up should be present.				



S. No.	Critical Functional Requirements of REC	Requirement met by			Explanation
		ERP Product	Third Party tool/	Requires Development	
34.	Support computation of varied benefits provided to the employees such as Leave Travel Allowance, Medical Reimbursement, House Rent Allowance and other long term reimbursements. Eligibility, computation and taxability should be considered				
35.	System should provide Dashboard for CMD, Top Management and GM's of REC.				
36.	Facility for multidimensional analysis with drill down features should be available				



## Annexure – IV

## Functionality Compliance Matrix

### 1. Vendor response:

Please indicate your response as follows:

- “A” Available in Core product
- “D” Provided through 3<sup>rd</sup> Party tool
- “B” Provided through Bespoke Development
- “N” Not provided in solution

### 2. Please indicate your comments against each functionality

### 3. Please attach separate sheets for comments & explanations, wherever required.



## Finance & Accounts Management

Sl. No.	Functional Requirement	Vendor Response	Comments ( All responses requires comments explaining the response)
	<b>General Ledger</b>		
1	Ability to support different accounting periods.		
2	Ability to accept and post journal entries from other legacy systems viz. payroll etc.		
3	Ability to allocate recurring entries that allocates one account balance among several others based on ratios.		
4	Ability to allow prior period adjustments, with proper control & authorization		
5	Ability to allow the user to process the closing of accounts more than once in the same accounting period.(different stages)		
6	Ability to allow the user to reopen the closed accounting year, with proper control & authorisation		
7	Ability to allow the users to open the next accounting year before the closing of current accounting year.		
8	Ability to assign specific account code/party code to different units of the organisation.		
9	Ability to automatically carry forward of closing balance of the financial year to opening balance of the current year, with user defined control & authorisation.		
10	Ability to calculate un realized profit based on user defined particulars.		
11	Ability to create multiple versions of financial statement report, customised to user specification with alternative format.		
12	Ability to create the reserve provisions based on G/L balances and current accounting policies (e.g., Account receivable cash discount reserve,bad debt reserve and non moving/obsolescence etc.)		



<b>Sl. No.</b>	<b>Functional Requirement</b>	<b>Vendor Response</b>	<b>Comments</b> ( All responses requires comments explaining the response)
13	Ability to do reporting (e.g., Balance sheet & P&L and associated schedules), with user defined period		
14	Ability to enter and maintain statistical information either alongwith or independent of journal entries.		
15	Ability to generate comparative statements based on user defined periods.		
16	Ability to generate statutory reports and account balances as per indian law e.g. companies act , accounting standards,coporate governance etc.		
17	Ability to generate the social amenities report.		
18	Ability to generate the supplementary audit & tax audit report.		
19	Ability to generate the trial balance ,balance sheet / profit and loss account with associated schedules , details , additional data , notes on accounts, contingent liabilities etc. ( current and previous year simultaneously ).as defined in key Reports		
20	Ability to import / export the data from / to other external systems.		
21	Ability to list all recurring journal entries with sub details.		
22	Ability to pickup previous year figures in current year financial statements and provision for regrouping of previous year figures.		
23	Ability to print various reports any time with user defined parameters( in part/full)		
24	Ability to produce edit exception reporting for all transactions posted to the General ledger from other systems.		
25	Ability to support Account enquiry on General master data, account no, description, account roll up information.		
26	Ability to support addition /deletion/alteration/modification of account codes with proper control &		



<b>Sl. No.</b>	<b>Functional Requirement</b>	<b>Vendor Response</b>	<b>Comments</b> ( All responses requires comments explaining the response)
	authorisation		
27	Ability to support manual reversal / cancellation of journal / proforma vouchers / entries with proper authorisation and controls.		
28	Ability to support multi currency transactions.		
29	Ability to support multi profit centres / cost centre wise accounting.		
30	Ability to support provisional and final closing of accounts (performa/Final)		
31	Ability to support reconciliation with US GAAP / International Accounting Standards/ WTO requirements, Income-Tax Act SEBI etc.		
32	Ability to support recurring journal entries and templates, with user defined starting & ending period		
33	Ability to support user defined accounting year. ( calender / financial )		
34	Ability to support user defined financial ratios compared to previous years & year to-date.		
35	Ability to support user defined journal narration.		
	<b>Cash Section</b>		
36	Ability to receive payment/ Receipt Vouchers electronically from various sections		
37	Ability to directly deposit amounts into customer/employee bank account.(e-payment)		
38	Ability to automail the payment details to the party.		
39	Ability to generate challans / pay-in-slips alongwith payment vouchers.		
40	Ability to prepare Daily & periodical Cash/bank Report		
41	Ability to accept Bank statements electronically from bank as & when		



<b>Sl. No.</b>	<b>Functional Requirement</b>	<b>Vendor Response</b>	<b>Comments</b> ( All responses requires comments explaining the response)
	required.		
42	Ability to generate daily and periodical bank Reconciliation statement		
43	Ability to generate the stale cheque report.		
44	Ability to prompt the payment/Receipt section for direct bank debits/Credits relating to LC payment etc. based on bank control number.		
45	Ability to print the cheques online.		
46	Ability to reprint cheques.		
47	Ability to accept/upload cheque issued by Project offices into a consolidated cash book .		
48	Ability to link cash flow forecasts to P&L, Budgets, Purchase Orders, ageings, outstanding Account payables and payroll, contracts, projects, etc and generate variance analysis.		
49	Ability to determine net fund requirement and availability.		
50	Ability to perform trend analysis.		
51	Ability to automatically create journal entries and post cash relating enteries into GL.		
52	Ability to accept multiple form of payments including electronic/manual.		
53	Ability to adjust due dates for statutory payment based on declared holidays by bank, REC etc.		
54	Ability to alert in case of cash payments exceeding defined limits.		
55	Ability to monitor cash transactions counterwise.		
56	Ability to assess the fund requirements datewise, purposewise, locationwise and give alerts.		
57	Ability to prompt in case of actual cash holding exceeding the insurance limit.		
58	Ability to transact through e-banking.		



<b>Sl. No.</b>	<b>Functional Requirement</b>	<b>Vendor Response</b>	<b>Comments</b> ( All responses requires comments explaining the response)
59	Ability to transact through SEFT/ECS/RTGS (Specific Electronic Fund Transfer, Electronic Clearing System, Real Time Gross Settlement) of Banks.		
60	Ability to indicate cash holding pattern based on historical data/user defined criteria.		
61	Ability to maintain the following registers and query online. -TDS challan register, Excise/Commercial Tax/ Royalty and other govt. payment register.		
62	Ability to perform monthly analysis of current expenditure vs monthly forecasts		
63	Ability to verify the signatures on-line.		
64	Ability to record the cash transactions (denominationwise ) in order to facilitate the cash verification at the closure of day.		
65	Ability to generate receipt(acknowledgement) slip against cash/bank receipts.		
66	Ability to use the current and forecasted foreign exchange rates.		
67	Ability to generate receipt/payment reports / journals by invoice number, customer no, employee no, date, amount etc.		
68	Ability to give statistical analysis for optimisation of cash flows.		
69	Ability to reactivate / reissue the void cheques with proper controls.		
70	Ability to reprint cheques.		
71	Ability to support Bank Reconciliation		
	<b>Accounts payable</b>		
72	Supports the Entry of a Single Invoice which is Expensed to Multiple Offices		
73	Supports Processing of Un vouchered Invoices and Accrued Receivers		
74	Supports the Option to Place an Entire Batch of Invoices on Hold		
75	Support integration with Supplier portal		



<b>Sl. No.</b>	<b>Functional Requirement</b>	<b>Vendor Response</b>	<b>Comments</b> ( All responses requires comments explaining the response)
76	Ability to control disbursements		
77	Support multi-period posting		
78	Supports the Option to Place an Individual Invoice on Hold		
79	Supports the Automatic Calculation of Invoice Payment Due Dates		
80	Allows for Modifications to Invoice Account Distribution After Processing		
81	Allows for Modifications to Invoice Date After Processing		
82	Supports Association of the Vendor Invoice Number to the Corresponding Journal Entry		
83	Supports Error Checking for Duplicate Invoice Entry or Possible Over Payment of Vendor Invoices		
84	Supports the Entry of Pre-Payment for Purchase Order and Invoices		
85	Supports the Partial Payment of Invoices		
86	Supports Entry of Recurring Payables, i.e., Templates		
87	Recurring Payable Templates Include the Option with Beginning and Ending Dates		
88	Recurring Payable Templates Allow for User Notification of Payment Based on Defined Day of the Month or a Specific Period in Time		
89	Supports the Usage of Multiple Cash Accounts Available		
90	Allows the User to Select a Specific or Range of Bank Accounts and Due Dates at Check Run Entry		
91	Supports online Cheque Reconciliation		
92	Supports the Voiding of a Single Cheque		
93	Supports the Voiding of an Entire Check Run		
94	Supports the Linkage of the Return's Debit Memo to a Single Purchase Order		
95	Supports the Linkage of the Return's Debit Memo to Multiple Purchase Orders		
96	Supports Secure On-Line or Electronic supplier Payments		



<b>Sl. No.</b>	<b>Functional Requirement</b>	<b>Vendor Response</b>	<b>Comments</b> ( All responses requires comments explaining the response)
97	Supports the Processing of Internet Auctions and e Bids		
98	Supports Basic Internet Based Purchasing Functionality		
99	Provides an Online Inquiry to Open and Closed Payables		
100	Standard Report for Individual Project office Balances		
101	Compile department-wise expenditure		
102	Monitoring of advance payment made with fulfillment of contractual obligations.		
103	Control against accidentally entering invoices more than once. Flash reports to proper authority in case of such attempts.		
104	Prepare checklist for processing of invoices.		
105	Deduct various amounts for rejection, security money, retention money etc. from bills, when required.		
106	Define payment schedules of invoices.		
107	Record asset related information for capital purchases.		
108	Track advance payment paid to suppliers		
109	Cash flow analysis and forecasting.		
110	Statistical analysis for optimization of cast flow.		
111	Analytical, summary and statistical reports for Accounts payable situation.		
112	Handle inquiry		
113	Support prioritisation of invoices for payment		
114	Support authorization of payments prior to payment as per guidelines/ internal working arrangements		
115	Recording of deductions from invoices with reasons for intimating to the supplier		
116	Full utilization of work flow capabilities(routing, status, visible view of workflow, approvals-including approval thresholds)		
117	Ability to establish alternative workflows		
118	Ability to establish reporting security at		



<b>Sl. No.</b>	<b>Functional Requirement</b>	<b>Vendor Response</b>	<b>Comments</b> ( All responses requires comments explaining the response)
	various levels		
119	Ability to enable on-line policies and procedures		
120	Ability to do ad-hoc reporting		
121	Ability to have graphical representation of information		
122	Ability to support multiple currencies		
123	Ability to have fully integrated system with procurement and receiving		
124	Ability to support complete audit trails of transactions		
125	Ability to drill down to source documents		
126	Ability to automatic sales, VAT and other consumption tax calculations and tax reporting		
127	Ability to have notes at the supplier or invoice level for follow up purposes		
128	Ability to modify screens for user efficiency		
129	Ability to support imaged documents		
130	Ability to support scan and recognize fields from the invoices		
131	Ability to measure and track key performance indicators		
	<b>Accounts Receivable</b>		
132	Supports the Automatic Assignment of payment to the Oldest Open Invoice (aka Balance Forward Accounting)		
133	Net Accounting Supported		
134	Gross Accounting Supported		
135	Ability to automate Credit Memo approval and creation process		
136	Support combined basis accounting		
137	Support for prompt customer payment via Online- aging		
138	Supports the Processing of Non-Sufficient Checks (NSC) with Corrections for Account Distribution		
139	Supports the Billing of Service Related Items - Hourly Rates, Services Rendered, and Service Parts		



<b>Sl. No.</b>	<b>Functional Requirement</b>	<b>Vendor Response</b>	<b>Comments</b> ( All responses requires comments explaining the response)
140	Supports a Fully Automated Cash Application Environment		
141	Supports the Application of One Cheque to Multiple Customer Invoices		
142	Supports the Entry of Advance Payments from Customers		
143	Supports Modifications to Previously Matched Invoices		
144	Supports Automatic Calculations of Customer Discounts and Due Dates		
145	Supports the Entry of Invoices in Batch Mode		
146	Supports Automatic Charge Backs to Invoices Paid Short		
147	Supports Future Dates on Invoices		
148	Supports Free Form Entry of Invoice Related Notes		
149	Supports Customer Specific Invoice Formats		
150	Supports the Transfer of Open Invoices from One Customer Account to Another		
151	Supports Global User Defined Aging Buckets		
152	Supports Customer Specific Aging Bucket Factors		
153	Supports On-line Access and Review of Customer Invoice Transactions		
154	Supports User Defined Statement Runs by Date		
155	Supports the Automatic Calculations of Finance Charges for Applicable Accounts		
156	Supports the Automatic Trigger and Notification of Past Due Invoices		
157	Supports Collection Minimums for Collection Calls		
158	Supports the Automatic Assignment of Invoices to Internal Collection Agents or Outside Collection Agencies		
159	Supports the Online Review of a Customer's Collections History per Invoice		



<b>Sl. No.</b>	<b>Functional Requirement</b>	<b>Vendor Response</b>	<b>Comments</b> ( All responses requires comments explaining the response)
160	Supports Accounts Receivable or Billing Specific Contact Management Contacts and Notes		
161	Supports Online Collection Scripts for Internal Employee Usage		
162	Supports Automatic Management Notification or Alert of Accounts Receivable Activity Exceeding an Allowable Tolerance Level		
163	Supports Performance Analysis of Collections Activity		
164	Supports Automatic Credit Limit Checks and Potential Credit Order Holds at Order Entry		
165	Supports the Entry of Temporary Customer Credit Extensions with Effectivity Dates		
166	Supports Multi-level Customer Aging for those Accounts with Multiple Bill-to Addresses		
167	Supports Automatic Calculations and Reporting of a Specific Customer's Payment Statistics		
168	Support credit memo workflow and the final creation of the credit memo for approved requests.		
169	Supports User Defined Reason Codes for Account Write Off's		
170	Supports Partial Credit Application for Credit Memo Processing		
171	Supports the Application of a Credit Memo to an Individual Invoice		
172	Supports the Application of a Credit Memo to Multiple Invoices		
173	Supports Online or Electronic Customer Payments		
174	Supports Automatic Load of Invoices from Remote or Legacy Systems		
175	Supports Automatic Load of Cash Receipts from Bank Transmissions		
176	Supports Secure Payments During Internet Based Order Entry		



