



HINDUSTAN ORGANIC CHEMICALS LIMITED  
(A Government of India Enterprise)  
AMBALAMUGAL, Ernakulam District, PIN - 682 302.  
Phone: (0484) 2720911, FAX No. (0484) 2720893

### **E- TENDER NOTICE**

HOCL Invites e-Bids under the two-bid system for the following work:

Sl. No.	Description of Item and Tender No.
1	<b>IMPLEMENTATION OF TALLY ERP 9.0 SERVER AT HINDUSTAN ORGANIC CHEMICALS LTD</b> <b>TENDER NO : HOC/MSS/608/2018-2019</b>

Tender documents may be downloaded from [www.hoclindia.com](http://www.hoclindia.com) or [www.eprocure.gov.in](http://www.eprocure.gov.in).

Vendors may please get registered with NIC e-procurement portal (URL: <https://eprocure.gov.in/eprocure/app>.) to participate in the tender. Tenders submitted other than through online procedure specified will not be accepted. Please visit the above sites regularly for any addendum/ corrigendum.

This is an open tender. Only the Tally 5 star Sales & Solution partners satisfying the competence criteria shall participate in this tender.

Please submit your e-bids under the **two-bid system** consisting of technical bid and commercial bid conforming to the business requirements and scope of work and the general terms and conditions of contract.

**EMD - EMD of Rs.20000/-** to be submitted along with the technical bid (Annexure V) (upload a copy of the DD and also send the original through post to the contact person mentioned in the general terms and conditions (Annexure III).)

**For and on behalf of Hindustan Organic Chemicals Limited (GSTIN: 32AAACH2663P1ZG)  
(CIN: L99999MH1960GOIO11895)**

N VIJAYAKUMAR MENON  
(CGM (MKD/MSS/PLNG))

M/s.

Dear Sir,

Hindustan Organic Chemicals Ltd, (HOCL), is a PSU under the Department of Chemicals and Petrochemicals, Ministry of Chemicals & Fertilizers, Government of India. The company now runs on SAP ECC 6.0 ERP system. The company intends to migrate to Tally ERP 9.0 server by the beginning of the next financial year (ie beginning of April 2019).

The company wants the business processes under its various functions:- Materials and inventory management, Marketing and Sales management, Production (manufacturing) planning, Quality Control, Plant maintenance, Accounting and Finance management, Human resources and Payroll to be integrated in the latest version of Tally ERP 9.0 server available with capabilities for MIS reporting, Internet based capabilities, data exchange, data security and other business capabilities.

The vendor shall be a Tally 5 star Sales & Solution partner satisfying the competence criteria given in Annexure VI.

HOCL has entered into an agreement with M/s. **NIC (National Informatics Center)** for e-procurement through their portal <https://eprocure.gov.in/eprocure/app>. You may please get registered as a vendor with NIC for participating in this tender.

**Tender documents are uploaded in HOCL website [www.hoclindia.com](http://www.hoclindia.com) and <https://eprocure.gov.in/eprocure/app>.**

Index of documents enclosed is attached herewith. You are requested to kindly go through the (i) Business requirements of HOCL and Scope of work (**Annexure I**) (ii) General instruction for online bid submission (**Annexure II**) (iii) General terms and conditions of contract (**Annexure III**) in detail before preparing/submitting your tender.

You may submit your offer on two-bid system with technical and commercial bids online before the due date and time specified.

Thanking you,

Yours Faithfully,  
For Hindustan Organic Chemicals Limited

N VIJAYAKUMAR MENON  
(CGM (MKD/MSS/PLNG))

**OPEN TENDER NOTICE FOR IMPLEMENTING TALLY ERP 9.0 SERVER AT  
HINDUSTAN ORGANIC CHEMICALS LTD**

<b>INDEX OF TENDER DOCUMENTS</b>		
<b>1</b>	Business requirements of HOCL and Scope of work	Annexure-I
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<b>4</b>	Declaration By Bidder	Annexure-IV
<b>5</b>	TECHNICAL BID (To enable us to ascertain the capabilities of the vendor in implementing the project and meeting the business requirements of HOCL and the scope of work. Please go through the competence criteria in Annexure VI)	Annexure-V
<b>6</b>	Competence criteria	Annexure - VI

Business requirements of HOCL and Scope of work (Annexure I) is attached as a separate document in PDF.

### **General instructions for Online Bid Submission**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

#### **REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "**Online bidder Enrollment**" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

#### **SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in,

they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### **PREPARATION OF BIDS**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the e Tender notice and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

**Note:** My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

## **SUBMISSION OF BIDS**

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the official concerned (Contact person mentioned in the , latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

**ASSISTANCE TO BIDDERS**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

**HINDUSTAN ORGANIC CHEMICALS LIMITED**

(A Government of India Enterprise)  
Ambalamugal P.O., Ernakulam District, Kerala - 682 302.

**Tender No: HOC/MSS/608/2018-2019**

**GENERAL TERMS & CONDITIONS OF CONTRACT**

**1) GENERAL GUIDELINES**

- i. This Tender is issued to procure the services of an IT services company or System Integrator (SI) to implement Tally ERP 9.0 solution at HOCL as per the business requirements and scope of work.
- ii. The bidder must fully understand the business requirements of HOCL and the scope for the Tally ERP 9.0 server solution and services for implementation as outlined in the business requirements and scope of work (Annexure I).
- iii. The bidder is expected to examine, understand and comply with all the instructions, formats, terms & conditions, solution and services requirements and other information in the tender documents before submitting the bids. Failure to furnish all the information required by the tender or submission of a proposal not substantially responsive to the tender in every respect will be at the bidder's risk and may result in rejection of the proposal of the bidder.
- iv. The Implementation Firm (SI) will be responsible for submitting the proposal and it will be the single point-of-contact for all information and clarification throughout the implementation. They must be able to implement the whole project without subcontracting a part or whole of the work. Subcontracting of work is not allowable.
- v. HOCL reserves the right to reject any or all proposals if it determines that select proposals are not responsive to the tender. HOCL also reserves the right to meet with select Proposers at any time to gather additional information.

- vi. HOCL is open to any suggestions that the bidder may want to render with respect to the Tally ERP solution capabilities to be deployed and implemented at HOCL, its coverage, and the best practices to be adopted in the light of their expertise or experience from similar assignments.

**2) OVERVIEW OF BIDDING PROCESS**

Only vendors satisfying the competence criteria (Annexure VI) are eligible to participate.

Bidding Process would comprise of following sequential steps.

**i) PRELIMINARY VISIT TO HOCL**

The bidder after going through the business requirements and scope of work (Annexure I), visit HOCL and obtain additional information at their own cost and risk. Bidders may fix up an appointment with the company (Contact person: Vijayakumar Menon, CGM (Marketing / Management services) Mobile no: 9961482664) and visit the company to gather any information they need regarding business requirements and scope of work.

**ii) PRE-BID MEETING**

Bidders who are interested in participating in this tender shall attend the Pre-Bid meeting to get clarifications/ instructions from HOCL. All bidders shall attend this Pre-Bid meeting at their own cost, which will take place at following venue and time. In case of change in the date of this meeting due to any unexpected reason, this will be communicated to all the bidders through the email address they have registered with HOCL and Corrigendum on the website. Attending the pre-bid meeting is a must. HOCL shall take the signatures of the vendors who attend the pre-bid meeting.

<b>VENUE</b>	<b>ADMINISTRATIVE BLOCK HOCL, AMBALAMUGAL</b>
<b>DATE &amp; TIME</b>	<b>05.12.2018, 2.30 PM</b>

### **iii) BID SUBMISSION**

Bids submitted through NIC e-procurement portal only will be considered. Bidders shall go through the document "General instructions for Online Bid Submission" (Annexure II) attached along with the tender documents. This document gives clear instructions to be followed for online submission of the bids on the NIC e procurement portal. The vendor shall sign and seal with company seal on all the pages of the bids uploaded, failing which bid is liable to be rejected.

### **iv) SUBMISSION OF COMMERCIAL BID (PRICES)**

Bidders are requested to note that they should necessarily submit their commercial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ (Bill of Quantity) format with the tender document, then the same is to be downloaded and filled up by the bidders. Bidders are required to download the BOQ file, open it and complete the blue coloured (unprotected) cells) with their respective quoted rates and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

**Important note** :- It may be noted that no extra charges shall be paid by HOCL to the vendor on whom work order is placed other than the rates submitted through the BOQ (Bill of quantity). The expenses for travelling/ lodging of consultants deputed for the project and any other expenses shall be to the vendors account.

## **3) AMENDMENT TO RFP DOCUMENT**

At any time, prior to the Deadline for Submission of Bids, HOCL, either at its own initiative or in response to a Clarification requested by one or more bidders, may modify this RFP Documents by suitable Amendments. Amendments and all such Modification will be updated in the NIC e procurement portal.

## **4) EMD**

Applicants shall submit, along with their Bids, Bid Security or EMD of **Rs. 20,000/-** in the form of a Demand Draft in favour of Hindustan Organic Chemicals Limited (HOCL), Ambalamugal, Kochi. Details of DD should be indicated in your technical bid (Annexure V). In the absence of EMD with the Technical bid, the Commercial Bid submitted is liable to be rejected.

