

GOVERNMENT OF INDIA
DEPARTMENT OF ATOMIC ENERGY
DIRECTORATE OF PURCHASE & STORES

Separate item wise sealed tenders are invited from the reputed manufacturers/dealers registered with DPS/DGS&D/NSIC or any other Central Government Department, BY THE REGIONAL DIRECTOR, MADRAS REGIONAL PURCHASE UNIT, DIRECTORATE OF PURCHASE AND STORES, DEPARTMENT OF ATOMIC ENERGY, VI FLOOR, SHASTRI BHAVAN, 4 HADDOWS ROAD, CHENNAI- 600 006, for the supply at Central Stores, HWP, Tuticorin/Indira Gandhi Centre for Atomic Research, Kalpakkam- 603102, as detailed below.

TENDER NO	COST OF TENDER (INCLUDING TAX)	LAST DATE FOR SALE OF TENDER SET	LAST DATE FOR RECEIPT OF TENDER (1300 HRS)	DATE OF OPENING OF TENDER (1100 HRS)	EMD (INR)	SPECIFICATION AND QUANTITY
DPS/ MRPU/ IGCAR/ COMP/ 4094/ TPT-712	728	19/11/08	10/12/08	PART I 11/12/08 PART II 27/01/09	500000	DEVELOPMENT OF INTEGRATED APPLICATION SOFTWARE PACKAGE AND WORKFLOW AUTOMATION SYSTEM- 1 NO. (Detailed specification and quantity are given in the tender document which can be purchased from Deputy Controller of Accounts, Madras Regional Accounts Unit, Department of Atomic Energy, VI Floor, Shastri Bhavan, 4 Haddows Road, Chennai 600 006 by paying the cost of the tender)

The Documents priced as above can be obtained in person from the above address between 10.00 a.m. And 1.00 p.m. on all working days on submission of a written request in the firm's letter head along with an account payee DEMAND DRAFT or Banker's cheque drawn in favor of Deputy Controller of Accounts, Madras Regional Accounts Unit (no MO, cash or postal order acceptable), payable at Chennai. Wherever the tender documents are required to be sent by Post at Vendor's risk, a written request for the same along with an Account Payee Demand Draft towards the tender fee, shall be sent to the Deputy Controller of Accounts, Madras Regional Accounts Unit at the above address indicating the details of the tender No., Name and address of the firm on whose favor the tender documents are to be issued. It must be ensured that such request should be sent in advance to reach this Directorate at least 10 days prior to the last date for sale of tender.

The envelope should be super scribed with the wordings "Request for issue of tender document against Tender No._____".

The tenderer shall submit along with the tender, Earnest Money Deposit (EMD) as mentioned above in the form of Demand Draft or Banker's Cheque from any Nationalized / Scheduled Banks drawn in favor of Deputy Controller of Accounts, Madras Regional Accounts Unit, Chennai. Any offer not accompanied with the EMD shall be rejected summarily as non-responsive. The EMD of the unsuccessful bidders shall be returned within 30 days of the end of the bid validity period. The same shall be forfeited if the tenderers withdraw their offer after the tender opening during the bid validity period. The Government shall not be liable for payment of any interest on EMD or any depreciation thereof.

However, those who have valid registration with DGS&D, NSIC or DPS as on the date of submission of bids are exempted from payment of EMD.

Brief information about our public tender is also available at <http://www.igcar.gov.in/tenders> and <http://tenders.gov.in/departments.asp?id=256>. For terms and conditions please visit <http://www.dpsdae.gov.in>

REGIONAL DIRECTOR, MADRAS REGIONAL PURCHASE UNIT HAS THE RIGHT TO REJECT ANY OFFER IN PART OR IN FULL WITHOUT ASSIGNING ANY REASON.

REGIONAL DIRECTOR

TECHNICAL SPECIFICATIONS

ANNEXURE TO TENDER NO. IGCAR/MRPU/COMP/4094/TPT

DEVELOPMENT OF INTEGRATED APPLICATION SOFTWARE PACKAGE AND WORKFLOW AUTOMATION SYSTEM

1.0 Introduction & Organization Background

Indira Gandhi Centre for Atomic Research [IGCAR], the second largest establishment of the **Department of Atomic Energy (DAE), Government of India (GOI)**. The centre is engaged in broad based multidisciplinary programme of scientific research and advanced engineering directed towards the development of Fast Breeder Reactor technology. It is situated at Kalpakkam, about 80 KMs south of Chennai and has staff strength of about 2400. It is headed by Director. Further IGCAR is divided into the various groups. Each Group is headed by a Group Director who reports to Director, IGCAR. The group is divided into Sub groups, Divisions and Sections. All the groups are connected by the IGCAR Campus Network and are supported by Administration, Accounts, Purchase & Stores and Planning Division. The

High speed Campus Backbone Network is a 3-tiered architecture network. It is based on Gigabit technology with a speed of 1000 Mbps.

Directorate of Purchase & Stores (DPS), Mumbai, under the DAE is the centralized agency responsible for the materials management function of various Research & Development centers of DAE. **Madras Regional Purchase Unit (MRPU)**, Chennai, under DPS caters to the procurement needs of various DAE organisations situated in the southern region. such as IGCAR, Bhabha Atomic Research Centre Facilities (BARCF), Kalpakkam, General Service Organisation (GSO), Kalpakkam and Heavy Water Project (HWP) , Tuticorin. The Indents prepared by the various units and sent to MRPU for processing. Generally, procurement is done by floating tenders and the various tender modes are Limited, Public, Two Part and Single, but majority of the tenders are in the Limited category. In some cases, the purchase orders are placed directly based on previous purchase orders (Repeat Order) or based on Rate Contracts. For low value items, there is a Local Purchase Section (LPS), which is situated at IGCAR, where tenders are floated via fax. MRPU has a small Accounts & Administration Sections with functions similar to that in IGCAR. The Stores Unit of MRPU functions at IGCAR. MRPU releases the payment for purchase orders after getting the item receipt and acceptance information from Stores. MRPU has a staff strength of about 100 and is headed by Regional Director. Presently, IGCAR & MRPU are connected by leased telephone line.

2.0 Objectives

2.1 IGCAR & MRPU are looking for a comprehensive software solution that allows integrated and automated workflow across various functional units viz.,

- o Administration
- o Finance & Accounts
- o Purchase & Stores
- o All other groups/divisions/sections in IGCAR and MRPU

It may be noted that fresh application software modules have to be developed covering all the functional units mentioned above and the workflows need to be automated

2.2 The software package should be capable to automate the claim, settlement, approval and file movements by providing digital interface and mapping it to actual workflow followed in IGCAR and MRPU. It should facilitate users to fill online forms, forward the

same for necessary approvals, provisions to include remarks, attach necessary documents and view and print reports on textual as well as graphical mode. The software package should also facilitate document and knowledge management. Support for digital signature should also be provided at each stage of approval. The proposed system should have centralized performance monitoring, control and tuning facility. The vendor should provide end-to-end solution covering all the above stated components.

- 2.3 The proposed solution must be completely web-based, and be driven by a powerful and versatile Workflow Engine and GOI Rules Compliant. It should allow IGCAR & MRPU employees to have online and real-time connectivity and access to all their transactions, any time and anywhere. The software shall be used on the respective intranets within IGCAR & MRPU with adequate level of security, data and password encryption and digital signature options so as to provide online access to all the administrative transactions to the staff, enable the staff to retrieve the required information from their desktop through LAN using all available operating systems accessing the common database.
- 2.4 Electronic Indents generated by users of IGCAR are being processed at MRPU. Receipt of electronic indents from units other than IGCAR are not in the purview of this tender though MRPU is the purchasing unit catering to DAE's other southern units. However, the proposed solution at MRPU, should be able to make manual entry of indents received from other units. Efforts are being made to develop an e-tender website for MRPU. The proposed solution should provide an interface to the e-tender website.

3.0 Pre Qualification & Eligibility Criteria

- 3.1 The bidder should be SCI CMM Level 5 Company possessing ISO 9001 certification, at least one year prior to the date of publication of this tender. The copy of the same should be submitted along with the Technical Bid.
- 3.2 The solution should have been developed indigenously and a certificate to this effect shall accompany the technical bid.