<b>Sl. No.</b>	<b>Functional Requirement</b>	<b>Vendor Response</b>	<b>Comments</b> ( All responses requires comments explaining the response)
177	Standard Customer Statements Format Available		
178	Standard Customer Invoice Format Available		
179	Capture Details of bills raised from projects		
180	Maintain accounting entries for payments received		
181	Capture accounting entries for revenue from other miscellaneous sources		
182	Report sundry debtors position (period-wise)		
183	Status on retention money		
184	Status on loans and advances		
185	Track payment by client and signal delay in payment.		
186	Reconcile advance payment received from client		
187	Maintain client masters.		
188	Raise invoices in a user defined periodic schedule		
189	Generation of circulation sheets which are required for verification of invoices by customers		
190	Raising of a supplementary invoice		
191	Raising of invoices in the case of revision of tariffs with retrospective effect		
192	Generation of reports indicating the component wise outstandings to facilitate reconciliation of accounts with customers		
	<b>Budgeting</b>		
193	Ability to budget by fixed/variable or combination.		
194	Ability to budget by top down or bottom up approach.		
195	Ability to integrate budgeting with General Ledger, Human Resource Management System (HRMS)		
196	Ability to change the forecast based on actual results and view the impact in the future periods.		
197	Ability to distribute departmental budget		



<b>Sl. No.</b>	<b>Functional Requirement</b>	<b>Vendor Response</b>	<b>Comments</b> ( All responses requires comments explaining the response)
	electronically.		
198	Ability to do the trend analysis over multiple periods.		
199	Ability to explore the yearly budget into monthly budget based on defined parameters.		
200	Ability to generate templates for budget preparation.		
201	Ability to have a flexible budgeting system.		
202	Ability to have variance analysis of budget v/s prior period, previous budget etc.		
203	Ability to incorporate prior period actuals into the forecasts.		
204	Ability to link the companies key performance indicators to the budget.		
205	Ability to link the multiple budgets so that the changes are updated automatically in all the versions.		
206	Ability to maintain version control of budgets / forecasts.		
207	Ability to build "what- if scenario" and modeling.		
208	Ability to perform the rolling budget for multiple periods.		
209	Ability to support the zero-base budgeting.		
210	Preparation of budget estimate for coming year and revised estimate for the current year for Corporate office.		
211	Compilation of Budget Estimate of project offices for the coming year and revised estimate in the current year. This is prepared project wise and consolidated at corporate office.		
212	Comparison of actual with budget estimate and preparation of variances report, and statement of analysis of variances.		
213	Support up loading of personnel budget to HRMS		
214	Support spreadsheet integration		
215	Ability to transfer the forecast into the		



<b>Sl. No.</b>	<b>Functional Requirement</b>	<b>Vendor Response</b>	<b>Comments</b> ( All responses requires comments explaining the response)
	budgeting process.		
	<b>Budget Monitoring and Control</b>		
216	Ability to update/input initial budget allocations to different budget codes		
217	Ability to link the expenditure/income with the respective budgets.		
218	Ability to permit additional budget allocation.		
219	Ability to permit budget diversion from one head to another.		
220	Ability to prompt the percentage exhaustion of the budget under various budgets.		
221	Ability to support user defined stages of budget consumption. (e.g. Stores indent raised shall be considered for budget utilisation of that shop.)		
	<b>Fixed Asset Accounting</b>		
222	Ability to maintain/update asset location codes (Fixed/Movable) to identify assets		
223	Ability to maintain/update asset Account/Group codes defined by user		
224	Perform "what-if depreciation analysis"		
225	Track leased assets and intangibles		
226	Ability to maintain depreciation data cost centre-wise.		
227	Ability to incorporate details of Risk Insurance spares & their capitalisation/depreciation in the respective schemes.		
228	Ability to group assets & identify depreciation rates as per companies act, in relation to identified group.		
229	Ability to generate a report for assets reaching their terminal value.		
230	Ability to identify account code/cost centre code in relation to location code of asset & vice versa.		
231	Ability to capitalise the assets based on the date indicated in the completion certificate.		



<b>Sl. No.</b>	<b>Functional Requirement</b>	<b>Vendor Response</b>	<b>Comments</b> ( All responses requires comments explaining the response)
232	Ability to comply with the Companies Audit report		
233	Ability to change the useful life & the effective rate of depreciation based on re-/de-capitalisation.		
234	Ability to calculate depreciation based on the Income Tax Act.		
235	Ability to adhere to the changes in statute/company policies.		
236	Ability to allow retention of details of written-off assets, whilst excluding these from the general reporting and all current asset valuation calculations.		
237	Ability to convert a decapitalised asset into capitalised asset.		
238	Ability to track movement of asset from one location to another, including inter - unit transfer.		
239	Ability to generate the Deferred Tax details for depreciation		
240	Ability to update the asset register with each capitalisation entry.		
241	Ability to support the change in the method of depreciation like: <ul style="list-style-type: none"><li>• Straight Line</li><li>• Declining Balance</li><li>• Sum of year's digit</li><li>• Units of production</li><li>• Flat rate</li><li>• Diminishing value</li><li>• Bonus depreciation</li></ul>		
242	Ability to automatically generate the entry for loss/profit of sale of assets.		
243	Ability to allocate asset to multiple accounts(e.g. cost centre, products or projects ) and distribute depreciation based on allocation.		
244	Ability to support revaluation of assets.		
245	Ability to generate user defined wealth tax / asset details.		
246	Ability to maintain parent and subordinate asset relationship.		



<b>Sl. No.</b>	<b>Functional Requirement</b>	<b>Vendor Response</b>	<b>Comments</b> ( All responses requires comments explaining the response)
247	Ability to track assets by tag number,asset number, department,custodian,location, Project office and invoice		
248	Ability to support change in depreciation rates.		
249	Ability to support capitalised / decapitalised in case of exchange gains & loss.		
250	Ability to support capitalisation of specific grants received and track its use.		
251	Ability to calculate depreciation in respect of assets given to senior officers as per the scheme launched by management from time to time.		
252	Ability to identify assets written off & trigger relevant updation in asset register.		
253	Ability to generate Journal vouchers for debit or credit advice on sister steel plant or unit in case of transfer out or transfer in of assets		
254	Ability to generate schedule of current assets i.e. Assets awaiting disposal.		
255	Ability to generate schedule of other provisions created if any for idle or abandoned assets which are still appearing in fixed asset register.		
256	Ability to calculate depreciation for the budget year on opening gross block.		
257	Ability to calculate depreciation for full budget year on assets capitalised till date of budget preparation.		
258	Ability to support work-out depreciation on addition & deletions without updating asset register i.e for quarterly & half yearly accounts.		
259	Ability to archive details of written off for exclusion in general reporting		
260	Ability to generate schedule of provisions if any created for current assets.		
261	Ability to identify the assets scheme-wise, item-wise & its historical details		



<b>Sl. No.</b>	<b>Functional Requirement</b>	<b>Vendor Response</b>	<b>Comments</b> ( All responses requires comments explaining the response)
262	Ability to identify and decapitalize the asset when declared idle/Surplus depending upon accounting policy.		
263	Ability to forecast the depreciation and written down value for any user defined period.		
264	Support allocation of other cost related to the asset to directly attributable cost of the asset based on pre-defined logical sequence		
265	Calculation of depreciation as per provisions of Indian Companies Act for recording in the books of accounts		
266	Calculation of depreciation as per provisions of Indian Income Tax Act for tax purposes		
267	Provision for charging higher depreciation than as prescribed by the Companies Act since it can be due to re-valuation of assets based on technical assessment or any other reason		
268	Facilitate flexibility in charging depreciation whenever the cost adjustment to asset takes place after initial capitalization		
269	Controlling of fixed assets by allotting Asset Identification Number to facilitate identification of individual asset, location, facilitate transfer to other location, facilitate retirement, disposal and periodic physical verification		
270	Maintaining of fixed asset register in a user defined format		
271	Support regrouping of assets necessary for insurance valuation		
272	Create methodology for recording physical inventory and for identifying the deviations from inventory as per Fixed Assets register		
273	Tracking of fixed assets sent to outside agencies for repair or for other reasons		
	<b>Projects</b>		



<b>Sl. No.</b>	<b>Functional Requirement</b>	<b>Vendor Response</b>	<b>Comments</b> ( All responses requires comments explaining the response)
274	Ability to monitor the milestone payments as per the billing schedule and project implementation bar chart.		
275	Ability to allocate captive jobs on schemes as per user defined criteria		
276	Ability to codify the operational & commissioning spares.		
277	Ability to evaluate the projects based on IRR,NPV, ROI, Sensitivity Analysis, Pay back period etc.		
278	Ability to generate capital expenditure report schemewise, projectwise, periodwise etc.		
279	Ability to generate on-line confirmation of receipt of material contract number wise / locationwise.		
280	Ability to generate the capital budget document as per the budgetary variables defined by management		
281	Ability to generate the estimated cash flows for user defined periods.		
282	Ability to generate the projected cash flows and cash utilisation reports.		
283	Ability to handle R & D cess in imported cases.		
284	Ability to identify price tag for each activity in a project.		
285	Ability to identify the aging of schemes as per user defined criteria		
286	Ability to keep project open and active across fiscal years.		
287	Ability to map the billing schedule with corresponding account codes , cost centre , location code, asset classification code.		
288	Ability to monitor the expenditure booking against the sanctioned value of the schemes		
289	Ability to receive all related documents alongwith the Running Account Bills through electronic mode.		
290	Ability to release the payments based on milestone achievements.		



<b>Sl. No.</b>	<b>Functional Requirement</b>	<b>Vendor Response</b>	<b>Comments</b> ( All responses requires comments explaining the response)
291	Ability to regulate payments in accordance with budgetary allocation for the scheme and for the user defined period		
292	Ability to revise the sanctioned value		
293	Ability to support budgetary control including certification		
294	Ability to support capital WIP Accounting.		
295	Ability to support phased capitalisation		
296	Ability to track the useful / remaining life of assets.		
	<b>Cash Management</b>		
297	Ability to receive payment/ Receipt Vouchers electronically from various sections		
298	Ability to directly deposit amounts into customer/employee bank account.(e-payment)		
299	Ability to automail the payment details to the party.		
300	Ability to prepare Daily & periodical Cash/bank Report		
301	Ability to accept Bank statements electronically from bank as & when required.		
302	Ability to generate daily and periodical bank Reconciliation statement		
303	Ability to generate the stale cheque report.		
304	Ability to prompt the payment/Receipt section for direct bank debits/Credits relating to LC payment etc. based on bank control number.		
305	Ability to print the cheques online.		
306	Ability to accept/upload cheque issued by resident offices and mines into a consolidated cash book .		
307	Ability to link cash flow forecasts to P&L, Budgets, Purchase Orders, ageing, outstanding Account payables and payroll, projects etc and generate variance		



<b>Sl. No.</b>	<b>Functional Requirement</b>	<b>Vendor Response</b>	<b>Comments</b> ( All responses requires comments explaining the response)
	analysis.		
308	Ability to determine net fund requirement and availability.		
309	Ability to perform trend analysis.		
310	Ability to automatically create journal entries and post cash relating entries into GL.		
311	Ability to accept multiple form of payments including electronic/manual.		
312	Ability to alert in case of cash payments exceeding defined limits.		
313	Ability to monitor cash transactions counterwise.		
314	Ability to assess the fund requirements date wise, purposewise, locationwise and give alerts.		
315	Ability to prompt in case of actual cash holding exceeding the insurance limit.		
316	Ability to transact through e-banking.		
317	Ability to indicate cash holding pattern based on historical data/user defined criteria.		
318	Ability to maintain the following registers and query online. -TDS challan register, Excise/Commercial Tax/ Royalty and other govt. payment register.		
319	Ability to perform monthly analysis of current expenditure vs monthly forecasts		
320	Ability to verify the signatures on-line.		
321	Ability to record the cash transactions (denominationwise ) in order to facilitate the cash verification at the closure of day.		
322	Ability to generate receipt (acknowledgement) slip against cash/bank receipts.		
323	Ability to use the current and forecasted foreign exchange rates.		



<b>Sl. No.</b>	<b>Functional Requirement</b>	<b>Vendor Response</b>	<b>Comments</b> ( All responses requires comments explaining the response)
324	Ability to generate receipt/payment reports / journals by invoice number, customer no, employee no, date, amount etc.		
325	Ability to give statistical analysis for optimisation of cash flows.		
326	Ability to reactivate / reissue the void cheques with proper controls.		
327	Accounting entries for Cash & Cheque payments		
328	Bank reconciliation & reporting on cash position		
329	Investment details of REC funds		
330	Record Fund given on loan from HQ to project (age-wise analysis)		
331	Record Fund given from Project to HQ (age-wise analysis) & interest earned		
332	Handle foreign currency transaction details		
333	Ability to view the customer's profit margin (and make decisions on the receivables process based on the profit margin)		
334	Ability to retrieve customer account numbers and account information by multiple means, e.g., name, region, invoice number, partial information, invoice amount, remittance amount		
335	Ability to have unlimited notes section with search capability		
	<b>Taxation</b>		
336	Ability to capture/integrate invoice & despatch data for Sales Tax.		
337	Ability to verify Vendor payment with proper cenvat considerations.		
338	Ability to update the vendor tax master for concessional forms received in respect of Sales tax,entry tax,excise duty etc.,		
339	Ability to track the unresolved cases for online generation of contingent liabilities.		
340	Ability to track tax recovery notices received from taxation department.		



