

M P STATE ELECTRONICS DEVELOPMENT CORPORATION LTD

(A Govt. of M.P Undertaking.)

Tender Document

**For
Supply of software**

For Physical and Financial Monitoring

(Tender no. Mpsedc/Mkt-S/2010/186)

(All pages of this document except for Commercial-bid to be submitted in original duly signed on each page along with the technical bid envelope. The Commercial bid in original is to be enclosed in a separate sealed envelope)

**M.P. State Electronics Development Corporation Ltd.
147, Zone-I, M.P. Nagar, Bhopal-462011 (M.P.)
Ph.0755-2769816, 2769823
Fax: 0755-2769824**

Technical Bid
INVITATION FOR BIDS

1. Addl. Chief General manager, MPSEDC Ltd., Bhopal invites sealed bids, under two envelopes system, from bidders for Supply of software for Physical & Financial Monitoring. Interested bidders may obtain further information from the office of MPSEDC Ltd., Bhopal Bids are invited for the work mentioned hereunder:

| Sn | Items | Description |
|-----------|----------------------------------|--|
| a | Scope of Work | Supply of software for Physical & Financial Monitoring |
| b | Cost of bid document | Rs.1000.00 (non-refundable) by Demand Draft/Cash |
| c | Postal charges | Rs.100.00(MPSEDC LTD. shall not be responsible for any postal delay) |
| d | Sale of bid documents | Date 07.09.10 to 28.09.10 (Between 10.30 AM to 5.30 PM) |
| e | Last date of submission of bid | Date 29.09.10 up to 3.00 PM. |
| f | Date of opening of technical bid | Date 29.09.10 at 4.00 PM. |
| g | EMD | Rs. 50,000/- in the form of Demand Draft payable to MPSEDC Ltd at Bhopal |
| i | Place of opening of bids: | Office of MPSEDC LTD., 147, Zone-1, Maharana Pratap Nagar, BHOPAL (M.P.) |
| j | Address for communication: | MPSEDC LTD., 147, Zone-1, Maharana Pratap Nagar, BHOPAL (M.P.) |

Letter for Submission of tender

To

Dated.

MPSEDC
147 Zone I, M P Nagar
Bhopal (M P)

Ref: "Tender for Supply of Software against tender No MPSEDC /MKT:S:2010: dated due for opening on

Dear Sir,

Having examined the tender document relating to the Supply of Software as detailed in your tender, Conditions and scope of work etc. and having understood the provisions and requirements relating to the Supply and all other factors governing the tender, We hereby submit our offer for the Supply of the proposed software in accordance with terms and conditions and confirm our acceptance to execute the order within the time period specified in the tender document, at the rates quoted by us in the accompanying Technical & commercial Bid.

If, after the tender document is accepted, we fail to complete the Supply of the software as per the order. We agree that, M/s. MPSEDC LTD. Bhopal shall have full authority to forfeit the earnest money and cancel our order with no obligation on their part.

We confirm having deposited earnest money of Rs 50,000/- (Rupees Fifty Thousand only) by Demand Draft No dated drawn on Branch attached here to, and general information required are as per annexure attached.

We further confirm that –

- i. We have successfully executed orders of similar nature and we have sufficient experience and financial strength in handling orders of this value.
- ii. We have sufficient qualified manpower and after sales support to execute the order efficiently in the specified time schedule.
- iii. The quoted rates shall be valid for one from the date of agreement with MPSEDC LTD .
- iv. We further confirm that all chapters of the tender documents have been read, understood and signed and there is no deviation/discrepancy

Signature of the Tenderer
With stamp and date

GENERAL INFORMATION AND EMD DETAILS

| | | |
|----|---|--|
| 1 | EMD Details DD No and date: Amount in Rs. Name of the Bank: | |
| 2 | Name and Address of the Tenderer: | |
| 3 | Contacts: | |
| 4 | Telephones: | |
| 5 | Fax: | |
| 6 | E-mail: | |
| 7 | Mobile No: | |
| 8 | Category of the tenderer (Whether company, partnership firm or Proprietary concern) | |
| 9 | Name of Chief Executive Officer and Telephone No. | |
| 10 | Year of Establishment | |
| 11 | Sales Tax/Commercial Tax/ CST nos. | |
| 12 | Income Tax PAN/GIR No. | |
| 13 | Service Tax No. | |
| 14 | Yearly Turn over of the Last 2 years. | |
| 15 | Name and Address of the Banker | |
| 16 | List of major Clients and the size of orders executed | |

Note: Separate sheets may be attached wherever necessary.