- 3.3 The vendors must have a **strong knowledge of the Government Rules** and processes. Proof of the same, in the form of a letter from any of its existing customers must be produced along with the technical bid.
- 3.4 The vendor should have successfully implemented such a system in three different organizations. One of the implementations should be in a **Government office** in India with employee strength of not less than 300 employees and order value at least Rs. 1 crore (excluding hardware and networking components), within the last three years. Supporting documents / certificates in this regard should be submitted along with the Technical Bid as per Annexure-IV
- 3.5 The implemented solution must have encompassed complete integration of the broad areas of Administration, Accounts, Budget, Purchase, Stores and interdepartmental correspondences and should cater to the following aspects:
- o Automated Work Flow
 - o Document Maintenance & Management
 - o Electronic File Management
- 3.6 Bidder should provide the complete address of the organisations with telephone numbers of contact persons where the similar solutions were already implemented or being implemented. Copies of work orders along with completion certificates of all such projects should be enclosed with the Technical Bid as per Annexure-IV
- 3.7 Bidder should arrange for technical discussions/visit, If required, to the organizations where implementation of similar projects is completed /in progress.
- 3.8 The Bidder must be a national level IT organization /company registered under Indian Companies Act, 1956 and in operation for the last three years as on 31st March 2008, in India.
- 3.9 The Bidder must be an IT Services provider involved in development, analysis, testing and implementation of software solutions at least for a period of Three years.

- 3.10 The proposed solution must be ready for demonstration with real-time values and scenarios.
- 3.11 Annual turnover of the company must be at least Rs.100 crores. Copies of balance sheets / Profit & Loss Accounts / Annual Reports of last three financial years (upto 31-Mar-2008) should be enclosed along with the Technical Bid.
- 3.12 The bidder should own/have stake in the IPR & Source Code of the solution/framework being offered under this tender and a certificate should be enclosed in the technical bid.
- 3.13 The bidder should not be under a declaration of ineligibility for corrupt and fraudulent practices issued by Govt. of India/State Govt. A self declaration certificate should be submitted in Technical Bid.
- 3.14 Bidding Firms should have a Local Office at Chennai. The firm should have a staff strength of minimum 200 employees.
- 3.15 Consortium bidding is not allowed.

4.0 Scope of Work

The assignment (herein after called solution or system in this tender) involves System requirement Study, Preparation of Software Requirement Specifications, Development of application software modules covering various functional units with workflow automation, Supply, installation, integration, customized implementation and maintenance of necessary hardware, operating system, compilers any other software required to run the proposed solution as per the needs of IGCAR including all Divisions/Units and MRPU in a phased manner for a minimum user base of 2500. However, the solution should be scalable to support a maximum user base of 5000 to take care of the future recruitments. On successful completion at IGCAR, other units of DAE are likely to implement this solution. Hence the design of the proposed solution must be robust and scalable for implementing in other DAE units.

Requirement for RDBMS, Web Server and Application Server software shall also be defined as part of the requirement and shall be provided by IGCAR / MRPU and hence the price bid should NOT contain the cost of these softwares

Any software other than that mentioned above required to run the solution shall be explicitly mentioned in the Technical Bid and shall quote the price for the same in the price bid.

All the Hardware including Operating System and other System Softwares (except Networking) required to run the solution both at IGCAR and MRPU must be mentioned in the Technical Bid and the quote of the same shall be given in the price bid. It may be noted that IGCAR and MRPU are geographically separated and connected by leased telephone circuit. However, the users at IGCAR & MRPU will work with respective intranet LANs accessing the common database. Hardware for the testing environment also must be included. All hardware systems and associated system softwares should have a warranty for three years.

The following will be the indicative list and not limited of activities that need to be performed by the successful bidder.

4.1 Requirement / GAP Analysis.

4.2 Migration of the existing Data to new system.

4.3 Suggesting necessary re-engineering of the processes so as to enable adoption of the solution proposed.

4.4 Documentation and user manuals must be provided.

4.5 Identify, plan and impart training to all employees.

4.6 Conduct project specific training for users in the customized software.

4.7 Provide post Installation/implementation warranty for 1 year and support for 3 years.

4.8 Maintain helpdesk and handholding during warranty and support period. All complaints, if any, should be addressed within 4 hours of its reporting.

4.9 Install, Operate and Maintain two data centers, one at IGCAR and the other at MRPU, Chennai. It may be noted that these data centers are being operated in an intranet.

The installation of the product will require extensive interaction of the Solution Provider with each of the Units/Divisions in IGCAR and MRPU at various stages of the project.

5.0 Functional Requirements

IGCAR & MRPU are looking for a comprehensive software solution that allows integrated and automated workflow across various functional units. New application software modules covering the various functional units have to be developed and the workflows need to be automated.

The features have been divided into Core Functionalities and Departmental Requirements. The departmental requirements should be able to leverage on all the features present in the core functionalities to deliver their capabilities.

Core Functionalities

5.1 Workflow and File Management System

- 5.1.1 Workflow will include integration with organizational structure.
- 5.1.2 File routing based on the necessary opinions/approvals needed from the higher authorities or cross-departmental officers
- 5.1.3 File tracking/Monitoring to keep a tab on the progress of work being done in various Sections.
- 5.1.4 Dynamic workflow with ability to route files in the hierarchy based on Subjects and Sections
- 5.1.5 Surrogating/Delegation of authority to work on files in the absence of the concerned officers
- 5.1.6 A completely integrated Audit trail with access to administrators and power users.
- 5.1.7 The Audit trail should capture all workflow events, file updates, etc.
- 5.1.8 Creation of Note file/Drafts/Minutes at all levels of the hierarchy to enable review and provide comments on the note. The note could also be sent to other departments for opinion on specific matters
- 5.1.9 Auto and Manual reminders to users on files, pull back, approval and priority change
- 5.1.10 Facility to search files on the basis of various criteria like file name, author of the file, hierarchical position of the author, date created, date modified, priority set and status
- 5.1.11 Pulling of files by an officer higher up in the hierarchy

5.2 Document Management

- 5.2.1 It will be a structured repository for the documents like Government Orders, Acts, Amendments, reports etc. being processed in the department. It will provide an easy access to the documents when required.
- 5.2.2 Navigation within the documents and their versions in the document management system should be available
- 5.2.3 Centralized File and correspondence numbering
- 5.2.4 The system should allow grouping of documents based on departments, sections, subjects, type etc... and enable easy retrieval
- 5.2.5 Search and Retrieve Interface should be available
- 5.2.6 Capability to link Incoming Correspondences/Letters, Drafts, Approved Orders, Knowledge bank and Reference files within electronic file
- 5.2.7 Templates with subject specific and section specific content should be available
- 5.2.8 Access Management to provide appropriate access to various users like Directors, Chief Controllers etc.
- 5.2.9 Should have facility to obtain a hard copy at any transaction processing stage.

5.3 Knowledge Management

- 5.3.1 Logically grouping knowledge objects based on parameters like Units/Divisions etc.
- 5.3.2 Access to be given based on roles and hierarchies since most of the Units/Divisions handle sensitive [legal/financial/etc.] data. The access control should have in built understanding of the Units/Divisions functioning and the hierarchy.
- 5.3.3 The proposed system should provide: Classification of Acts, Codification of Acts, Querying by Keywords, Section, Subject and version control

5.4 Management Information System

- 5.4.1 It presents analysis of day-to-day activities of a department such as files, correspondences on various dimensions such as time period, department/ division/ section, subject, person, etc.
- 5.4.2 It should provide reports indicating number of files in a section, pending files, files in section for reference, files sent out of section, files relating to questions, Court case files, report showing work done by employees of a department, report showing pending work in a department, etc. to users based on access control.

5.4.3 It should automate the error prone, time consuming and tedious manual process of consolidation of data, calculation and generation of reports, which in turn will result in increase in efficiency and accuracy of government functions.