<b>Sl. No.</b>	<b>Functional Requirement</b>	<b>Vendor Response</b>	<b>Comments</b> ( All responses requires comments explaining the response)
341	Ability to track excise concession forms.		
342	Ability to support deduction of Tax on advance payments & provisions.		
343	Ability to support Cenvat reversals for non receipts & Cenvat recredit & trigger corresponding accounting entries and update relevant tax registers & documents.		
344	Ability to sort the purchase data itemwise, partywise and rate wise for entry tax purposes		
345	Ability to register the cases & link with the historical database of cases.		
346	Ability to monitor the excise deposits based on Cenvat availability.		
347	Ability to maintain tariff masters for various Tax Laws.		
348	Ability to issue certificates to parties for various tax recoveries and remittances		
349	Ability to have online returns for various taxes and levies based on dues, payment and adjustments regarding earlier returns		
350	Ability to have multiple registrations with Tax departments per plant.		
351	Ability to handle Taxation related to technical know-how & consultancy by foreign consultants.		
352	Ability to handle double taxation avoidance agreement with different countries.		
353	Ability to handle Custom Laws & notifications.		
354	Ability to handle Central sales tax & Local sales tax related processes and other taxes like terminal tax		
355	Ability to generate tax liability & trigger accounting entries		
356	Ability to generate service tax return ST-3		
357	Ability to generate revenue report.		
358	Ability to generate Cenvat availment & utilisation report.		



<b>Sl. No.</b>	<b>Functional Requirement</b>	<b>Vendor Response</b>	<b>Comments</b> ( All responses requires comments explaining the response)
359	Ability to flag/identify documents eligible for Cenvat/Service Tax credit/ VAT credit.		
360	Ability to file tax returns electronically and email the details required by tax authorities from time to time.		
361	Ability to file periodical returns as per statute		
362	Ability to enable the user for giving online concurrence like Tax rates, Tariff No, Cenvatability etc. based on pre-existing tariff-masters available & history with applicable dates.		
363	Ability to define payments schedules of various taxes & duties & give alert to user for deposite of Tax in time.		
364	Ability to decide the Cenvatability of the item usagewise, locationwise, datewise, vendorwise.		
365	Ability to consider various type of Excise duties- Basic Excise Duty, additional Excise duty, surcharge on excise duty & cess.		
366	Ability to compute recovery & remittance of exit tax,TDS on works contract ,sales tax,entry tax, TCS on sales etc., and trigger accounting entries and payment vouchers and updation in returns and certficiates		
367	Ability to compute recovery & remittance and filing of returns of various taxes & duties.		
368	Ability to compute interest on delayed payment of tax and trigger accounting entries and corresponding updation in the return in respect of Sales tax,entry tax ,excise duty etc.,		
369	Ability to capture TDS data at the time of payment to suppliers from various sources and trigger accounting entries,payment vouchers and updation in the returns and certificates,challans		



<b>Sl. No.</b>	<b>Functional Requirement</b>	<b>Vendor Response</b>	<b>Comments</b> ( All responses requires comments explaining the response)
370	Ability to capture payment data from various project office online.		
371	Ability to assist periodical assessment of various taxes and levies.		
372	Ability to adjust due dates for Statutory payments based on declared holidays by Banks-Indian & Foreign, REC.		
373	Ability to account for deposits in PLA, excise duty, cenvat credit, Cenvat reversal & liability.		
374	Ability to capture various tax details, deductions & exemptions in the vendor master based on State Tax Laws , Productwise & End use wise.		
	<b>General</b>		
375	Ability to support E-Commerce extended to supplier, customer, Project Office, Corporate office		
376	Ability to control LC/BG expiry modification, extension & fore-closures.		
377	Ability to link BG/LC with the respective contracts.		
378	Ability to support complete audit trail of transactions.		
379	Ability to drill down to source documents/ journal entries.		
380	Ability to support a revision in rates with retrospective effect and trigger corresponding accounting entries.		
381	Ability to link the expenditure / income with the respective cost centres.		
382	Ability to generate the TDS/TCS certificate and the statutory returns.		
383	Ability to maintain unique vendor/employee master.		
384	Ability to enquire online into all accounts and transaction including masters , summary and detailed records for current period , prior periods at the company, division or department level.		



<b>Sl. No.</b>	<b>Functional Requirement</b>	<b>Vendor Response</b>	<b>Comments</b> ( All responses requires comments explaining the response)
385	Ability to utilise workflow capabilities for routing, status, visible view of work flow, approvals including approval thresholds.		
386	Ability to establish alternate work flows ( if the requisition is pending for five days at a level then it gets re-routed).		
387	Ability to concur various purchase/contractual cases as per the Public sector norms & Purchase Procedures-2000.		
388	Ability to import/export data for updation of legacy system which will be retained after ERP.		
389	Ability to handle user defined Financial concurrence procedure.		
390	Ability to generate on line liability journal entries		
391	Ability to maintain Account Code Master		
392	Ability to maintain Responsibility Code Master		
393	Ability to maintain Location Code Master		
394	Ability to maintain section Code Master		
395	Ability to maintain Division Code Master		
396	Ability to maintain Budget Code Master		
397	Ability to maintain Asset Code Master		
398	Ability to generate Age-wise Analysis of debtors, liabilities, Creditors, Advances, Claims etc.		
	Ability to generate exceptional reports like wrong A/c code, Suspense Account balances etc.		
400	Ability to view on screen (browse) various databases and balances in Account codes.		
401	Ability to classify Income & Expenditure into Cost & Non-cost at the time of entry into GL.		
402	Ability to link all voucher generation with account codes, responsibility codes & budget codes.		
403	Ability to two way communication with stakeholders-vendors, customers etc thru web enabled / auto mailing/auto		



<b>Sl. No.</b>	<b>Functional Requirement</b>	<b>Vendor Response</b>	<b>Comments</b> ( All responses requires comments explaining the response)
	messaging		
404	Ability to download the ERP details to spreadsheet/ Database in a stand alone PC/file.		
405	Ability to support on-line enquiries based on user defined parameters.		
406	Ability to account for variation resulting due to stock verification.		
407	Ability to avoid duplication of entries.		
408	Ability to generate adjustment vouchers for direct bank debits/credits based on the acceptance by the payment section.		
409	Ability to analyse various ratios based on user defined criteria.		
410	Ability to generate Cash Flow statement		
411	Ability to retain & track the records pertaining to court cases or other litigations irrespective of periods.		
412	Ability to raise bills for goods & services provided to Joint Venture companies for the period defined by the user.		
413	Ability to generate capital commitment against unexecuted work orders/purchase orders.		
414	Ability to compute recovery & remittance and filing of returns of various taxes and duties		
415	Supports Tax Calculations by State or Providence		
416	Supports Tax Calculations by City		
417	Stores Default Customer Tax Code by Customer Bill to Address		
418	Stores Unique Customer Tax Codes by Individual Ship to Locations		
419	Stores Customer Tax ID's for All Supported Levels		



<b>Sl. No.</b>	<b>Functional Requirement</b>	<b>Vendor Response</b>	<b>Comments</b> ( All responses requires comments explaining the response)
420	Allows Default Tax Status by Product for Product Purchases		
421	Allows Default Tax Status by Product for Product Sales		
422	Supports Integration of External Tax Packages		
423	Detailed and Summary Ledgers with On-Line Review		
424	User Defined Totals and Sub-Totals		
425	Supports Multi-Currency Calculations and Reporting		
426	Supports Funds Statements		
427	Supports VAT Calculations		
428	Consolidate financial statement		
429	Generate of Balance sheet (quarterly, half yearly and annual)		
430	Generate Trial Balance and P&L account (multi currencies)		
431	Generate Depreciation and other schedules		
432	Generate standard reports for cost centers or other user defined centers and handle inquiry		
	<b>Reports</b>		
433	User Defined Financial Reports		
434	Standard Report for Chart of Accounts		
435	Standard Report for Consolidated Financials		
436	Standard Report for Comparative Balance Sheets for Individual Period Review		
437	Standard Report for Comparative Income Statements		
438	Standard Report for Account Roll up for Financial Statements		
439	Standard Report for GL Transaction Register		
440	Standard Report for Detailed Trial Balance for each project		
441	Standard Report for Detailed Trial Balance by Full Account		
442	Standard Report for Cash Flow		



<b>Sl. No.</b>	<b>Functional Requirement</b>	<b>Vendor Response</b>	<b>Comments</b> ( All responses requires comments explaining the response)
443	Monthly Progress Report		
444	Fund Investment Report		
445	Completion Report		
446	Annual Reports (along with schedules)		
447	Accounts Payable Report		
448	Bill Outstanding Report		
449	Cash Balance Reports		
450	Weekly Tax Deducted/Liability Reports		
451	Deferred tax liabilities		
452	Summary reports on statutory bodies returns		
453	Fixes Assets Register		
454	Retention Money Report		
455	Loans and Advances Register		
456	Supplier Payment History Report		
457	Cash Requirements Report		
458	Standard Report for Supplier Account Balances		
459	Standard Report for Payments Due by Date		
460	Standard Report for Open Invoices		
461	Standard Report for Outstanding Cheques		
462	Standard Report for Voided Cheques		
463	Standard Report for Payment History		
464	Standard Report for Recurring Invoice Listing		
465	Standard Report for General Ledger Distribution		
466	Standard Report for ProForma Invoices		
467	Preparation of monthly RBI return as per prescribed performa		
468	Standard Report for Open Charge Back Invoices		
469	Standard Report for Cash Receipts by Customer		
470	Standard Report for Aged Invoices By Customer		
471	Preparation of SFR		
472	Preparation of Financial Statements like Balance Sheet, Profit & Loss Account and Cash flow statement alongwith relevant		



<b>Sl. No.</b>	<b>Functional Requirement</b>	<b>Vendor Response</b>	<b>Comments</b> ( All responses requires comments explaining the response)
	schedules as per the requirement of REC and Companies Act		
473	Preparation of reports comparing Budgeted expenditure vs. the actual expenditure at both Corporate and Project office level		
474	Ability to support Accounts review as per the Performa of CAG		



## Loans Management

Sl. No.	Functional Requirement	Vendor Response	Comments ( All responses requires comments explaining the response)
<b>I.</b>	<b>Resource Management</b>		
1.	Support Different types of borrowings, e.g - Bonds - Direct loans - Syndicated loans, etc.		
2.	Borrowings should support - Yield calculation - Interest fixing - Interest payment - Principal payment - Interest Accrual Calculation - Loan drawdown - Repayment - Commitment fee calculation - Breakdown of Outstanding Principal and Principal Repayment by lender - Installment Payment Schedule - Enquiry of related asset - Cash Payment - Interest Settlement - Maintain Contract Type - Foreign Currency		
3.	Allow on line approval		
4.	Issue confirmation/settlement letter, vouchers, etc.		
5.	Borrowing instruction maintenance (e.g.new deposit, payments, rollovers)		
6.	Support facility line maintenance		
7.	Interest/ yield calculation		



Sl. No.	Functional Requirement	Vendor Response	Comments ( All responses requires comments explaining the response)
8.	Borrowing management (e.g. maturity date, renewal clause etc)		
9.	Allow amendments (maturity date, interest rate etc). Ability to reverse all related accounting transactions		
10.	Maintain deposit information/perform bank marking (allocation of funds)		
11.	Printing of borrowing deal and settlement letters		
<b>II.</b>	<b>Loan Management</b>		
12.	Support different types of instruments: - Commercial Paper - Bonds - Notes - Bank Deposits, Forex, Derivatives, Equities, Loans - Mutual Fund		
13.	Capture the following details: - Borrower name - Type of loan - Amount - Interest rate - Repayment schedule - Security details - Forex related information		
14.	Allow exposure limit by instrument and institution but with override		
15.	Investments should support: - Party/ counterparty account maintenance (e.g. predefined internal limit) - Principal amount - Dates and terms specification - Interest and yield calculation - Mark to market - Instrument Type - Foreign currency - Rate tolerance for deals - Maximum tenor etc		



<b>Sl. No.</b>	<b>Functional Requirement</b>	<b>Vendor Response</b>	<b>Comments</b> ( All responses requires comments explaining the response)
16.	Allow the classification of lendings and provide bank information maintenance (e.g. bank code, branch code, bank a/c code, etc.) to manage deposits with banks for each type of investment instrument		
17.	Ability to support user defined settlement instruction.		
18.	Ability to deposit instruction maintenance (e.g. rollover, uplift, new deposit etc.)		
19.	Ability to allow online approval		
20.	Ability to issue confirmation/settlement letter, vouchers, etc.		
21.	Ability to support facility line maintenance		
22.	Ability to support Interest/ yield calculation		
23.	Ability to support Deposit management (e.g. maturity date, renewal clause etc)		
24.	Ability to allow maturity date amendment		
25.	Ability to maintain deposit information/perform bank marking (allocation of funds)		
26.	Ability to print deposit settlement letters		
<b>III.</b>	<b>Cash Flow Planning</b>		
27.	Ability to provide the facilities to perform short term and long term cash flow planning.		
28.	Ability to support cash flow forecasting based on operational data , for example: - Due date of payment for customers - Loan repayment schedule - L/C obligations - Value date		
29.	Ability to incorporate Investments / borrowings (including non fund instruments) due for maturity		
30.	Ability to produce Cash flow planning by revenue or expenditure items		
31.	Ability to support cash outflows on the basis of specified date or range of date		
32.	Ability to support sensitivity analysis.		