EMD in any other form will not be valid. The EMD would be refunded to unsuccessful bidders within a reasonable period of time after the award of the

assignment. EMD of the successful bidder will be adjusted towards partial fulfilment of the requirements of the Performance Guarantee. Bid without adequate EMD will be liable for rejection without any opportunity to the bidder concerned.

**NOTE: EMD - EMD of Rs.20000/-** to be submitted along with the technical bid (Annexure V) (upload a copy of the DD and also send the original through post to the contact person mentioned in the general terms and conditions (Annexure III).

**5) VALIDITY OF OFFER**

The offer shall be valid for a period of 60 Days from the date of opening of tenders. The rates shall be firm once the work order is placed and no escalation shall be applicable on any grounds.

**6) TIME OF COMPLETION**

Tally ERP 9.0 server shall be implemented at HOCL in the first week of April 2019. Bidder shall start the work as immediately after the work order is placed on them. All customizations in the Materials and Inventory management module, Marketing and sales module and Financial accounting and management module (Refer the Annexure I) having accounting implications shall be complete by first week of April 2019. All other customizations shall be completed by end of June 2019.

Any extension or changes in the time of completion stated above, if requested by the vendor in writing due to specific reasons will have to be accepted by HOCL in writing to become binding. However, no additional charges shall be payable even if such extension is accepted by HOCL in writing.

HOCL shall intimate in writing to the vendor, the actual time of completion of the project after completion of work as per the business requirements and scope of work to the satisfaction of HOCL.

HOCL, as stated in the Business requirements and Scope of work document (Annexure I) requires one year software support after the actual time of completion of the project.

The contract shall be treated as completed only after the expiry of one year software support period post actual completion of work to the satisfaction of HOCL as stated above.

**7) PAYMENT TERMS**

Vendor shall submit separate invoices to HOCL module wise (There are 8 modules – refer Annexure I) with signoff of the business requirements as

accepted by HOCL core team member concerned for each module. Separate invoice shall be raised for the supply and installation of Tally ERP 9.0 multiuser and Tally Server 9 software. Payment shall be released within 30 days of submission of the bills along with the acceptance by the HOCL core team members concerned. If security deposit is not submitted by the vendor, 10% of contract value shall be deducted from the initial few bills and balance shall be paid subject to the business requirements and scope of work being fully complied as accepted in writing by HOCL core team. However if security deposit is submitted by the vendor, as in below paragraph, no deductions will be made from the bills.

**8) SECURITY DEPOSIT**

- 1) Total security deposit shall be 10% of contract value/actual value of work.
- 2) Security Deposit shall be paid by DD/Banker's Cheque issued by SBI favouring Hindustan Organic Chemicals Ltd, payable at Ambalamedu branch SBI or by Bank Guarantee in the format submitted by HOCL. Security Deposit shall be submitted in full within 15 days of issue of work order to the successful bidder.
- 3) The Bank Guarantee shall be valid for the period from starting date of the contract to three months after the completion of the one year software support period after project completion. Ie upto three months after the completion of the contract.
- 4) The Security Deposit shall be released, three months after the completion of the one year software support period.

**9) LIQUIDATED DAMAGES**

In the event of delay in performance of work assigned, liquidated Damages shall be charged @ 0.50% per day to a maximum of 5% of the total contract value.

**10) DEFECT LIABILITY PERIOD: AS PER GCC**

**11) REJECTION**

HOCL reserves the right to reject any and all proposals, to waive any informality in proposals received, to accept or reject any or all of the items in the proposal, and to award the contract in whole or in part and/or negotiate any or all items with individual Proposers if it is deemed in HOCL's best interest. Moreover, HOCL reserves the right to make no selection if proposals are deemed to be outside the fiscal constraint or not in the best interests of HOCL.

**12) LAST DATE OF BID SUBMISSION AND DATE OF OPENING OF BIDS**

The last date of submission of the bids shall be **18/12/2018, 02:00 PM**

The Technical Bids will be opened on **19/12/2018, 02:00 PM** electronically. Technically acceptable bidders will be informed about the date and time of opening of the commercial bids by emails

**13) BID EVALUATION**

A Bid Evaluation Team of HOCL will review all Proposals received online as per the tender terms and conditions.

**14) CONTACT PERSON :**

**VIJAYAKUMAR MENON N**  
**Chief General Manager (Marketing /Management Services)**  
**Hindustan Organic Chemicals Limited**  
**Mobile: 9961482664, 0484-2727427**  
**Email:vk.menon@hoclindia.com**

**15) LOCATION OF WORK**

The consultants of the vendor are expected to be present at Hindustan Organic Chemicals Ltd, Ambalamugal, Kochi for carrying out this work throughout the project period. Remote working will not be acceptable to HOCL. The ERP core team members of HOCL shall be available for discussions with the vendors' Tally consultants and for providing the necessary support/ assistance throughout the project period.

**16) WORKING TIME**

The normal working days and working hours of HOCL shall be applicable which is from 9 am to 5 pm.

**17) SAFETY/ SECURITY REGULATIONS**

The vendor's personnel shall follow all the safety / security regulations of the company when they are involved in the work at HOCL premises.

**18) LIABILITY OF EMPLOYMENT**

The personnel deputed for the work shall remain as the employee of the vendor. Under no circumstances shall HOCL be liable for special, direct, indirect or any other damages to the vendors employees in connection with or

arising out of furnishing, performance or rendering services or deliverables provided to HOCL in connection with the work.

## **19) CONFIDENTIALITY**

All the deliverables as well as information of any kind transferred by HOCL to the vendors employees will be for the sole and exclusive use of HOCL. The vendor or his employees shall not disclose the transferred items to any other person or organization. The vendor shall take all reasonable steps to ensure that the deputed personnel having access to the deliverables or any material relating thereto will refrain from disclosure, duplication or any reproduction in any form.

## **20) LABOUR LAWS AND ENVIRONMENTAL PROTECTION**

The vendor shall abide by the Article – 8 “Labour Laws” of General conditions of contract (GCC) available in the downloads section of our website [www.hoclindia.com](http://www.hoclindia.com).

## **21) CONDITIONS PERTAINING TO PERFORMANCE OF WORK**

- (i) Location of work:** The consultants of the vendor shall perform the complete work in the premises of HOCL at Ambalamugal, Kochi, Kerala. They shall be available throughout the project duration.
- (ii) Consultants not to be changed in between:** The vendor has to ensure that the consultants deputed for the work continue to be available till the end of the work. No consultant shall be withdrawn or changed without the written consent of HOCL.
- (iii) Attendance of consultants:** A record of attendance of consultants from the various modules shall be maintained by HOCL which can be verified and signed on a daily basis by the team leader of the consultant’s team deputed by the vendor.
- (iv) Project Manager:** The project manager shall be deputed by HOCL.
- (v) Support from HOCL ERP core team members:** Necessary support shall be made available for giving inputs to the consultants and assisting in testing of the developed software. However, the consultants are expected to be highly skilled and experienced and trained in Tally ERP 9.0 server implementation.

- (vi) **Acceptance of deliverables:** The acceptance of deliverables by HOCL core team members concerned shall be deemed as acceptance by HOCL.
- (vii) **Facilities for performance of work:** The vendor shall provide information on the facilities to be provided for performance of work while submitting their offer.
- (viii) **Restrictions on employment of personnel:** HOCL and the vendor will not offer employment directly or otherwise to each other's staff associated with this project for a period of three years from the completion of this project.
- (ix) **Force Majeure:** HOCL and the vendor shall not be liable for any failure to perform or delay in performance under this agreement, which results from acts of God, war, riots or other causes beyond the reasonable control of the affected party.

**22) RESPONSE TIME FOR ISSUES REPORTED TO THE VENDOR DURING THE ONE YEAR SOFTWARE SUPPORT PERIOD**

The response time is categorized based on the priority of the requirement as under which will be decided by HOCL.

Priority	Nature of the issue
Priority 1	Issue that affects critical operations like Sales due to which business activities have come to a halt.
Priority 2	Issue that does not have an impact on critical operations.

**Priority 1:** The response time shall be immediately and not later than 8 hours of reporting the problem to the vendor.

**Priority 2:** The response time shall be within two working days from the date of reporting the problem to the vendor.

**23) ARBITRATION**

All questions and disputes relating to the meaning of the specifications, business requirements, scope of work and instructions here-in and as to any other aspect on the work or as to any other question, claim, right, matter or thing whatsoever in any way arising out of or relating to the contract, instructions, orders or these conditions or otherwise concerning the works or

the execution or failure to execute the same whether arising during the progress of the work or after the cancellation, termination, completion or abandonment thereof shall be referred to a sole arbitrator for adjudication through arbitration. The arbitration shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act 1996 or any statutory modifications or re-enactment thereof and the rules made there under and for the time being in force, shall apply to the arbitration proceedings.

The Executive Director of HOCL, Kochi or in his absence, any other senior level manager appointed by the Chairman and Managing Director of HOCL shall be the arbitrator.

**HINDUSTAN ORGANIC CHEMICALS LIMITED**

(A Government of India Enterprise)  
Ambalamugal P.O., Ernakulam District, Kerala - 682 302.

