

**NABARD Consultancy Services Pvt. Ltd.**

**Corporate Office, NABARD Tower,**

**24, Rajendra Place,**

**New Delhi - 110125**

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**Request for Expression of Interest (REOI) from System Integrators for Implementation of a software solution catering to its requirements majorly in Corporate Finance, Accounting, Project Management and Business Development**

<b>REOI Reference No</b>	<b>: NABCONS.CO\ 1862 \2016-17</b>
<b>Date of REOI</b>	<b>: 14 February 2017</b>
<b>Date and Time of pre-bid meeting</b>	<b>: 21 February 2017 at 11:30</b>
<b>Time and Last date for submission of Expression of Interest</b>	<b>: 28 February 2017 at 15:00</b>
<b>Date and Time for Opening of responses</b>	<b>: 28 February 2017 at 16:00</b>

(This document contains 50 pages including the Title Page)

NABARD Consultancy Services Pvt. Ltd. (hereinafter referred to as 'NABCONS') invites Expression of Interest from reputed eligible System Integrator Companies (the Eligibility Criteria has been indicated in **Annexure I**) for making a software solution available at NABCONS workplace to leverage IT capability to perform day to day operations broadly in Corporate Finance, Accounting, Project Management and Business Development areas.

To achieve above, NABCONS wishes to use a Web enabled centralized solution with industry standard security features. The new system primarily, but not limiting to, in the areas of Finance & Accounting, Project Management and Business Development should enable NABCONS to achieve the objectives of operational efficiency, optimize operational cost and streamline processes in the areas mentioned above.

# Background

NABARD Consultancy Services (NABCONS) Private Limited is a wholly owned subsidiary of National Bank for Agriculture and Rural Development (hereinafter referred to as NABARD) and is engaged in providing consultancy in all spheres of agriculture, rural development and allied areas. The Company is registered under the Company's Act, with an authorized capital of Rs 2500 Lakh and paid up capital of Rs 500 Lakh.

The broad areas of specific competence in which the consultancy assignments taken up by NABCONS are feasibility studies, project formulation, appraisal, financial arrangement, project management and monitoring, concurrent and impact evaluation, restructuring of Agri. Business units, vision documentation, development administration and reforms, institution development and turnaround of rural financial institutions, performance rating of rural agencies, bank supervision, policy and action research studies, seminars on rural development themes, micro finance related training, exposure visits and capacity building, training of trainers and building up of training institutes etc.

The Corporate Office of NABCONS is at New Delhi. NABCONS also has Zonal Offices in Mumbai (which is also registered office of NABCONS), Guwahati and Hyderabad. Apart from these, NABCONS has Regional Offices (RO) in all states of India.

NABARD Consultancy Services Pvt. Ltd. (NABCONS) is planning to acquire an enterprise software solution to support their Corporate Finance, Accounting, Project Management & Business Development operations.

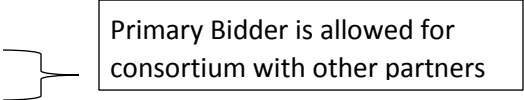
NABCONS wishes to get the software solution implemented via System Integrators (henceforth referred to as 'SI') on turnkey basis. Response to this EOI is hence sought from System Integrators for supply, installation, customization, implementation and support of comprehensive & integrated application software, database, hardware and any dependent components required for Software Solution.

## Objective

NABCONS accordingly, intends to select and engage a SI to have a software solution accessible at its workplace for NABCONS business users to leverage the IT capability of software solution to perform operations in Corporate Finance, Accounting, Project Management and Business Development.

NABCONS wishes to select a **single window** System Integrator who can perform below tasks:

1. Delivery of Software Licenses
2. Implementation of software application.
3. Maintain the application
4. Maintain the updates & upgrades provided by OEMs

5. Maintain the database
  6. Provide the infrastructure services
  7. Maintain the Infrastructure
  8. Maintain any other activity to keep the solution up and running for NABCONS to continue its business processes via the software solution
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- Primary Bidder is allowed for consortium with other partners

The REOI will result in shortlisting of Companies who will be asked to participate in the Request for Proposal (in short 'RFP') process.

## Requirements for the software solution

The proposed software solution should be a web based solution hosted on public domain and accessible through Internet. The software solution should be accessible over standard internet broadband speed. The broad technical and functional requirements of the required software solution are indicated in **Annexure II**.

## Scope of Work

- Deliver the requisite software licenses for implementation.
- Implementation and support of software solution to cover primarily but not limiting to Account & Finance, Project Management and Business Development areas.
- Design, customize, configure, test and deploy the complete solution as per stated requirements and time lines.
- Maintain the application, infrastructure, and any other component installed to keep the software up and running,
- Train users in 'train the trainer' mode on the implemented system which would allow the users to be self-sufficient once the engagement is complete.
- Provide post go live support to the application.

## Deployment Options

NABCONS requires the System Integrator to provide, implement and maintain the IT platform and infrastructure for hosting the proposed software solution at an external and qualified location. Some of the indicative models for deployment of the solutions are induced below:-

- i. NABCONS acquires perpetual / term license for ERP application and application is hosted on a suitable public cloud or on Co-location basis. The infrastructure including required hardware, middleware and system software to be provided on subscription basis.
- ii. NABCONS acquires complete solution on Subscription basis i.e. Complete software solution and required Infrastructure on subscription basis.

Bidder may also present any other model which is not defined above clearly stating complete details of deployment. However, each SI is required to present only one model suiting the requirements of NABCONS.

## Proposed System Details

NABCONS requires the System Integrator to provide the proposed product details in a format as indicated in **Appendix 7**. Additional write-ups may be provided explaining the overall solution proposed. However, the write-up should be brief and well structured. Further, the SI must fully read and understand the broad scope of work and functional requirements as stated in this document before offering their ERP solution. **Under no circumstances should the SI indicate any Commercial information regarding the proposed system at this stage.** The ERP solution proposed by System Integrator against this EOI must NOT change during the response of RFP which will be published at a later stage for this project.

## Methodology for Selection of System Integrator (SI)

The selection of the solution provider would be a two stage process comprising of shortlisting of SI based on responses to this REOI (Stage I) and technical and commercial evaluation of proposals submitted in response to the RFP by the shortlisted SIs (Stage II).

## Stage I

The proposals submitted in response to this REOI shall be evaluated for its completeness, suitability of proposed software and adherence to eligibility criteria as mentioned in **Annexure I**. The short listing process will include evaluation of the software solution proposed by each SI as well as the assessment of the capability of the SI for implementing the same. The SSP shall ensure adherence of its proposed solution to the requirements mentioned therein. NABCONS shall inform any change in the above plan to all System Integrators responding to this REOI. The process of the shortlisting would result in preparation of a list of eligible SIs for subsequent bidding stage.

## Stage II

Subsequently a RFP for the software solution shall be shared with those SIs who are found eligible to bid for the RFP after Stage I. The competitive bids, in response to the RFP shall be submitted in single stage, sealed “two cover system” with the first cover as the Technical Bid and second cover as the Commercial Bid. The bid shall be required to be accompanied with an EMD of suitable value. The amount of EMD and mode of submission would be stipulated in the RFP. The evaluation of Technical Bid and Commercial Bids will be on techno-commercial basis with 70% weightage assigned to Technical Bids and 30% weightage for Commercial Bid. Technical Bids will be evaluated on the basis of ‘Technical Evaluation Criteria’, to be stipulated in the RFP. Similarly, Commercial Bids will be evaluated on the basis of ‘Commercial Evaluation Criteria’, to be stipulated in the RFP.

## Integrity Pact

As part of the response to the RFP, the shortlisted SIs will have to necessarily enter into an Integrity Pact with NABCONS in the format indicated in the **Annexure III**. The RFP responses of those shortlisted SIs who are not willing to enter into the Integrity Pact would be summarily rejected. The procedure for entering into the Integrity Pact would be described in the RFP document.

## Pre-bid Meeting

The authorized representatives (not exceeding three) of interested bidders may like to attend the Pre-bid meeting at their own cost, which would take place on **21 February 2017 at 11:30 AM** at the venue as mentioned below: -

NABARD Consultancy Services Pvt. Ltd.,  
7th Floor, NABARD Tower  
24, Rajendra Place,  
New Delhi – 110125

Interested bidders may also e-mail their queries to [newdelhi@nabcons.in](mailto:newdelhi@nabcons.in) before the conduct of pre-bid meeting. However, no queries shall be entertained after the completion of the pre-bid meeting.

## Responses to the REOI

Response to this REOI must be delivered as a hard copy along with all necessary supporting documents. Every page of the proposal should be properly numbered and should be duly signed and stamped by authorized personnel of the SI. The signatory must be authorized through a board resolution or power of attorney from the board and a self-attested copy of the same has to be submitted as a part of the proposal. Further, the soft copy of response should also be provided on a CD for NABCONS reference and perusal.