<b>Sl. No.</b>	<b>Functional Requirement</b>	<b>Vendor Response</b>	<b>Comments</b> ( All responses requires comments explaining the response)
33.	Ability to support Version control for the cash flow planning.		
34.	Allow the enquiry of cash flow (funds, daily collection, cost allocation, overheads, budget control) projected over the user-defined period.		
<b>IV.</b>	<b>Cashbook</b>		
35.	Ability to support the maintenance of bank account master and cheque master tables.		
36.	Ability to support Bank account master details like- account type, limit, term period, interest rate, commitment amount, commitment charge etc		
37.	Ability to support the upload of data (e.g. Petty Cash Summary from Petty Cash system) from external systems.		
38.	Ability to support cheque printing		
<b>V.</b>	<b>Cash Management/ Bank Reconciliation</b>		
39.	Ability to download data from electronic payment systems for bank statement reconciliation purposes.		
40.	Ability to update Cash book by matching the receipts/payments with accounts payable, accounts receivable, etc		
41.	Ability to support Automatic generation of vouchers in respect of miscellaneous items such as bank charges, interest, etc.		
42.	Ability to generate reconciliation entries for cash clearing, bank charges and foreign currency fluctuation.		
43.	Ability to support blocking of funds, mark banks and transfer funds between bank accounts		
<b>VI.</b>	<b>Risk Management</b>		
44.	Ability to support Cost Calculation of Existing Portfolio (Calculation of projected interest cost)		
45.	Ability to support Comparison of projected cost with budget figures.		



Sl. No.	Functional Requirement	Vendor Response	Comments ( All responses requires comments explaining the response)
46.	Ability to provide the past and future cash flow information for bonds, notes, loans, export credit, financial lease, derivatives, etc. for Portfolio Management		
47.	Ability to support the risk management (e.g. assess the impact of different interest and currency mixes on risk profile of corporation, etc.).		
48.	Ability to support the checking of position and reporting tools in the following level: - Loan Portfolio - Investments - Commitments (Purchase Orders) - Currency Level - Contract Level (underlying obligation) - Total Aggregate Level		
49.	Ability to Optimize loans portfolio based on options available (IRR calculation for various loans portfolio)		
50.	Ability to keep track of portfolio changes due to the change of market factors, e.g. interest rate, exchange rate as well as to perform sensitivity test.		
51.	Ability to keep track of the performance of the money market, investment and FX execution by Capture market yield		
52.	Ability to generate performance analysis results - Based on Individual product (e.g., deposit)/bank - Based on individual transaction - Based on portfolio yield - Based on portfolio cost		
53.	Ability to support projection of forward coverage of the corporation's funding requirement based on information such as unused loan commitment, surplus cash, and projected cash requirement.		



<b>Sl. No.</b>	<b>Functional Requirement</b>	<b>Vendor Response</b>	<b>Comments</b> ( All responses requires comments explaining the response)
<b>VII.</b>	<b>Control</b>		
54.	Ability to support the enquiry of the bank account and cheque issuance information by a set of pre-defined criteria (e.g. enquires cheque information by bank name, enquire cheque information within a period of time, etc.).		
55.	Ability to provide the facility for enquiry of current and forward cash position.		
56.	Ability to provide the facility for enquiry of outstanding items at product and bank levels in relation to assigned limits.		
<b>VIII.</b>	<b>Relationship Management</b>		
57	Ability to maintain a Banking and Investors Relationship Management database to keep track of bank/company, background, Address, Contact persons, Credit rating, Previous transactions, Outstanding transactions, Credit exposure (calculated value), Bankers information (e.g. bankers' name, address, etc.), Meeting record, Other user-defined field and allow the retrieval of such information at any time		
<b>IX.</b>	<b>Enquiry</b>		
58	Ability to support the enquiry of the bank account and cheque issuance information by a set of pre-defined criteria (e.g. enquire cheque information by bank name, enquire cheque information within a period of time, etc.).		
59	Ability to provide the facility for enquiry of current and forward cash position.		
60	Ability to provide the facility for enquiry of outstanding items at product and bank levels in relation to assigned limits.		



<b>Sl. No.</b>	<b>Functional Requirement</b>	<b>Vendor Response</b>	<b>Comments</b> ( All responses requires comments explaining the response)
<b>X.</b>	<b>General</b>		
57.	Ability to keep track of all the transactions history and allow the enquiry of transactions by - Bank name, Instrument type, User defined period of time		
58.	Ability to provide all accrual account transactions on each facility line within user-defined period		
59.	Ability to post financial transactions including interest accruals to the GL.		
60.	Ability to compute the cost of debt (to compute WACC - Weighted Average Cost of Capital)		
61.	Ability to provide facilities to keep track of /remind users of the events related to loan, and other user-defined events.		
62.	Ability to provide the facility to define the alert time for all of the events in advance and provide the reports to alert the user for a particular event.		
63.	Ability to sort events by type, date, period, etc.		
64.	Ability to provide Derivatives calculator for analyzing various currency / coupon only swap with a various cap option.		
65.	Ability to support Work / process flow for Institutional and Retail Bond issue.		
66.	Ability to support Documentation / legal formalities regarding issue of various bonds		
67.	Ability to auto generate Bonds certificates.		
68.	Ability to raise alerts for missing steps/ non-compliance for various borrowing/ investment options.		



## Project Management

Sl. No.	Functional Requirement	Vendor Response	Comments ( All responses requires comments explaining the response)
<b>I.</b>	<b>Pre sanction activities</b>		
1.	Ability to have mandatory fields and optional fields for Project definition and categorisation		
2.	Ability to track the movement of loan application from PO to CO and vice versa		
3.	Ability to send and receive project related documents with all SEB offices for monitoring & follow up		
4.	Ability to track the movement in CO within various committees/departments prior to sanction (5-6 stages normally)		
5.	Maintain detail of proposal of new project e.g. project type, project capacity, project beneficiaries, project priorities etc		
6.	Maintain details of planned and sanctioned works in completed projects		
7.	Maintain data and inspection of various aspects related to project planning		
8.	Maintain details of technical, financial and administrative approval		
9.	Maintain dispatch register and standard guidelines and norms		
10.	Generate project feasibility report, detailed project report etc.		
11.	Maintain project feasibility details		
12.	Maintain records of various stages of approval and dispatch		
13.	Maintain ongoing project details		
14.	Maintain new project details		
15.	Generate Feasibility Report Detail		
16.	Generate Technical Approval Details		



<b>Sl. No.</b>	<b>Functional Requirement</b>	<b>Vendor Response</b>	<b>Comments</b> ( All responses requires comments explaining the response)
17.	Generate Financial Approval Details		
18.	Generate Administrative Approval Details		
19.	Generate Detail Project Report		
20.	Generate Interstate Project Details		
21.	Support project Appraisal details		
<b>II.</b>	<b>Sanction activities</b>		
22.	Ability to create Project code & sub Project Codes (Package wise if any)		
23.	Ability to capture all sanction parameters/details as below: (i) Scheme Code No. (ii) Utility Name (iii) State (iv) Category of scheme (v) Name of scheme (vi) District (vii) Date of sanction (viii)Project Cost (ix) Scheme period (x) Loan amount (xi) Interest rate as applicable at time the of sanction (xii) Loan Tenure (xiii)Moratorium (xiv)Benefits due to project ( upto 10 variables) (xv) Cash flow and computation of IRR/ERR/NPV/DSCR/D/E ratio (xvi)Normal conditions of sanction (xvii) Ability to support calculation of Evaluation matrix as per user defined criteria (xviii) Issue of Appraisal report & pending compliances to borrowing Agencies.		



<b>Sl. No.</b>	<b>Functional Requirement</b>	<b>Vendor Response</b>	<b>Comments</b> ( All responses requires comments explaining the response)
24.	Ability to analyze the past track record of borrowers profitability ratio		
25.	Ability to support feeding of the list of documents received and to generate a letter to the borrowing agency regarding the documents not submitted.		
26.	Ability for storing and retrieving Bill of material for Projects and other physical details as below: a) New Sub station details (Name, capacity) b) Augmentation of sub station details ( old and new capacity) c) Up gradation of sub station details d) Line details (voltage, length, conductor name) e) Any special equipment		
27.	Ability to incorporate special conditions of sanction, including mode of execution etc.		
28.	Ability to support Sensitivity Analysis in the system		
29.	Ability to create a single repository that records pertinent project execution details		
30.	Ability to support attachment of drawings, documents, specifications, instructions etc to each project activity in formats like WORD, EXCEL, PDF, CAD, Visio etc.		
31.	Ability to create project plan and schedule milestones		
32.	Ability to capture revised project plan/Schedule details if any		
33.	Ability to convey online approval of sanction by CO to PO (as per approved templates)		
34.	Ability to generate sanction letters by PO (as per approved templates of each category)		



<b>Sl. No.</b>	<b>Functional Requirement</b>	<b>Vendor Response</b>	<b>Comments</b> ( All responses requires comments explaining the response)
<b>III.</b>	<b>Loan effectuation status</b>		
35.	Ability to capture the details of loan documentation viz. 1. Date of signing of documents, 2. Nature of security, 3. Deviation from sanction parameters if any		
36.	Ability to check pre-commitment conditions of the sanction letter		
37.	Ability to receive the Draw -down schedule and the PERT chart		
38.	Ability to revise the draw-down schedule		
39.	Ability to include the sanctions conditions having financial impact, i.e, Delay penalty, prepayment charges, commitment charges as per the agreement.		
40.	Ability to support scanning/image back up of the documents		
41.	Ability to generate time related alerts with respect to deadlines of time limit for documentation		
42.	Ability to modify above time limits		
43.	Ability to add / delete / modify/ include the Special Conditions of contract		
44.	Ability to add / delete / modify/ include General conditions of contract		
<b>IV.</b>	<b>Project monitoring and claim generation (for release of loan installments)</b>		
45.	Ability to monitor project performance according to project parameters.		
46.	Ability to maintain changes to data related to the project based on specific authority using Project system tools e.g. MS Project, Primavera		
47.	Ability to create alternate project plans/revise original plans considering		



<b>Sl. No.</b>	<b>Functional Requirement</b>	<b>Vendor Response</b>	<b>Comments</b> ( All responses requires comments explaining the response)
	various types of risks		
48.	Ability to measure the status of projects by budget as well as by work completed		
49.	Ability to capture monthly/ quarterly/annual Physical Progress details for monitoring purposes		
50.	Ability to identify any variations from schedules / network at activity level and generation of Alerts at defined terms		
51.	Ability to maintain financial progress of projects like - (i) Claims submitted to REC for release (ii) Disbursements made by REC (iii)Date of first release (iv)Expenditure incurred by utility		
52.	Ability to generate Alerts on delay in starting / completing major activity / milestone.		
53.	Ability to generate Alerts on reaching a user defined variation / exceptions.		
54.	Ability to revise project completion period		
55.	Ability to calculate the percentage completion of the project using the following measurement techniques: 1. Start-finish rule (i.e. percentage completion of the project is based on the number of activities completed) 2. Time proportionality (i.e. percentage completion is defined by the time spent on the project to the total time allotted for the project) 3. Milestone technique (i.e. milestones are defined for the project, completion of which would be used to compute the total completion of the project) 4. Output a measurement sheet, automatically, based on the update of the project progress against the project plan.		



<b>Sl. No.</b>	<b>Functional Requirement</b>	<b>Vendor Response</b>	<b>Comments</b> ( All responses requires comments explaining the response)
56.	Ability to capture monthly disbursement schedule		
57.	Ability to release payments based on milestone achievement.		
58.	Ability to keep project open and active across fiscal years.		
59.	Ability to be alerted when project milestones are reached ( e.g. budget allocations etc.)		
60.	Ability to re-open closed projects.		
61.	Ability to support import of schedules and networks created in other software's like Primavera, Project Scheduler, MS-Project etc.		
62.	Ability to support consolidation of schedules and networks imported from other packages into the master network		
<b>V.</b>	<b>Reports</b>		
63.	Ability to link two or more projects for reporting purposes.		
64.	Ability to generate scheme code wise details		
65.	Ability to generate year wise or category wise details of projects		
66.	Generate reports calculating delays in execution of activities as per project schedule		
67.	Ability to generate scheme code wise Weekly/Monthly/annual/adhoc Physical Progress Report		
68.	Ability to generate reports as per Performa's prescribed by the MOP, Internal Deptt for periodical reporting and other statutory authorities		
<b>VI.</b>	<b>Evaluation of project benefits</b>		
69.	Ability to monitor and evaluate project benefits		
<b>VII.</b>	<b>General</b>		
70.	Ability to support reports in Word/Excel formats		



<b>Sl. No.</b>	<b>Functional Requirement</b>	<b>Vendor Response</b>	<b>Comments</b> ( All responses requires comments explaining the response)
71.	Ability to draw support from related software for appraisal of borrowers and projects		
72.	Ability to extract project profiles ( comprising defined set of elements like name, type, capacity, mode of funding and major milestones etc) into WORD and EXCEL formats		
73.	Ability to restrict or grant access to Project Data to specific employees or Team of employees		



## Payroll Management

Sl. No.	Functional Requirement	Vendor Response	Comments ( All responses requires comments explaining the response)
1	Ability to maintain records of employees		
2	Ability to calculate salaries and step increases and also salary advances		
3	Ability to provide for direct deposit option of employee pay -cheques		
4	Ability to distribute payroll by department		
5	Ability to provide on-line pay slip		
6	Ability to compute all Local, State and Central taxes automatically		
7	Ability to print employee payment cheques automatically		
8	Ability to reprint lost or destroyed cheques		
9	Ability to include payroll tax updates		
10	Ability to maintain Provident Fund deduction and PF Ledger		
11	Ability to check register		
12	Ability to calculate Wage reports for Month, Quarter and Year to Date		
13	Ability to compute Tax liability report		
14	Ability to provide Payroll history reports		
15	Ability to support GL importing and other programs		
16	Ability to support Pay by any pay period, Weekly, Biweekly, Semimonthly, Monthly, Quarterly, Semiannually and Daily or Miscellaneous.		
17	Ability to set up leave information like opening balances, monthly leave deduction and Leave Without Pay (LWP) etc. In case of LWP ability to automatically adjust monthly pay.		
18	Ability to maintain Allowances and deduction information		