**Tender No: HOC/MSS/608/2018-2019**

***THIS DOCUMENT TO BE SIGNED AND SEALED BY BIDDER ON ALL PAGES AND  
SUBMITTED ALONG WITH THE E-TENDER IN COMPANY LETTER HEAD***

**DECLARATION BY BIDDER**  
**(To be submitted along with the Technical bid)**

We . (Name and address of the bidder) hereby declare that, we have gone through and understood the tender documents, business requirements of HOCL and scope of work and all other details in these tender documents. We confirm that we have the capabilities and experience in providing the required services.

We understand that our bid is liable to be rejected if copies of all the documents mentioned in the TECHNICAL BID are not submitted along with the tender.

We agree that the rates submitted by us shall remain firm and no changes shall be applicable.

We understand that the security deposit shall be released only three months after the completion of the contract period which includes one year software support post actual project completion.

**DATE:**

**SIGNATURE OF AUTHORISED PERSON**

**PLACE:**

**COMPANY SEAL:**

## HINDUSTAN ORGANIC CHEMICALS LIMITED

(A Government of India Enterprise)  
Ambalamugal P.O., Ernakulam District, Kerala - 682 302.

Tender No: HOC/MSS/608/2018-2019

**THIS DOCUMENT TO BE SIGNED AND SEALED BY BIDDER ON ALL PAGES AND  
SUBMITTED ALONG WITH THE E-TENDER IN COMPANY LETTER HEAD  
TENDER FOR TALLY ERP 9.0 SERVER IMPLEMENTATION IN HOCL**

**TECHNICAL BID**

SI No	Item	Details to be filled up by vendor
1	Name and address of the vendor	
2	GSTIN No:	
3	Details of contact person: Name, phone number, email ID	
4	Do you have a minimum of 15 years experience in Tally ERP implementation	<b>(Yes/ No)</b> <i>(Enclose evidence of 15 years' experience. Any document issued by Government evidencing 15 years of existence of the company shall be acceptable.)</i>
5	Are you a Tally certified 5 star Sales and Solutions partner	<b>(Yes/ No)</b> <i>( Please attach the Tally 5 star Sales and Solutions certified partner certificate)</i>
6	HOCL intends to start working on Tally ERP 9.0 server platform from 1.4.2019. Vendor may please go through the Annexure I. Based on this, the vendor may provide a detailed project schedule.	<i>Vendor is required to attach the tentative project schedule with this Technical bid, signed and sealed on all pages. The phases of the project, and all the tasks should be explained with duration of each phase/ task in days/ weeks.</i> <b>Have you attached the project schedule with this Technical bid.</b>
7	Can you undertake to implement the project	<b>(Yes/ No)</b>

	<b>without subcontracting part or whole of the work to other firms?</b>	<i>(This is a requirement to be satisfied by the vendor as per the general terms and conditions)</i>
<b>8</b>	<b>Do you undertake to satisfy all the business requirements of HOCL and the scope of work.</b>	<b>(Yes/ No)</b> <i>Deviations if any should be attached to this technical bid, sealed and signed on all the pages.</i>
<b>9</b>	<b>Details of EMD paid vide Demand draft favouring Hindustan Organic Chemicals Ltd, payable at <b>Ernakulam</b> enclosed along with this technical bid</b>	Bank :-..... DD No:.....  Amount Rs :20,000/-
<b>10</b>	<b>Are you experienced in migrating from SAP ERP to Tally ERP 9.0</b>	<b>(Yes/ No)</b> If yes, please attach the details as evidence.
<b>11</b>	<b>Have you executed at least one order for Tally ERP 9.0 server implementation of value not less than Rs 15 lakhs after 1.1.2016</b>	<b>(Yes/ No)</b> <i>(Please enclose details of the work and a copy of work order of value exceeding Rs 15 lakhs that you have executed after 1.1.2016. Please also enclose the details of the customer with contact details for our verification.)</i>
<b>12</b>	<b>Attach any other information that you wish to furnish to establish your capabilities</b>	Give details of attached additional documents here
<b>13</b>	<b>Check whether you have attached the following documents to this technical bid, duly signed and sealed on all the pages.</b>  <b>If the bid does not contain these, it is liable to be rejected.</b>	<b>(i) Business requirements of HOCL and Scope of work (Annexure I)</b> <b>(ii) Deviations from business requirements and scope of work if any (<i>deviations if any to be given item wise as stated in Business requirements</i>)</b> <b>(iii) General terms and conditions of the contract (Annexure III)</b> <b>(iv) Deviations from the general</b>

		<p><b>conditions of contract if any</b></p> <p><b>(v) Project schedule as in sl no: 6 above</b></p> <p><b>(vi) Copy of DD favouring HOCL towards EMD</b></p> <p><b>(vii) Declaration by bidder (Annexure IV)</b></p> <p><b>(viii) Tally 5 star sales and solutions partner certificate.</b></p> <p><b>(ix) Copy of work order for Tally ERP 9.0 server implementation of value not less than Rs 15 lakhs executed after 1.1.2016</b></p> <p><b>(x) Contact details of the customer who placed the work order for our verification.</b></p> <p><b>(xi) Other documents mentioned at sl no: 12 above if any</b></p>
<b>14</b>	<b>Details of Tally ERP skilled manpower employed by you.</b>	
<b>15</b>	<b>Have you been blacklisted by any Government organization in the past. If yes, furnish the details.</b>	<b>(Yes/ No)</b>

This is to certify that all the facts furnished above and documents attached are genuine/ true. We have attended the pre-bid meeting at HOCL. We also understand that in case it is subsequently found that the documents / facts furnished are false, the contract (if placed on us) is liable to be cancelled. I confirm that we accept the general conditions of contract for this tender and deviations if any have been attached to this technical bid.

**Signature**

**Date:**

**Company seal**

**HINDUSTAN ORGANIC CHEMICALS LIMITED**

(A Government of India Enterprise)  
Ambalamugal P.O., Ernakulam District, Kerala - 682 302.

**Tender No: HOC/MSS/608/2018-2019**

***THIS DOCUMENT TO BE SIGNED AND SEALED BY BIDDER ON ALL PAGES AND  
SUBMITTED ALONG WITH THE E-TENDER IN COMPANY LETTER HEAD***

**COMPETENCE CRITERIA FOR PARTICIPATING IN THIS TENDER**

1. The bidder must be a Tally 5 star Sales and Solutions Certified partner with a valid certificate. The copy of the certification must be submitted with the Technical bid (Annexure V)
2. The bidder must have at least 15 years of experience in Tally ERP implementation.
3. The bidder must have executed at least one work order of value not less than Rs 15 lakhs after 01.01.2016.
4. The bidder must not have been blacklisted by any government organization in the past.

The bidder must enclose documentary proof of satisfying the competence criteria (SI no: 1 to 3 above) along with the Technical bid (Annexure V) failing which the bid will be rejected. The bidder has to declare in the Technical bid that they have not been blacklisted by any government organization in the past.

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**HINDUSTAN ORGANIC CHEMICALS LIMITED**

**(A Government of India Enterprise)  
Ambalamugal P.O.,Ernakulam District, Kerala – 682 302.**

**TENDER NO: HOC/MSS/608/2018-2019**

**BUSINESS REQUIREMENTS OF HOCL AND SCOPE OF WORK**

The business requirements of HOCL for the various departments and scope of work are listed in this document.

1. Marketing & Sales management
2. Materials management (Purchasing & Inventory)
3. Services procurement
4. Production planning and management
5. Human Resources management and Payroll
6. Quality management
7. Plant maintenance
8. Financial accounting (Accounts receivable & taxes, Accounts payable, Establishment, Corporate &Final accounting)

The business requirements have been compiled based on inputs received from various departments. Any other requirements not included herein which can be ordinarily considered a part of the general requirements for the normal conduct of business in India for any manufacturing organization shall be deemed to be a part of this document.

<b>Marketing and Sales (MODULE 1)</b>		
<b>Sl no</b>	<b>Business requirements</b>	<b>Category</b>
<b>1</b>	<b>Issuing Sale orders for finished goods Phenol Molten, Phenol Hydrated, Acetone, Hydrogen peroxide in Bulk and packed conditions to customers with consignees as required by them. A sale order is generated only for a single product always.</b>	<b>Sale order</b>

2	In HOCL, the prices as on the date of supply will be applicable. Prices may change any time. There should be provision to update the prices in Sale order as required.	Sale order
3	There must be provision to sell Sale order quantity as several consignments of part quantity. Eg: If sale order for a product is for 100 MT, we should be able to sell the 100 MT as several consignments with different quantities. The sales of various consignments issued against a sale order may be on different days at different prices.	Sale order
4	There must be provision to sell the Sale order quantity to different consignees. For this purpose, the sale order quantity is split into several line items with different quantities and consignees.	Sale order
5	Provision for maintaining the details of explosive licence of consignees for Acetone storage	Consignee explosion license master
6	While issuing sale orders for Acetone, ensuring that Consignee has valid explosive license for storage in Bulk or packed condition as applicable.	Sale order
7	Provision for maintaining the details of validity of explosive license, mechanical fitness certificate, pollution under control certificate and Gross laden weight (GLW) of vehicles for loading finished products.	Truck master
8	Provision for adding Transporters as vendors. Database for maintaining the validity of public liability insurance of transporters.	Transporter public liability insurance master
9	Maintaining price master with general prices, special customer specific contract prices, region wise etc. There should be flexibility to offer standard price or fixed contract price for specific customers while issuing sale order. There should be provision to maintain the date of validity of price (From and To dates) in the price master.	Price master
10	When customers issue delivery instructions by email and place trucks for loading, issue delivery order for enabling trucks to enter factory for loading	Delivery order (Loading advice)
11	Inbuilt system for ensuring that (i) truck has explosive license, mechanical fitness certificate, pollution under control certificate (2) Transporter has public liability insurance certificate. Delivery order (loading advice) must be generated only if all these are valid.	Delivery order (Loading advice)
12	It should be possible to delete or edit a delivery order.	Delivery order (Loading advice)