Signature of the Tenderer
With stamp and date

Terms and Conditions

Contents of Bidding Documents for Supply of software the bidding procedures and the terms of contract are prescribed here in under:

1 Eligibility Criteria:

- Bidder must have an average minimum turnover of Rs. 25 Lakhs IT related service only (excluding the hardware supply) business in the last two years (submit certified balance sheet clearly indicating turn over)
- Bidder must have executed at least 5 software orders for the projects in the government sector (attach order copy) and at least two single order worth of Rs. 5 lakhs of software supply to the government sector must have been executed by the bidder's order should be related to supply of software for Financial management. (Attach order copy)

2. Amendment in Bidding Document by the Competent Authority

At any time prior to the deadline for the submission of bids, the competent authority may, for any reason, whether on it's own or in response to a clarification requested for by a prospective bidder, modify the bidding document by way of amendment(s).

The prospective bidders having received the bidding documents will be notified of the amendment(s) so made in writing or by Fax and such amendments shall be binding on them.

In order to allow reasonable time to the prospective bidders for taking into account such amendment(s), in the preparation of their bids, the competent authority, at its discretion, may extend the deadline for the submission of bids.

3 Bid Price

The bidders shall indicate on the prescribed Price Schedule. Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and shall not be subject to variation on any account.

A bid submitted with an adjustable price will be treated as non-responsive and rejected.

4. The EMD may be forfeited:

If a Bidder withdraws its bid during the period of bid validity specified by the bidder on the bid Form: or In case of a successful Bidder, if the Bidder fails:

- (i) To accept the order
- (ii) To furnish performance security
- (iii) If the supplier, after accepting the purchase order fails to deliver the material/services as per the order.

5. Any alterations, erasures or overwriting shall be valid only if the person or persons signing the bid initial them.

6. Scope of Work

Purpose

Most of the Government programs and projects involves huge funds which are disbursed to the implementing agencies . These implementing agencies may be Gram Panchayats, Village Committees, Parent Teachers Association etc. These agencies are generally not able to keep manual record of the fund provided, this results into delay in getting timely, reliable and relevant financial information which is basis for better decisions, speeding up the physical progress of the program and the availability of funds and reducing delays and bottlenecks. There is requirement for **ON LINE/WEB BASED PHYSICAL AND FINANCIAL MONITORING AND ACCOUNTING** of the activities related to transfer of fund and its expenditure as per the requirement of funding agencies. The main objective is to get the required data and information online, quickly and accurately as and when needed basis in respect of each implementing agencies as well sector wise consolidated information to ensure efficient and transparent working. For module wise requirements **refer annexure-1**

Project Scope

Since Government projects requires regular Monitoring of Physical and Financial progress of the implementing agencies. There is requirement for financial and physical monitoring software with inbuilt facility for maintaining books of accounts on double entry system. The software should have the facility for budgeting (Budget Module), physical and financial accounting and monitoring (Finance Module), HR Management (HR Module), Tax deduction accounting and reporting (TDS Module), Inventory Management (Inventory Module) and Training monitoring (Training Module), Work Monitoring (Work Module). Periodic, reliable and verifiable reporting, based on the entries made in the books of accounts, can be generated from the software to help the program managers and State/Central governments to plan and implement the projects/schemes, monitor compliance with agreed procedures, and appraise progress toward its objectives.

References

This document has been prepared without using any reference from any of the sources, only we have interaction with the user departments to know their vision related to project and actual functioning of various activities, data flow, account keeping, reporting, integration with final account etc.