5.5 Dashboard

5.5.1 It should provide a holistic view of the performance of the department. This will include details of number of files/correspondence being inwards, processed and disposed in the Directorate over a specified period of time

5.5.2 It should also provide the consolidated statistics of the files/correspondences being processed by different sections of a department / directorate over a specified period of time

5.5.3 Senior officials in the department should be allowed to view the details of a file/correspondence lying with their subordinates and to pull it if in case required

5.5.4 It should be possible to search a file/correspondence by file name, author of the file, hierarchical position of the author etc. using the dashboard

Departmental Requirements

(The following list is indicative only and full list may be arrived at after the system study phase.)

The software solution should comprise of following major modules: The detailed functional requirements are given in the respective annexures.

5.6 Administration (Human Resource Management) – Please refer Annexure-I A

5.7 Finance & Accounts – Please refer Annexure-I B

5.8 Purchase & Stores Management System – Please refer Annexure-I C

5.9 Project Management – Please refer Annexure-I D

These functional requirements are based on the existing systems at various domain areas which are currently working manually. However, during the system study and gap analysis the bidder can propose necessary re-engineering of the processes so as to have an efficient automation system.

6.0 Technical Requirements

The proposed solution must be completely web-based, and be driven by a powerful and versatile Workflow Engine and should be GOI rules compliant, which would automate the

various internal activities of IGCAR & MRPU and provide for better efficiency and transparency of transactions. The workflow and rule engine should be flexible for accommodating changing rules and new rules implementations. Similarly it should allow the modifications and additions in existing workflows. Other technical features required are as below:

- 6.1 The Data center establishment for the proposed system would be set up initially at IGCAR and MRPU and will be working in the intranet. Entire management of user ids, security, permissions, etc is handled from the helpdesk at Data Center.
- 6.2 The system should be completely scalable to accommodate the changing number of users and data volumes.
- 6.3 Proposed solution should be web based multi-tiered architecture and the end user interface must be browser independent.
- 6.4 The system should provide bilingual support especially English & Hindi.
- 6.5 The application should be developed in J2EE as front end and RDMBS in the back end.
- 6.6 The Application must be based on MVC architecture
- 6.7 Scalable architecture to support clustering at each layer i.e., Web Server, Application Server and Database for fault tolerance & load balancing
- 6.8 The solution should be platform independent so that it can be portable to any platforms like Windows, UNIX, Linux etc.
- 6.9 Interfaces with popular office software like MS Office and Open Office
- 6.10 System should support SSL
- 6.11 System should support the Digital Certificates as per IT Act 2000, of India
- 6.12 The application should support Web 2.0 features like AJAX.
- 6.13 The system should support role based and user based authorization.
- 6.14 A single sign-on to the application should provide basic access to the fundamental functionalities, namely document management system, workflow management system, knowledge management system, file management system, collaboration tools like discussion forum, dashboard, etc
- 6.15 The solution should support e-mail/fax integration
- 6.16 The workflow system should be Unicode compliance.
- 6.17 Strong security features at users and all functional levels must be incorporated in the system.
- 6.18 RDBMS used should be having the following features:

- 6.18.1 Database Server should be available and function in multiple operating systems like Linux, Unix, Windows with identical functionalities and look and feeling.
- 6.18.2 Must ensure inter-dependency of user concurrency and data consistency. Should provide non-escalating lock mechanism and multi version read consistency for the transaction processing.
- 6.18.3 Should provide connectivity using native connectivity, JDBC, ODBC and connectivity to various technologies like .NET, ASP, Java etc.,
- 6.18.4 Database Server should be capable of storing UNICODE data formats for multi-lingual language support especially Indian Languages.
- 6.18.5 Database server should be having declarative type, client independent browser based web application development tool with functionalities like Application builder with forms and interactive reports, Charting functions, Data Exchange builder for support to transfer XML, Spreadsheet and text data
- 6.18.6 Should have built-in parallelism, Backup & Recovery feature, Disaster Recovery Feature, recovery for tables, rows accidentally deleted, Queue Mechanism to transfer data across to other database
- 6.18.7 Should be able to provide database level storage management mechanism, which should enable the availability by means of creating redundancy, automatically balance the data files across the available disks, i/o balancing across the available disks for the database for performance, availability and management.
- 6.18.8 Should support option of different partitioning schemes within the database (Range, List, Hash, Virtual, Reference & combinations) to split large volumes of data into separate pieces or partitions, which can be managed independently. The partitioning should enhance the performance, manage huge volumes of data and should provide foundation for Information Life Cycle Management (ILM).
- 6.18.9 Database should have native, active-active clustering with objectives of scalability and availability. The solution should provide single image database concurrently accessed by multiple database servers, without repartitioning or changes to the database objects or 3rd party transaction routing mechanisms.
- 6.18.10 Database should have built-in DR solution to replicate the changes happening in the database across multiple DR Sites with an option to run real-time reports from DR Sites without stopping the recovery mechanism.

- 6.18.11 Should provide security mechanism at foundation level of the database, so that the options and additions to the database confirm the security policy of the organization without changing the application code. Shall confirm to security evaluations and conformance to common criteria.
- 6.18.12 Should support native optional database level encryption on the table columns, tablespaces or backups. Should support for enhanced authentication by integrating tokens and biometric technologies.
- 6.18.13 Should provide control data access down to the row-level so that multiple users with varying access privileges can share the data within the same physical database. Should provide comprehensive auditing for inserts, deletes, updates and selects to quickly spot and respond to security breaches.
- 6.18.14 Should provide Single system management view for database / database cluster. Should be using client independent, centralized database management console over network for monitoring hardware, operating system and database resources.
- 6.18.15 Should be having built-in provision to Administer database / database clusters, Monitor performance, Maintain database, Backup and recovery, Disaster recovery management.
- 6.18.16 Should have options to do diagnosis, performance tuning with the SQL analysis, finding the events, advisory based tuning mechanisms with the history.

The complete technical details of the proposed solution supported by documents should be enclosed in the technical bid.

7.0 Detailed Scope of Work

7.1 Requirements Study / Gap Analysis

Following activities will be performed as part of the Requirements Study & Gap Analysis:

- 7.1.1 The vendor is required to perform detailed user requirement study in all the functional units of IGCAR and MRPU including all integration points between IGCAR and MRPU, study of available networking and hardware infrastructure in the organisation and preparation of user requirement document.
- 7.1.2 Vendor should also, in the process, suggest necessary changes in the existing processes, if required, and after acceptance from the user, document it in the modified user requirement documentation.

7.2 Design, Customization & Testing

Solution provider as part of System Design, Customization & Testing, should perform following activities:

- 7.2.1 Customization of the basic workflow engine/framework.
- 7.2.2 All processes studied during the Requirement Study phase and also processes coming up during the design and customization process, should be incorporated in the system with respect to all functional units in IGCAR and MRPU.
- 7.2.3 Integration of activities across functional units should also be incorporated in the system.
- 7.2.4 Design of user interfaces shall be in English.
- 7.2.5 Incorporating all GOI rules and procedures in the system to follow during all the processes.
- 7.2.6 Testing of customized software.
- 7.2.7 Development of Installation Manual and Training Manual for the System.

7.3 Installation

Following activities will be performed as part of System Installation phase:

- 7.3.1 Installation/integration of Operating System, Database, Application Server and Groupware (if any)
- 7.3.2 Installation and configuration of proposed system.
- 7.3.3 Configuration of users, providing access as per roles defined in the organization.
- 7.3.4 Domain Setup
- 7.3.5 Update Installation Manual with lessons learnt/identified gaps
- 7.3.6 Extraction, Transformation and Loading of existing organizational data in the proposed system.

7.4 Implementation & User Acceptance Testing

Following activities will have to be performed by the successful bidder as part of Implementation & User Acceptance Testing.

- 7.4.1 Implementation and phased rollout of the customized proposed system.
- 7.4.2 Final user acceptance testing and acceptance by the users.
- 7.4.3 Incorporation of changes, if any, in proposed system.
- 7.4.4 Suggest the business continuity, disaster recovery and IT security plans to ensure continuity of business and fast recovery in case of a disaster.

7.5 Training

Vendor is required to provide training manuals for all the modules and applications. Manuals should be updated as and when features / functionalities in the system changes. The manuals should be hosted on the intranet web for online access by users.