13	There must be provision to print the delivery order in triplicate		Delivery order (Loading advice)
14	Provision for generating Sales invoice using the Sale order, delivery order and price master. A sales invoice will have only one line item. In other words, a sales invoice is generated only for a specific quantity of a specific product. There will not be multiple products (line items) in the same invoice.		Sales Invoice
15	There must be provision for deleting a sales invoice		Sales Invoice
16	There must be provision for printing the Sales invoice		Sales Invoice
17	When sales invoice is generated, the sales quantity must be deducted from the stock and accounting documents generated as applicable.		Sales Invoice
18	Sales return : There can be rare instances of rejection of consignments. In such cases, Invoice will have to be deleted. The stocks and accounts shall be updated.		Sales Invoice
19	When sales invoice is generated, there must be provision to invoice transportation & insurance costs where applicable, cash discount for advance payments. Other discounts as applicable.		Sales Invoice
20	Quantity discount: HOCL has a system of giving quantity discounts to customers based on their total quantity of upliftment in the month. There are quantity discount slabs which will be decided every month based on market conditions. The Quantity discount eligibility depends on the total quantity lifted in the month and can be computed only in the end of the month. The quantity discount is computed in excel and credit note details is uploaded into the system. There must be provision for this.		Credit notes
21	Claiming transportation or other costs from customer. Debit notes are issued where the transportation upto customer's destination is the responsibility by HOCL. Normally the sales is on exfactory basis. HOCL arranges for transportation mainly in the case of hydrogen peroxide. Transportation charges in such cases will be claimed through debit notes.		Debit notes
<b>BUSINESS REQUIREMENTS OF MARKETING &amp; SALES (CONTINUED)</b>			
<b>Sl no</b>	<b>Module</b>	<b>Brief Description</b>	<b>REMARKS</b>
		<b>Description of requirement</b>	

22	SALES MANAGEMENT	Customer master	<p>1. The Customer and Consignee are created in the same way and are in the same data base.</p> <p>2. There are many fields in the customer master to classify/ group customers for various purposes like Account Group, Distribution channel, Division, Industry, Sales office, Sales group, Price group and so on</p> <p>3. Snapshots are being included in the sheet titled SALES SNAPHOTS to clarify the above fields for grouping customers</p> <p>4. All default fields in Customer master of Tally like ADDRESS, GSTIN, Region code (State) etc are required</p>	
23	SALES MANAGEMENT	Customer Code	<p>Serial numbering is different for Customer (Buyer) and Consignee (delivery place or destination). In HOCL SAP system, the customer have 6 digit codes starting with 1 and consignees have 6 digit codes starting with 3. Eg: 100242 represents HNL as customer (Buyer) 300338 represents HNL as consignee. The same can be followed in Tally also.</p>	
24	SALES MANAGEMENT	Material Master	<p>Finished Goods of HOCL are of a hazardous nature. Finished products are sold in BULK (In TANKER TRUCKS) or in PACKED form (In containers/ drums/ carbuoys ). The Vehicle carrying the products must have various permits valid if Sales is in BULK. So there must be a field in MATERIAL MASTER that classifies Sale material (Material type ZFIN) into BULK or PACKED.</p>	

25	<b>SALES MANAGEMENT</b>	<b>Price Master</b>	<p><b>1. The Price master must maintain the price history of products. So it must have FROM and TO Date fields.</b></p> <p><b>2. When sale orders are created, the correct valid price as on date should be selected from the price master.</b></p> <p><b>3. The general prices for sale to normal customers have to be maintained. However Customers (especially actual users who lift assured quantities every month) will be given SPECIAL PRICES as per CONTRACT. So we must have various pricing methodologies and the correct price must be picked up while invoicing.</b></p>	
26	<b>SALES MANAGEMENT</b>	<b>Pricing conditions</b>	<b>Other pricing conditions like Transportation charges, Insurance charges etc have to be maintained which have to be picked up while invoicing.</b>	
27	<b>SALES MANAGEMENT</b>	<b>Taxes</b>	<b>The IGST or CGST + SGST will have to be properly charged depending upon the customer (buyer) location (interstate Vs intrastate)</b>	
28	<b>SALES MANAGEMENT</b>	<b>Sale order</b>	<b>Sale order is the main document based on which sales happens. The Sale order has to be released (approved) by the marketing officer concerned for subsequent transactions in the system.</b>	
29	<b>SALES MANAGEMENT</b>	<b>Payment</b>	<b>Payment terms may vary. Could be advance payment or Letter of credit (LC). Sale order should include the mode of payment.</b>	
30	<b>SALES MANAGEMENT</b>	<b>Vehicle master</b>	<b>The vehicle has to be taken inside the company for loading product as per Sale order. Being hazardous products, Vehicle is expected to have some statutory permits valid. There must be a VEHICLE master with Vehicle number and Date fields to enter the validity of various permits.</b>	

31	SALES MANAGEMENT	Loading advice (Delivery order)	<p>1. Loading advice is the document issued to Transporter in triplicate to enable the vehicle to enter the factory and proceed for loading the product.</p> <p>2. The validity of vehicle permits as applicable to product being loaded will be checked by system and only if permits are applicable for the next 7 days, the Delivery order should be generated. A flowchart will be given to clarify the checking procedure. The checking procedure will be applicable only when Material type is ZFIN and BULK sale</p> <p>3. Vehicle will be weighed at weighbridge before and after loading. Quantity loaded in MT (for BULK) and in Number of packs for packed will be updated in the Loading advice.</p>	
32	SALES MANAGEMENT	Sales Invoice	Sales invoice is to be prepared using the Sale order and Loading advice. Various data will flow into the Sales Invoice from Sale order and Loading advice database files.	When Sales invoice is saved/ posted, stock of sold goods must decrease
33	SALES MANAGEMENT	Various processes to be discussed	<p>1. Price Maintenance 2. Customer Maintenance 3. Transporter Maintenance 4. Vehicle maintenance 5. Sale order issue 6. Loading advice issue 7. Sales Invoice issue 8. Month end QD calculations and issue of credit notes 9. Claiming transportation charges for Hydrogen peroxide by issuing debit notes</p>	
34	SALES MANAGEMENT	Sales Accounting	Accounting documents should be generated when Sales Invoice is generated	
35	SALES MANAGEMENT	Editing & Deletion	There must be provision for Editing and cancelling Sales documents :- Sale order, Loading advice	

36	SALES MANAGEMENT	Scrap sales	There must be provision for sale of scraps. Scrap material stock is created in the system and sold with applicable taxes.	
37	SALES MANAGEMENT	E WAY BILL	Provision for generating E Way Bill by uploading from Tally ERP system to GST E-way bill system of the Government.	
38	MARKETING & SALES REPORTS	VARIOUS REPORTS BASED ON MARKETING & SALES MASTERS AND TRANSACTION DATA	<p>Daily/ Monthly/ Quarterly/ yearly sales reports  Vehiclewise consignment list between two dates  Transporterwise consignment list between two dates  Productwise report generation, Buyer wise report generation,  Regionwise report generation.  Price with validity dates report</p> <p>Sales Tax register</p> <p>Truck Maintenance</p> <p>Transporter public Liability</p> <p>Explosive License Check</p> <p>Customer-Material &lt;&gt; Payment Terms</p> <p>Pending Sales Order Report</p> <p>Sales data</p> <p>Quantity Off Take Report</p> <p>LIST OF DELIVERY ORDERS ISSUED</p> <p>Sales Invoice Document Print</p>	Provision to get the reports in excel format file

			<b>Service Invoice</b>  <b>Price Report- Region Wise Base Price</b>  <b>Price Report- Customer- Base Price</b>  <b>Price Report- Consignee- Base Price</b>  <b>Customer Master</b>  <b>ZSD024           Tranportation/Insurance Charges</b>  <b>ZSD027           Product Taken by</b> <b>Customer/Consignee</b>  <b>ZSD028           Maintain minimum pending quantity</b>  <b>ZSD029           Pending quantity_Sale order update</b>  <b>ZSD030           Special Incentive - Consignee Wise</b>  <b>ZSD031           Special Incentive - Region Wise</b>  <b>ZSD032           Special Incentive -</b> <b>Customer_Consignee Wise</b>  <b>ZSD033           LC Report</b>	
<b>MARKETING &amp; SALES PROCESSES</b>				
<b>Payment receipt</b>				
<b>Price maintenance</b>				
<b>Customer maintenance</b>				
<b>Transporter maintenance</b>				
<b>Vehicle maintenance</b>				
<b>Sale order issue</b>				

<b>Delivery order issue</b>
<b>Invoice issue</b>
<b>Month end QD calculations</b>
<b>Claiming Transportation charges</b>
<b>Credit for QD calculated</b>