<b>Sl. No.</b>	<b>Functional Requirement</b>	<b>Vendor Response</b>	<b>Comments</b> ( All responses requires comments explaining the response)
19	Ability to include 6 Additional Deduction fields - allows for a taxable or tax exempt, percentage, or rupee amount to be deducted from each paycheque		
20	Ability to track Vacation, Sick and Holiday pay in addition to Regular, Bonus, Commissions etc.		
21	Ability to support User modifiable Tax Tables		
22	Ability to support unlimited Payroll Employees and drawing banks		
23	Ability to support Pays by Salaried, Commissioned and non-employee contract workers		
24	Ability to handle fringe benefits		
25	Ability to import Employee Information		
26	Ability to import Timecard Information		
27	Ability to export Payroll Data		
28	Ability to generate direct deposit file		
29	Ability to print report stack		
30	Ability to support invoicing		
31	Ability to maintain records of deductions		
32	Ability to provide flexibility for creating and altering payroll deductions		
33	Ability to update payroll database for changes in employee record without interfering with payroll processing		
34	Ability to support workflow for payment processing		
35	Ability to support the following: <ul style="list-style-type: none"><li>• Allowances to employees</li><li>• Retirement pay</li><li>• Pension adjustments</li><li>• Deferred salary</li><li>• Employee Loans and advances</li><li>• Annual Leave accruals</li></ul>		
36	Ability to print cheques for multiple banks		



<b>Sl. No.</b>	<b>Functional Requirement</b>	<b>Vendor Response</b>	<b>Comments</b> ( All responses requires comments explaining the response)
37	Ability to support electronic transmission of funds		
38	Ability to have provision to suspend payroll runs or control final settlement processing on a case to case basis		
39	Ability to support the following Statutory Reports: <ul style="list-style-type: none"><li>• IT Declaration form</li><li>• IT proof submission form</li><li>• Earnings/ other income outside salary</li><li>• PF Form 3A</li><li>• Form 6A</li><li>• Form F7</li><li>• Form F8</li><li>• Form 16</li><li>• Form 24</li><li>• Form 12B</li><li>• Form 12C</li></ul>		
40	Ability to support Arrear calculation – Group wise/Individual wise- Revision of pay/ Revision of DA etc.		
41	Ability to support Incentive Calculations		
42	Ability to support any specific payment based on user request – (entertainment of higher official etc.)		
43	Ability to support subsidiary salary payments		
44	Ability to support Lease payments		
45	Ability to support multiple DA/Basics		
46	Ability to support Pay and allowances of Deputations employees joined from different organization based on their pay structure etc. Automatic generation of remittance of Deputation employees		
47	Ability to support prepare quarterly/ annual returns of TDS		
48	Ability to support Misc. Bills Section Requirement – Third party payments, TDS returns, VAT/Service tax returns, Issue of		



<b>Sl. No.</b>	<b>Functional Requirement</b>	<b>Vendor Response</b>	<b>Comments</b> ( All responses requires comments explaining the response)
	TDS certificates etc.		
49	Ability to support Medical Bill Payments:- Retired employees,/ regular employees, Taxable/Non taxable etc. <ul style="list-style-type: none"><li>• OPD</li><li>• Indoor</li><li>• Hospital payments and their TDS certificate</li><li>• Panel hospital bills/ non panel hospital bills</li></ul>		
50	Ability to support Tour allowance/Transfer TA allowance – Advance payment/ final payment/ Foreign currency payments etc.		
51	Ability to support LTC – Eligibility/Advance/final payment/Adjustment etc.		
52	Ability to support Provident Fund/Gratuity Fund – (Trust accounting separate from REC accounting method) <ul style="list-style-type: none"><li>• Complete Accounting of PF/Gratuity trust linking with payroll system</li><li>• Investment management of PF/Gratuity trust – Portfolio management</li><li>• Maintenance of individual record along with interest calculations and withdrawals</li></ul>		
53	Ability to support Time office System		

**Annexure – V****System Requirement Compliance Matrix**

<b>Sl. No.</b>	<b>Functional Requirement</b>	<b>Vendors Response</b>	<b>Comments</b>
	A = Fully Available on your Product N = Not available		
	<b>General</b>		
1.	Does ERP support Internet architecture		
	<b>Server</b>		
2.	Is ERP based on N-tier architecture from Software Angle		
3.	Is ERP supported on TCP/IP Network		
4.	Is Load Balancing Application, Web Server or Database through ERP software supported		
5.	Can ERP Clients work with 56Kbps Bandwidth/user over WAN.		
6.	Is any tool provided to do analysis and tune load balancing		
	<b>Client</b>		
7.	Does ERP Support for Thin Clients without JVM		
8.	Is ERP Supported on Client with Windows XP Operating System		
9.	Is ERP Supported on Client with Windows 2000 Operating System		
10.	Is ERP Supported on Client with Mobile Devices (Palm-Top, Mobile Phones, PDA)		
11.	Can Client run the entire ERP functions(100%) through browser		
12.	Does ERP run on native browser without additional plug-in		
13.	Is ERP client is 100% supported IE browser		
14.	ERP client should perform all functions with keyboard support ( Mouse is not mandatory)		
15.	Does ERP software clash with any other software for functioning e.g. Anti-Virus, Firewall MS-office		



<b>Sl. No.</b>	<b>Functional Requirement</b>	<b>Vendors Response</b>	<b>Comments</b>
	A = Fully Available on your Product N = Not available		
	<b>Backup</b>		
16.	Does the product support on-line back up options		
17.	Online Backup Facility Possible with all clients working		
18.	Is fresh login to ERP allowed during online data backup		
19.	Does ERP have a built in software to manage typical computer center like database back ups and restore		
20.	Does ERP have a built in software to manage application software back ups and restore		
	<b>Source Control</b>		
21.	Does ERP have in built source/application code control program		
	<b>Disaster Recovery</b>		
22.	Does ERP support Disaster Recovery with respect to Transaction		
23.	Does ERP support Disaster Recovery with online Disk Block Copy		
	<b>Support</b>		
24.	Are Bug and Modification Patches on CD media shipped in India within 24 hours		
25.	Is Support available through national telephone call		
26.	Is Support for interactive Chat Interface available		
27.	Is Support available through international telephone call		
28.	Is Support for interactive voice response / computer telephony interface		



<b>Sl. No.</b>	<b>Functional Requirement</b>	<b>Vendors Response</b>	<b>Comments</b>
	A = Fully Available on your Product N = Not available		
	<b>Software</b>		
29.	Can ERP's mailing requirement served using third party mail server		
30.	Connectivity to ERP's Database :- a) through ODBC,OLEDB,JDBC b) through Native Drivers		
31.	Does ERP support Multi-Currency		
32.	Does ERP support Multi-Locality		
33.	Does ERP support multiple RDBMS		
34.	XML, COM, DCOM, CORBA, RMI,WML,SOAP support in ERP to integrate with other systems		
35.	Support for Java as programming language for ERP's Developmental Tool		
36.	Support to deploy Custom JSP and Servlets on ERP's Application Server		
37.	Whether the system supports remote operation of System Administration of ERP		
38.	Whether the system supports remote operation of ERP Security Management		
39.	Whether the system supports remote operation of the Diagnostic and Fine tuning tools or ERP		
40.	Does the system support integration with GIS system		
	<b>Testing</b>		
41.	Is Load and Stress Testing tool integral part of ERP Package		
	<b>Integration</b>		
42.	Can ERP be integrated with MS-Project software using standard adapters		
43.	Can ERP be integrated with Primavera software using standard adapters		



Sl. No.	Functional Requirement	Vendors Response	Comments
	A = Fully Available on your Product N = Not available		
44.	Does the application provide standard interfaces and adapters for interfacing with popular applications like: 1. MS-Office suite 2. Lotus SmartSuite		
45.	Does the ERP provide XML based Web-Services which can be used by other applications		
	<b>Security</b>		
46.	Is ERP capable of providing Access Level by Configuration for following Entry Forms - Field Level - Allow, Read Only, Hide - Transaction - Allow/Deny Reports - Field Level - Show/Hide - Transaction - Allow/Deny		
47.	Is ERP capable of providing Audit Trail of Time Stamp and User-Id Stamp for Non Financial Transactions.		
48.	Is ERP capable of providing Audit Trail of Time Stamp and User-Id Stamp for Financial Transactions.		
49.	Is ERP capable of providing Audit Trail of Time Stamp and User-Id Stamp Parameter changes		
50.	Is ERP capable of providing Authorization by transaction type.		
51.	Is ERP capable of providing Authorization by user name		
52.	Is ERP capable of providing Authorization by users' role		
53.	Is ERP capable of providing Automatic time-out for entry transaction		
54.	Is ERP capable of providing One user Multiple Roles		
55.	Is ERP capable of providing Time restriction on Transaction		



<b>Sl. No.</b>	<b>Functional Requirement</b>	<b>Vendors Response</b>	<b>Comments</b>
	A = Fully Available on your Product N = Not available		
56.	Is ERP capable of providing User login with Time restriction		
57.	Is ERP capable of providing Automatic time-out (log out) for user		
58.	Is the ERP system compliant to CERT-In, D/O Information Technology guidelines for Web/ Application/ Network Security		
	<b>Workflow</b>		
59.	Does Workflow is integral part of ERP software		
60.	Support for Standard Work Flow Languages BPML, BPWFL		
61.	Can generalized workflow be created (Non-ERP function)		
	<b>Reporting Tools</b>		
62.	Can a report be scheduled for execution/refresh and/or distribution and/or publish?		
63.	Can all reports be printed?		
64.	Can ERP distribute reports through email as Body or Attachment		
65.	Can ERP reports viewed through web		
66.	Can reports be prioritized during execution		
67.	Can the tool publish reports to a central store for access by different users?		
68.	Can user send report to specified user(s) at schedule times		
69.	Does the ERP provide exception reporting mechanism?		
70.	Does the product provide Senior Management Dashboards?		
71.	Is Column Selection supported with its display order		



<b>Sl. No.</b>	<b>Functional Requirement</b>	<b>Vendors Response</b>	<b>Comments</b>
	A = Fully Available on your Product N = Not available		
72.	Is drill down and drill up possible with the report tool		
73.	Is it possible to create ad-hoc queries and reports for analysis?		
74.	Is Multiple Column sorting supported? What sorts are possible? Does the tool support custom sorting?		
75.	Should be able to convert reports to MS-Excel format directly		
76.	Should be able to convert reports to MS-Word format directly		
77.	Are following display formats are available in reports? <ul style="list-style-type: none"><li>• Sections</li><li>• Tables</li><li>• Pivots</li><li>• Charts</li></ul>		
78.	Can a user subscribe to various reports?		
79.	Can reports be archived and used in Document Management		
80.	Can reports be sent directly to networked Printer		
81.	Can reports be sent using FAX		
82.	Can reports be terminated based on resource limit		
83.	Can the tool display multiple result sets in the same document?		
84.	Can the user create custom objects/formulas for repeated use in reporting tool?		
85.	Does the ERP have a GUI tool with drag and drop features to build reports?		
86.	Does the product provide standard report templates?		



<b>Sl. No.</b>	<b>Functional Requirement</b>	<b>Vendors Response</b>	<b>Comments</b>
	A = Fully Available on your Product N = Not available		
87.	Is conditional formatting possible, based on thresholds or data ranges for any cell in the report?		
88.	Is there a graphical interface for creating custom formulas?		
89.	Should be able to convert reports to various formats directly 1 Text 2. Lotus Work Sheet 3. XML		
90.	Can ERP use existing MS-Word/PDF document for report template directly		
	<b>Data Migration</b>		
91.	Does ERP able to import data from various formats ( Text, Excel, CSV, MS-Word, XML)		
92.	Does ERP able to import data from various RDBMS		
	<b>Data Ware-Housing(DW) and ETL Tool</b>		
93.	Does the ERP include an ETL tool that can assist the DWH team to extract, transform and load data from disparate source systems and perform the necessary transformations to establish a common format?		
94.	Does the ETL tool support on-line data extraction, transformation and loading?		
95.	Is Data warehousing tool integral part of ERP?		
96.	Can the tool read and process multiple (heterogeneous) extracts at the same time?		



<b>Sl. No.</b>	<b>Functional Requirement</b>	<b>Vendors Response</b>	<b>Comments</b>
	A = Fully Available on your Product N = Not available		
97.	Does the ETL tools have a user-friendly GUI for the users to handle ETL processes, such as: a) Modify data feeds b) Change of Business logic used for data ETL c) Modify ETL parameters d) Create, edit and execute a large number of transformation rules		
98.	Does your solution include a data mining tool that provides bottom-up, discovery-driven data analysis?		
99.	Does your solution include a Rule based Data Cleansing/Enhancement tool?		
100.	Is ERP able to integrate with third party DW products and Tools		
	<b>Web Portals</b>		
101.	Do you provide a Publish and Subscribe Facility for Web Content Delivery?		
102.	Does it support redundant Single Sign-on Server		
103.	Does the portal allow for multiple portlets to be displayed?		
104.	Does the portal support personalization and role based access?		
105.	Does the solution provide a tool for content management?		
106.	Is a Web Portal part of the Basic ERP?		
107.	Is it possible to authenticate users as a part of the portal?		
108.	Is Single-sign on to other components possible through the portal?		



<b>Sl. No.</b>	<b>Functional Requirement</b> A = Fully Available on your Product N = Not available	<b>Vendors Response</b>	<b>Comments</b>
109.	Does ERP portlets able to access external information sources.		
110.	Does the tool integrate with the proposed ERP system?		