**Under no circumstances should the SI indicate any Commercial information regarding the proposed system at this stage. Any response to this EOI containing any direct or in-direct information regarding cost of the solution would be liable for rejection.**

The hard copy and the CD must be delivered in a single stage, sealed “two cover system” with the first cover as the hard copy of the response and second cover as the CD enclosed in a single sealed envelope. **The envelope should be superscripted as “Expression of Interest for Implementation of Software Solution”** with name, address and contact details of the Company. The Expression of Interest **should be delivered in person or by Registered Post** at the following address:-

The CEO  
NABARD Consultancy Services Pvt. Ltd.,  
7th Floor, NABARD Tower,  
24, Rajendra Place,  
New Delhi – 110125

**The responses must reach us latest by 1500 Hrs. on 28 February 2017**

NABCONS may accept or reject any or all Response/s to this request for EOI in its discretion or may ask for any additional information from the bidders. NABCONS may also vary its requirements, add to or amend the terms, procedure and protocol set out in this request for EOI for bonafide reasons, which will be notified to all through notice on its website. Further, NABCONS hereby reserves its right to annul the EOI or the subsequent RFP process at any time prior to the contract award without incurring any liability towards the bidders.

**Annexure I**

S.No.	Particulars	Complied (Yes/No)	Detailed Explanation about deviation, if not complied	Document to be submitted
<b>System Integrator/System Integrator Specific Criteria</b>				
1	<p>System Integrator must take up the responsibility and role of <b>single window</b> partner for NABCONS which can deliver software licenses, perform implementation, maintain the application, provide infrastructure services with or without consortiums, maintain the infrastructure, maintain the updates and upgrades provided by OEMs, maintain the database and any other activities required to keep the solution up and running for NABCONS to continue its business process via the software solution. However, consortiums are allowed (only for infrastructure maintenance) but NABCONS would direct all its queries during implementation, post go-live support period and AMS period to the party responding to this EOI. NABCONS would in no case transact/deal with any other party with whom System Integrator may be in consortium for any issues related to any of components of the system at any point of time during implementation, post go live support and AMS period.</p>			Declaration as in Appendix 1

2	The System Integrator should be a registered Company under Companies Act. having existence in India for at least five years as on 01 January 2017. (In case of mergers/ acquisitions/ restructuring or name change, the date of establishment of earlier/ original Partnership Firm/ Limited Company can be taken into account.			Certificate of Incorporation
3	The System Integrator must have an average turnover of Rs.100 Crore (Rupees One Hundred Crores) per year from its operations related to implementation of software solutions in the last 3 financial years.			a) Auditor's Certificate mentioning: Annual Turnover from implementation of software solutions  b) Audited Financial Statements for the last 3 years
4	The System Integrator must have made profits in each of the last 3 financial years and average Net worth of more than 10 Cr for last 3 years.			Audited Financial Statements for the last 3 years
5	The System Integrator or any member of the consortium, should not have been blacklisted by any Government department / PSU / PSE or Govt. Banks.			Declaration as in Appendix 2 (By the system integrator and every member of the consortium on their respective letterheads).



6	In the last three years, System Integrator must have implemented the proposed software on a turnkey basis in atleast 2 organizations including atleast 1 Public Sector Organization/JV between Government and private entity in India having atleast 100 Users and atleast 1 Consultancy Organization in India having atleast 50 users. Software should be actively running in those organizations.			Completion Certificates from respective customers and declaration as per Appendix 3A. Wherever required, <b>NABCONS may undertake site visits.</b> The SI shall facilitate NABCONS for such visits.
7	Price quoted anywhere in tender by SI (for licenses, subscriptions, hardware etc.) must be valid for next five years from the date of signing of contract to support NABCONS in increasing number of users if required.			
<b>Proposed Product Criteria</b>				
8	Proposed license types (if applicable) must allow the employees to perform operational roles as defined for respective license type. SI must explain how the license types are chosen for proposal and what functionalities does license type cover.			
9	It should solely be under NABCONS discretion to provide or restrict access to users for any of modules/functionalities etc. System Integrator/System Integrator must not have any role in deciding the access levels for NABCONS users.			

10	Product offered has been supplied and successfully running in at least 3 public sector organization/ JV between Govt. & private entity in India having at least 100 users in different locations & atleast 3 Consulting organization in India. Overall the product must be successfully running in at least 10 organizations in India.			Names of the Organizations with reference contact details as per Appendix 3B
12	The proposed software solution should be a Single Integrated Package covering the entire system i.e. the system should be available as a single product accessible through a common menu.			
13	System proposed should be completely web-enabled solution and there should not be any need of any software other than login interface to be loaded on the client systems.			
14	System proposed must necessarily have bilingual (English and Hindi) support with no changes in the database and should have the capability to generate bilingual screens. Enabling bilingual option should not affect Operating System (OS), RDBS, Application Software, Configuration Settings, Functionalities and System Performance.			
15	Product support from the OEM would be available for the version of the software solution quoted to organizations for 10 years from the date of this EOI.			Certificate from OEM as per Appendix 4
16	Licenses/Subscriptions should allow the users to have access to all functionalities as mandated by OEM for a license/subscription type. Role of each individual user will be defined by NABCONS internally. NABCONS may change those roles from time to time. Written confirmation from OEM regarding the same should be submitted.			Declaration as in Appendix 5

OEM Specific Criteria			
17	The OEM should be a Registered Company under Companies Act. The OEM must have an average turnover of Rs 500 Crore (Rupees Five Hundred Crores) per year from its operations related to sales of the proposed software product in the last 3 financial years.		a)Certificate of Incorporation and b) Statutory Auditors certificate mentioning: Average Annual Turnover in last 3 years
18	The OEM should have made profits in each of the last 3 financial years and have an average Networth of 5% of turnover in last 3 financial years		Audited Financial Statements
19	Certification from OEM of the proposed product for scalable deployment of the product on the Operating System, DBMS and Server Hardware proposed by the SI.		Certificate from OEM as per Appendix 5
20	The OEM should not have been blacklisted by any Government department /PSU /PSE or Govt. Banks.		Declaration from OEM as per Appendix 6

**Please Note**

1. In case, any of the information / declaration provided is found to be incorrect, the bids will be liable to be rejected.
2. NABCONS, if required may ask for additional information from the bidders during the course of evaluation of EOI.

## Annexure II

Below requirements are only illustrative and tentative. Final requirements will be published in RFP document.

Requirement Criticality	
E	Essential Requirements
B	Business critical requirements
D	Desirable requirements

### Security Requirements

Req#	Functionality	Requirements Criticality
1	System must adhere to standard security procedures w.r.t to software security, hardware security, data security, roles & responsibility etc.	E
2	System must generate logs for any change in configuration / setup	E
3	System must have ability for Segregation of Duty. Provisions must be in place to define procedures to segregate the duties	E
4	System must have provision to provide Super User Level accesses to certain users	E
5	System must have ability to record users' login activity. Should have ability to make a user dormant after a period of in-activity.	E
6	Ability to provide access level security for Entry forms/ reports.	E
7	Ability to provide automatic time out for entry transaction	B
8	Ability to support configurable Password policies	E
9	Ability to support TCP/IP,HTTPS, HTTP	E

10	Ability to encrypt/ decrypt data with ease.	D
11	Allow defining and setting up of authorization based on following, or a combination of following, but not limiting to: <ul style="list-style-type: none"> <li>- Regional / Zonal / Corporate Office Level</li> <li>- Locations</li> <li>- Designations</li> <li>- Departments</li> </ul>	E
12	System should be able to restrict postings to certain periods System should allow postings to certain authorized users only for the restricted period. System should be able to restrict postings to certain GL accounts	B
13	System should be able to restrict access to master data such as chart of accounts, vendor master, customer master etc. and also to other critical configurations such as Organizational Structure, document type configuration, defined tax structures  System should be able to restrict access rights to specific GL accounts, Responsibility Budget Centre, location, document types, etc.	E
14	System should provide the ability to deactivate/ activate/ block general ledger/ sub-ledger accounts to prevent postings to maintain data security and integrity	E
15	System should be have provision to provide 'Firefighting ID(s)' to be used in event tasks for a member (on leave or on some tour with no access to system) needs to be furnished by another team member	E

### Technical Requirements

S.No	Technical Functionality	Requirement Criticality
1	The software solution should be easily accessible using single sign-on	E
2	System must support multiple languages (English & Hindi). Users must be provided with ability to select preferred language for use	B

3	System should be able to print reports in the preferred language.	B
4	System must support accessibility from multiple locations	E
5	The software solution should be Operating System independent.	D
6	The software solution should be Database independent.	D
7	The software solution shall support N-tier and Internet architecture	E
8	Supports Open Environment (LAN, WAN, VPN)	E
9	Should be implementable on Vmware / virtualization environment	E
10	Fully ODBC Compliant	E
11	Supports Document or Image Attachments to Individual Records	B
12	Provides Data tables Import and Export Capabilities to / fro MS Excel / CSV / TXT Formats	B
13	Allows Storage of External Files - jpeg, gif, Word, Excel, PDF etc.	B
14	The software solution should support application and database clustering and load balancing	B
15	The software solution shall provide an application architecture which can be integrated with third party/ legacy applications using the built-in integration tools technology	D
16	The software solution should support workflow including approval and shall be an integral part of the solution.	E
17	Ability to maintain full log of transactions	E
18	Ability to generate report output directly in excel, PDF, text ,HTML or such other file types	E
19	Ability to allow users to select column, apply filters and sort orders, apply aggregate functions, drill down/ drill up for creating their own views or reports and charts.	D
20	The software Product to include data warehousing/ Business Intelligence tools	D