<b>Materials and inventory management (MODULE 2)</b>		
<b>Sl no</b>	<b>Business requirements</b>	<b>Category</b>
<b>1</b>	<b>Creating Purchase requisitions (of different types) for Cash purchase, Emergency purchase, Normal purchase and Service purchase with separate serial numbering.</b>	<b>Mandatory</b>
<b>2</b>	<b>facility for attaching drgs /spec sheets to pr by user dept</b>	<b>Mandatory</b>
<b>3</b>	<b>existing stock in stores to be displayed /printed</b>	<b>Mandatory</b>
<b>4</b>	<b>Provision to edit, delete , add material / service items in a PR and print the PR</b>	<b>Mandatory</b>
<b>5</b>	<b>provision to add additioanl spec of material by indenting dept</b>	<b>Mandatory</b>
<b>6</b>	<b>Releasing (approving) Purchase requisitions - one level of release</b>	<b>Mandatory</b>
<b>7</b>	<b>Facility fto enter tracking no in PR by MATERIALS DEPT</b>	
<b>8</b>	<b>Creating RFQ (Request for quotation) with approved PRs FACILITY FOR ADDING ADDITIONAL TERMS IN rfg</b>	<b>Mandatory</b>
<b>9</b>	<b>Print the RFQ with the addresses of vendors in the selected vendor group</b>	<b>Mandatory</b>
<b>10</b>	<b>Ability to create multiple RFQs from same PR with different items. I.E. provision for splitting the items in PR among more than opne RFQ.</b>	<b>Mandatory</b>
<b>11</b>	<b>Ability to create RFQ for mutiple vendor Groups</b>	<b>Mandatory</b>
<b>12</b>	<b>Single tender RFQ</b>	<b>Mandatory</b>
<b>13</b>	<b>facility for exporting RFQ/PR Items with qty to nic site BOQ</b>	<b>Mandatory</b>
<b>14</b>	<b>facility to print draft RFQ before release</b>	
<b>15</b>	<b>Facility to email the RFQs directly to vendors having email address in system after release</b>	<b>mandatory</b>
<b>16</b>	<b>Ability to generate a comparative statement of prices quoted by vendors against an RFQ</b>	<b>Mandatory</b>
<b>17</b>	<b>Ability to create purchase prposal with the selected vendor details</b>	<b>Mandatory</b>
<b>18</b>	<b>Ability to create Purchase orders (PO) on vendor using an RFQ with provision to edit quantity, price etc Purchase orders include indigenous and import purchase orders with prices in</b>	<b>Mandatory</b>

	<b>foreign currency</b>	
	<b>Import po with different sl no</b>	
<b>19</b>	<b>Ability to create PO from PR or directly with material code</b>	
<b>20</b>	<b>Release of Purchase order (PO) - one level</b>	<b>Mandatory</b>
<b>21</b>	<b>It is important that only if PR is released, it should be possible to generate RFQ using that PR</b>	<b>Mandatory</b>
	<b>Editing of PR after generation of RFQ to be banned</b>	
<b>22</b>	<b>It is important that only if RFQ is released, it should be possible to generate a PO</b>	<b>Mandatory</b>
	<b>Inbound delivery note/Inspection note to be prepared before GRN</b>	
<b>23</b>	<b>It is important that only if PO is released, it should be possible to generate a Goods receipt note (GRN)</b>	<b>Mandatory</b>
<b>24</b>	<b>Maintenance of Material master , vendor master with required fields to facilitate business operations in Tally environment</b>	<b>Mandatory</b>
<b>25</b>	<b>Generation of Goods Receipt Note and posting</b>	<b>Mandatory</b>
<b>26</b>	<b>Issue of materials for Production, maintenance, projects (Asset creation), cost centers</b>	<b>Mandatory</b>
	<b>Facility to create demand notes by user departments</b>	
	<b>Rejection notes to be generated as a separate document serially</b>	
<b>27</b>	<b>Accounting of material receipts and issues</b>	<b>Mandatory</b>
<b>28</b>	<b>Purchase registers</b>	<b>Mandatory</b>
<b>29</b>	<b>Various Purchase reports</b>	<b>Mandatory</b>
<b>30</b>	<b>PR, RFQ and PO for services purchases</b>	<b>Mandatory</b>
<b>31</b>	<b>Maintenance of services master with the required fields to facilitate end to end business operations in Tally environment</b>	<b>Mandatory</b>
<b>32</b>	<b>Service entry creation as proof of services completed by vendors/ contractors</b>	<b>Mandatory</b>
<b>33</b>	<b>Three levels of release for Service entry</b>	<b>Mandatory</b>
<b>34</b>	<b>Ability to create Purchase / Work orders with Material and Service elements. In this case, GRN will be generated for materials and Service entry for services</b>	<b>Mandatory</b>
<b>35</b>	<b>Various inventory reports : Reorder status report, Bin status report, PO list, Insurance report, PO receipt reports, Non moving material and so on</b>	<b>Mandatory</b>
	<b>VENDOR RATING REPORTS REQUIRED FOR ISO</b>	
<b>36</b>	<b>Multiple units of measure</b>	<b>Mandatory</b>

<b>37</b>	<b>Tax code maintenance</b>	<b>Mandatory</b>
<b>38</b>	<b>Maintenance of vendor master and grouping vendors into vendor group. Example : There will be different vendor groups for steel and cement. Some vendors who supply both cement and steel will be in both vendor groups.</b>	<b>Mandatory</b>
	<b>Putting vendors in Holiday list upto a particular period</b>	
<b>39</b>	<b>Grouping of vendors, materials, services as required by HOCL to facilitate generation of various reports as per needs</b>	<b>Mandatory</b>
<b>40</b>	<b>Systems for initiating action for the replenishment of stock items like Reorder level</b>	<b>Mandatory</b>
<b>41</b>	<b>Non moving item report period wise required for auditors</b>	
<b>42</b>	<b>Report on list of items of unit value wihthin a range</b>	
<b>43</b>	<b>LPG ACCOUNTING</b>	

<b>Materials and Inventory management (continued)</b>				
<b>Sl no</b>	<b>Module</b>	<b>Brief Description</b>	<b>Description of requirement</b>	<b>Remarks</b>
<b>1</b>	<b>General requirements</b>	<b>Ease of executing transactions</b>	<b>Since Tally has no transaction codes like SAP, all transactions including customized transactions must be accessible from then opening screen.</b>	
<b>2</b>	<b>General requirements</b>	<b>Cancellation of documents</b>	<b>When transaction documents are cancelled, then such documents should appear in the list as cancelled.</b>	
<b>3</b>	<b>General requirements</b>	<b>Easy Identification of kind of transaction</b>	<b>SAP has different movement types for different kind of transactions like Sales, Sales return, Production, Purchase receipts, Transfer between storage locations etc. Tally has no movement type. When transactions for a day are listed, some means of distinguish transactions should be considered.</b>	
<b>4</b>	<b>General requirements</b>	<b>MM &amp; FI periods</b>	<b>It should be possible to ensure that documents are not posted with backdates beyond a desired date.We need to maintain this control. In the SAP environment, MM</b>	

			period will be open for 2 months at a time (current and previous month) only.	
5	Purchasing management	Purchase groups	In HOCL, each department is a purchase group. Purchase Groups should be available in the system as shown in the snap shot no: 1. The purchases are carried out for different departments. So the Purchase group should appear in the purchasing documents , PR, RFQ, PO	PR - Purchase requisition RFQ – Request for quotation PO - Purchase order
6	Purchasing management	Tracking number	It is necessary to have a field 'TRACKING NUMBER' which will be entered in PR. While creating RFQ with PR, Tracking number should flow to RFQ. While creating PO with RFQ, TRACKING NUMBER should flow to PO. TRACKING NUMBER is manually assigned by Materials department so that all purchasing documents can be listed using TRACKING NUMBER. TRACKING NUMBER actually is the Purchase file number. We can use the TRACKING NUMBER to list all purchasing documents ie PR, RFQ and PO using this common number.	
7	Purchasing Management	Vendor code	Vendors codes are system generated serial numbers (7 digit). We can continue this system in Tally also.	Need to fix the fields in vendor master
8	Purchasing Management	Purchasing documents	We should enable the creation of PR, RFQ, PO in the Tally system. All these documents have common fields. All fields in PR will be there in RFQ with some extra fields. All fields in RFQ will be there in PO with some extra fields.	