Overall Description

Product Perspective

All most in every development programs, being run in the states, have a feature of community participation whether it is implementation or monitoring. Community is accountable to keep the record of fund provided and utilized by them . The success of programs depend on the quality of the community based monitoring process. Implementing agencies like Blocks, Gram Panchayats, Parent Teachers Associations (PTA) , Jan Shiksha Kendras, Janpad Shiksha Kendras and village and block level entities are ideal agencies for effective financial monitoring . Enhancement of the Capacity of these agencies will result into getting timely, reliable and relevant information for financial and physical monitoring. Since The programs requires regular Monitoring of Physical and Financial activities through the implementing agencies. There is need for financial and physical monitoring software for these implementing agencies .

Product Features

The software should be User Friendly with a Graphical User Interface (GUI) and a Menu Driven interface.

Physical & Financial Monitoring Software should be based on double entry accounting system with an inbuilt facility for financial and physical monitoring, budgeting, HR Management, monitoring of works and trainings and reporting etc .

Maintenance of project/scheme based books of accounts is the most important feature of the product, any user handling more than one project or receiving grants for various schemes/programs should be able

to keep separate books of accounts in respect of each project/schemes without creating the separate different data base for each projects and product should have inbuilt facility for consolidating the various schemes. User interface to add new schemes or projects is a required feature.

Product is intended to be used by the implementing agencies at various level therefore it should have the facility for maintaining the accounts at least up to 5 level that may be state, district, block Grampanchayts, village or Self Help Groups or PTA (level have been referred only to understand the various level, however these may differ from organization to organization). Product should have the facility for keeping the separate accounts of various level in a centralized data base further as and when required consolidated reports of various desired level can be generated from the software. It is pertinent to note that at the place of implementing agencies resources are limited therefore at some place software may be used in off line mode and subsequently data will be merged at central data base, therefore in online software provision to merge offline data is must.

Product should have the facility for using the ledger accounts created under one scheme to use in various other schemes/projects.

Under the program fund are spent for various activities called categories/component, under these categories several heads of expenses are kept for budgeting, monitoring and accounting product should have appropriate module for creating categories/component.

PFMS product should have Seven modules. All the seven modules are an integral part of the product and reporting requirement laid down for the product is an essential feature.

Based on our experience it is being felt that there is requirement for Software As A Service (SaaS) for small accounting units like Self Help Groups, Panchayats, PTA & Primary health societies. Under SaaS model web based software is not actually sold to department but only support for data entry shall be provided and an annual charges for use of software and data entry shall be charged from user department.

Operating Environment

The user is not much aware of the technology so he can't decide the appropriate platform. Seeing the integration requirement windows Environment is recommended. In most of the organizations implementing agencies are situated at distant places. Since the connectivity from the locations is poor and currently only communication mode is broad band internet connectivity so the centralized database alone can not be used. The most suited mode will be Mix of various options i.e. software should have the facility for (a) Centralized data base for online working from distant places (b) distributed database at distant places with the facility for uploading the data online or transferring file via any removable storage (c) web based module for anywhere accounting. All these features are pre condition for software to be eligible for rate contract with MPSEDC. Software should be based on client server architecture and back end should be MS SQL Server. The front-end should be a VB/VB.NET/ASP/ASP.NET based application. Reporting can be done using PDF, Excel, crystal report/web based reporting.

Security Issues

It is important to keep computer secure, not only to protect data on the computer itself, but on the network as well. A good security system confirms the identity of the people who are attempting to access the resources on computer, protects specific resources from inappropriate access by users, and provides a simple, efficient way to set up and maintain security on computer.

To help you accomplish these goals the software should offers these security features:

User Account

To use the software you must have a user account, which consists of a unique user name and a password. The software verifies your user name and password when you attempt to log in. If your user account has been disabled or deleted the software prevents you from accessing the computer, ensuring that only valid users have access to the computer and the resources. The User Manager allows the creation of users, add or remove users from existing groups, and change user passwords.