**Annexure – VI****India Localisation Matrix**

<b>Sl. No.</b>	<b>Functional Requirement</b> <b>A = Fully Available on your Product</b> <b>N = Not available</b>	<b>Vendors Response</b>	<b>Comments</b>
1	Capture tax registration details for suppliers and customers, e.g. TAN Number, PAN Number		
2	Facility of TDS/TCS for: - Payment to Suppliers - Rent - Professional/ Technical Fees - Other Transactions where TDS/TCS need to be deducted - Deduction as per works contract Act - User definable transactions		
3	Multiple levels of TDS/TCS rates		
4	Define tax year for TDS/TCS		
5	Allow accumulations for tax deducted at source		
6	Support Multiple vendors in One Invoice		
7	Support Multiple Tax Line Items in One Invoice		
8	Support Calculation Alternatives (Gross, Net, Offset)		
9	TDS/TCS Adjustments on Clearing of Down payments and Provisions		
10	Payment Due Dates by Business Place		
11	Integrated Challan Update and Account Clearing		
12	Certificate Printing with Customizable Layout Sets		
13	Provisional Tax on Services		
14	TDS/TCS Surcharge		
15	TDS/TCS Certificates from Customers		
16	Support for e-filing of TDS, TCS, Excise, Service Tax Returns		
17	TDS/TCS deduction, Challans, certificate, returns, monthly and annual reports		
18	Facilitate TDS/TCS Deductions by the customers		



19	Maintenance of Certificates for concessional rates of TDS/TCS		
20	Support Tax deduction at source on prepayments		
21	Adjustments of proportionate TDS/TCS on prepayments, while applying prepayment supported		
22	Facility to cancel previous TDS/TCS invoice automatically, on cancellation of original invoice, if the original TDS/TCS invoice was not paid to IT Authorities		
23	Facility to generate consolidates TDS/TCS Certificates		
24	Maintenance of Serial numbered TDS/TCS Certificates		
25	Control over multiple copies of TDS/TCS certificates being printed		
26	Credit Memo for TDS/TCS Certificates Received from the Customer		
27	Remind user in case of due date of deposit of TDS/TCS based on user defined rules		
28	Statement of due date, date of actual deposit, details of penalty / interest for late payment of TDS/TCS to be generated by the system		
29	Tracking of TDS/TCS Receivables (integrated with Accounts module)		
30	Printing of TDS/TCS certificates		
31	Query system for follow up		
32	Support for India Rupee Symbol		
33	Captured deposit details from general ledger		
34	Prepare statutory returns (All formats) in prescribed format for excise authorities.		
35	Support for creating reports in Hindi Language		
36	Support procedure of excise.		
37	Report on the details of payment of loans made by cash, cheque and drafts		
38	Support for Education Cess		
39	Support for Service Tax		
40	Support other taxes like Octroi, Insurance, Freight etc.		



**Annexure -VII ERP Vendor & Implémentation Partner Evaluation Matrix**

No	Characteristic	Question	Response	Supporting Documents
<b>1</b>	<b>ERP PRODUCT VENDOR</b>			
1.1	<b>Stability and future viability</b>	<b>Provide figures for last 3 accounting periods of 12 months :</b>		
		1.1.1 Global revenue of ERP business (License + AMC) Previous (Last ) Year 2 <sup>nd</sup> Last Year 3 <sup>rd</sup> Last Year		Balance sheet/ Financial document
		1.1.2 Global Market share of ERP business Previous (Last ) Year 2 <sup>nd</sup> Last Year 3 <sup>rd</sup> Last Year		Research Analyst Report like Gartner, IDC etc./ Financial document
1.2	<b>Products Customer base in India</b>	1.2.1 No. of Customers in India with >=100 users added in last 3 years in ERP for the offered ERP product		Copy of Customer Order or Customer certificate
1.3	<b>Product experience in Financial Services industry in India</b>	1.3.1 No. of installations the offered ERP product have been implemented/ being implemented successfully in Financial Services sector in India		Copy of Customer Order or Customer certificate
	<b>Product experience in Power industry in India</b>	1.3.2 No. of customers where the offered ERP product has been implemented/ being implemented in Power Sector in India		Copy of Customer Order or Customer certificate



No	Characteristic	Question	Response	Supporting Documents
2	<b>IMPLEMENTATION PARTNER</b>			
2.1	<b>Stability and future viability</b>	<b>Provide figures for last 3 accounting periods of 12 months :</b>		
		2.1.1 Global profit figures Previous (Last ) Year 2 <sup>nd</sup> Last Year 3 <sup>rd</sup> Last Year		Balance sheet/ Financial document
		2.1.2 Global revenue of software services business Previous (Last ) Year 2 <sup>nd</sup> Last Year 3 <sup>rd</sup> Last Year		Balance sheet/ Financial document
2.2	<b>Experience in Financial Services industry in India</b>	2.2.1 No of installations of the offered ERP product implemented/ being implemented in Financial Services sector in India by Implementation Partner  - Provide list of Installations		Copy of Customer Order or Customer certificate
2.3	<b>Experience in Financial Services industry globally</b>	2.3.1 No of installations globally where the offered ERP product have been implemented/ being implementing in Financial Services sector by the Implementation Partner		Copy of Customer Order or Customer certificate
2.4	<b>PSU experience in India</b>	2.4.1 No of successful installations in India where the offered ERP product has been implemented/ being implementing in PSU / Govt. sector by the Implementation Partner		Copy of Customer Order or Customer certificate



No	Characteristic	Question	Response	Supporting Documents
2.5	<b>Power Sector Experience in India</b>	2.5.1 No. of ERP projects in India where the Implementation Partner has implemented/ being implementing the offered ERP product in Power Sector		Copy of Customer Order or Customer certificate
2.6	<b>Project Management Experience</b>	2.6.1 No. of ERP projects (size of 100 Users or more) that have been implemented by the Implementation partner in India		Copy of Customer Order or Customer certificate
	<b>Project value</b>	2.6.2 No. of ERP projects of value not less than Indian Rupees 5 crores implemented by the Implementation Partner in India		Copy of Customer Order or Customer certificate
2.7	<b>Quality of the proposed team for REC</b>	No. of trained & Certified ERP Professionals (Project Manager & Functional Consultants) of the offered ERP product proposed for the ERP implementation at REC		Copy of Customer Order or Customer certificate
2.8	<b>Quality Certification</b>	2.8.1 Do you have any of the following Quality assurance certifications (SEI-CMM / ESCM / CMMI / any other) - provide list		Copy of Customer Order or Customer certificate
3	<b>CRITICAL FUNCTIONAL REQUIREMENTS OF REC</b>	3 As per Annexure - III		
4.	<b>PRODUCT FUNCTIONALITY</b>	4 As per Annexure-IV		
5	<b>SYSTEM REQUIREMENTS COMPLIANCE</b>	5 As per Annexure-V		



No	Characteristic	Question		Response	Supporting Documents
6	INDIA LOCALISATION	6	As per Annexure -VI		
7	DEMONSTRATION OF ERP PRODUCT CAPABILITIES BY IMPLEMENTATION PARTNER	7	As per Demo Scripts supplied by the Purchaser		



## Appendix –I

## List of Legacy System details

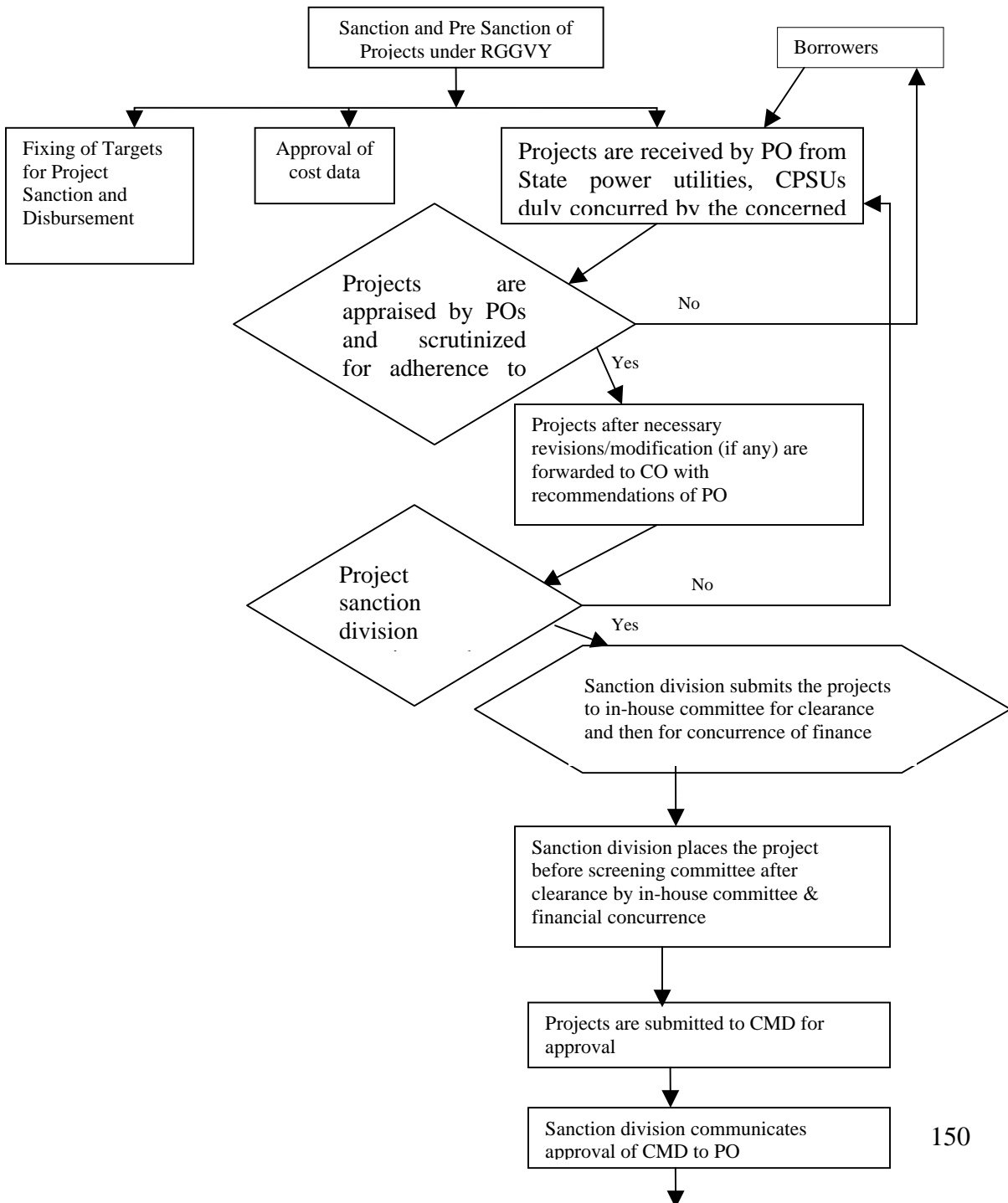
Sl. No.	Division	Applications
1	<b>Loan Accounting System (Client Server architecture, PowerBuilder7, Oracle 8)</b>	The software has facility of entering new schemes, Interest Calculation, Generation of Interest notices, Repayment, releases & generation of penal interest
2.	<b>Financial Accounting System (PowerBuilder7, ORACLE 8)</b>	Entering of payment & receipt vouchers. Generation of trial balance, bank book & ledger etc.
3	<b>Operation</b>	Web based Scheme Monitoring system developed for on-line updation of scheme data from the Project offices. Developed using ASP/SQL Server
4	<b>Other Finance Applications (PowerBuilder7, ORACLE 8)</b>	<ul style="list-style-type: none"><li>• Integrated Pay roll &amp; CPF Accounting</li><li>• Leave accounting system</li></ul>
5	<b>Personal</b>	Property return system
6	<b>Administration</b>	Asset Management system
7	<b>Parliament &amp; Coord.</b>	Parliament question Monitoring System

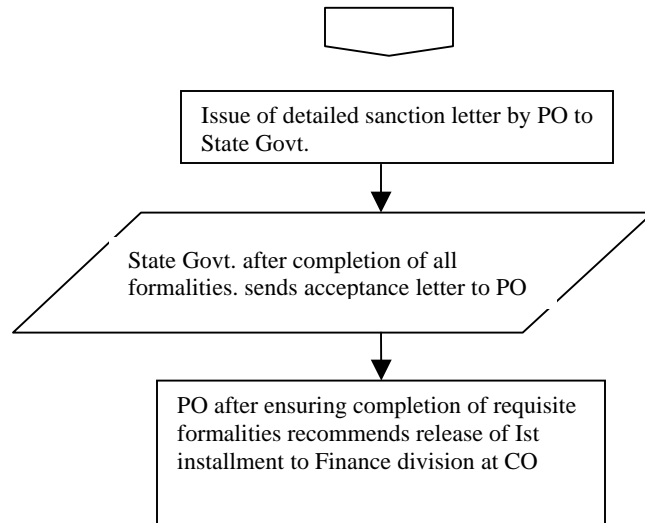
Functional Areas of the Corporation

The various functional areas as detailed under are only indicative, the successful bidder would however, study the functional areas in details corresponding to the ERP modules to be implemented involving “AS-IS”, define best practice as per ERP, suggest change management and process mapping after BPR to finalize the functional requirements.