21	The software system shall have context sensitive help capability.	D
22	Ability of the software Solution to work concurrently with other system software required for other functioning e.g. Anti Virus, Firewall MSOffice, etc.	E
23	Mail server integration with software	E
24	Ability to support standard programming language for the development tool	B
25	Ability to support remote operation of System administration	E
26	Real time Master Data Update and Transaction processing	E
27	Ability to provide standard report templates	E
28	Ability of reporting both at Department level and Organization level	E
29	Ability to archive transactional data	E
30	Ability to Create ad-hoc reports	B
31	Schedule reports to run at periodic intervals	E
32	Send reports electronically to other users. System must also have ability to define users to whom reports need to be sent.	E
33	Ability to view reports through web	E
34	The solution shall have a built in software to manage automated database back ups to multiple servers and restore from a pre-defined server in case any disaster.	E
35	The solution shall have a built in software to manage application software backups and restore with Source Control	E
36	Online Documentation, On-line help, Field-level help, Screen-level help etc.	D
37	Capability to define various work-flows	B
38	System should have interface for Payment Gateway for online payment	D
39	Ability of system to generate document numbers automatically for the transactions	E

40	System must provide ability to override automatically generated number. This provision may be switched off/on as per user discretion.	B
41	Server must be capable of holding data for last 3 years. Database & server must have capability to scale up whenever required.	B
42	Ability of system to archive data on the basis of pre-defined data archival rules.	B
43	System should be scalable enough to smoothly accommodate growing number of users for the system	E
44	System should have atleast 10 years EoL (End of Life) for the hardware after it becomes completely operational	E
45	EoS (End of Support) for the software (including DB & OS) and hardware should be atleast 5 years after EoL	E
46	Solution should be available on popular public clouds such as Azure, AWS etc.	D
Audit Trail		
46	The system should provide an audit trail of all inserted /modified/deleted transactions, which enable identification of the transaction originator, and the time & date of the transaction?	E
47	Ability to generate an output of all accounting entries for a user specified period (daily/weekly/ Monthly etc.).	E
48	System should be able to record history of voucher entry like dates of the changes made, amount changes, preparation of voucher, voucher approval dates & approvers, voucher reversal remarks, date of reversal etc.	E
49	Ability to create an audit trail for the GL account created and amended	E
50	Ability of system to identify the user who created the document , the user who approved the document, user who edited the document and what all has been edited etc.	E
51	System should be able to generate user authorization report with effected changes.	E



52	System should be able to generate list of changes made to master data such as chart of accounts, vendor master, and customer master for review.	E
53	System should be able to track any change to the masters and generate report for review	E

## Financial Requirements

Req#	Business Process	Sub- Process	Requirement	Requirement Criticality
1	Accounts & Finance	Accounts Payable - Payments	System should have an approval mechanism for payments which can be defined as per delegation of power matrix at NABCONS.	B
2	Accounts & Finance	Accounts Payable - Payments	System should process payments only after all necessary approvals as per authorization limits have been performed.	E
3	Accounts & Finance	Accounts Payable - Payments	System should ask for the bank account from which Payment is being made (via NEFT) to support bank reconciliation process before posting the entry.	E
4	Accounts & Finance	Accounts Payable - Payments	System should allow automatic process of payments via interface with multiple bank accounts.	D
5	Accounts & Finance	Accounts Payable - Payments	During payment (automatic or manual), system should be able to automatically calculate net amount against invoice for payment processing.	E
6	Accounts & Finance	Accounts Payable- Invoice	Ability to provide an invoice type wise register facility like Invoice against PO / GRN or Contract / Service Note only, etc.	D
7	Accounts & Finance	Accounts Payable- Invoice	System should support manual as well as automatic generation of the Debit/Credit notes on the vendor, based on the purchase order, Service Entry Sheet and the quality acceptance note.	D
8	Accounts & Finance	Accounts Payable- Invoice	Ability of the system to generate ageing analysis for the outstanding invoices	B
9	Accounts & Finance	Accounts Payable- Invoice	Ability to reflect invoice wise outstanding for a particular vendor and for group of vendors	B
10	Accounts & Finance	Accounts Payable- Invoice	Ability to release part payment against an invoice and balance payment process on a subsequent date	B
11	Accounts & Finance	Accounts Payable- Invoice	Ability to make payment on account to a vendor and later link it to vendor specific invoice or invoices received	D

12	Accounts & Finance	Accounts Payable-Invoice	Ability of system to record deductions from invoices under various accounts like cash discount, rebates, charges etc.	D
13	Accounts & Finance	Accounts Payable-Invoice	System should supports three way checking process for processing of invoices like GR Vs. P. O. and Invoice Vs. GR. Payment should not stop. It is an alert	E
14	Accounts & Finance	Accounts Payable-Invoice	Ability of system to block invoices and vendors for payment along with reason codes?	D
15	Accounts & Finance	Accounts Payable-Invoice	Ability to record details of the associated tax and miscellaneous charges in the invoice	E
16	Accounts & Finance	Accounts Payable-Invoice	Ability to specify if taxes / charges are to be calculated for each item in the invoice or the entire invoice.	E
17	Accounts & Finance	Accounts Payable-Invoice	Ability to generate Credit Notes whenever required. Credit Notes details from respective PO must be automatically pulled in Credit Notes screen	D
18	Accounts & Finance	Accounts Payable-Invoice	Ability to prompt if any "advance" is outstanding against the vendor while posting the invoice.	E
19	Accounts & Finance	Accounts Payable-Invoice	Ability to allow manually entering of invoices and booking for expenses	B
20	Accounts & Finance	Payments	Ability to generate various payment lists like Payments to Vendors, Payments to clients as refunds, Payment to Tax, Banks Payment Lists etc.	B
21	Accounts & Finance	Accounts Payable-Invoice	Ability of system to automatically take account of debit notes in determining the net amount due.	D
22	Accounts & Finance	Accounts Payable-Invoice	Ability to track different kinds of advance payments made to vendors in the vendor sub-ledger?	B
23	Accounts & Finance	Accounts Payable-Invoice	Ability of system to pull data from PO/GRN in Invoice screen for which Invoice is being generated.	B
24	Accounts & Finance	Accounts Payable-Invoice	Ability of the system to check and alert the user in case payment being made to a vendor exceeds the order value. This must include any Advances paid.	B
25	Accounts & Finance	Accounts Payable-Invoice	Ability of system to allow grouping multiple line items in one payment	B
26	Accounts & Finance	Accounts Payable-Invoice	Ability of system to allow splitting one line item into multiple payments	B
27	Accounts & Finance	Accounts Payable-Invoice	System should have ability to force close the vendor invoice at any stage of invoice i.e "Not Paid" or "Partially Paid".	E

28	Accounts & Finance	Accounts Payable- Invoice	System should enable invoice processing and approvals at different geographical locations.	E
29	Accounts & Finance	Accounts Payable- Reports	Payments due as on a date or range of dates as per user requirement	B
30	Accounts & Finance	Accounts Payable	System must allow expense heads to be created as per user needs.	E
31	Accounts & Finance	Accounts Payable - Integration with PM	System must record Project ID while posting a particular expense in Accounting under an expense head.	E
32	Accounts & Finance	Accounts Payable- Reports	System should provide a report on Party/Vendor wise expenses incurred & the Party Wise receipts, for statutory/auditing purpose.	B
33	Accounts & Finance	Accounts Payable- Reports	Rate Variance - Lists invoices identifying all variances between standard rate / last reported rate and actual P.O. / Invoice rate ( Limits should be user defined.	D
34	Accounts & Finance	Accounts Payable- Reports	Ability of system to generate various reports such as Outstanding Invoices, Open Pos, Closed Pos for which no invoice needs to be generated, Closed Pos for which invoice has been generated etc.	B
35	Accounts & Finance	Accounts Payable	System should be able to capture the mandatory Project ID at the time of PO creation for a particular service for Project/Party wise reports.	E
36	Accounts & Finance	Accounts Payable	System must automatically Debit/Credit the respective G/L accounts whenever PO is processed towards Service Entry, Invoice Processing and Invoice Payments.	E
37	Accounts & Finance	Accounts Receivable - Invoice	Generated Invoice for the clients must follow the approval processes as per approval matrix before being released to customer.	E
38	Accounts & Finance	Accounts Receivable	System should be able to classify receipts as: - Collections against invoices - Advance payments by customers - Interests Received - Brokerage Fee (against invoice) - Commission Fee - Others etc. Classification must be configurable in system	E
39	Accounts & Finance	Accounts Receivable	System should be able to allow tracking of the Receipt/Income within a customer account by various attributes/parameters like - Customer location, - Customer name, - Project ID , - Employee number of the consultant, - Details of FD matured etc. Attributes/Parameters must be user defined	E