User Groups

Users must have certain user rights and permissions to perform tasks and commands. User Group helps you efficiently assign those user rights and permissions to users. The software comes with some built-in groups based on the tasks users commonly perform, such as the Administrators or Users groups. Assigning users to one or more of the built-in groups gives most users all of the user rights and permissions they need to perform their jobs. It is the User Manager that manages the User Groups.

User Documentation

The user department is having operational knowledge of the computer and specially users are conversant with MS Office products (Word, Excel, power point) so all the user manual for the application operation should be prepared using these tools only. Since users are having very low level of technical knowledge so as much graphical content are possible should be provided at various level so that it can become self explanatory. Printed and online both version of user manuals are must.

External Interface Requirements

User Interfaces

User interface is required to be both in Hindi (Unicode 4.0 compliance) and English language. All the user screen should be very simple GUI and easy to navigate. The entry in the software should be minimized and use of drop down boxes, check boxes and radio buttons are preferred. Constraints, validation and alerts should be implemented appropriately and as much as possible it should be taken care at data base level the visibility & readability of the screen & report must be properly taken care and should be designed seeing the literacy level of user.

Hardware Interfaces

The proposed software must have the feature of auto integration of the transactions from field units. Proper printing interface must be incorporated to print various types of reports, formats and official letters. Backup/Restore devices interfacing should be customized as per the need of the software and the ease of the user.

Software Interfaces

This software is expected to run on windows XP service pack 2 or higher as desktop operation system. The database is expected to be MS SQL server 2005 or Higher

Communications Interfaces

Implementing agencies are independent units and should be able to generate their own reports at unit level and their data can also be integrated at other Implementing agencies, the software must be supplied

considering these facts in mind. This product is supposed to be used at field level and Program monitoring authority level also and field level information is sent to higher level for integration therefore centralized data base facility is essential. Interfaces for transporting the data should be available.

7. Payments and Billing

Supplier shall present his bills after supply to MPSEDC in duplicate along with the following papers/documents:

Report of installation from the concerned department certified by the user department, dully signed and complete in all respects.

Such other documents as may be specified in the tender/Supply order. On the basis of the supplier's bills. MPSEDC shall raise its own bills on the indenter /purchasing department without undue delay.

Payment to the supplier shall be made by MPSEDC within 15 days of receipt of the payment of its bill from the Department concerned, after deducting such other amounts that may be owed by supplier to MPSEDC on any account whatsoever .

Payments shall ordinarily be made by MPSEDC only through crossed Account payee cheque drawn on Banks located in Bhopal.

Deduction, if any made by the concern department while making payment to MPSEDC shall be charged on the supplier's account .

8. Service level support requirement

- a. Successful bidder will ensure timely rectification of errors or bugs reported in the software during warranty period. All the bugs reported shall be resolved and required patches should be dispatched in CD form or through e-mail within 15 days. However software requiring reinstallation shall be done at the cost of client at his place of installation or free of cost at the sale/service support office of vendor. The down time related to hardware failure/power failure/operational failure/failure that is not of manual control/ natural disaster/other disaster will not be the part of software downtime.
- b. The delay in rectification of calls would cause the penalty.
- c. The delay in call attending / closure will be treated as poor quality of service support and may lead to disqualification of bidder from participation in future purchases.
- d. The following penalty would be deducted for the delay in call rectification.
 - i. 500/- for each two week or part thereof to calls and Rs.500/- for each month to Location calls if call remained un-rectified more than the above-mentioned period.

SUBMISSION OF BIDS

9. Sealing and Marking of Bids

The bidders shall submit EMD, technical bid (containing the technical competence offered, etc and original copy of commercial bid in separate sealed, envelopes all the above envelopes shall be sealed in one main envelope. All the envelopes should be distinctly marked EMD, technical bid, and commercial bid.

10. Deadline for Submission of Bids

Bids must reach to the competent authority at the address specified but not later than the time and date specified in the invitation of Bids. In the event of the specified date for the submission of bids being declared a holiday for the office of the competent authority, the bids will be received up to the appointed time on the next working day.

11. **Late Bid**

Any bid received after the deadline for submission of bids prescribed by the competent authority, will not be accepted and returned unopened to the bidder.