Functional Area - Operation (Project Management)

Workflow of RGGVY Division





## 1. RGGVY :(Rajiv Gandhi Grameen Vidyutikaran Yojana):

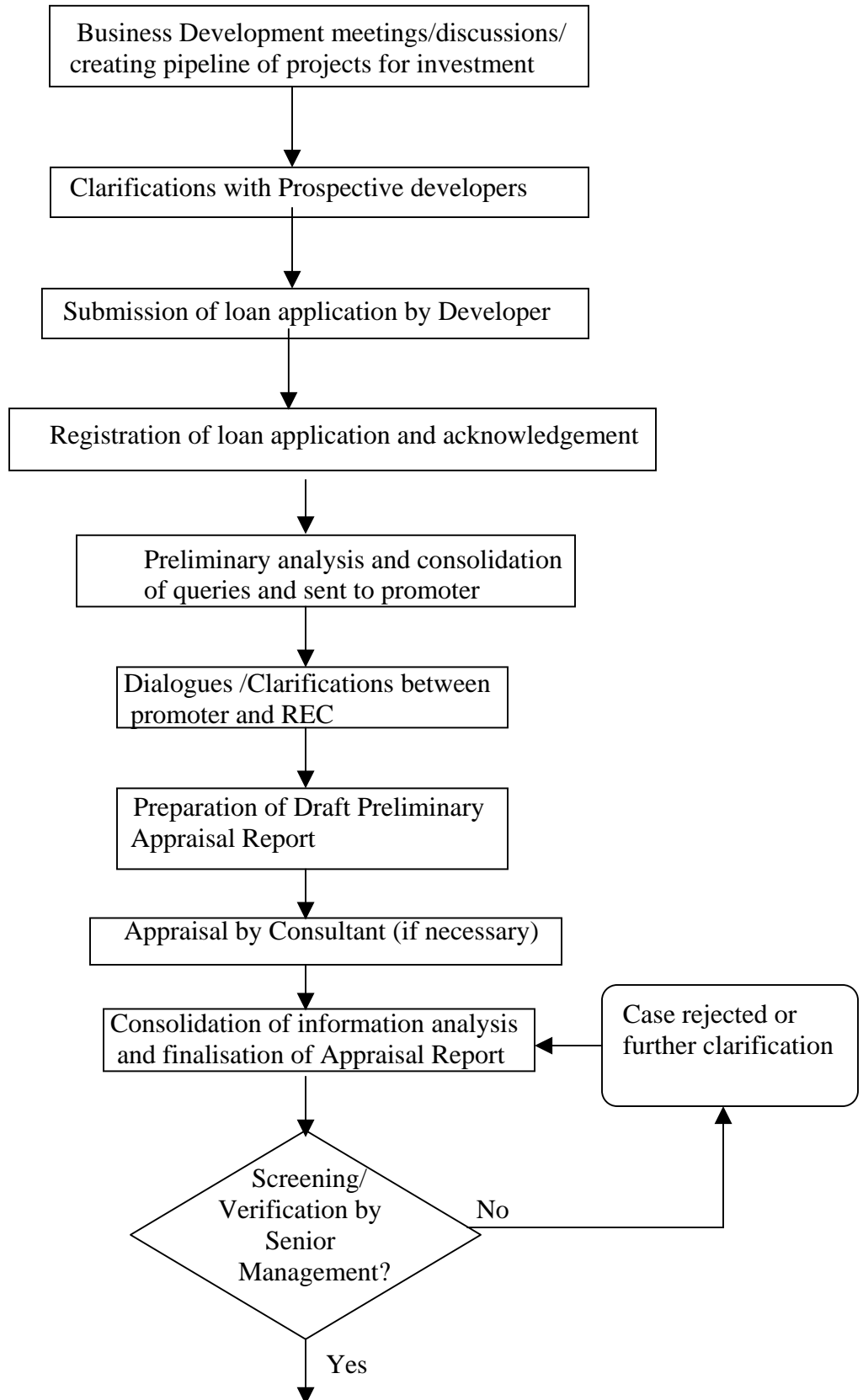
**Ministry of Power has entrusted REC with the responsibility of electrifying all the villages of India by 2009. These schemes as submitted by State Govt. are monitored on regular basis under broad program level by MOP and detailed level i.e. both program and project level by with seamless flow of data to the Corporate Management Information system. The various process of the RGGVY division are as follows:**

### Key activities of the department

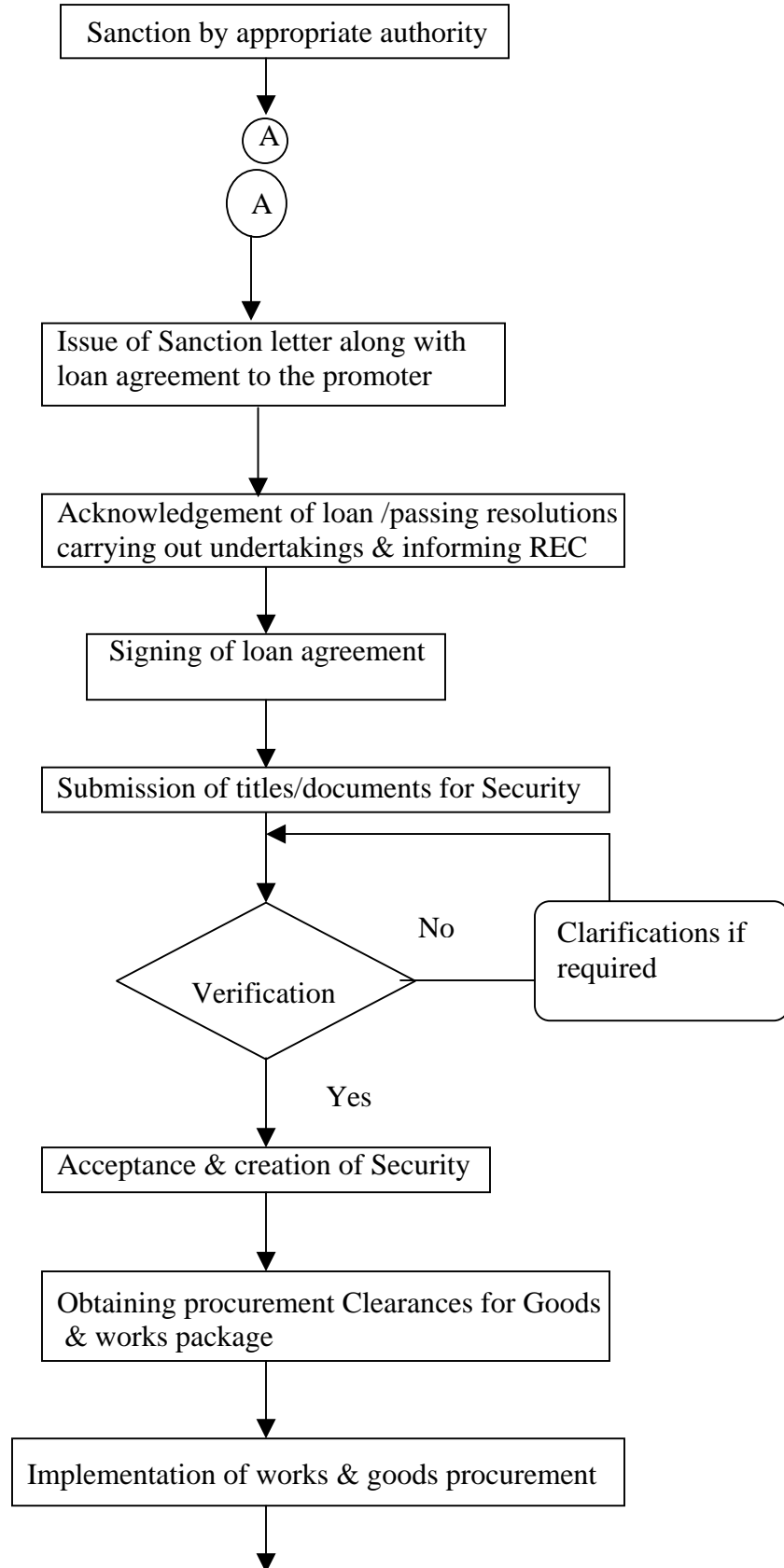
- Execution of Scheme as per the approved Guidelines and its follow-up.
- Signing of agreements with the concerned implementing agencies viz. CPSU's and Borrowing Utilities /State Govts.
- Periodical Monitoring of NIT's floated by the agencies
- Periodical Monitoring of award of contracts by the agencies
- Study and Identification of villages in all the states for the want of electrification
- Detailed project reports are received by the Project offices formulated by the borrowing utilities
- Technical study and appraisal of the DPRs by the PO
- Clarifications if any, will be clarified from Utilities by the PO
- PO forwards DPRs as received to CO along with the recommendations
- Scheme processing section process the schemes as per guidelines
- Clarifications if any, will be clarified from PO
- Scheme is placed to CMD for approval of sanction
- CO conveys the sanction approval to Project Office
- Project Office issues sanction letter with terms and conditions and recommend for release of I<sup>st</sup> installment
- Scheme wise Physical works progress monitoring
- GIS interface for Monitoring RGGVY schemes
- MIS Reporting



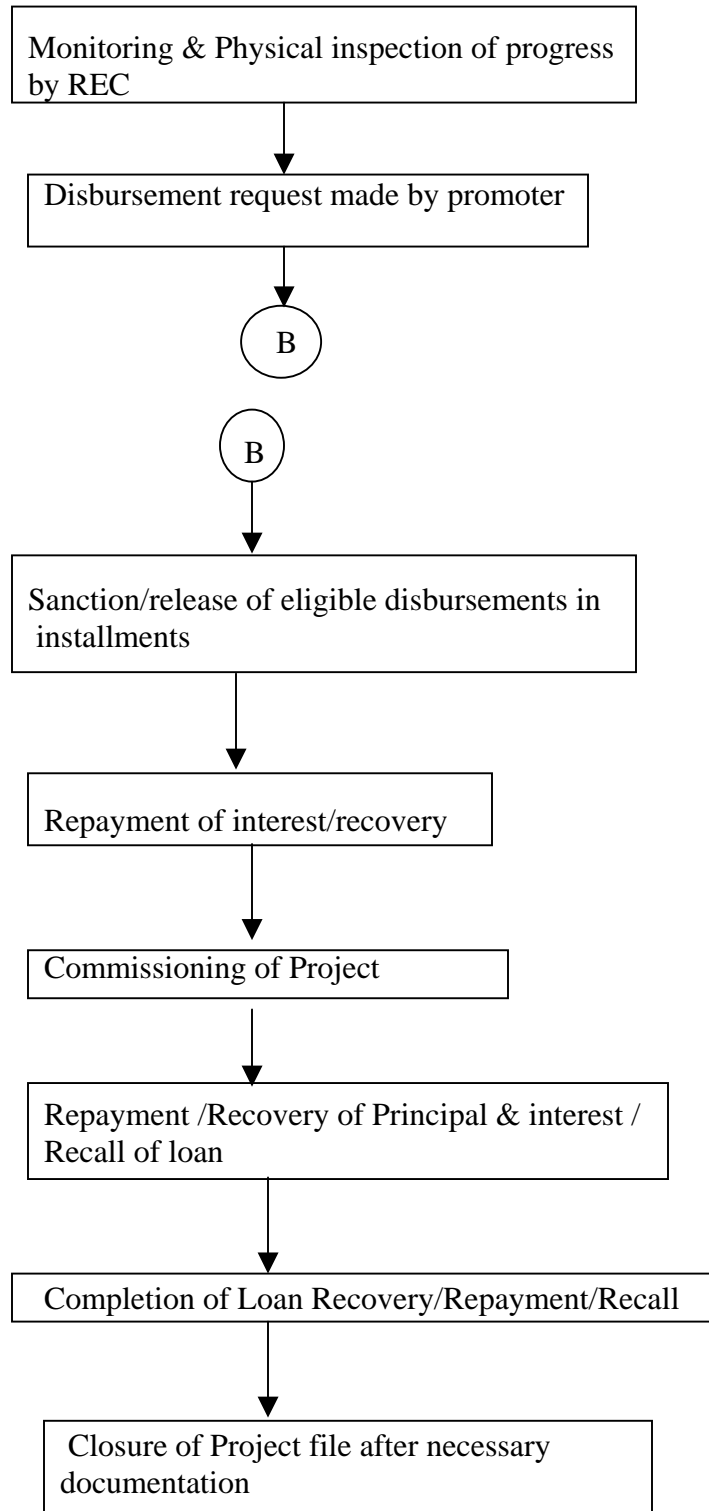
## Workflow of Generation Division




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**2. Generation projects.** The Generation cell mainly deals with processing of cases for scheme sanction, closure and monitoring different category of schemes viz., Thermal, Hydro and R&M projects for generation plants. Financing is also provided for major generation project as consortium funding.

- Business Development meetings / Discussions / Clarifications with prospective developers / Creating a pipeline of projects for investment
- Submission of Loan application by the developer
- Registration of Loan application and acknowledgement
- Preliminary analysis and consolidation of queries and sent to promoter
- Dialogues / Clarifications between promoter and REC
- Preparation of Draft Preliminary Appraisal Report
- Appraisal by Consultant (if necessary)
- Consolidation of information / analysis and finalisation of Appraisal report
- Screening / Verification by Senior Management
- Sanction by appropriate authority
- Issue of Sanction letter along with draft loan agreement and various undertakings to be compiled by the promoter
- Acknowledgement of loan / passing necessary resolutions and carrying out undertakings and informing REC.
- Signing of loan agreement
- Submission of titles / documents for Security creation
- Verification, Acceptance and Creation of Security
- Obtaining procurement Clearances for Goods and Works packages
- Implementation of works and goods procurement schedule by promoter through the respective contractors
- Monitoring and physical inspection of progress by REC
- Disbursement request by promoter and sanction / release of eligible disbursement in installments
- Repayment of interest / recovery by Finance Department
- Commissioning of Project
- Repayment / Recovery of Principal and interest / Recall of loan
- Completion of Loan Recovery / Repayment / Recall
- Closure of Project file after necessary documentations.