Vendor is required to provide training to the users for using the system. Based on the skills of the users, the bidder has to provide comprehensive training and recommend the approach for the same.

Bidder is required to provide application software training to end-user. The training shall comprise of classroom training as well as hands-on training on the developed system to various user groups such as operators, supervisors, officers, application administrator etc.

The training Course shall include:

7.5.1 Presentations on various features and advantages of proposed system.

7.5.2 Classroom training for detailed exposure to the proposed systems and procedures and answering to doubts/apprehensions (if any).

7.5.3 Practical training on filling up of input documents, routine tasks and generating reports.

The vendor should also provide application software development training to a team of 4 to 5 technical personnel from IGCAR so that this team will be able carry out addition / modification of processes / workflow in the software system after the warranty/support period is over.

7.6 Maintenance and Support

After successful implementation and acceptance the vendor must provide warranty for 1 year and support for 3 years by deputing dedicated manpower in the organisation to carry out changes, if any, in the processes and to perform troubleshooting in the system. The support charges for the 3 years period should NOT be included in the cost of the solution and shall be mentioned separately in the price bid.

7.7 Deliverables

Software Package as specified in this tender document should be supplied in CD media and should also be installed in Server(s).

Rest of Deliverables should be in form of hard copy and soft copy (2 Copies each)

7.7.1 Project Plan

- 7.7.2 System study document with complete workflow of each function
- 7.7.3 Software Requirement Specification Document (as per industry norms).
- 7.7.4 Hardware & Software Recommendation document to run the application successfully.
- 7.7.5 User manuals – Hardcopy and Softcopy for each module/process mentioned in the tender
- 7.7.6 Extraction, Transformation and Loading of existing organizational data in the proposed system.
- 7.7.7 Archival plan and system for moving legacy data
- 7.7.8 User Acceptance Test documents.
- 7.7.9 Warranty Services for one year from the date of Application acceptance sign-off and support for three years after the expiry of the warranty period.
- 7.7.10 AMC services details document.
- 7.7.11 Backup and Recovery Plan.
- 7.7.12 Training Plan
- 7.7.13 The quotation must describe the methodology and include the time schedule for the complete software package implementation, including data entry, data migration and training.

7.8 Data Migration & Entry

Data migration is an important activity for implementation. The bidder would make required arrangements for data migration/data entry activities for this solution. The data migration can be broadly classified into the following:

- 7.8.1 Data migration from existing legacy computer systems
- 7.8.2 Data entry from manual systems
- 7.8.3 Data entry for knowledge bank and existing files

8.0 Implementation Strategy & Timelines

The vendor should also mention the implementation strategy and the execution plan of the whole system in all the groups/divisions/sections in IGCAR and MRPU including integration of activities between these units. Indicative time schedule to complete all the activities in given phases is listed below. The bidder shall quote for their plan and the same mentioned in the offer including the rollout plan. The maximum time frame for implementation, excluding

warranty, shall however be limited to 2 years from the date of acceptance of PO. The complete details regarding this should be submitted in the technical bid.

SNo	Applications	Time Schedule	Remarks
1.0	Acceptance of Purchase Order(PO) & Contract Finalization	2 Weeks from Date of Issue of Purchase Order	-----
2.0	Phase I	3 Months from the Date of Issue of PO	Detailed System Requirement study and Preparation of Software Requirement Specification Document as per industry norms and acceptance of the same by IGCAR. During the process vendor can also suggest any necessary refinement in the business processes of IGCAR and MRPU.
3.0	Phase II	4 Months from date of completion of Phase I	Application Software Development, Customization of workflow, Testing, and Implementation
4.0	Phase III	3 Months	Integration of the modules
5.0	Documentation for user manual & guides	2 Months from date of completion of Phase II	Documentation at each stage of the above processes including user manuals and guides.
7.0	Warranty	One Year from the data of completion	Provide support and maintain helpdesk
8.0	Maintenance & Support	For 3 Years from the date of: expiry of warranty	Provide post implementation support, maintain helpdesk for proposed system

9.0 Other General Requirements

In addition to the above-mentioned specific requirements for the Software Package, the following are the set of generic requirements that act as guidelines to the type of solution envisaged by IGCAR & MRPU.

9.1 Should be a government specific solution and not a Business ERP component being tailored or customized.

- 9.2 The software package should be capable to automate the claim, settlement, approval and file movements by providing digital interface and mapping it to actual workflow followed in IGCAR and MRPU.
- 9.3 It should facilitate users to fill online forms, forward for necessary approvals, put remarks, attach necessary documents and view and print reports on textual as well as graphical mode.
- 9.4 The software package should also facilitate document and knowledge management. Support for digital signature should also be provided at each stage of approval. The proposed system should have centralized performance monitoring, control and tuning facility.
- 9.5 The vendor should provide end-to-end solution covering all the above stated components
- 9.6 Should be totally web based and scalable allowing access to critical information beyond organization boundaries.
- 9.7 Should embed similar forms and formats as on paper today, thus reducing learning time and allowing easy adaptability.
- 9.8 Should provide critical management reports, both tabular and graphical enabling easy and quick decision-making.
- 9.9 Should embed a government Specific workflow Definition Module and architecture that allows easy configuration and adaptability in tune with changes in the organization.
- 9.10 Should have Rules driven workflow, embedding Fundamental Rules (FR), Supplementary Rules (SR), Government Accounts Rules (GAR) and General Finance Rules (GFR).
- 9.11 Should ensure workflows are performed within defined guidelines and parameters in the organisation.
- 9.12 Should alert end users and administrators on violation / non-conformance to configured rules, thus saving time of Administrative staff.
- 9.13 Should automatically check eligibility at the application submission time. E.g. When applying for Family Planning allowance, it should automatically check for: Whether permanent employee, Marital status, Applicant's age, Applicant's spouse's age, whether already availed, number of surviving children, etc.
- 9.14 Should have a seamless information integration across different functional areas based on organisation specific framework.
- 9.15 Should have automated calculations of various functionalities, such as : TA, DA, PF advance/ Withdrawal entitlement, Pension, DCRG, Family pensions, enhanced family

pension, Income Tax, Advances (Car, Scooter, Cycle, Computer, Festival), Pay Fixation, Supplementary bills etc. based on rules of the organization.

- 9.16 Should have a facility for senior officers to search transactions based on employee name, employee number, division, groups / grade, date performed, status of workflow etc.
- 9.17 Should have facility for authorized users to assign / modify roles and responsibilities and configure access rights to users of the system.
- 9.18 Should successfully handle Interdependent rules across modules. Eg Person granted Family planning allowance, should get an increment in the payroll module, of 0.5% rebate in House Building Advance interest rate etc.
- 9.19 The source code of all applications developed/customized for IGCAR should be transferred to IGCAR.
- 9.20 Once implemented successfully at IGCAR, other DAE units are likely to adapt such a system in a phased manner. Hence the design of the system shall be robust and scalable to ensure the smooth integration & interfacing of future additional domain areas and other units.

10.0 Source Code

IGCAR should have access to the source code of the implemented solution and the source code should be available at IGCAR server without any lock. This will enable IGCAR technical team to carry out additional development if any, after the support period. A certificate regarding the willingness to provide the source code should be enclosed in the technical bid.

11.0 Instructions to Bidders

- 11.1 Bidders have to arrange their own transport and accommodation for the personnel deputed for the execution of this project.
- 11.2 Due to security reasons, stay at IGCAR campus for the personnel deputed for execution of the project will be allowed during the working hours, i.e. between 9:00 AM and 5:30 PM only on working days.
- 11.3 Entry passes for private personnel for longer durations are provided only on production of police verification certificate in the prescribed format.
- 11.4 If the bidder requires any clarification for the submission of the offer, Regional Director, MRPU may be contacted preferably by e-mail: mrpu@chn.ernet.in

12.0 Evaluation & Selection Criteria

- 12.1 IGCAR & MRPU shall adapt a two-bid system for choosing the Vendor.
- 12.2 IGCAR & MRPU may invite each bidder to make a presentation at a date, time and location determined by the IGCAR & MRPU. The purpose of such presentations would be to allow the bidders to present their proposed solutions to the committee and the key points in their proposals.
- 12.3 The vendor is expected to make a full-fledged solution demo during this presentation.
- 12.4 IGCAR & MRPU reserves the right to terminate the initiative, or select multiple vendors or select only one vendor if no other vendors meet the technical criteria.
- 12.5 Commercial bids of those bidders who are only technically qualified in the technical evaluation will be opened. All other Commercial bids will be ignored.