BID OPENING AND EVALUATION OF BIDS

12. **Opening of Bids**

Since it is a Two-bid system, Technical and EMD envelope will be opened first by the Committee constituted for this purpose. If the technical bid specifications offered, EMD and deviations asked (if any) are found in order, the Committee will open commercial bid only for the eligible bidders.

The Committee will open the bids, in the presence of Bidders' representatives who choose to attend on the date specified at the following location:

The Additional Chief General manager
M.P. State Electronics Dev. Corpo. Ltd
147, Zone-I, Maharana Pratap Nagar, BHOPAL-462011

Prospective Bidder representatives shall sign a register evidencing their attendance.

In case, the commercial bid is not opened on the same or next day of opening of technical bid the Committee may decide to open the commercial bid on subsequent dates. In such case the date, time and place of opening of commercial bid will be intimated to the bidders or their representatives.

13. **Preliminary Examination**

Before starting evaluation, the bids will be examined to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order. In case of computational error the basic price will prevail.

If bid is determined as not substantially responsive, the competent authority will reject it and only the substantially responsive commercial bids will be considered.

The process of evaluation of bid is as follows:

- (i) The Committee, appointed by the MPSEDC LTD. will first verify that the Bank Draft for Bid Security is in order and as per requirement of the bid.
- (ii) The Committee will examine the bid on Eligibility Criteria as specified. The scrutiny of technical proposals will be based on the Evaluation Criteria determined.
- (iii) All the eligible bidder may require to demonstrate the software before the evaluation committee or also the representative from other departments/offices.
- (iv) The commercial bid will be opened only for the proposals, which are found eligible and technically acceptable by the Committee and approved. On the day specified for the opening of bid, the Committee, appointed by the MPSEDC LTD., will open the commercial bids of eligible bidders and scrutinize the same minutely.
- (v) After scrutiny, the MPSEDC LTD. after having examined the proposal may accept the same or accept the bid price of any other bidder found suitable or reject all or any proposal. The decision of the MPSEDC LTD. in this regard shall be final and binding.
- (vi) The scope of work mentioned in the tender document is as per our estimate. However, software Supply is based on system study requirement, depending on the actual requirement of the department.

14. **Performance Security**

The successful bidder shall be required to submit performance guarantee equivalent to 10 % of the order value for the satisfactory performance/completion of the complete order (including warranty period), in the form of bank guarantee with MPSEDC LTD.

15. **Contacting the Competent Authority**

Any effort on part of a Bidder to influence the Competent Authority or members of Technical/Monitoring committee, in its decisions on bid evaluation; bid comparison or contact award may result in rejection of the bidder's bid.

16. **Statutory Obligations**

The agency has to ensure that the statutory obligations as per requirement of different rule and regulation. Any expenditure required shall be to the vendor's account. The agency shall submit the related documentary proof as and when required by MPSEDC.

17. **Applicable Law:**

The contract will be interpreted in accordance with the Laws of the union of India and Govt of MP.

18. **General**

- (i) Bid form shall be duly filled in, signed and complete in all respects
- (ii) The rates should be free from all escalation.
- (iii) Supply and Installation period should not exceed 60 days from the date of order under any circumstances. The MPSEDC LTD. reserves the right to extend the delivery period, in the interest of the concerned deptt.
- (iv) Software should invariably be maintained and supported for a period of one year from the date of successful installation and commissioning.
- (v) Penalty- In case of delay in execution of the order, the concern deptt. may as its option either:

Recover from the developer towards liquidated damages a sum @ ½% (half percent) of the price of software not delivered for a week, or Part thereof subject to maximum of 10% (ten percent). OR purchase from elsewhere on account and at the risk of developer, the software not installed.

OR
Cancel the contract reserving concern deptt right to recover damages.
- (ix) The inner and outer envelopes shall be addressed to the competent authority at the following address:

The Additional Chief general manager
M.P. state Electronics dev. Corpo. Ltd
147, Zone-I, Maharana Pratap Nagar, BHOPAL-462011
- (x) The envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared "late."
- (xi) If the outer envelope is not sealed and marked, the competent authority will assume no responsibility for the bids, misplacement or premature opening.
- (xii) Telex; cable facsimile or fax bids will be rejected.
- (xiii) Conditional bids are liable to be rejected.
- (xiv) MPSEDC LTD. does not bind themselves to accept the lowest or any other tender and reserve the right to accept or reject any or all the tender in full or in part without assigning any reason.