# Workflow of T&D Division

## Parallel Activity 1.

Feedback of Monitoring of physical & Fin. Program electrical items done by POs

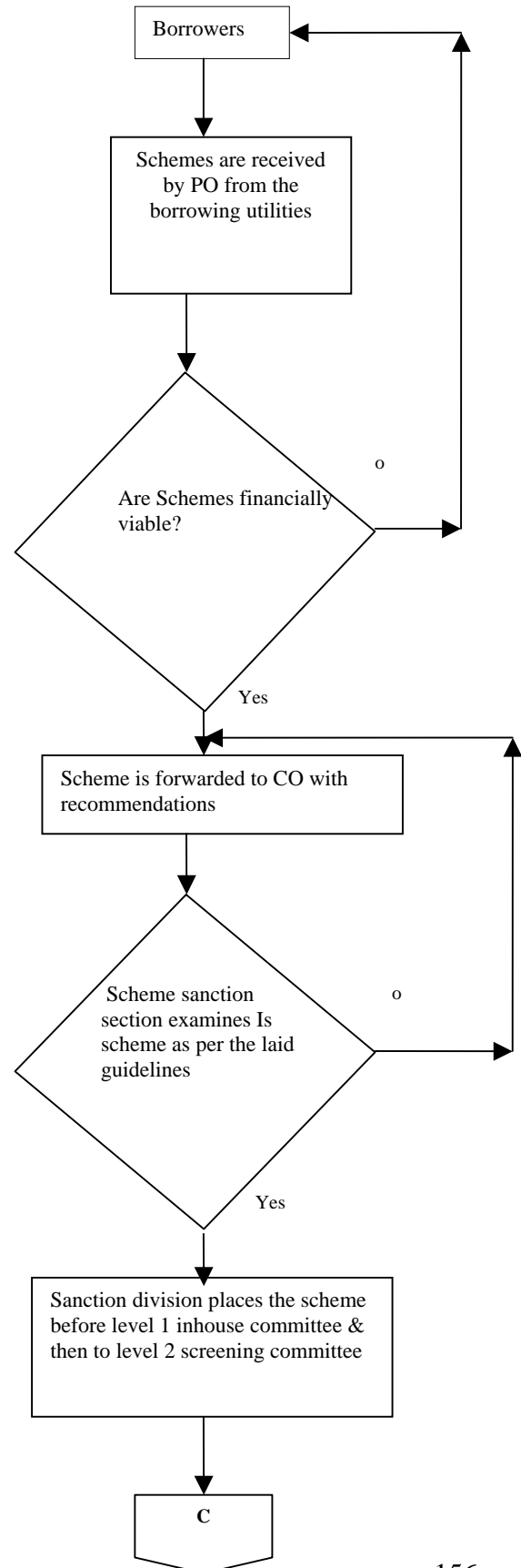
## Parallel Activity 3.

Approval to closure


## Parallel Activity 2.

Fixing Targets of Sanctions and Claims for each PO

Weekly Follow-up on achievement / programs with each PO for sanctions & Disbursements



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**3. Transmission & Distribution projects:** The T&D division processes schemes related to T & D involving sanction, closure and monitoring of the schemes under various categories such as P: SI, SPA, P: VE: P:IE, P: SI (EHV).

**Key activities of the department**

- T&D division looks after the Scheme processing/monitoring (Pre-sanction / Sanction processes) for the transmission and distribution category of schemes.
- Fixing Targets of Sanctions and Claims for each P.O
- Approval of cost data for the all the electrical items
- T&D schemes are received by PO from the Borrowing utilities
- Schemes are examined and scrutiny by checking financial viability with IRR calculation forwards comments/ observations to borrower.
- After clarifications, scheme is forwarded to CO with recommendations
- Scheme sanction section examines the scheme as per the laid guidelines.
- Clarifications if any, will be clarified from the PO
- Sanction division places the scheme before screening committee
- Screening committee places for approval of CMD with recommendations
- Approval of sanction intimated to PO after obtaining scheme code from IT Division.
- Project office issues formal sanction letter with terms and conditions and Guarantee methods
- Borrower sends acceptance letter
- The process of Documentation and recommend for release of 1<sup>st</sup> installment
- Scheme wise Physical works progress monitoring(Brief, Detail & final), if the progress is not satisfactory then report to utility and stops payment
- Scheme wise Financial claim/reimbursement monitoring
- Final monitoring is mandatory, before 100% release of loan
- Processing cases for scheme period extension and deviations in physical works
- After final release, recommendations for closure.
- Annual Works Program Meetings with the state
- MIS Reporting

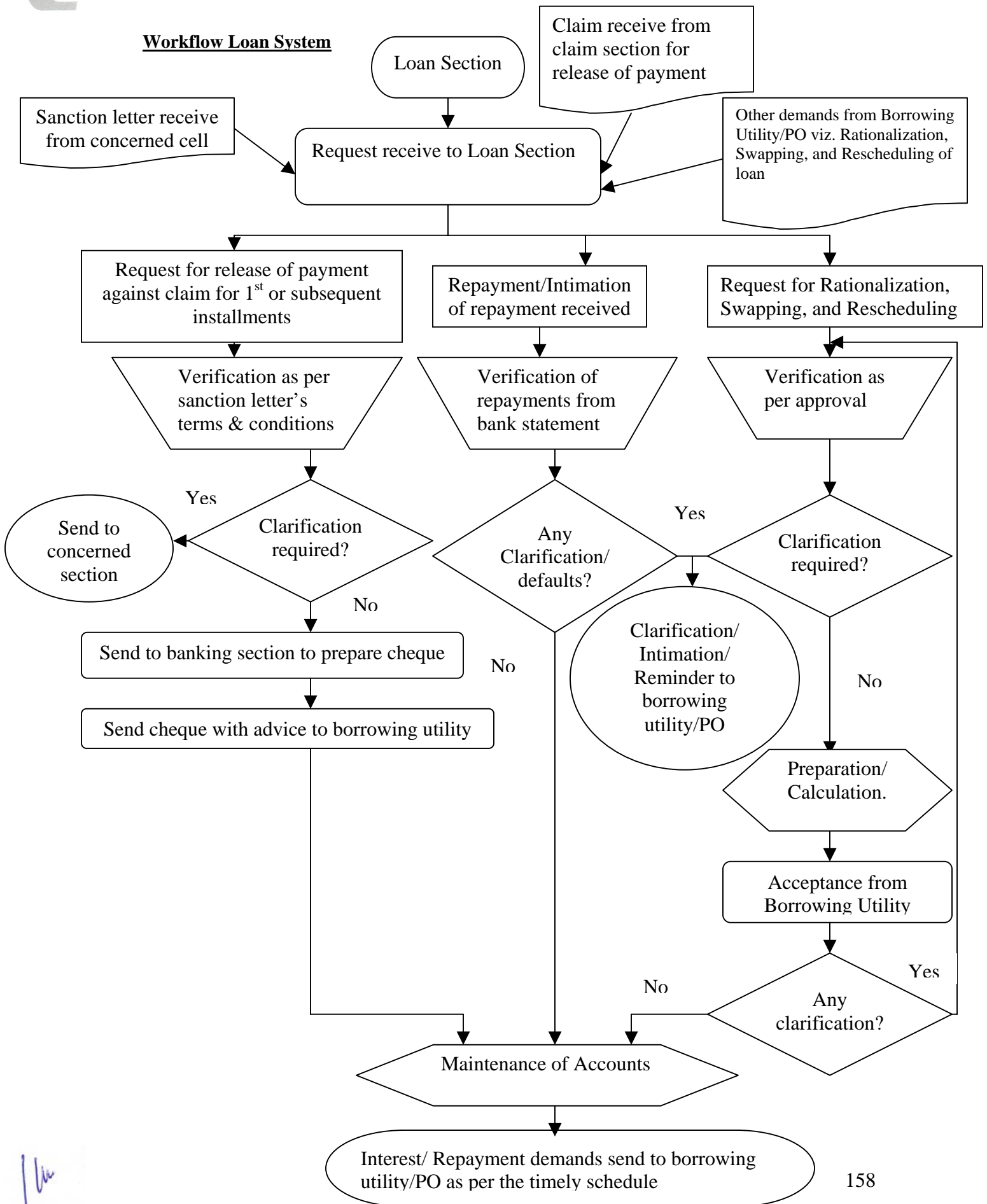
**4. External Aided Project (EAP) / ICD:** Projects being considered for funding from external sources by EAP are basically Transmission & Distribution projects. Workflow of the T&D division may be adopted for projects being taken up by EAP division

**5. Business Development:**

- i. Sensitivity Analysis Tools
- ii. Simulation & Modeling tools for designing Business plans
- iii. Infrastructure analysis tool
- iv. Relate Business plan with other Govt. plans



**Workflow Loan System**



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## 1. Loan Accounting System

- Loan product wise disbursement and recovery
- Generation of dues and receipts of payments/re-payments as and when required
- Generation of Disbursement and repayment reports on State wise, block wise, district wise, category wise, scheme wise etc
- Hypothecation of securities against each loan
- Status as Government Loan, Escrow Cover etc for finding the MIS for the purpose of claims/disbursement/outstanding pertains to these categories.
- Generation of product using EMI, Principal and interest separately.
- Flexibility in change of interest rates and re-calculation of interest of all such loans / EMI & Calculation of subsidy wherever required.
- Details of Grants/subsidy with all the required parameters viz no of villages, amount of grant, name of grant etc
- Partly or fully waiving off the interest
- Weighted average interest rate report
- Early closure and calculation of interest etc
- NPA (Non Performing Assets ) provisioning
- Re-appropriation & Appropriation
- Rationalization, Swapping of Loans & Rescheduling of loan
- Taxes etc calculation and printing of prescribed forms
- Voucher preparation and integration with FAS
- Projections
- Disbursement
- Recovery
- Income on account of interest etc
- NPV and IRR calculations against any product/ group / selected product for all the transactions or any period
- Time bucket-wise maturity profile of assets for Asset Liability Management
- Computation of net effect of a back date entry in current date & Pre-payment charges.
- Disbursement of single/multiple claims of single/multiple parties to a third party/multiple parties.
- Multiple claims against scheme (similar/different) to be clubbed to single disbursement.
- Consolidation of receipt from party in multiple loans or as per user's requirement at the time of adjustment or depending on the demand notice.
- Interest rate for each disbursement with different condition such as reset, type of borrowers, type of schemes etc
- Breakup of dues in simple, compound, penal, rebate, tax and other components
- Different billing cycle for different loans of an agency
- Projected Cash In-Flow – date wise, month wise, year wise etc
- Maturity profile to analyse Asset-Liability mismatch
- Query of information at any level with transfer of data into the Excel, Word, and Text or ASCII format.
- Restructuring of interest and debt Analysis of default and aging of dues
- NPA provisioning
- Flexibility in change of interest rates excluding applicability of MIBOR and recalculation of interest of all such loans / EMI & calculation of subsidy wherever required
- Flexibility in changing the repayment schedules as per requirement



- Automatic generation of demand notices one month in advance of the respective due dates along with calculations of interest up to due date.
- Loan A/cs may be maintained scheme wise / party wise excluding interest columns separately.
- MIS Reports

## 2. Budgeting

- Allocation of Budgets under various heads to corporate office and all project offices with approval of Board

## 3. General

- Cost center wise analysis
- Workflow automation at each level viz leave, advances, loans etc
- Electronic approvals of the various applications on-line
- Roles of each user should be defined
- Provision of providing information through extranet and intranet
- The functionalities list should contain the scope of work as mentioned in the financial a/c system and loan a/c system.

## 4. Other Accounting

- **TA/MEDICAL**
  - Medical Allowance
  - T.A./T.T.A/L.T.C. Advances
  - T.A./T.T.A/L.T.C. Claims
  - L.T.C. Encashment Claims
  - Travel Agent Bills
  - Medical Claims of Existing Officials/ Retired Officers
  - Direct payment to recognize Hospitals for treatment taken by Existing / Retired Officials
  - Payment to Hospital Bills for indoor treatment for Existing / Retired Officials
- **MISC. BILLS**
  - Payment to third party
  - Misc. Advances to employees
  - Advance to Contractors
  - Deduction of TDS from third party payments and deposit to I.T. Deptt.
  - Preparation of TDS Certificates
  - Submission of TDS Returns – Quarterly/Annually
  - Payment related to Company Lease/Self Lease/Maintenance Expenses
  - Payment of Annual Memento/Uniforms to employees
  - Payment related to Admn.Establishment expenditure
  - Deduction of VAT /Sales Tax on Works Contracts and filing of Returns & preparation of VAT Certificates
  - Preparation of Service Input Records



- **CPF**
  - Enrollment of New Members of REC Employees
  - Receipt of Schedule of C.O./ P.O.s and posting thereof(Computer/Manually)
  - Processing of Refundable/Non-refundable withdrawals
  - Payment of CPF accumulation to the retired/retiring/VRS/death cases of REC Employees
  - Preparation of accounts of CPF and reconciliation thereof including Bank reconciliation
  - Investment of Surplus funds of CPF as per Govt. pattern and Custodian of Securities in D-MAT/Physical forms
  - Issuing annual statement of CPF to REC employees
  - Portfolio Management
  - CPF accounting
  - Retirement contribution calculation
  
- **GRATUITY**
  - Enrollment of New Members of REC Employees
  - Payment of Gratuity to retired/retiring/death cases of REC employees
  - Pay revision / increasing D.A. taken for Gratuity purpose
  - Investment of Surplus funds as per Govt. pattern
  - Preparation of Final accounts
  - Portfolio Management
  - Finalisation of Balance Sheet, P&L and its associated statutory schedules and annexure of Gratuity.

## **Internal Audit:**

### **General**

- Examination of systems of internal checks and control so as to ensure accuracy and efficiency.
- Examination and constant scrutiny of all systems of authorization of payments to ensure adequate control of expenditure
- Verification of assets and liabilities at reasonable intervals to ensure correct classification and allocations of all the income and expenditure items.
- Detection and prevention of errors
- Examination of financial, statistical and other records of the company in order to assess the reliability of information contained with them
- Examination of trial balance, financial statements and other reports etc.
- To examine the operative department and cover i) adequacy of organization structure ii) adequacy and reliability of controls iii) extent of utilization of manpower, equipments, funds etc. iv) identification of areas of waste and deficiencies.
- Pre- audit of all payments made to third parties exceeding Rs.50,000/ -
- Carry out pre-audit of financial payments to employees leaving corporation.



## **Loan disbursement, recovery and accounting**

The package should ensure that the following are compiled with:

1. Safe and secured upkeep of the loan document.
2. The first disbursement is made only after fulfillment of terms and conditions stipulated in the sanction letter and accepted by the competent authority.
3. Subsequent deviations are approved by the competent authority
4. The disbursement is made according to the specified in the sanction letter and the memorandum of agreement.
5. The method of calculation of interest, service charges etc. is proper and interest and commitment charges are correctly realized.
6. Balance confirmations are obtained every year from the borrower.
7. Penal interest is levied on all delayed cases and those are correctly realized.
8. Defaults made are reported to higher authorities through MIS and realized.
9. Payment vouchers are signed by the competent authority.
10. All receipts are duly accounted through vouchers and credited to bank account on the same day.

Note: These are the major areas of function of the division, however, the ERP vendor during detailed study of the requirement, is required to study the Internal Audit manual for the total requirement.