13.0 Technical Documents to be submitted along with Technical Bid

- 13.1 Technical Details of the Proposed System supported by documents
- 13.2 Check List for Eligibility Criteria as per the format in Annexure-II
- 13.3 Compliance Statement as per the format in Annexure-III
- 13.4 Previous Implementation Details as per Annexure-IV
- 13.5 Exception Report, If any (If the offer does not fully comply with the tender specifications, the bidder should enclose an Exception Report giving the deviations clause by clause.)

ANNEXURE – I A

5.6 Administration (Human Resource Management)

- 5.6.1 Service book - entries of each step in career/service and verification of service periodically.
- 5.6.2 Supply of copy of service book to the employee
- 5.6.3 Closure / extension of probation and confirmation of employees
- 5.6.4 Processing of pension cases and final settlement of retirement benefits.- on line submission of pension papers, calculation, issue of payment order
- 5.6.5 Grant of permission- 1. for acquisition or disposal of immovable and movable property, 2. to obtain loan from HDFC, GIC and other financial institutions, 3 to join educational institution for higher studies,
- 5.6.6 Integration of hand geometry attendance system with leave account-absence intimation to employee -applying for leave online-recommendation and approval-debit to leave account-Issue of Leave Orders and maintenance of Leave Accounts for all kinds of leave.
- 5.6.7 ACRs -Forwarding of blank CR forms in respect of all officials to their respective Groups / Divisions / Sections- self-appraisal, assessment, review, counter signature-adverse remarks communication.
- 5.6.8 Resignation - notice-assessment of dues-acceptance-relieving-no due certificates and final settlement of dues.
- 5.6.9 Issue of 1.No Objection Certificate for Passport,2.Service Certificates and3. Salary Certificates.
- 5.6.10 Deputation to other organizations-terms and conditions
- 5.6.11 Joint declaration when husband and wife employed.
- 5.6.12 Review of cases for retention in services beyond 50/55 years of age or after completion of 30 years of service-submission of list to the respective committee with ACRs.
- 5.6.13 Forwarding of applications of employees for outside employment.
- 5.6.14 Other service/personnel matters like counting of past service / addition to qualifying service etc.,
- 5.6.15 Deputation/ EOL abroad – application online-proposal to DAE, approval, expenditure management, actual tour programme, booking air ticket, advance payments, refunds etc.
- 5.6.16 Manpower budget and planning -creation /abolition of posts.- in position-vacancy - Creation and continuation of temporary posts.
- 5.6.17 Recruitment process-Issue of advertisement, screening of applications and conducting written tests, holding interviews, drawing up panels.
- 5.6.18 Verifying the Character & Antecedents of candidates before appointment and arrangement of medical exam.
- 5.6.19 Personal data-different forms /declaration submitted while joining.

- 5.6.20 Merit Promotion – norms and ACRs -Issue of circular calling for proposal for promotion- Screening by the concerned committee-interviews including interviews through video conferences.-Preparation of minutes - approval for promotion.
- 5.6.21 Intimation of promotion- assumption of charge-order for promotion- obtaining option- pay fixation order.
- 5.6.22 Gazette Notification for Group "A" &"B" Posts [Gazetted Posts]
- 5.6.23 Statistical information to DAE, other Depts. Divisions/Sections in IGCAR & Employment exchange.
- 5.6.24 Maintaining Reservation Rosters for Direct Recruitment and for promotions.
- 5.6.25 Seniority list for each post/grade.
- 5.6.26 Holding DPCs for promotions and Assured Career Progression Scheme of Administrative Staff.
- 5.6.27 Transfers of officials from other Depts./Units and within IGCAR.
- 5.6.28 Officiating Arrangement for Administrative Cadre.
- 5.6.29 Compassionate Appointments.
- 5.6.30 Returns relating to SC/ST/OBC/PH/Sportsman/Ex-serviceman employees, Cadre Officers submitting statistical information to DAE and to Employment Exchange.
- 5.6.31 Encashment of leave-retirement-resignation
- 5.6.32 Grant of Transport Allowance, Nuclear Research Plant Support Allowance (NRPSA) and Qualification Incentive Allowance. HRA
- 5.6.33 On line Over Time claims based on attendance system-calculation-approval-payment.
- 5.6.34 Advances; Apply on line- processing of 1.PF Advance and withdrawal 2. interest bearing advances ie. HBA/PCA/MCA/ OMCA/Bicycle advance etc.3. non-interest bearing advances. ie. Natural calamity. Festival Advance, medical advances, travel/transfer travel advance etc.,
- 5.6.35 LTC_change of Home Town- LTC Advance, on line LTC claims and encashment of EL for availing LTC.
- 5.6.36 On line T.A. claims-calculation-payment
- 5.6.37 Nomination for. PF.,Gratuity,CGEGIS.
- 5.6.38 Reimbursement of 1.Tuition Fees. 2.Medical bills, 3.stitching charges
- 5.6.39 Payment of 1.registration fees for participants of various symposia/seminars, 2.subscription to various institutions.
- 5.6.40 Enrollment and settlement of claims under DAEEFRS.
- 5.6.41 Publication advertisement in News papers - settlement of bills
- 5.6.42 Settlement of 1.Telephone Bills/Telegram bills., 2. bills from CISF and other units/depts. 3.courrier bills.
- 5.6.43 Service Association-membership ,subscription etc.
- 5.6.44 Issue of temporary entry permits for students and workers of contractors
- 5.6.45 Issue of identity cards-allotment of I.C number –data integration -photo and signature

- 5.6.46 Authorisation of officers for signing gate pass for movement of material and follow up action for returnable items on the report of RCIV.
- 5.6.47 Security Matters. Online permission for visitors- in and out time
- 5.6.48 Department orders, office orders in Director's office.
- 5.6.49 Booking of air-ticket with Liaison Cell.- received ticket to officer-online
- 5.6.50 Register for contractors and their workers- license application-intimation of commencement/completion of work- data base for contractors and their workers etc.
- 5.6.51 Canteen -tendering, agreement, price list.
- 5.6.52 Maintenance of files- processing of each receipt-Noting, Drafting- file movement
- 5.6.53 Weekly, monthly, half yearly and annual reports of pending cases
- 5.6.54 Process and prepare periodical reports on 1.Vigilance matters 2.Disciplinary Cases 3. Court cases.
- 5.6.55 Submission of Annual Property Returns on line and hard copy.
- 5.6.56 Requisition for and procurement and issue of 1. cosmetic items,2. DAVP Calenders, Departmental Diaries and Reference Books etc.,3. stationery items,4. furniture items,5. Liveries/Protective clothing etc.,
- 5.6.57 Parliament Questions and references from Honourable MPs.
- 5.6.58 Nomination for various training programmes as per calender – reports.
- 5.6.59 Central Despatch- addresses
- 5.6.60 Display of circulars/notifications/priority list etc. in web/ Notice Boards.
- 5.6.61 Booking conference rooms, meeting arrangements, appointments, Tour programs,
- 5.6.62 Bilingual version: Administrative documents, Annual Reports, budget performance reports , circulars, all forms etc.
- 5.6.63 Hindi Training: Hindi Probodh, Praveen and Pragya classes –list of employees having working knowledge in Hindi.
- 5.6.64 Transport service to the officers, visiting officials of other units-vehicle requisition, vehicle and driver deployment –log books– Fuel bills -maintenance expenditure-condemnation and replacement of vehicle- ambulance services in case of emergency.-Tax payments-registration renewal.
- 5.6.65 Women's Cell-complaints.
- 5.6.66 Grievance redressal
- 5.6.67 Returns on Right to Information Act- Quarterly and Annual Returns.
- 5.6.68 AMC for equipments like water cooler, Franking Machine/Time Punching Clocks and xerox machines and other office equipments.
- 5.6.69 Imprest account- contingency expenditure –recoupment-amount authorised to others etc.,
- 5.6.70 Any other item incidental to the workflow or in modification/extension of the item of work.