Financial Bid Format

Financial Bid must be submitted strictly under the given format

| S.No. | Details | Cost (Rs.) | Taxes (Rs.) | Total Cost (Rs.) |
|-------|--|------------|-------------|------------------|
| 01 | Supply and installation of software and one day Training. | | | |
| (a) | <u>Multi user licence ONLINE/WEB VERSION</u> **** | | | |
| | Server licence Note :- ✓ Quote cost inclusive of all module as detailed in annexure I. ✓ Quote cost including 10 client licenses with all modules. ✓ Quote cost inclusive of installation and one year maintenance. | | | |
| | Additional Client Access licence for each data entry location. | | | |
| | a. Quote cost for two basic module budgeting, accounting and finance . | | | |
| | b. Add on cost for HR Module. | | | |
| | c. Add on cost for TDS Module. | | | |
| | d. Add on cost for work monitoring Module. | | | |
| | e. Add on cost for Training Monitoring Module. | | | |
| | f. Add on cost for Inventory Module. | | | |
| | g. Cost of installation (i) At Districts & Blocks (ii) At Village level | | | |
| (b) | <u>Multi user licence LAN VERSION ####</u> | | | |
| | Server licence Note :- ✓ Quote cost inclusive of all module as detailed given in annexure I. ✓ Quote cost including 10 client licenses with all modules. ✓ Quote cost inclusive of installation and one year maintenance. | | | |
| | Client licence for each data entry location. | | | |
| | a. Quote cost for two basic module budgeting, accounting and finance . | | | |
| | b. Add on cost for HR Module. | | | |
| | c. Add on cost for TDS Module. | | | |

| | | | | |
|----|--|---|--|--|
| | d. Add on cost for work monitoring Module. | | | |
| | e. Add on cost for Training Monitoring Module. | | | |
| | f. Add on cost for Inventory Module. | | | |
| | g. Cost of installation (i) At Districts & Blocks (ii) At Village level | | | |
| C. | Software As A Service (SaaS) Web based software with support for data entry | | | |
| | For Each micro accounting units having annual entries less than 50 | Rs. per Qtr Rs. ... per Year | | |
| | For Each micro accounting units having annual entries more than 50 but less than 100 | Rs. per Qtr Rs. ... per Year | | |
| | For Each mini micro accounting units having annual entries more than 100 but less than 300 | Rs. per Qtr Rs. per Month Rs. ... per Year | | |
| | For Each mini micro accounting units having annual entries more than 300 | Rs. per Qtr Rs. per Month Rs. ... per Year | | |
| 02 | Annual up gradation and maintenance charges | 1 st Year -% of quoted price 2 nd Year - % of Quoted Price | | |

OPTIONAL

| | | Cost Per month/quarter (Rs.) | Taxes (Rs.) | Cost inclusive taxes per month/quarter (Rs.) |
|----|--|------------------------------|-------------|--|
| 03 | Charges for providing data entry operator for District/Block Level agencies. Services are expected to be rendered at District. | | | |

***** This requires a centralised database and client connectivity through internet or other mode from remote locations.

This requires a centralised database and client connectivity through LAN .

NOTE : SUPPLIERS ARE REQUIRED TO QUOTE THE PRICES FOR ALL VERSIONS FAILING WHICH BID SHALL DISQUALIFY.