9	Purchasing Management	Rate contracts	In certain cases, Rate contracts are executed which have same format as PO. PO is then made from Rate contract.	
10	Purchasing Management	Purchase documents	There should be facility to create RFQ with PR, PO with RFQ, PO with Rate Contract etc. Since the field are common, this is feasible.	
11	Purchasing Management	Generation of PDF documents for purchasing	Provision for printing the Purchase documents in the required format as well as generating PDF documents in the ssame format should be possible. This is to email the documents to vendors as required.	
12	Purchasing Management	PR document types	PR (Purchase requisition) is generated in the system by various departments to buy the required materials. Materials department processes the PRs for purchasing the materials. PR Document types :- (i) Material PR Normal (ii) Emergency PR (iii) Cash PR, (iv) Service PR Normal System generated serial numbers shall be different for these PR types.	Need to fix the fields in the Purchasing documents PR
13	Purchasing Management	RFQ document types	To get quotation from the vendors against PRs, Materials department send RFQ (Request for Quotation) to the vendors. RFQ can be of the following types:- (i) Open tender Material (ii) Limited tender Material (iii) Single tender Material (iv) Open tender Service (v) Limited tender service (vi) Single tender Service	Need to fix the fields in the Purchasing documents RFQ
14	Purchasing Management	PO document types	The different types of PO are :- (i) Import PO (ii) Indigenous PO (iii) Emergency PO (iv) Cash PO (v) Service work order These will have different serial numbers	Need to fix the fields in PO and Rate Contract

15	Purchasing management	Vendor groups for vendor list	For buying each category of materials, we will float RFQ to vendors as per applicable vendors list. For this purpose, vendors are grouped. Eg: For buying Cement, Steel, Laboratory glassware, medicines , Stationeries etc we have separate vendors list. All the vendors in a list are in the same VENDOR GROUP. However, a vendor may appear in several VENDOR GROUPS. (See Snap shot 3 in a sample list of Vendor GROUP and Snap shot 4 is the VENDOR LIST of Vendor Group MAT101 as a sample)	
16	Purchasing management	RFQ creation	RFQ is created using PR and VENDOR GROUP (VENDOR LIST). A single RFQ can be generated using a PR. We should be able to print the RFQ in the address of all vendors in the applicable VENDOR GROUP. There must be facility to generate multiple RFQs with same PR.	
17	Purchasing Management	Comparative statement	Comparative statement will be another Table. There must be facility to enter the prices quoted by all quoting vendors for all materials for an RFQ. We should then be able to print the comparative statement with format as in snap shot 5	
18	Purchasing Management	Purchase order (PO)	We must be able to generate multiple POs using an RFQ. An RFQ may consist of 10 material items. Out of this, depending upon lowest prices quoted by vendors, we should be able to generate POs against specific vendor code for lesser than 10 items. Ie there must be provision to select the required RFQ material items while generating PO. Different POs generated from an RFQ will be on different vendors	

19	Inventory Management	Storage locations and bins	Storage Locations or Godowns available in Tally. Within a Godown, we may have shelves with several cells. We identify them as A21, C45 etc. A21 means cell no: 21 of shelf A, C45 means cell no: 45 of Shelf C and so on. So to locate the bulk materials in the stores, there will be only storage locations. For locating spare parts of equipment etc, in addition to the Godown, Bin identification will be required. Eg: Item ABC is located in MAIN stores in Bin F67	
20	Inventory management	Material code	We have 8 digit material codes. Code strings have only numbers. Codes may start with the digit 0 in certain cases. We will have to adopt this material codification system. Material codes are not system generated. It is manually assigned by us as per a documented codification plan. Eg: First two digits represent category eg : Compressor spare, second two digits , sub category ( Reciprocating type or Rotating type) and last four is a serial number.	<ol style="list-style-type: none"> <li>1. Need to fix the fields in Material master</li> <li>2. Need to decide where the HSN code will be maintained for materials</li> </ol>
21	Inventory management	Material classification	Classification of materials : Materials are classified into Material Types and further into Material groups as shown in the snap shot no: 2. There are only 12 Material types. There are plenty of (hundreds of ) material groups.	
22	Inventory Management	Long material description in Material master	Field for long description of material required in Material master for appearing in Purchase order	

23	Inventory Management	Goods receipt note	<p><b>1. When goods are received (supplied by vendors ) as per Purchase orders (PO), the GRN Goods Receipt Note is generated.</b></p> <p><b>2. Simultaneously, accounting document should also be generated.</b></p> <p><b>3.While creating Goods Receipt Note, there should be provision to enter the Invoice quantity, Shortage quantity, Rejected quantity and based on these, Accepted quantity should be calculated. Vehicle number through which goods are received also needs to be entered.</b></p> <p><b>4. Finance department can make payment for material supplies only after GRN is generated unless there is some advance payment to be made.</b></p>	
24	Inventory Management	Goods issue note	<p><b>When any employee/ deptneeds to consume goods in stock (other than BOM items). He should be able to create a demand note. When demand note is posted by Stores, stock of issued material will decrease and accounting document will be generated.</b></p>	
25	Purchasing management	Release (Approval) of Purchase documents	<p><b>In the Purchase cycle, it should not be possible to generate the next tier document unless HOD approves the lower tier document.</b></p> <p><b>Eg: Unless PR is released it should not be possible to generate RFQ.</b></p> <p><b>Unless RFQ is approved, it should not be possible to generate PO.</b></p> <p><b>Unless PO is approved, it should not be possible to generate a GRN.</b></p>	
26	Purchasing management	Tax code maintenance	<p><b>Maintenance of tax codes - Methodology to be decided</b></p>	

SNAP SHOTS GIVEN BELOW

Purchase Groups : Are the departments in HOCL

Material types is the broad classification of materials with accounting implications

Material Group / Service group : - Classification of materials and services into groups for user convenience

Vendor Group :- Classification of vendors into groups for purchase convenience.

PGr	Description	Tele
CIV	Civil	
ELE	Electrical	
F&S	Fire and safety	
FIN	Finance	
GEN	General	
INS	Instrumentation	
IS4	ISO14001	
IS9	ISO9001	
MAT	Materials	
MEC	Mechanical	
MKT	Marketing	
MSS	MSS	
PAD	P&A	
PRD	Production	
PRJ	Projects	
QC	Quality Control	
UTI	Utilities	
VIG	Vigilance	

**HOCL MATERIAL TYPES**

ZCAP	(HOCL) Capital goods
ZCHE	(HOCL) Chemicals
ZFEU	(HOCL) Fuel
ZFIN	(HOCL) Finished Product
ZPAC	(HOCL) Packaging Material
ZPIP	(HOCL) Pipeline materials
ZROH	(HOCL) Raw materials
ZSAC	(HOCL) Service
ZSCR	(HOCL) Scrap
ZSEM	(HOCL) Semifinished
ZSPR	(HOCL) Spare Parts
ZTRD	(HOCL) Trading goods

Matl Group	Material Group Desc.
SSM001	AGITATOR
SSM002	AKAY PUMP
SSM003	AMMONIA COMPRESSOR
SSM004	AUTOMOBILE
SSM005	BEARINGS
SSM006	BOILER SPARES
SSM007	BPCL PUMPS
SSM008	CENTRIFUGE
SSM009	CME PUMP
SSM010	COLUMN SPARES
SSM011	CPP TOOLS
SSM012	COOLING TOWER
SSM013	COUPLINGS
SSM014	CP10 PUMP SPARES
SSM015	CPP SPARES
SSM016	CPT COMP SPARES

Snap shot 2

Snap shot 3

## Snap shot 1

### SOME EXAMPLES OF VENDOR GROUPS. EACH VENDOR GROUP HAS A CODE AND A DESCRIPTION

MAT101	OXYGEN ANALYSER
MAT102	ZIRCONIUM PROBE O2 ANALYSER
MAT103	HYDROGEN ANALYSER
MAT104	MOISTURE ANALYSER
MAT105	PH METER ANALYSERS
MAT106	ELECTRONIC TEST BENCH
MAT107	CONTROL VALVE
MAT108	MASS FLOW METER
MAT109	PANEL MOUNTED INSTRUMENTS
MAT110	ELECTROMAGNETIC FLOW METER
MAT111	MANOMETERS
MAT112	CONVERTERS
MAT113	ALARM ANNUNCIATOR
MAT114	CHLORINATORS
MAT115	PRESSURE SWITCHES

VENDOR LIST FOR VENDOR GROUP NO: MAT101 FOR OXYGEN ANALYSER .

SL.No.	VENDOR	STATUS(Suspended Upto)
1	1000049 ACCURATE ENGINEERS & SYSTEMS 2 ND FLOOR, P K M MANZIL BLDG; FLOWER JUNCTION T D ROAD, ERNAKULAM 682035 KOCHI KERALA INDIA	
2	1000153 ANALYSER INSTRUMENT CO. PVT LTD S2/1, ELECTRONICS COMPLEX, IP INDL. ESTATE,  324005 KOTA RAJASTHAN INDIA	<b>SNAP SHOT NO: 4</b>
3	1000449 CHEMTROLS INDUSTRIES LTD, AMAR HI	

There will be several vendors under each group, Sample shown above for Vendor group MAT101 – Oxygen analyser

**Comparative statement of quotations. Structure of document given below:-**

	A	B	C	D	E	F	G	H	I	J	K
1		Comparative statement of rates									
2		Reference RFQ NO: 600000001									
3		Reference TRACKING NO: 45635A									
4	Sl no	Material description (from RFQ)	Unit	Qty	Vendor1	Vendor2	Vendor3	Vendor4	Vendor5		These are vendors belonging to the applicable VENDOR GROUP. Number of vendors in adifferent VENDOR GROUPs may vary.
5	1	3" GI pipe X 7 mtr	Mtr	49	p11	p21	p31	p41	p51		
6	2	4" GI pipe X 7 mtr	Mtr	49	p12	p22	p32	p42	p52		
7	3	5" GI pipe X 7 mtr	Mtr	49	p13	p23	p33	p43	p53		
8	4	6" GI pipe X 7 mtr	Mtr	49	p14	p24	p34	p44	p54		
9	5	7" GI pipe X 7 mtr	Mtr	21	p15	p25	p35	p45	p55		
10											
11		p11 = Price quoted by vendor1 for item 1									
12		p55 = price quoted by vendor5 for item 5									
13		p23 = Price quoted by vendor2 for item 3									
14		Ans so on									
15											
16		If we select the RFQ NO and VENDOR GROUP, above array must become visible to enter the prices									
17		Comparative statement of rates printout will be as above									
18											