ANNEXURE – I B

5.7 Finance & Accounts

Presently IGCAR Accounts department has got five different sections with varied functions. The accounts section at MRPU functions in a similar way with reduced functionalities.

5.7.1 Accounts Section – I (Budget & Compilation)

- 5.7.1.1 Preparation of Board-Sheet for DDR (Debt, Deposit & Remittance)
- 5.7.1.2 Heads (Loans & Advances etc)
- 5.7.1.3 Entertainment Bills, Courier bills, Registration fee, Misc. bills, library bills etc. Central Cafeteria bills, Fuel bills etc.
- 5.7.1.4 Bills towards Hiring of vehicles, Bills relating to Consultancy charges on collaborative Projects.
- 5.7.1.5 Central Diary & Dispatch .OTA & NDA Claims. Remittance & releasing of EMD / Security Deposit in respect of scrap tenders.
- 5.7.1.6 Feeding of cheque / challan encashment from bank scroll. HBA interest calculation for IT purpose etc.
- 5.7.1.7 Compilation of monthly accounts and supplementary Accounts. Preparation of Budget documents & Preparation of various reports.
- 5.7.1.8 Classification of expenditure as per Government Account Rules
- 5.7.1.9 Monthly Accounts: MRPU sends reports to DAE. At DAE consolidated & monthly statement sent to IGCAR for expenditure from all units
- 5.7.1.10 Budget – Preparation of Budget Estimates, Revised Estimates and Final Grant in respect of Capital and Revenue budgets. Monitoring of expenditure with respect to the above estimates monthly , quarterly, and annually
- 5.7.1.11 Entertainment Bills of all sorts.
- 5.7.1.12 Consultancy (also MOU)
- 5.7.1.13 Fuel Bills
- 5.7.1.14 Library.
- 5.7.1.15 Hiring of Vehicles.
- 5.7.1.16 Registration fees for seminars, workshops. Conferences etc.
- 5.7.1.17 Deposits.
- 5.7.1.18 Dispatch.
- 5.7.1.19 Scrap Account (From Stores)
- 5.7.1.20 Overtime Allowance.
- 5.7.1.21 NDA.
- 5.7.1.22 Challan Processing

5.7.2 Accounts Section – II (Salary & Pension)

5.7.2.1 Salary (GO,NGO,NPS,JRF,SRF,etc)

- Introduction note from Recruitment section.
- Promotion Order from Admin.

5.7.2.2 NRPSA (Nuclear Research Plant Supporting Allowance)

5.7.2.3 Loans & Advances (HBA, Scooter, Car, Festival) – Payment of Advances.

5.7.2.4 Income Tax- Calculation of Income Tax for a Financial Year.

5.7.2.5 Pension- Calculation of Pension, Family Pension, Gratuity, Communication.

5.7.2.6 Medical Reimbursement- Checking of eligibility.

5.7.2.7 Foreign Travel- Payment of Airfare to ITDC, and entitlements to individuals.

5.7.2.8 Honorarium-Payment

5.7.2.9 Leave Encashment on Retirement and LTC

5.7.2.10 Recoveries

- o PF Subscription
- o New Pension Scheme.
- o License Fee.
- o Water charges. Electricity Charges.
- o Income Tax.
- o Surcharge.
- o Education.
- o Loans & Advances.
- o PF Advance Recovery.
- o Tsunami Loan.
- o Interest Recovery.
- o Library Recovery.
- o Transportation.
- o Miscellaneous Recoveries
- o HDFC Loans

5.7.2.11 Payments

- o Pay (from Admin).
- o Dearness Pay (50% of Pay).
- o DA arrears (Supplementary not through salary)
- o HRA.
- o CCA.
- o OTA Claims.
- o NDA.
- o NRPSA.
- o Transport Allowances.
- o Special Pay.

- o QIA.
- o FPA.
- o Cash Handling Allowance.
- o Pay Arrears.
- o Honorarium.
- o Medical Reimbursement.
- o LTA, OSTA (Inputs from Accounts-III)
- o Tuition Fees Re-imburement
- o Children Education Allowance

5.7.2.12 Generation of Pay Bill Report

5.7.3 Accounts Section – III (Works, TA & Cash)

5.7.3.1 Sale of tender

- a. Collection of document charges from contractor
- b. No. of tender sold to intimate the engineer-in-charge (EIC)
- c. Unsold documents returned to the EIC
- d. Allotment of Contractor Code for registration

5.7.3.2 Comparative statement

- a. Preparation of statement for checking of arithmetical accuracy & confirm the lowest bidder/tenderer
- b. If higher value, it sends to concerned engineer for negotiation
- c. Revised comparative statement, if negotiation took place

5.7.3.3 Work order / Letter of indent

- a. Deposit the EMD into Govt. account under security deposit
- b. Registered the party name, value, period, value of SD, PG, etc.

5.7.3.4 Performance guarantee @ 5% on the tendered value in the form of BG/DD/Bankers Cheque/Deposit at call receipt.

- a. Bank guarantee
Comparing the documents with BG format, getting confirmation from the concerned bank and getting approval from concerned group directors.
- b. DD/ Bankers cheque/DCR

5.7.3.5 Running account bill

- a. Checking of detailed measurement after posting of data entry into computer as per M. book
- b. M. book abstract checking
Combining of previous bills measurement and since previous bill measurement
Preparation of memo for payment
 - i. VAT
 - ii. Income tax
 - iii. Security deposit

- iv. Electricity/water/DD commission/over payment
- v. Bill payment

5.7.3.6 Secured advance / mobilization advance / 75% advance payment against the bill value

5.7.3.7 Final bills

- a. Checking of detailed measurement after posting of data entry into computers as per M. book
- b. M. book abstract checking

Combining of previous bills measurement and since previous bill measurement

Preparation of memo for payment

- i. VAT
- ii. Income tax
- iii. Security deposit
- iv. Electricity/water/DD commission/over payment
- v. Bill payment

Preparation of various statement

Checking of material account if free issue material issued by department regarding utilization in work.

Secured advance/mobilization advance and total amount paid in each item and amount adjusted each item in every RA bills.

5.7.3.8 Central workshop work order

After calculating the man hours, raising debit note:

- i. Inter department
- ii. Outside department

Calculation machine hour rate

Calculation of man hours as and when DA changes

5.7.3.9 Monitoring of SD amounts

Every month credit/debit to be checked with RA bill passed/compilation documents

Release of BG/Pg

After passing final bill

Release of SD

After expiring of defect liability period

5.7.3.10 Local Traveling allowance

Traveling allowance claims including drivers and MRP staff feeding checking

Medical TA claims feeding and checking

TA advance to IGCAR drivers

Preparation of cheques

Outstation traveling allowances:

Feeding & checking

OSTA advance

Retirement TA claim

Transfer TA Claim

Checking & Passing

5.7.3.11 Air bills settlement:

Air travel bills received from M/s. Balmer Lawrie & Co. Ltd and feeding the bills, checking and passing

Posting the bill in the travelling advance register

Taking works contract tax from computer and prepared pay voucher for prepare cheque

Prepare IT returns and complied various section IT amount and tally with monthly statement and sent to IT office.

5.7.3.12 Bills and claims pertaining to individuals is being received

Vouchers made for the bills received. Payments are made to the individuals (Temp. advance, Imprest, settlement of temp. adv.)

Self cheque is prepared for the above payments in the form of cheque called "B".

Payments are received from the contractors and other employees for token pass and refund of balance of temp. advance/LTC advance and other misc. after payments are received receipt is issued and the amount of payments are deposited to the Govt. account in the form of Challan.