40	Accounts & Finance	Accounts Receivable	System should be able to define customer accounts/customer codes and sub-groups in which individual customers may be clubbed for proper tracking of all receipts.	D
41	Accounts & Finance	Accounts Receivable	Ability of the Accounts receivables system to be fully integrated to the other modules like general ledger, the cash & bank book and the Sales and Distribution system (SD will further be linked to Project Management)	E
42	Accounts & Finance	Document	Ability to generate document numbers automatically.	B
43	Accounts & Finance	Document	System must provide ability to override automatically generated number. This provision may be switched off/on as per user discretion.	D
44	Accounts & Finance	Document	System should restrict creation of duplicate document number for any of transactions	E
45	Accounts & Finance	Accounts Receivable	Ability to support reversal of credit and debit notes raised with appropriate reason codes	D
46	Accounts & Finance	Accounts Receivable - Invoice	Ability to support advance receipts and normal Accounts Receivable receipts	E
47	Accounts & Finance	Accounts Receivable	Provision for adjustment of Advance payment with Income Bookings	E
48	Accounts & Finance	Accounts Receivable - Invoice	Ability of system to invoice the customer in currency other than local currency.	E
49	Accounts & Finance	Accounts Receivable - Invoice	Ability of system to support item based credit and debit notes.	D
50	Accounts & Finance	Accounts Receivable - Invoice	Ability of system to provide for manually posting Debit Notes/Credit Notes to customer accounts	D
51	Accounts & Finance	Accounts Receivable - Invoice	Ability of system to facilitate in adjusting more than one invoice in one collection statement	B
52	Accounts & Finance	Accounts Receivable - Reports	Ability to generate report on year-to-date payments received by the customer on account various parameters like the Sales area, customer code, project code etc.	B
53	Accounts & Finance	Accounts Receivable - Reports	Ability to generate receivables report party wise, area wise, period wise, project wise etc.	B
54	Accounts & Finance	Accounts Receivable - Reports	Ability to generate report on debtors ageing against different parameters such as invoice date, no. of years since last booked income, from and to date, customer wise, group of customer wise etc.	B

55	Accounts & Finance	Accounts Receivable - Reports	Ability to provide for customer ledger balances along with services offered to clients, revenue collected for each service and outstanding statement against each service	B
56	Accounts & Finance	Accounts Receivable - Reports	AR Invoice Register - list of invoices against a customer, for a period range for all customers, against a project code etc.	B
57	Accounts & Finance	Accounts Receivable - Reports	All outstanding report by each vertical/department/division/profit center etc.	B
58	Accounts & Finance	Accounts Receivable - Reports	Ability of the system to generate the desired customer correspondence, like balance confirmation,	B
59	Accounts & Finance	Accounts Receivable - Reports	Ability of system to generate a report mentioning all the invoices to be raised in future (depending upon billable milestones) for a project, customer, geography etc.	B
60	Accounts & Finance	Accounts Receivable - Reports	Payment reminders and the configurable automation of the correspondence to customer email IDs	D
61	Accounts & Finance	Accounts Receivable	System should classify a debtor as a 'Defaulter based on a criteria of 'No. of Years' for which the payment has not been received. System should have the ability to configure the 'No. of Years'. System should provide a report of all the Defaulters.	B
62	Accounts & Finance	Reports	System should generate an expense report showing expenses under different heads which should get classified both Project-ID and Party wise.	B
63	Accounts & Finance	Forex Transactions	System should be able to define exchange rates and effective dates for multiple currencies vis-à-vis base currency (Rupee).	E
64	Accounts & Finance	Forex Transactions	Ability to calculate transaction wise profit/ loss on forex.	E
65	Accounts & Finance	Forex Transactions	Ability to view Foreign currency transactions in foreign currency as well as in Indian currency.	D
66	Accounts & Finance	Investments	System should be able to record investments (amount, type, maturity dates, interest rates, maturity amount, bank, investor code, amount received on maturity etc.)	B
67	Accounts & Finance	Investments - Report	System should be able to generate report of all active investments for a given period.	B
68	Accounts & Finance	Investments	System should be able to show alerts having the maturity dates and details of the investments.	D
69	Accounts & Finance	Investments	System should be able to calculate automatically the Present Value of the investment along with accrued interest on any given date and also TDS thereon.	B

70	Accounts & Finance	Integration with HRMS	System should allow integration with em-power(HRMS) to track for expenses against Payrolls & Claims by employees	B
71	Accounts & Finance	Transaction Accounting	Ability to support rounding (up, down, nearest)	B
72	Accounts & Finance	Transaction Accounting	Ability to support multiple sub-ledgers for the General ledger(s) like assignment of sub-ledgers and its components like Customer, Purchase Vendor/ Supplier/ Contractor, Employee, Asset, Inventory, Investment, Loans, Project, Borrowings, Deposits, Taxes etc.	E
73	Accounts & Finance	Transaction Accounting	Should follow standard posting rules like automatically post and update general ledger control / main account based on sub-ledger, Not allowed direct posting to main/ control account, match Credit and Debit total etc.	E
74	Accounts & Finance	Transaction Accounting	Should automatically issue warning for duplicate vouchers based on same dates, same references, same accounts, same party etc.	E
75	Accounts & Finance	Transaction Accounting	Ability to keep track of all inter-related transactions e.g. Purchase order to Service Entry to Vendor invoice to Payment. System must have provision for user to view all the details pertaining to a transaction in both upstream and downstream.	B
76	Accounts & Finance	Chart of Accounts	Ability to maintain & configure chart of accounts as per user requirement	E
77	Accounts & Finance	Chart of Accounts	Ability to generate new GL codes to be added to the existing chart of accounts	E
78	Accounts & Finance	Chart of Accounts	Ability to define functional / base currencies of the respective companies.	E
79	Accounts & Finance	Chart of Accounts	Ability to block and delete GL accounts not in use.	E
80	Accounts & Finance	Chart of Accounts	Ability to maintain Chart of account as per IFRS standard and generate all financial report based on IFRS standard.	E
81	Accounts & Finance	Transaction Input	Ability to support parking and posting' of transactions.	E
82	Accounts & Finance	Transaction Input	Ability to create transaction based on data from any 3rd party system' having open architecture	B
83	Accounts & Finance	Transaction Input	Vouchers once posted must not be allowed a manual change	E
84	Accounts & Finance	Transaction Input	Ability for online document approval process at multi levels. System should allow posting to General ledger only after final approval.	E

85	Accounts & Finance	Transaction Input	Ability to calculate foreign exchange fluctuation at the time of financial statement closing process as per the prevailing exchange rate	E
86	Accounts & Finance	Transaction Input	System should automatically accept and post journal entries from Account Payable, Accounts Receivable, etc.	E
87	Accounts & Finance	Transaction Input	System should accept only the balanced journal entry transactions (debits equal credits)	E
88	Accounts & Finance	Transaction Input	Ability to automatic deduction of TDS or Service Tax on predefined percentages while manual passing of voucher entry	E
89	Accounts & Finance	Transaction Input	Ability to deduct taxes & duties at voucher level which are not mentioned in the PO.	B
90	Accounts & Finance	Financial Statements	Availability of all standard financial reports like Trial Balance, Balance sheet, P&L, schedules of balance sheet etc.	E
91	Accounts & Finance	Financial Statements	Ability to report net movement for the account, showing opening balance at start of month, net transactions value (or detailed transactions) and closing balance.	E
92	Accounts & Finance	Financial Statements	Ability to generate financial statements at any point of time and specifically monthly, quarterly & yearly.	E
93	Accounts & Finance	Financial Statements	Ability to generate Transaction listing with reporting parameters like By project, By Account, by period, by voucher, by user etc..	E
94	Accounts & Finance	Financial Statements	Ability to generate financial statements at different levels like across units, across cost centers etc.	D
95	Accounts & Finance	Financial Statements	Ability to generate audit trail/versions of the statements created in the system	E
96	Accounts & Finance	Financial Statements	Ability of system to create Work In Progress Current Assets account and transfer all expenses to WIP for the projects for which no Income was booked during the financial year and simultaneously adjust corresponding expense accounts. This is as per standard accounting practice. Whenever Income gets posted in future for the project, the expense against must be debited and WIP assets is written off	E
97	Accounts & Finance	Financial Statements	Ability of system to generate simulations for financial statements to check the impact on financial health if say organization decides to (below are just examples) 1. Writing off debt 2. Paying a debt in a future 3. Availing a new loan 4. Plan a capital expenditure 5. Holding company pulls out infrastructural support etc.	B