**SNAP SHOT NO: 5**

<b>BUSINESS REQUIREMENTS FOR SERVICES PROCUREMENT (MODULE 3)</b>				
<b>SI no</b>	<b>Module</b>	<b>Brief Description</b>	<b>Description of requirement</b>	<b>Remarks</b>
<b>1</b>	<b>Purchasing</b>	<b>Service classification</b>	<b>Services are classified into Service category and Service groups (aka Material groups)</b>	
<b>2</b>	<b>Purchasing</b>	<b>Service category</b>	<b>Service category distinguishes Services normally consumed by various departments of HOCL. EG: Canteen services and Security services are consumed by P&amp;A dept. So they will belong to P&amp;A category.</b>	
<b>3</b>	<b>Purchasing</b>	<b>Service code (Activity code)</b>	<b>Each service shall have a service code (activity number). This service code shall be self generated serial number as decided based on the specific Service category.</b>	
<b>4</b>	<b>Purchasing</b>	<b>Service Group</b>	<b>It is the technical classification of Services (Activities) Eg: Cable laying tasks, Pipe welding tasks, Transportation activities, Fire extinguisher repair tasks, Gas cylinder testing etc. There may be several service codes (Services) under each Service group. All services in common service group will have the same SAC code.</b>	
<b>5</b>	<b>Purchasing</b>	<b>Service units</b>	<b>Services shall have units to specify quantity. Eg : Cable laying service - unit shall be mtr (Similar to units for Material)</b>	

6	Purchasing	Service master	We need a service master. The various fields pertaining to each Service or Activity shall be included in the master like Service code (Activity number), SAC code, Unit, Service Group,	<p>1. To decide and fix up the fields in service master.</p> <p>2. To decide whether Material and service masters will be common or separate</p>
7	Purchasing	PR	Service PR is a request for purchasing Services. This can be similar to Material PR except that the line items are services	
8	Purchasing	RFQ	Service RFQ is generated as in the case of Materials from PR except that items are service items	
9	Purchasing	Comparative statement of rates	Similar in principle to that mentioned under MATERIAL PROCUREMENT	
10	Purchasing	Service work order	This is one of the PO types discussed in Excel SHEET : MATERIAL PROCUREMENT	
11	Purchasing	Service entry sheet	When a contractor (Vendor) performs the services as per Service work order, the department concerned generates the Service Entry Sheet (Equivalent to GRN in Material procurement). This is the basis for Finance to make payment.	

<b>BUSINESS REQUIREMENTS FOR SERVICES PROCUREMENT (Continued)</b>		
<b>SI no</b>	<b>Business requirements</b>	<b>Category</b>
12	Creating Purchase requisitions (Works Contracts) for normal works, capital works and Rate contracts with separate serial numbering.	Mandatory
13	Provision to edit, delete , add service items, Scope of work, scope of supply (materials & Tools /Tackles), Cost of tender document, EMD, single/two BID, Engineer in Charge, Defect Liability Period, Payment Terms, Security Deposit, LD, Period of contract, Time of completion, Agreement in a PR.	Mandatory
14	Releasing (approving) Purchase requisitions - one level of release , once released no field editable unless unreleased. And print the PR with release details	Mandatory
15	Creating RFQ (Request for quotation) with approved PRs	Mandatory
16	It is important that only if PR is released, it should be possible to generate RFQ using that PR	Mandatory
17	Print the RFQ with the addresses of vendors in the selected vendor group	Mandatory
18	Ability to create multiple RFQs from same PR with different items. I.E. provision for splitting the items in PR among more than one RFQ.	Not Mandatory
19	Ability to generate a comparative statement of prices quoted by vendors against an RFQ	Mandatory
20	Ability to create Work orders on vendor using an RFQ with provision to edit quantity, price etc	Mandatory
21	Release of Work order - one level	Mandatory
22	It is important that only if PO is released, it should be possible to generate a Service Entry sheet	Mandatory
23	Provision to generate service entry even if the line item amount increases. i.e. there shall limit only for the total work order value.	
24	Maintenance of services master with the required fields to facilitate end to end business operations in Tally environment. Service entry can be done only till the total work order value.	Mandatory

<b>25</b>	<b>Maintenance of Service master , vendor master with required fields to facilitate business operations in Tally environment</b>	<b>Mandatory</b>
<b>26</b>	<b>Generation of Service Entry sheet with respect to the work orders as a proof of measurment and satisfactory completion of service in Three level release</b>	<b>Mandatory</b>
<b>27</b>	<b>Three levels of release for Service entry</b>	<b>Mandatory</b>
<b>28</b>	<b>Accounting of services for maintenance (maintenance Orders), projects (Asset creation), cost centers</b>	<b>Mandatory</b>
<b>29</b>	<b>Accounting of Service Entry with respect to Equipment / Cost centers</b>	<b>Mandatory</b>
<b>30</b>	<b>work order registers</b>	<b>Mandatory</b>
<b>31</b>	<b>Various reports regarding balance work to be done / service entry not done / works nearing completion period / contract period.</b>	<b>Mandatory</b>
<b>32</b>	<b>Different Units of measurement</b>	<b>Mandatory</b>
<b>33</b>	<b>Tax code maintenance</b>	<b>Mandatory</b>
<b>34</b>	<b>Maintenance of vendor master and grouping vendors into vendor group. Service group etc similar to materials</b>	<b>Mandatory</b>

<b>BUSINESS REQUIREMENTS FOR PRODUCTION PLANNING / MANUFACTURING (MODULE 4)</b>					
<b>Sl no</b>	<b>Module</b>	<b>Brief Description</b>	<b>Description of requirement</b>	<b>VER</b>	<b>Remarks</b>
<b>1</b>	<b>PRODUCTION</b>	<b>Process order</b>	<p><b>1. A process order is created in the beginning of each month for every material to be produced in HOCL. Materials to be produced include (i) Utilities like Steam, Cooling water etc (ii) Semifinished goods like Lean propylene, Cumene etc (iii) Finished goods like Phenol, Hydrogen peroxide etc (iv) Packed or further processed variants of finished products</b></p> <p><b>2. The planned production quantity is entered in the process order. This can be edited as required.</b></p>		<b>Process order creation, releasing, editing, closing</b>
<b>2</b>	<b>PRODUCTION</b>	<b>Process order type</b>	<b>Process orders are generated by various departments of HOCL. The Process order type will decide the serial numbering of Process orders.</b>		
<b>3</b>	<b>PRODUCTION</b>	<b>Bill of Materials (BOM)</b>	<p><b>1. Every material produced in HOCL has a BOM which indicates the quantity of individual inputs used to produce unit quantity of output. 2. BOM gives the theoretical consumption norms which may not always be the actual consumption.2. There must be facility to add or delete materials from BOM.</b></p>		<b>Bill of materials, creation, editing</b>
<b>4</b>	<b>PRODUCTION</b>	<b>Requirement quantity in Process order</b>	<b>The BOM quantity is exploded for the planned quantity of production of output in the process order.</b>		

5	PRODUCTION	Goods receipt	<p>Goods receipt transaction enables us to create the stock of the output materials as per the Process order. There should be facility to reverse excess quantities of goods receipt created by oversight or reverse a goods receipt.</p>	<p>Creating stock of process order output items like semifinished goods, utilities, finished goods</p>
6	PRODUCTION	Process order Confirmation	<p>1. Confirmation is a transaction where the inputs consumption as per BOM norms is posted. However there must be facility to alter the quantities as per BOM norms while posting. This is because in a chemical plant like ours, depending upon the plant load, the actual consumption may vary from the theoretical consumption in many cases.  2. The confirmation also should be reversible if required. 3. There must be facility to add other materials consumed during confirmation even if they are not in the standard BOM.</p>	<p>Consuming the inputs for production.</p>
7	PRODUCTION	Materials for which process order created in HOCL	<p>1. Steam 2. Power (CPP) 3. Cooling water 4. Cumene 5. Lean propylene 6. Phenol/ Acetone 7. Hydrogen peroxide 8. Hydrogen from plant 9. Phenol hydrated 10. Phenol packed 11. Acetone packed 12. Hydrogen peroxide packed 13. D M water</p>	<p>The various items produced in HOCL includes utilities, semifinished goods, finished goods and packed finished</p>

					<b>goods</b>
<b>8</b>	<b>PRODUCTION</b>	<b>Process order reference</b>	<b>Goods receipt (output production) and Confirmation (Input consumption) must be posted for each month referring to the applicable process order for the month.</b>		
<b>9</b>	<b>PRODUCTION</b>	<b>Process order release</b>	<b>Unless a Process order is released, no goods receipt and confirmation should be possible against this Process order.</b>		<b>Release of process order created on monthly basis</b>
<b>10</b>	<b>PRODUCTION</b>	<b>Generation of waste products</b>	<b>Waste products may be generated when outputs are produced against a process order. Waste products will be shown in the BOM with negative quantities as they are produced and not consumed during confirmation.</b>		
<b>11</b>	<b>PRODUCTION</b>	<b>Return of unreacted input</b>	<b>LPG is an input in Lean propylene BOM. Lean propylene is a semifinished good produced (output) against a process order. Above lean propylene is an input in the BOM for Cumene , another semifinished good. When Cumene is produced, a part of Lean propylene that is unreacted returns as LPG. This gets added to the LPG inventory.</b>		