Bills are received from different section of accounts and cheques are prepared for individuals & contractors / suppliers in the form of Cheque "A" (LTC, TA, PF & FTE, salaries & JRF salaries cheque "C" is prepared for issuing to inter department (Professional Tax) & Government organisation

5.7.4 Accounts Section – IV (PF & Bills)

5.7.4.1 Certification of PF balance amount in PF application

5.7.4.2 Passing of PF advance/part & final withdrawals

5.7.4.3 LTC Advance/Claims Processing

5.7.4.4 Final settlement of PF balances in respect of retired/resigned officials

5.7.4.5 Passing of local purchase bills of IGCAR, GSO

5.7.4.6 Exercise sanctioning on work/purchase files for its financial concurrence

5.7.4.7 Exercise check on fabrication, maintenance & repair bills, direct purchase &

5.7.4.8 Miscellaneous bills for its payment

5.7.4.9 Processing of stitching claims of employees for its reimbursement

5.7.4.10 Fabrication contract bills

5.7.4.11 Bills from other units (Water & Electricity)

5.7.4.12 CISF Salary

5.7.4.13 Fire service charges

5.7.4.14 Stitching charges

5.7.5 Accounts Section – V (Imprest & Temp. Advance)

5.7.5.1 Imprest Accounts

- o To Meet Small Payments.
- o Rs.5000 to each Division. Advance paid only once to HOD.
- o Imprest Accounts Register.
- o Sanction should be half of amount spent per month.
- o Replenishment of actual expenses not exceeding sanctioned amount.
- o Generation of Imprest Register
- o Imprest separated HOA & needs to be tallied.

5.7.5.2 Temporary Advance Register

- o Emergency Purchase of ready made items.
- o Sanction form to be filled and approved by HOD, AD, and GD.

ANNEXURE – I C

5.8 Purchase & Stores Management System

MRPU is the purchase unit catering to the procurement needs of IGCAR and other southern units of DAE. Electronic Indents generated by users of IGCAR are being processed at MRPU. Receipt of electronic indents from other units are not in the purview of this tender. However, the proposed solution should be able to make manual entry of indents received from other units. Efforts are being made to develop a e-tender website for MRPU. The proposed solution should provide an interface to the e-tender website. Low value purchases are done at the Local Purchase Section (LPS) at IGCAR.

5.8.1 Purchase

5.8.1.1 Indent Management

- o Check Stores Availability of Item
- o Check Financial Sanction & Set Head of A/C
- o Set Item Code
- o Prepare Indent with/without Annexures
- o Online Approvals
- o Forward to Purchase

5.8.1.2 Receipt of Indent at MRPU/LPS electronically

5.8.1.3 Receipt of Manual Indents at MRPU/LPS

5.8.1.4 File Number Generation & Group Allocation

5.8.1.5 Set Purchase Mode like Local, Limited, Public, Single, Repeat Order Etc

5.8.1.6 Propose Suppliers based on earlier credentials

5.8.1.7 Workflow based online approvals

5.8.1.8 Preparation of Tender and forwarding to Suppliers

5.8.1.9 Hosting Tender in e-tender website for tenders above a threshold value

5.8.1.10 Despatch of Tenders by e-mail/fax

5.8.1.11 Receipt of Quotations and Recording the response

5.8.1.12 Receipt of Tender Data from e-tender website

5.8.1.13 Preparation of Comparative Statement of Tenders (CST)

5.8.1.14 Approval of CST

5.8.1.15 Public Tender Processing

5.8.1.16 Two Part Tender Processing

5.8.1.17 Facility to alter Tender Duedate by authorized personnel

5.8.1.18 Facility to alter Part II Open date by authorized personnel

5.8.1.19 Forwarding Purchase File to IO

5.8.1.20 Purchase Recommendation with online approvals

5.8.1.21 Stores & Purchase Committee (SPC) Agenda Preparation

5.8.1.22 Tracking of SPC Files

- 5.8.1.23 Pre Contract Correspondences
- 5.8.1.24 PO Preparation & Release
- 5.8.1.25 Repeat Order Processing
- 5.8.1.26 Post PO Follow up
- 5.8.1.27 PO Amendments
- 5.8.1.28 Delivery Period Tracking
- 5.8.1.29 Transport & Import clearance for Foreign Orders
- 5.8.1.30 Receipt Voucher Filing
- 5.8.1.31 Letter of Credit Processing
- 5.8.1.32 Correspondence with Suppliers/IO
- 5.8.1.33 Bank Guarantee Management
- 5.8.1.34 Exercise Duty/Customs Duty
- 5.8.1.35 File Closing
- 5.8.1.36 Vendor Management
- 5.8.1.37 Vendor Registration
- 5.8.1.38 Works Contract
- 5.8.1.39 Rate Contract
- 5.8.1.40 Annual Maintenance Contract
- 5.8.1.41 Tracking of Advance Payment
- 5.8.1.42 Tracking of files with exercise/customs duty exemptions
- 5.8.1.43 Tracking of files with bank guarantees
- 5.8.1.44 Receipt of Purchase Orders at MRPU Receipt Godown
- 5.8.1.45 Receipt of Items at MRPU Receipt Godown
- 5.8.1.46 Preparation of Material Despatch Note at Godown
- 5.8.1.47 Maintenance of Day Book Register at Godown

5.8.2 Stores [Inventory Management]:

5.8.2.1 Receipt Section

1. Receipt of Purchase Order (PO) from MRPU, Local Purchase and Direct Orders
2. Preparation of Goods Receipt Register (GRR) including centralized generation of GRR No.
3. Preparation of Functional Test Report (FTR) & Material Arrival Notice (MAN) including centralized generation of FTR & MAN Nos.
4. Online submission and Registering completed FTRs
5. Registering Discrepancies in Supplies
6. Preparation of Central Stores Receipt Voucher (CSRV) including centralized generation of CSRV No
7. Manual CSRV Preparation
8. Print out of DayBook register

9. First, Second & Third Reminders for non receipt of FTRs
10. Generation of Despatch Note for selected CSRVS to MRPU and auto updation of date of despatch.
11. MD Note for rejected items
12. PO register preparation
13. Dues-in Register preparation
14. Query for
 - PO details including item details & Qty
 - GRR No
 - List of consignments recd with Item & Qty
 - CSRVS No & its Despatch date to MRPU
 - List of CSRVS not despatched as on date
 - Pending FTR's as on date
15. Preparation of RRAR including centralized generation of RRAR No.
16. Preparation of RRAR register
17. Preparation of not executed purchase orders based on delivery period
18. Reminder generation to suppliers periodically
19. Transfer of completed files.

5.8.2.2 Voucher Control Section

1. Incoming RCIV's registration including segregation of Dept.& Contractors IV's.
2. Incoming Credit Voucher registration including segregation of Dept.& Contractors IV's.
3. Incoming Transfer Voucher registration.
4. Generation of Centralised VC. Nos.
5. Queries related to voucher control
6. Various Control Register Reports

5.8.2.3 Stock Section

1. Verification of RV controlled in Receipt Section
2. Assigning item code to individual items of RV through keyword search of electronic Stock Index Register
3. Updating SIR
4. Verification of Qty balance update
5. Reserving full/part consignment for Indentor
6. Item Location detail entry(High bay/Low bay column rack/bin/yard)
7. Posting RV
8. Posting IV after assigning item code from SIR ,verifying Qty Balance & reservations
9. Posting multiple IV's for Single RV's
10. Preparation of TV and generation of TV No.for control at voucher control section.