PROPOSED DISCOUNT FOR BULCK ORDERS
AS % OF QUOTED PRICES

| Description | Server Licences | Client Licences |
|--|---|---|
| Multi user licence ONLINE/WEB VERSION | FOR 2 TO 5 NUMBERS FOR 6 TO 10 NUMBERS FOR 11 TO 25 NUMBERS FOR 26 AND ABOVE | FOR 1 TO 25 NUMBERS FOR 26 TO 50 NUMBERS FOR 51 TO 100 NUMBERS FOR 101 TO 250 NUMBERS FOR 251 AND ABOVE |
| Multi user licence LAN VERSION | FOR 2 TO 10 NUMBERS FOR 11 TO 25 NUMBERS FOR 26 TO 50 NUMBERS FOR 51 TO 100 NUMBERS FOR 101 AND ABOVE | FOR 1 TO 25 NUMBERS FOR 26 TO 50 NUMBERS FOR 51 TO 100 NUMBERS FOR 101 TO 250 NUMBERS FOR 251 AND ABOVE |

ANNEXURE I REFERRED IN SCOPE OF WORK

Physical & Financial Monitoring Software (PFMS) should be based on double entry accounting system with an inbuilt facility for financial and physical monitoring, budgeting and reporting. **User interface is required to be both in Hindi and English language.** Under the program fund are spent for various activities called categories, under these categories several heads of expenses are kept for budgeting, monitoring and accounting software should have following modules :-

| | | |
|----|------------------------------------|--|
| 1. | Budget Module | <ul style="list-style-type: none"> ✓ It has a system to prepare budget for activities necessary to achieve the program objectives and express these activities in financial and Physical terms. ✓ Budget can be prepared head wise and category wise and also have the provision for making entries for each implementing agencies. ✓ Budget module should generate budget for each existing as well as future schemes also. |
| 2. | Finance and Accounts Module | |
| | 2.1 | <p>Group like income, assets, expenditure etc</p> <ul style="list-style-type: none"> ✓ PFMS should have the facility to create new groups for head of accounts as per the users requirements. ✓ Group created should be modifiable and can also be deleted if not required. |
| | 2.2 | <p>Category/Component and subcategory/sub component</p> <p>In the central supported and state supported schemes/projects program expenditures are incurred for various purposes, called components/categories.</p> <ul style="list-style-type: none"> ✓ PFMS should have the facility to create new Category and sub category for head of accounts as per the users requirements. ✓ Category created should be modifiable and can also be deleted if not required. |
| | 2.3 | <p>Agencies like PTAs/VECs/VILLAGES and Beneficiaries</p> <ul style="list-style-type: none"> ✓ PFMS entry module should provide the facility for creating implementing agencies so that fund disbursed for implementation of program can be directly accounted for in their accounts. ✓ PFMS entry module should also have facility for capturing socio economic data of beneficiary and its integration with the accounts. ✓ Facility to capture existing data of agencies and beneficiaries. |
| | 2.4 | Account Head (Ledger a/c) |

| | | |
|--|-----|---|
| | | <ul style="list-style-type: none"> ✓ In PFMS new head of expenditure can be created. ✓ Some expenditures are incurred under various categories therefore PFMS should have inbuilt facility for this so that duplication can be avoided |
| | 2.5 | <p>Schemes</p> <ul style="list-style-type: none"> ✓ In the program fund are received for central supported and state supported schemes . PFMS should have the facility for providing information in respect of each program separately as well as all schemes put together. ✓ It should have facility to add new schemes also. User interface is must for this. |
| | 2.6 | <p>Voucher Entry module should have facility for</p> <ul style="list-style-type: none"> ✓ Making separate entries for receipt, payment and adjustments. Voucher entry form should be as simple as possible. ✓ Restricting the entries under any specific head and scheme . ✓ Concurrent budget monitoring i.e. user should get alerts for over spending under a particular budget head.. ✓ Recording of all the receipts, payments and adjustments for head of account category/component wise. ✓ Updating the fixed assets register should be given in entry module. ✓ Fund disbursement to implementing agencies in voucher entry module is must. ✓ Assistance/subsidy to beneficiary. ✓ Voucher entry module shall also have facility for updating physical progress of the project together with the financial entries. ✓ Capturing user desired data with voucher entry like vehicle number with vehicle expenses, telephone number with telephone expenses etc. User interface is must add/delete these data. |
| | 2.7 | <p>Reporting</p> <p>PFMS should capable of generating following report in respect of each scheme separately as well as all scheme put together. Report should have flexibility for selecting a reporting period.</p> <p>Double Column Cash Book</p> <ul style="list-style-type: none"> ✓ PFMS is intended to be used by agencies at grass root level, therefore it is very important that report generated are able to demystified the financial data and format is very simple. Cash book being primary book of accounts and one of the most important document kept by all the persons responsible to maintain books of accounts. PFMS generated cash book should be |