98	Accounts & Finance	Masters	Ability to check and stop creation of duplicate vendor master accounts based on address or PAN numbers or Bank details etc.	B
99	Accounts & Finance	Masters	Ability to capture vendor TIN number, Service Tax Registration Number and PAN numbers as mandatory fields for the vendor master and customer master.	E
100	Accounts & Finance	Bank Management	Facility of importing the bank statements for the purpose of bank reconciliation	B
101	Accounts & Finance	Bank Management	System should be able to generate bank reconciliation based on upload of bank statement for 5 (minimum number) different banks where NABCONS has accounts. System should generate the reconciliation report as per user discretion	B
102	Accounts & Finance	Bank Management	Ability to Control and monitor Earnest Money Deposit/ Bank Guarantee for the various contracts	B
103	Accounts & Finance	Bank Management	Facility of flagging & reporting the un-reconciled items	B
104	Accounts & Finance	Bank Management	Integration facility with certain Banks to trigger NEFT/RTGS transaction automatically for funds transfer to selected vendors	D
105	Accounts & Finance	Taxation - TDS	System must have ability to calculate applicable TDS for a particular expense incurred.	E
106	Accounts & Finance	Taxation - TDS	System must be able to create ITDP as an account. System must be able to perform all standard transactions pertaining to ITDP as mandated by Tax regulatory	E
107	Accounts & Finance	Taxation - TDS	System must have ability to display Tax Sections, respective TDS % against the expenses type. System must allow to change the TDS% as per changes in acts by regulatory authority.	E
108	Accounts & Finance	Taxation - TDS	System must be able to check if the PAN card of vendor is an Individual or Proprietary card. Applicable Tax must be deducted from the income depending on PAN Card type.	E
109	Accounts & Finance	Taxation - TDS	System must have the ability to prompt an alert to user asking for vendors PAN Card details. If PAN Card is not available with Vendor, system must deduct applicable% (currently 20%) as TDS from the vendor fee.	E
110	Accounts & Finance	Taxation - TDS	System must have ability to map Threshold fee with the particular section. Tax must be deducted only when collective monthly fee for the vendor for a particular section is greater than defined threshold limit.	E
111	Accounts & Finance	Taxation - TDS	System must have ability to generate Month end report for Tax deducted. Below reports are sought after: 1) TDS Challans 2) Vendor - Section wise TDS report for the month 3) Generate .tds xmls for integration with TRACES	D



112	Accounts & Finance	Taxation - TDS	System must be able to show alerts on some dashboard regarding important dates from Tax authorities related to TDS	D
113	Accounts & Finance	Taxation - TDS	System should allow the hierarchy of approvals for the monthly TDS payment to Tax regulatory.	E
114	Accounts & Finance	Taxation - TDS	System should be able to generate quarterly e-TDS returns which can be uploaded to tax authorities.	E
115	Accounts & Finance	Taxation - TDS	System must be able to account TDS deducted in a separate account for the payments made by clients to NABCONS	D
116	Accounts & Finance	Taxation - TDS	Ability for generation and reconciliation of TDS certificates. (Customers wise/ Monthly / Yearly)	D
117	Accounts & Finance	Taxation - Service Tax	System must calculate Service Taxes for the vendor payments as mandated by tax regulatory	E
118	Accounts & Finance	Taxation - Service Tax	System must consider 'Reverse Charge Mechanism' , wherever applicable, for the services and account the charges in appropriate accounts	E
119	Accounts & Finance	Taxation - Service Tax	System must consider 'Abbetment' mechanism, wherever applicable, for the services and account the charges in appropriate accounts	E
120	Accounts & Finance	Taxation - Service Tax	System must calculate applicable service tax on advance payments and adjust them during Income booking	E
121	Accounts & Finance	Taxation - Service Tax	There are cases when despite of specifically stating Service tax in invoices to clients, clients pays the partial amount without specifically paying service tax for the amount paid. Client insists on adjusting service tax in the final invoice against the project. System should have provision to handle above situation.	E
122	Accounts & Finance	Taxation - Service Tax	System should be able to automatically transfer amount from service tax receivable account to service tax payable account on collections.	E
123	Accounts & Finance	Taxation - Service Tax	System should be able to maintain Service Tax Credit/Input register maintaining invoice wise details of service tax available.	E
124	Accounts & Finance	Taxation - Service Tax	System should also maintain invoice wise details of service tax receivable	E
125	Accounts & Finance	Taxation - Service Tax	System should be able to generate various returns to be filed as per statutory requirements (e.g.. ST3)	B
126	Accounts & Finance	Depreciation	Ability of system to support depreciation rates, schedules and terms for each asset; As per Book depreciation maintained by Nabcons/IAS/Companies Act	E

127	Accounts & Finance	Depreciation	Ability of system to support depreciation rates, schedules and terms for each asset; As per Income Tax Act.	E
128	Accounts & Finance	Depreciation	Ability of asset system to track asset values / schedules as per each of the above depreciation terms separately and individually.	E
129	Accounts & Finance	Depreciation	Ability of system to support multiple depreciation methods for each of the depreciation terms like Straight-line, Written-down Value, Remaining Life.	E
130	Accounts & Finance	Depreciation	System should provide the flexibility of changing depreciation rate and method at administrator level.	E
131	Accounts & Finance	Depreciation	Ability of the system to automatically generate accounting entries for change in depreciation details giving period-wise break-up.	E
132	Accounts & Finance	Depreciation	The system should automatically post depreciation entries based on calculated depreciation	E
133	Accounts & Finance	Depreciation	Ability of the system to provide a flexibility of allowing a specific depreciation start date, which may be different from the capitalization date or date placed in service. For example depreciation may start from the beginning of the period even if capitalization is mid-period. Put to Use Date	E
134	Accounts & Finance	Organization Structure	Ability to support multiple company codes / entities.	D
135	Accounts & Finance	Organization Structure	Ability to support the extension of GL masters across group. i.e. same account codes, customer and vendor master to be use by more than one company code	D
136	Accounts & Finance	Organization Structure	Ability to support multiple units and sub-units within company. (Units are accounting units- Corporate Office, Regional Office, Zonal Office etc)	E
137	Accounts & Finance	Reports	System should be able to generate drill down reports for each of organizational units by selecting revenue/expense heads, Assets/Liability heads, transaction types etc.	E
138	Accounts & Finance	Reports	Ability to support customizations of any existing report or new reports as per Nabcons needs.	E
139	Accounts & Finance	Sub Ledgers	Ability to consolidate information within and across general ledgers for month end reporting purposes	E
140	Accounts & Finance	Sub Ledgers	Postings to sub-ledgers should result in automatic postings to the control accounts in the general ledger	E
141	Accounts & Finance	Sub Ledgers	Ability to record and do inter-unit accounting for the transactions and report balances.	E
142	Accounts & Finance	Sub Ledgers	Ability for reconciliation of the inter-unit accounts	E

143	Accounts & Finance	Sub Ledgers	Ability to record and do inter-company accounting for the transactions and report balances.	D
144	Accounts & Finance	Sub Ledgers	Ability for reconciliation of the inter-company accounts	D
145	Accounts & Finance	Period Close	System should provide flexibility to define fiscal year and multiple periods within the fiscal year (monthly/quarterly)	E
146	Accounts & Finance	Period Close	System should be able to enter all accounting entries in the current period and next period for creating provisional financial statements and future financial ratios.	D
147	Accounts & Finance	Period Close	System should require certain procedures to be completed/validated before periods are closed. (e.g. depreciation run, tallying of GL accounts with sub-ledgers, tax reconciliation etc.)	E
148	Accounts & Finance	Period Close	System should be able generate list of un-posted transactions (i.e. Parked documents) before period closing and a warning that the un-posted transactions would be deleted on period close.	E
149	Accounts & Finance	Period Close	System should permit an accounting period to be closed multiple times until all transactions and balances are in order. Reopening must be permitted only after due authorization.	E
150	Accounts & Finance	Period Close	At year-end closing, system should validate that all accounting periods for the year are closed.	E
151	Accounts & Finance	Period Close	System should be able to support process of transfer of all revenue statement account balances to retained earnings on closure of fiscal year/ quarter	E
152	Accounts & Finance	Period Close	System should be able to generate all reports/ queries for the past/ current period. Reports/ queries may be generated for a particular day, month, year, date range or as on a specific past date (without uploading of backups within defined age of data)	E
153	Accounts & Finance	Provisions	System should have ability of creating Provisions account (Provisions for doubtful debts or Provisions for anticipated expenditure) and posting entries to Provision account, respective entry in P&L A/C etc. as per IAS/GAAP standards	E
154	Accounts & Finance	Masters	System should be able to allow creation of master records (including customer, vendor, GL, materials, Service Master, Asset-) in an online mode or batch mode	E
155	Accounts & Finance	Masters	System should have ability to restrict creation of master data during transaction entry.	E
156	Accounts & Finance	Masters	System should not allow the creation of sub-ledger account code without reference to GL code	E
157	Procure to Pay	Masters	System should be able to create Service/material master for which a Purchase Order/Purchase Requisitions/RFQ etc. could be created	E