11. Posting of controlled TV
12. Credit Voucher registration after verification of PO & CSRV, allocating item code, location, reservation, Qty Bal verification.
13. Preparation of BIN CARD
14. Preparation of Material Despatch Note
15. Queries
 - display for Zero Bal items
 - display Qty bal for selected item
 - display reservation details
 - slow moving items
 - no. of IV's controlled in a month with and without material issue
 - stock as on specified date
 - monthly quarterly yearly consumption
 - opening and closing balances
 - Search for VC. No. / Printed RCIV No.
 - Display of Stock Card.
16. Reports
 - a. BIN card
 - b. Individual reports of functions listed under query above
17. Capital Equipment Register
18. Write off losses

5.8.2.4 Stock Control Section

1. Verification of RV controlled in Stock Section.
2. Checking item code assigned to individual items of RV/IV/TV/CV thro keyword search of electronic Stock Index Register.
3. Updating SIR.
4. Direct posting of RV's & IV's
5. Auditing of Qty balance update
6. Auditing of materials Reserved in full or part for Indentor
7. Auditing of RV Posted
 - Auditing of IV posted after verifying item code assigned, Qty Balance and reservations. Auditing of multiple IV's posted for Single RV.
8. Auditing of TV posted
9. Auditing of CV posted
10. Auditing of BIN CARD posted.
11. Preparation of STOCK CARD.
12. Creation of history file for weeded out cards

13. Generation of various reports for daily/monthly transactions

5.8.2.5 Gas Section

1. Generation of link No
3. Preparation of GRR including centralized generation of GRR No.
4. Preparation of RRAR for Up Country consignments
5. Assigning item code to individual gas types of PO thro keyword search of electronic Stock Index Register
6. Gas Cylinder No entries for the consignment recd.
7. Preparation of FTR & MAN including centralized generation of FTR & MAN Nos.
8. Registering completed FTR's from Cyl. Nos. displayed.
9. Registering Discrepancies in Supplies
10. Preparation of CSRV including centralized generation of CSRV No
11. Day Book register Printing
12. First, Second & Third Reminders for non receipt of FTR's
13. Generation of Despatch Note for selected CSRV's to MRPU and auto updation of date of Despatch.
14. MD Note for rejected / empty Cylinders.
15. PO register preparation.
16. Dues-in Register preparation.
17. Query for
 - Single Cylinder Status.
 - PO details including Cyl. details & Qty
 - GRR No
 - List of consignments recd with Cyl & Qty
 - CSRV No & its Despatch date to MRPU
 - List of CSRV's not depatched as on date
 - Pending FTR's as on date
18. Posting of RVs & IVs
19. Receipt of empty cylinder from section
20. Sending the same to supplier for filling through MD Note
21. MD Note Allotment and preparation
22. Cylinder follow up
23. Reminders to suppliers/user sections
24. Rental Cylinder Register and forwarding rental bills to Accounts
25. Cylinder History Register
26. Periodical Review of Hydraulic Testing cct

5.8.2.6 Scrap Section

1. IV Control Including generation of Control No.
2. CV Control including generation of Control No.
3. TV Control including generation of Control No.
4. Controlling of CV/RCIV /TV
5. Survey Manager- With Data entry of scrap materials (unserviceable/serviceable/surplus equipments) and report generation for survey
6. Receipt of money and accounting of it at Accounts during scrap sales
7. Preparation of comparative statement during scrap sales
8. Assigning item code to individual Scrap Items of IV / CV thro keyword search of electronic Database.

5.8.2.7 Steel Yard

1. Receipt, issue and reservation of steel

ANNEXURE – I D

5.9 Project Management

- Project Proposal
- Budget Allocation
- Project Scheduling
- Project Reports
- Project Changes
- Correspondence
- Utilization Certification
- Project Tracking
- Technical Closure
- Financial Closure

Annexure-II : Check List for Eligibility Criteria

Sno	Criteria	Yes/No	Details
1.0	Quality certifications of bidder such as ISO 9001-2000, CMM Level-5 and any others.		
2.0	State whether the proposed solution is indigenously developed		
3.0	State whether bidder have successfully implemented similar solutions in three different organizations and one such implementation is in a Central Govt. Dept. with order value of Rs. 1 crore as mentioned in Section 3.4 of this document		
4.0	Already implemented similar solution encompassing complete integration of the broad areas of Administration, Accounts, Purchase & Stores and Budget in government departments		
5.0	State whether Bidder is a national level IT organization registered under Indian Companies Act and in operation for the last 3 years as on 31-MAR-2008.		
6.0	State whether annual turnover of the bidder is at least Rs. 100 crores over the past three years.		
7.0	State whether the Bidder has more than 200 computer professionals working full time in India with the company for at least last 3 years and has a local office at Chennai		
8.0	State whether the Bidder own/has stake in the IPR & Source code of the solution offered.		
9.0	Have you ever been blacklisted by any State or Central Government in India?		
10.0	State whether it is a consortium bid or not.		
11.0	State whether the bidder is a IT Services provider involved in development, analysis, testing & implementation of software solutions in last 3 years		
12.0	State whether the proposed solution is ready for demo		

Annexure-III : Compliance Statement

SNo	Item Description	Complied (Yes/No)	Detailed Explanation about deviation, if not complied
1.0	Quality Certification Documents Enclosed		
2.0	Complete Technical Details of the solution being offered supported by documents enclosed		
3.0	Complete technical details of already implemented solutions as per Annexure-IV along with copies of work orders and completion certificates enclosed.		
4.0	Certificate to prove that the bidder is a National level IT organization is enclosed		
5.0	Copy of Balance sheet/Profit & Loss Account/Annual report enclosed		
6.0	Certificate to prove that the bidder own/has stake in the IPR & source code of the solution offered is enclosed		
7.0	Self declaration certificate stating that the bidder is not black listed is enclosed		
8.0	Detailed Implementation & Execution plan submitted		
9.0	Certificate indicating the willingness to provide source code to IGCAR enclosed		
10.0	Certificate indicating strong knowledge of the Government Rules and processes enclosed.		
11.0	Certificate to show that the bidder has a local office in Chennai with staff strength as per Section 3.14		

IMPORTANT NOTE:- The bidder should submit along with the technical bid deviations if any sought clause by clause.

Annexure-IV

Copies of Work Orders & Completion Certificates should be attached

Name & Address of client	Name, Tel. No., Fax No., Email id & Address of contact persons.	Details of services offered	Tenure of the Project		Project Description (Please attach sheets)	Contract Value	No. of Users
			Start Date	End Date			

ABBREVIATIONS

ACR	Annual Confidential Report
AD	Associate Director
BG	Bank Guarantee
CCA	City Compensatory Allowance
CGEGIS	Central Government Employees Group Insurance Scheme
CISF	Central Industrial Security Force
CSRV	Central Stores Receipt Voucher
CST	Comparative Statements of Tenders
CV	Credit Voucher
DA	Dearness Allowance
DAE	Department of Atomic Energy
DAEEFRS	DAE Employees Family Relief Scheme
DAVP	Directorate of Advertising and Visual Publicity
DCR	Deposit Call Receipt
DD	Demand Draft
DDR	Debt Deposit Remittance
DPC	Departmental Promotion Committee
EIC	Engineer In Charge
EL	Earned Leave
EMD	Ernest Money Deposit
EOL	Extra Ordinary Leave
FPA	Family Planning Allowance
FTE	Foreign Travel Expenses
FTR	Functional Test Report
GD	Group Director

GO	Gazetted Officer
GRR	Goods Receipt Register
GSO	General Services Organisation
HBA	House Building Advance
HOA	Head Of Account
HOD	Head Of Division
HRA	House Rent Allowance
IC	Identity Card
IGCAR	Indira Gandhi Centre for Atomic Research
IO	Indenting Officer
IT	Income Tax
ITDC	Indian Tourism Development Corporation
IV	Issue Voucher
JRF	Junior Research Fellow
LPS	Local Purchase Section
LTA	Local TA
LTC	Leave Travel Concession
M. Book	Measurement Book
MAN	Material Arrival Notice
MCA	Motor Car Advance
MD Note	Material Dispatch Note
MOU	Memorandum Of Understanding
MP	Member of Parliament
MRPU	Madras Regional Purchase Unit
NDA	Night Duty Allowance
NGO	Non Gazetted Officer
NPS	New Pension Scheme

NRPSA	Nuclear Research Plant Support Allowance
OBC	Other Backward Class
OMCA	Other Motor Conveyance Advance
OSTA	Out Station TA
OTA	Over Time Allowance
PCA	Personal Computer Advance
PF	Provident Fund
PG	Performance Guarantee
PH	Physically Handicapped
PO	Purchase Order
QIA	Qualification Incentive Allowance
RA Bill	Running Account Bill
RCIV	Receipt Cum Issue Voucher
RRAR	Road Rail and Air Receipt
RV	Receipt Voucher
SC	Schedule Caste
SD	Secured Deposit
SIR	Stock Index Register
SPC	Stores & Purchase Committee
SRF	Senior Research Fellow
ST	Schedule Tribe
TA	Traveling Allowance
TV	Transfer Voucher
VAT	Value Added Tax
VC	Voucher Control