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| | | <p>in the format which is most popular among these agencies i.e double column cash book having two separate column for cash and bank transactions.</p> <ul style="list-style-type: none"> ✓ In case agencies have more than one bank account it should have facility for showing the balance at the end of the day for each bank separately in the cash book <p>Head and Component/Category wise report</p> <ul style="list-style-type: none"> ✓ PFMS reporting module should generate report for head of account under a category within a selected period. In accounting terminology it should have facility for generating head and category wise trial balance. <p>✓</p> <p>Head and Group wise report</p> <ul style="list-style-type: none"> ✓ PFMS shall have facility for generating report group wise also. <p>Budget Expenditure report</p> <ul style="list-style-type: none"> ✓ Reporting module shall be able to generate head and category wise budget, actual expenditure and balance available report both for physical and financial data. ✓ This report must have facility for reporting the data of whole project duration. ✓ Drill down reports is also required to display state, districts, blocks, panchayats/Cluster and village/PTA/SHG's data on budget and expenditure <p>Receipt & Payment Account and Income & Expenditure account</p> <ul style="list-style-type: none"> ✓ In the project of development sector financial statement are slightly different from commercial units and therefore PFMS should generate a receipt and payment account and also income and expenditure account . ✓ These financial statements are required to be generated for each scheme separately. <p>Recording and monitoring fund Disbursed</p> <ul style="list-style-type: none"> ✓ It has arrangements to record the fund disbursed to the agencies involved in program implementation and also receive information of utilization. <p>Report on financial Position</p> <ul style="list-style-type: none"> ✓ Drill down reports is also required to display |
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| | | <p>state, districts, blocks, panchayats/Cluster and village/PTA/SHG's data on budget and expenditure</p> <p>Utilisation Certificate</p> <ul style="list-style-type: none"> ✓ Utilisation certificate in generally accepted form by government agencies from any level |
| 3. | HR Module | <ul style="list-style-type: none"> ✓ Employee Data Base and facility for maintaining Service Book ✓ Facility for creating pay scale ✓ Facility for automatic increment, increment withheld ✓ Promotion and Transfer ✓ Leave Management ✓ Pay Bill Design and Generation as per Sixth Pay commission. ✓ Facility for integration of pay bill with accounts books. ✓ Generation of PF Challans and reports. |
| 4. | Inventory Module | <ul style="list-style-type: none"> ✓ Creation of item group and item master ✓ Item Order Booking ✓ Good Receipt Note ✓ Preparation of Cash Memo and Invoice ✓ Closing Stock reports |
| 5. | Training Module | <ul style="list-style-type: none"> ✓ Preparation of Training Plan ✓ Training Status monitoring ✓ Training Reporting |
| 6. | TDS Module | <ul style="list-style-type: none"> ✓ Preparation of TDS return, ✓ TDS Challans ✓ File to Upload data . |
| 7. | Work monitoring module | <ul style="list-style-type: none"> ✓ In the central supported and state supported schemes/projects a large amount of expenditure is incurred on development work related to construction work like road construction, irrigation facilities, land and forest development works etc. To monitor these works facility to prepare plans and obtain administrative, technical and financial sanction is needed. ✓ These work plan should be linked with the finance module and expenditure incurred can be accounted for work wise. ✓ There should be facility for documentation of work progress like uploading photo stage wise. ✓ If work progress data can be displayed on public domain that will be an added advantage. |
| 8. | General | <ul style="list-style-type: none"> ✓ PFMS should have the facility of ODBC, Backup, import and export of data. ✓ It should also provide the facility for integrating the data at various level. <p>Facility to integrate the software with other MIS software or data of Government departments.</p> |