158	Accounts & Finance	Batch	System should be able to have built-in validation controls and generate error report in any errors at the time of data transfer if system is using batch mode.	B
159	Accounts & Finance	Passthrough	Ability of system to create special GL accounts to handle pass through payments. Till the time payment is not passed through, that amount should be treated as a liability and balanced accordingly. Please explain how your system handles this situation.	E
160	Procure to Pay	Vendors	Ability to store KYC data for vendors such as Pan details, bank details, address, TIN, CIN etc. as part of statutory requirements.	E
161	Procure to Pay	Vendors	Ability to blacklist, block / unblock a vendor for further processing of any transaction. Also, ability to capture reasons for blocking / unblocking of vendor	B
162	Procure to Pay	Vendors	Ability to filter Vendors based on criteria such as service type / category / Region etc.	B
163	Procure to Pay	Vendors	Ability of system produce a listing of Vendors with no activity for a specified period of time?	D
164	Procure to Pay	Vendors	Ability to codify Vendors by a unique coding system. System should provide flexibility to the user to define coding logic.	D
165	Procure to Pay	Purchase Order	System must provide ability to create Purchase Orders against a vendor, service, material etc.	E
166	Procure to Pay	Purchase Order	Purchase Orders should be allowed to go through approval hierarchy.	E
167	Procure to Pay	Purchase Order	Purchase Orders must go through different status as 'Open', 'Invoiced', 'Paid', 'Closed' etc.	E
168	Procure to Pay	Purchase Order	Ability of the system to print PO in a user defined format on pre-printed stationery	E
169	Procure to Pay	Purchase Order	Ability to link PO with all previous transaction / documents / WBS (project activity) of the system	E
170	Procure to Pay	Purchase Order	Ability to capture key information in the service purchase orders like type of service (security, consultancy, transportation, job etc.), rate of services, applicable taxes, financial agreement etc.	E
171	Procure to Pay	Receipts	System should allow for recording Receipt or Service entry transaction for the Purchase Orders created for a service	E
172	Procure to Pay	Receipts	System should link Receipt/Service Entry document to Purchase Order	E
173	Procure to Pay	Receipts	System should restrict linking of one Receipt/Service Entry to one Purchase Order	E
174	Procure to Pay	Receipts	System should link Receipt/Service Entry & Purchase Order to Vendor Invoice.	E
175	Procure to Pay	Receipts	System should be able to populate Receipt/Service Entry/ Vendor Invoices from the Purchase Order data	B
176	Data Migration	Data Migration	System must provide upload facility via excel, .csv files to migrate existing data to the ERP solution	E

177	Data Migration	Data Migration	Ability of system to accept XMLs from 3rd party systems as part of data migration activity.	B
178	Order to Cash	Sales Order	Ability to create Sales order against a customer.	E
179	Order to Cash	Sales Order	Sales Orders should be created only for customers recorded in Customer master	E
180	Order to Cash	Sales Order	Sales Order should be tightly integrated with Project Management system to link invoicing of Sales Order.	B
181	Order to Cash	Sales Order	System should have ability to mark & record different status of Sales Order such as 'Open', 'In Progress', 'Completed' etc. Statuses should be tightly integrated with the respective project ID progress.	E
182	Order to Cash	Invoices	Ability of system to create invoice for customers	E
183	Order to Cash	Invoices	Ability of system to generate invoices as per the user format. Generated invoices must adhere to standard print, export in .xlsx, .pdf, .doc.	E
184	Order to Cash	Invoices	Invoices should be linked to milestones achieved. Invoice screen should be populated with relevant data from respective Sales Order & Project Id. Respective taxes should be applicable in the invoice.	E
185	Order to Cash	Invoices	Invoice amount should be linked to pre-defined and agreed payment terms with customer.	B
186	Order to Cash	Invoices	System must have ability to mark & record Invoices status as 'Open', 'Partially Paid', 'Fully Paid', 'Closed' etc.	E
187	Accounts & Finance	Passthrough	Ability of system to create special GL accounts to handle pass through payments. Till the time payment is not passed through, that amount should be treated as a liability and balanced accordingly. Please explain how your system handles this situation.	E

## Project Management & Business Development

Req #	Business Process	Sub-Process	Requirement	Requirement Criticality
1	Project Management	PM-Definition	System should be able to automatically generate Project ID for each project created in organization. Project ID format, length, characteristics, start serial # etc. must be user defined. Authorised personnel must only be allowed to change the Project ID definition	E
2	Project Management	PM-Definition	Ability to define the project name, project description, kick off date, estimated closure date, project consultant/coordinator etc. against the project ID	E

3	Project Management	PM-Definition	Ability to define the map the customer, state/region, vertical with the project from master	E
4	Project Management	PM-Planning	System should be able to create Project Plan by creating Work Breakdown Structures, Milestones, duration, start and finish dates etc.	E
5	Project Management	PM-Planning	System should be able to prepare network diagrams based on created Project Plan, Gantt Charts etc.	B
6	Project Management	PM-Planning	System must allow for Project Crashing in case project length needs to be shorten by few days. System must automatically cater for increased costs, impact on schedule, budget etc.	D
7	Project Management	PM-Planning	System should have ability to create simulations for the projects to check for the estimating cost, revenue, return, creating tentative plan etc. to check for project feasibility. Above should be for both expected and ongoing projects.	B
8	Project Management	PM-Planning	System should be able to allocate a budget for the Project and also further divide the project budget for the milestones.	E
9	Project Management	PM-Controlling	System should be able to assign resources/staff to the project activities	E
10	Project Management	PM-Controlling	System should be able to record hours spent by a resource on an activity of a project and then further calculate cost of an activity. This will further be used to calculate the cost of project at any point of time.	E
11	Project Management	PM-Controlling/DMS	Ability of system to create Risk register that includes Risk Number, Description, Probability, Impact, Action etc. to record risks of a project	D
12	Project Management	PM-Controlling	System should have an approval mechanism for marking a milestone as completed	E
13	Project Management	PM-Controlling	Milestone confirmation must adhere to maker/checker concept.	B
14	Project Management	PM-Controlling	Ability to generate reports for the skills of a resource (staff/consultants/vendors) along with projects worked upon, current allocation to a project etc.	B
15	Project Management	PM-Controlling	For every billing relevant milestones, an alert should be generated for the stakeholder on milestone confirmation	E
16	Project Management	PM-Controlling	Ability of the system to break down projects into separate work areas so that expenses & resources can be tracked at granular level.	E
17	Project Management	PM-Documents	Ability of system to store project related documents such as DPR, Project Charter, Scope, Approvals, Acceptance Criteria, MOU etc. The documents must be stored under respective project ID and must be easily accessible.	B
18	Project Management	PM-Usability	Ability of system to create templates of project plans. Users should be able to apply the saved templates for the new projects.	E

19	Project Management	PM-Usability	System should have the ability to send alerts to the project staff and the project manager regarding nearing of the milestone completion dates	D
20	Project Management	PM-Usability	Ability of system to allow configuring type of projects (consulting, DPR Preparation, Review Project etc.) and then allow optional allocation of type with the Project ID	B
21	Project Management	PM-Reports	System should be able to generate Project wise Income report.	B
22	Project Management	PM-Reports	System should be able to generate Project wise Cost report.	B
23	Project Management	PM-Reports	System should be able to generate Project wise Profit report till date.	B
24	Project Management	PM-Reports	System should be able to generate Budget Control reports for a project	B
25	Project Management	PM-Reports	System should be able to generate consolidated & detailed Project wise income, expense and profit report.	B
26	Project Management	PM-Reports	System should be able to generate a report of the ongoing/open projects	B
27	Project Management	PM-Reports	System should be able to generate a project progress report showing the deviation/delay from the planned project schedule	B
28	Project Management	PM-Reports	System should have the ability to generate time slippage reports	B
29	Project Management	PM-Reports	System should be able to generate a report of resource slippages.	B
30	Project Management	PM-Reports	System should be able to generate a report of delivery slippages.	B
31	Project Management	PM-Reports	System should be able to report budget vs actual spending of a project at any point of time	B
32	Project Management	PM-Reports	System should be able to generate planned vs actual delivery schedule.	B
33	Project Management	PM-Reports	System must have a dashboard depicting the Projects In Progress, Project Completed in this financial year, Projects Closed, Projects Applied for, Project Proposals Not Accepted.	B
34	Business Development	Bid	System must have ability for recording quotations from the clients and maintain the prospective clients list	E
35	Business Development	Bid	System must have ability to maintain Database to store bidding records such as Client Name, Bid value, important dates (due dates, other dates), EMD value, EMD paid date, EMD refund status etc.	E
36	Business Development	Bid	System must be able to record status of each bid and generate a report of the bids along with current status. Status should be user configurable	E
37	Business Development	Bid	System must record the successful, unsuccessful and cancelled bids and store the relevant documents in ERP for future reference	E

38	Business Development	Bid	Once the Bid is successful, system must have ability to automatically convert the Bid into a project for planning and execution phase	E
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## **ANNEXURE III**

### **PRE CONTRACT INTEGRITY PACT**

#### **General**

This pre-bid pre-contract Agreement (hereinafter called the Integrity Pact) is made on \_\_\_\_\_ Day of the month of \_\_\_\_\_ between, on one hand, NABARD Consultancy Services Private Limited (NABCONS), represented by Shri \_\_\_\_\_ (hereinafter called the “BUYER”, which expression shall Mean and include, unless the context otherwise requires, his successors in office and Assigns) of the First Part and M/s \_\_\_\_\_ represented by Shri \_\_\_\_\_, Chief Executive Officer (hereinafter called the “SYSTEM INTEGRATOR/Seller” which expression shall mean and include, unless the context Otherwise requires, his successors and permitted assigns) of the Second Part.

WHEREAS the BUYER proposes to procure (Name of the Stores/Equipment/Item) and the SYSTEM INTEGRATOR/Seller is willing to offer/has offered the stores and

WHEREAS the SYSTEM INTEGRATOR is a private company/public company/Government Undertaking/partnership/registered export agency, constituted in accordance with the relevant law in the matter and the BUYER is a Private Limited Company incorporated under Indian Companies Act, 1956/2013 having its Corporate Office at 24, Rajendra Place, New Delhi - 110125

NOW, THEREFORE,

To avoid all forms of corruption by following a system that is fair, transparent and free From any influence/prejudiced dealings prior to, during and subsequent to the Currency of the contract to be entered into with a view to:-

Enabling the BUYER to obtain the desired said stores/equipment at a competitive Price in conformity with the defined specifications by avoiding the high cost and the Distortionary impact of corruption on public procurement and

Enabling SYSTEM INTEGRATORS to abstain from bribing or indulging in any corrupt practice in Order to secure the contract by providing assurance to them that their competitors will Also abstain from bribing and other corrupt practices and the BUYER will commit to Prevent corruption, in any form, by its officials by following transparent procedures.

The parties hereto hereby agree to enter into this Integrity Pact and agree as follows:

#### **Commitments of the BUYER**

- 1.1. The BUYER undertakes that no official of the BUYER, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly Or through

intermediaries, any bribe, consideration, gift, reward, favour or any Material or immaterial benefit of any other advantage from the SYSTEM INTEGRATOR, either For themselves or for any person, organization or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to the contract.

- 1.2. The BUYER will, during the pre-contract stage, treat all SYSTEM INTEGRATORS alike, and will provide to all SYSTEM INTEGRATORS the same information and will not provide any such information to any particular SYSTEM INTEGRATOR which could afford an advantage to that particular SYSTEM INTEGRATOR in comparison to other SYSTEM INTEGRATORS.
- 1.3. All the officials of the BUYER will report to the appropriate Government office any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach.
2. In case any such preceding misconduct on the part of such official(s) is reported by the SYSTEM INTEGRATOR to the BUYER with full and verifiable facts and the same is prima facie found to the correct by the BUYER, necessary disciplinary proceedings, or any other action as deemed fit including criminal proceedings may be initiated by the BUYER and such a person shall be debarred from further dealings related to the contract process. In such a case while an enquiry is being conducted by the BUYER the proceedings under the contract would not be stalled.

#### **Commitments of SYSTEM INTEGRATORS**

3. The SYSTEM INTEGRATOR commits itself to take all measures to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during a pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following :-
  - 3.1 The SYSTEM INTEGRATOR will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.
  - 3.2 The SYSTEM INTEGRATOR further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER or otherwise in procuring the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract or any other contract with the Bank for showing or forbearing to show favour or disfavour to any person in relation to the contract or any other contract with the Bank.

- 3.3 SYSTEM INTEGRATORS shall disclose the name and address of agents and representatives and Indian SYSTEM INTEGRATORS shall disclose their foreign principles or associates.
- 3.4 SYSTEM INTEGRATORS shall disclose the payments to be made by them to agents/brokers or any other intermediary, in connection with this bid/contract.
- 3.5 The SYSTEM INTEGRATOR further confirms and declares to the BUYER that the SYSTEM INTEGRATOR is the original manufacturer/integrator/authorized government sponsored export entity of the defence stores and has not engaged any individual or firm or company whether Indian or foreign to intercede, facilitate or in any way to recommend to the BUYER or any of its functionaries, whether officially or unofficially to the award of the contract to the SYSTEM INTEGRATOR, nor has any amount been paid, promised or intended to be paid to any such individual, firm or company in respect of any such intercession, facilitation or recommendation.
- 3.6 The SYSTEM INTEGRATOR, either while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payments he has made, is committed to or intends to make to officials of the BUYER or their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.
- 3.7 The SYSTEM INTEGRATOR will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.
- 3.8 The SYSTEM INTEGRATOR will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.
- 3.9 The SYSTEM INTEGRATOR shall not use improperly for purposes of competition or personal gain or pass on to others, any information provided by the BUYER as part of the business relationship regarding plans, technical proposals and business details, including information contained in any electronic data carrier. The SYSTEM INTEGRATOR also undertakes to exercise due and adequate care lest any such information is divulged.
- 3.10 The SYSTEM INTEGRATOR commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.
- 3.11 The SYSTEM INTEGRATOR shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.
- 3.12 If the SYSTEM INTEGRATOR or any employee of the SYSTEM INTEGRATOR or any person acting on behalf of the SYSTEM INTEGRATOR either directly or indirectly is a relative of any of the officers of the BUYER, or alternatively if any relative of an officer of the BUYER has financial interest/stake in the SYSTEM INTEGRATOR's firm, the same shall be disclosed by the SYSTEM INTEGRATOR at the time of filling of tender.

The term 'relative' for this purpose would be as defined in Section 6 of the Companies Act 1986.

3.13 The SYSTEM INTEGRATOR shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee of the BUYER.

4. **Reference Checks**

System Integrators will co-ordinate with the reference sites and arrange the visits on request from NABCONS. The costs incurred by NABCONS's team, for the reference site visits, will be borne by NABCONS. NABCONS shall not be under any obligation to bear any expenses other than tour related cost to be incurred by its team for the reference site checks.

5. **Previous Transgression**

5.1 The SYSTEM INTEGRATOR declares that no previous transgression occurred in the last three years immediately before signing of this Integrity Pact, with any other company in any country in respect of any corrupt practices envisaged hereunder or with any Public Sector Enterprises in India or any Government Department in India that could justify SYSTEM INTEGRATOR's exclusion from the tender process.

5.2 The SYSTEM INTEGRATOR agrees that if it makes incorrect statement on this subject, SYSTEM INTEGRATOR can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

6. **Earnest Money (Security Deposit)**

6.1 While submitting commercial bid, the BIDDDER shall deposit an amount \_\_\_\_\_ (to be specified in RFP) as Earnest Money/Security Deposit, with the BUYER through any of the following instruments.

- i. Bank Draft or a Pay Order in favour of \_\_\_\_\_.
- ii. A confirmed guarantee by an Indian Nationalised Bank, promising payment of the guaranteed sum to the BUYER on demand within three working days without any demur whatsoever and without any reasons whatsoever. The demand for payment by the BUYER shall be treated as conclusive proof of payment.
- iii. Any other mode or through any other instrument (to be specified in the RFP).

6.2 The Earnest Money/Security Deposit shall be valid upto a period of five years or the complete conclusion of the contractual obligations to the complete satisfaction of both the SYSTEM INTEGRATOR and the BUYER, including warranty period, whichever is later.

6.3 In case of the successful SYSTEM INTEGRATOR a clause would also be incorporated in the Article pertaining to Performance Bond in the Purchase Contract that the provisions of Sanctions for Violation shall be applicable for forfeiture of Performance Bond in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.

6.4 No interest shall be payable by the BUYER to the SYSTEM INTEGRATOR on Earnest Money/Security Deposit for the period of its currency.

## **7. Sanctions for Violations**

7.1 Any breach of the aforesaid provisions by the SYSTEM INTEGRATOR or any one employed by it or acting on its behalf (whether with or without the knowledge of the SYSTEM INTEGRATOR) shall entitle the BUYER to take all or any one of the following actions, wherever required:-

- i. To immediately call off the pre-contract negotiations without assigning any reason or giving any compensation to the SYSTEM INTEGRATOR. However, the proceedings with the other SYSTEM INTEGRATOR(s) would continue.
- ii. The Earnest Money Deposit (in pre-contract stage) and/or Security Deposit/Performance Bond (after the contract is signed) shall stand forfeited either fully or partially as decided by the BUYER and the BUYER shall not be required to assign any reason therefore.
- iii. To immediately cancel the contract, if already signed, without giving any compensation to the SYSTEM INTEGRATOR.
- iv. To recover all sums already paid by the BUYER, and in case of an Indian SYSTEM INTEGRATOR with interest thereon at 2% higher than the prevailing Prime Lending Rate of State Bank of India, while in case of a SYSTEM INTEGRATOR from a country other than India with interest thereon at 2%, higher than the LIBOR. If any outstanding payment is due to the SYSTEM INTEGRATOR from the BUYER in connection with another contract for any other stores, such outstanding payment could also be utilized to recover the aforesaid sum and interest
- v. To encash the advance bank guarantee and performance bond/warranty bond, if furnished by the SYSTEM INTEGRATOR, in order to recover the payments, already made by the BUYER, along with interest.
- vi. To cancel all or any other contracts with the SYSTEM INTEGRATOR. The SYSTEM INTEGRATOR shall be liable to pay compensation for any loss or damage to the BUYER resulting from such cancellation/rescission and the BUYER shall be entitled to deduct the amount so payable from the money(s) due to the SYSTEM INTEGRATOR.

vii. To debar the SYSTEM INTEGRATOR from participating in future bidding processes of the Government of India for a minimum period of five years, which may be further extended at the discretion of the BUYER.

viii. To recover all sums paid in violation of this Pact by SYSTEM INTEGRATOR(s) to any middleman or agent or broker with a view to securing the contract.

ix. In cases where irrevocable Letters of Credit have been received in respect of any contract signed by the BUYER with the SYSTEM INTEGRATOR, the same shall not be opened.

x. Forfeiture of Performance Bond in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.

7.2 The BUYER will be entitled to take all or any of the actions mentioned at para 6.1(i) to (x) of this Pact also on the Commission by the SYSTEM INTEGRATOR or any one employed by it or acting on its behalf (whether with or without the knowledge of the SYSTEM INTEGRATOR), of an offence as defined in Chapter IX of the Indian Penal code, 1860 or Prevention of Corruption Act, 1988 or any other statute enacted for prevention of corruption.

7.3 The decision of the BUYER to the effect that a breach of the provisions of the Pact has been committed by the SYSTEM INTEGRATOR shall be final and conclusive on the SYSTEM INTEGRATOR. However, the SYSTEM INTEGRATOR can approach the Independent Monitor(s) appointed for the purposes of this Pact.

## 8. Fall Clause

8.1 The SYSTEM INTEGRATOR undertakes that it has not supplied/s not supplying similar product/systems or sub systems at a price lower than that offered in the present bid in respect of any other Ministry/Department of the Government of India or PSU and it is found at any stage that similar product/systems or sub systems was supplied by the SYSTEM INTEGRATOR to any other Ministry/Department of the Government of India or a PSU at a lower price, then that very price, with due allowance for elapsed time, will be applicable to the present case and the difference in the cost would be refunded by the SYSTEM INTEGRATOR to the BUYER, if the contract has already been concluded.

## 9. Independent Monitors

9.1 The BUYER has appointed Independent Monitors (hereinafter referred to as Monitors) for this Pact in consultation with the Central Vigilance Commission (Names and Addresses of the Monitors to be given).

9.2 The task of the Monitors shall be to review independently and objectively, whether and to what extent the parties comply with the obligations under this Pact.

9.3 The Monitors shall not be subject to instructions by the representatives of the parties and perform their functions neutrally and independently.

9.4 Both the parties accept that the Monitors have the right to access all the documents relating to the project/procurement, including minutes of meetings.

9.5 As soon as the Monitor notices or has reason to believe, a violation of this Pact, he will so inform the Authority designated by the BUYER.

9.6 The SYSTEM INTEGRATOR(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the BUYER including that provided by the SYSTEM INTEGRATOR. The SYSTEM INTEGRATOR will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors. The Monitor shall be under contractual obligation to treat the information and documents of the SYSTEM INTEGRATOR/Subcontractor(s) with confidentiality.

9.7 The BUYER will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the parties. The parties will offer to the Monitor the option to participate in such meetings.

9.8 The Monitor will submit a written report to the designated Authority of BUYER within 8 to 10 weeks from the date of reference or intimation to him by the BUYER / SYSTEM INTEGRATOR and should the occasion arise submit proposals for correcting problematic situations.

#### 10. **Facilitation of Investigation**

In case of any allegation of violation of any provisions of this Pact or payment of commission, the BUYER or its agencies shall be entitled to examine all the documents including the Books of Accounts of the SYSTEM INTEGRATOR and the SYSTEM INTEGRATOR shall provide necessary information and documents in English and shall extend all possible help for the purpose of such examination.

#### 11. **Law and Place of Jurisdiction**

This Pact is subject to Indian Law. The place of performance and jurisdiction is the seat of the BUYER.

#### 12. **Other Legal Actions**

The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings.

13. Validity

13.1 The validity of this Integrity Pact shall be from date of its signing and extend up to 5 years or the complete execution of the contract to the satisfaction of both the BUYER and the SYSTEM INTEGRATOR/Seller, including warranty period, whichever is later in case SYSTEM INTEGRATOR is unsuccessful, this Integrity Pact shall expire after six months from the date of the signing of the contract.

13.2 Should one or several provisions of this Pact turn out to be invalid, the remainder of this Pact shall remain valid. In this case, the parties will strive to come to an agreement to their original intentions.

13.3 The parties hereby sign this Integrity Pact at \_\_\_\_\_ on \_\_\_\_\_.

BUYER

SYSTEM INTEGRATOR

Name of the Officer  
Designation  
NABCONS

Chief Executive Officer

Witness

Witness

1. \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

2. \_\_\_\_\_

\*Provisions of these clauses would need to be amended /deleted in line with the policy of the BUYER in regard to involvement of Indian agents of foreign suppliers.



## Appendix 1

### << On the Company letterhead of the SI>>

We hereby declare that our company <<Name of the SI>> during the tenure of contract signed between <<Name of the SI>> & NABARD Consultancy Service Pvt. Ltd., will take up the role of Single Window partner for NABCONS to furnish all the tasks like delivery of software licenses, customization and implementation of software, maintenance of the application, providing infrastructure services with or without consortiums, maintenance of the infrastructure, implementation of the updates and upgrades provided by OEMs, maintenance of the database and all other activities required to keep the solution up and running for NABCONS to continue its business process via the software solution.

We may be in the consortium with another party to manage infrastructural services. However, NABCONS would direct all its queries during implementation, post go-live support period and AMS period to the party responding to this EOI. NABCONS would in no case be required to transact/deal with any other party with whom our company may be in consortium for any issues related to any of components of the system at any point of time during implementation, post go live support and AMS period.

Signature \_\_\_\_\_(Name) & (Designation)

on behalf of  
(Name of the System Integrator)

## Appendix 2

**<< On the respective Company letterhead(s) of the SI and every member of the consortium>>**

We declare that our company <<Bidder Company Name>> has not been blacklisted by any Ministry of Central / State Government or any Government department / Public Sector Unit / Public Sector Enterprise / Public Sector Banks in India.

Signature \_\_\_\_\_(Name) & (Designation)

on behalf of  
(Name of the System Integrator)

### Appendix 3 A

<< On the Company letterhead of the SI>>

We <<SI Company Name>> declare that

- a) Our Company has implemented the <<Name of the Product being offered>> on a turnkey basis in the following Public Sector Organization/JV between Government and private entity in India having atleast 100 Users.

S.NO	Name of PSU where product is implemented and is currently running	Contact Details from Organization	Brief Description of the implementation and present status
1.			
2.			
3.			
4.			

- b) Our Company has implemented the <<Name of the Product being offered>> on a turnkey basis in the following Consultancy Organization in India having atleast 50 users.

S.NO	Name of Consulting company	Contact Details from Organization	Brief Description of the implementation and present status
1.			
2.			
3.			
4.			

- c) Apart from the A and B above, our Company has also implemented the <<Name of the Product being offered>> on a turnkey basis in the following organisations.

S.NO	Name of Organization	Contact Details from Organization	Brief Description of the implementation and present status
1.			
2.			
3.			
4.			
5..			

Signature \_\_\_\_\_(Name) & (Designation)

on behalf of  
(Name of the System Integrator)

**Appendix 3 B**

**<< On the Company letterhead of the SI>>**

We <<SI Company Name>> declare that

a) Proposed product <<Name of the Product being offered>> has been successfully running in below PSUs. All these PSUs have at least 100 users using the proposed product.

S.NO	Name of PSU where product is implemented and is currently running	Contact Details from Organization
1.		
2.		
3.		
4.		

b) Proposed product <<Name of the Product being offered>> has been successfully running in below Consulting Organizations.

S.NO	Name of Consulting company	Contact Details from Organization
1.		
2.		
3.		
4.		

c) Proposed product <<Name of the Product being offered>> has been successfully running in atleast 10 organizations in India.

S.NO	Name of Organization	Contact Details from Organization
1.		
2.		
3.		

4.		
5..		

Signature \_\_\_\_\_(Name) & (Designation)

on behalf of  
(Name of the System Integrator)

**Appendix 4**

**<< On the Company letterhead of the OEM>>**

We <<Name of OEM>> declare that <<Name & Version of proposed Product>> would be under OEM support for next 10 years starting from date <<Date of EOI>>.

Signature \_\_\_\_\_(Name) & (Designation)

on behalf of  
(Name of OEM Company)  
Date Signed:

**Appendix 5**

**<< On the Company letterhead of the OEM>>**

We certify that we are the OEM of <<Name of the Proposed Product>>. We further certify that <<Name of the proposed Product>> can be deployed and scaled as per the requirements on the following underlying infrastructure:-

Operating System	
DBMS	
Server Hardware	

We further certify that, licenses / subscriptions will allow the users to have access to all the functionalities as mandated for a particular license / subscription type. Role(s) of each individual user shall be defined by NABCONS internally and not by us. NABCONS shall be able to change those roles from time to time as required by their business.

Signature \_\_\_\_\_  
(Name) & (Designation)

on behalf of  
(Name of OEM Company)  
Date Signed:



## Appendix 6

### << On the Company letterhead of the OEM>>

We declare that our company <<Name of the OEM >> has not been blacklisted by any Ministry of Central / State Government or any Government department / Public Sector Unit / Public Sector Enterprise / Public Sector Banks in India.

Signature \_\_\_\_\_(Name) & (Designation)

on behalf of  
(Name of the OEM)

## Appendix 7

#	ITEM	RESPONSE
<b>Software Application Details</b>		
<b>Application General Details</b>		
	Software Product Name and Version	
	Date of Launch	
	Current Version available in India and Release date	
	Launched in Indian market	
	Main Market(s) / Clients	
	Provide break up of employees in India chapter	
	Number of clients in India	
	Number of years of operation in India in implementation of offered product	
<b>Product Clientele</b>		
	Number of clients in India using this version in production	
	Number of clients in Professional Services space	
<b>Work Force and Performance</b>		
	Total number of headcount	
	Support to SI during implementation	
<b>Deployment Models</b>		
	Explain in brief the deployment model you are offering for this product.	