**BUSINESS REQUIREMENTS FOR HUMAN RESOURCES MANAGEMENT (HRM) (MODULE 5)**

<b>Sl.No.</b>	<b>Brief Description</b>		<b>Description of Requirement</b>	<b>Remarks</b>
<b>1</b>	<b>Organisational Management</b>	<b>1</b>	<b>Creation of total Organisation Structure with Departments, Sections Positions, Cost Centre, Employee groups &amp; Subgroups</b>	
		<b>2</b>	<b>Maintenance of Employee Master with all relevant details right from hiring to superannuation/termination</b>	
		<b>3</b>	<b>Facility to upload photographs of employees in employee Master</b>	
<b>2</b>	<b>HR information</b>	<b>1</b>	<b>Assigning Personnel Number, Date of joining, Personal details such as Name date of birth, address, category (SC/ST/OBC/PWD/Ex-Service) Gender, Family particulars, Education Qualification, personal IDs etc</b>	
		<b>2</b>	<b>Bank Account details, Direct &amp; Indirect Status</b>	
		<b>3</b>	<b>Generation of various reports based on specific requests.</b>	
<b>3</b>	<b>Time Management</b>	<b>1</b>	<b>Time recording information from the biometric punching on a day to day basis</b>	
		<b>2</b>	<b>Holiday Calendar</b>	
		<b>3</b>	<b>Shift Schedule Preparation and assigning, Shift Changes</b>	
		<b>4</b>	<b>Leave quota creations, accruals, deduction &amp; balance in Credit</b>	
		<b>5</b>	<b>Leave application by employees and management , Details of leave balance available</b>	
		<b>6</b>	<b>Generation of Period not regularized, Time loss in line with the Shift Schedule</b>	
		<b>7</b>	<b>Tracing Absenteeism</b>	
		<b>8</b>	<b>Overtime, Extra Wage, Generation of Compensatory off</b>	
		<b>9</b>	<b>Entry/Exit for official purpose/personal</b>	
		<b>10</b>	<b>Regularization of attendance on Official Duty/Tour/Training etc.</b>	
		<b>11</b>	<b>Provision for special leave for different purposes</b>	
		<b>12</b>	<b>Muster Roll generation</b>	
		<b>13</b>	<b>Leave Encashment</b>	
		<b>14</b>	<b>Various reports pertaining to attendance , leave records ,shift schedule and other time related functions</b>	

<b>4</b>	<b>Payroll</b>	<b>1</b>	<b>Basic Pay Details (BP, VDA, other eligible allowances etc)</b>	
		<b>2</b>	<b>Provisions to provide Increment</b>	
		<b>3</b>	<b>Updation of VDA on quarterly basis</b>	
		<b>4</b>	<b>Additional Payments</b>	
		<b>5</b>	<b>Various Incentives</b>	
		<b>6</b>	<b>Deductions</b>	
		<b>7</b>	<b>Loans &amp; Advances</b>	
		<b>8</b>	<b>Generation of pay slips linking to HR Master data, Time and Payroll data</b>	
		<b>9</b>	<b>Simulation of Payroll in order to check the payroll results before final run</b>	
		<b>10</b>	<b>Various reports related to payroll, Basic &amp; DA statements etc</b>	

**Business requirements of Quality Control (MODULE 6)**

- 1. Analytical results of samples to be sent to respective departments. The template for each different sample to be developed separately. In each customized result sheet, the reporting person should have enough space to report his specific observations about the sample and result. One or two additional rows may be provided in each result sheet to record the additional parameters required to be specifically analysed for that sample apart from the routine analysis.**
- 2. Data analysis of results should be made possible (both time wise & parameter wise for each sample). For this purpose we must be able to download data in excel format for data analysis.**
- 3. Mail service for communicating various analysis data to departments concerned**
- 4. The results sent should not be editable by respective depts..**

<b>Business requirements for Asset Maintenance management (Plant Maintenance) (MODULE 7)</b>		
<b>SI no</b>	<b>Business requirements</b>	<b>Category</b>
	<b>MASTER</b>	
<b>1</b>	<b>Equipment Master - Shall be able to create and change and shall be linked to the following masters.</b>	<b>Mandatory</b>
<b>a</b>	<b>Equipment location - Shall be able to create and change</b>	<b>Mandatory</b>
<b>b</b>	<b>Equipment Classes and its characteristics - Shall be able to create and change</b>	<b>Mandatory</b>
<b>c</b>	<b>Equipment Parts - Shall be able to create and change</b>	<b>Mandatory</b>
<b>d</b>	<b>Equipment Catalogue - Damage, cause, etc. - Shall be able to create and change</b>	<b>Mandatory</b>
<b>e</b>	<b>Equipment to be linked to cost center - Shall be able to create and change</b>	<b>Mandatory</b>
<b>f</b>	<b>Work Centers - Shall be able to create and change</b>	<b>Mandatory</b>
<b>g</b>	<b>Equipment BOM - Shall be able to create and change to be linked to Material Master</b>	<b>Mandatory</b>
<b>h</b>	<b>Measuring Points - Shall be able to create and change</b>	<b>Mandatory</b>
<b>i</b>	<b>Cost Center</b>	<b>Mandatory</b>
	<b>MAINTENANCE PROCESS</b>	
<b>1</b>	<b>Facility for selection of Equipment and initiation of work notification / work request / work order (long text (MS Word) field required for description of work)</b>	<b>Mandatory</b>
<b>2</b>	<b>Facility for opening of work notification / work request / work order by respective work centers, method to identify new and old notifications</b>	<b>Mandatory</b>
<b>3</b>	<b>Facility for record the details of work done in long text (MS WORD).</b>	<b>Mandatory</b>
<b>4</b>	<b>Facility for entering the name of persons allotted for doing work in the same work notification / work request / work order</b>	<b>Not Mandatory</b>
<b>5</b>	<b>Facility for create reservation from work notification / work request / work order</b>	<b>Mandatory</b>
<b>6</b>	<b>Facility to assign parts damaged, cause of failure and damage done to the equipment, work start date and equipment handover date in the work</b>	<b>Mandatory</b>

	<b>notification / work request / work order.</b>	
<b>7</b>	<b>facility to reflect Service entry cost in work notification / work request / work order.</b>	<b>Mandatory</b>
<b>8</b>	<b>Facility to enter measuring document for each work notification / work request / work order</b>	<b>Mandatory</b>
<b>9</b>	<b>Facility to enter measuring document for each Equipment.</b>	<b>Mandatory</b>
<b>10</b>	<b>Facility to provide work completion and acceptance tag for work notification / work request / work order for distinguishing.</b>	<b>Mandatory</b>
	<b>PREVENTIVE MAINTENANCE PROCESS</b>	
<b>1</b>	<b>Facility for automatic generation of work notification / work request / work order as per the preset schedule for a particular equipment. (first type : same set of works / activities to be done at a preset interval and second type : different sets of work / activities to be done at a preset interval)</b>	<b>Mandatory</b>
<b>2</b>	<b>Facility for opening of Preventive Maintenance notification / work request / work order by respective work centers, method to identify new and old notifications</b>	<b>Mandatory</b>
<b>3</b>	<b>Facility for Assigning person for doing work in the same work notification / work request / work order</b>	<b>Not Mandatory</b>
<b>4</b>	<b>Facility for create reservation from work notification / work request / work order</b>	<b>Mandatory</b>
<b>5</b>	<b>Facility to assign parts damaged, cause of failure and damage done to the equipment, work start date and equipment handover date in the work notification / work request / work order.</b>	<b>Mandatory</b>
<b>6</b>	<b>facility to reflect Service entry cost in work notification / work request / work order.</b>	<b>Mandatory</b>
<b>7</b>	<b>Facility to enter measuring document for each work notification / work request / work order</b>	<b>Mandatory</b>
<b>8</b>	<b>Facility to provide work completion and acceptance tag for work notification / work request / work order for distinguishing.</b>	<b>Mandatory</b>
	<b>ENGINEERING CHANGE MANAGEMENT - MODIFICATION PROPOSAL AND APPROVAL</b>	

<b>1</b>	<b>Facility for selection of Equipment for initiation of modification proposals with separate text fields for "Original Scheme", "Suggested Modification/Improvement", "Justification for the modification", "Materials required and total estimated cost", "Whether statutory approval required, And if so, give details" (text (MS Word) field required for description) (less than 50 modification / year)</b>	<b>Mandatory</b>
<b>2</b>	<b>Facility for opening of modification proposals by respective HODs and give remarks "Acceptable/Acceptable with changes/Not acceptable (Specify the reasons)" . The User ID, date and time to get automatically shall be pasted on text field.</b>	<b>Mandatory</b>
<b>3</b>	<b>Facility for approval by ED / UIC</b>	<b>Mandatory</b>
	<b>MAIL</b>	
<b>1</b>	<b>Facility for sending mails, forward mails, reply to mails to other users with user ID, Date and Time.</b>	<b>Mandatory</b>
	<b>SAFETY PERMIT</b>	
<b>1</b>	<b>There are 10 types of safety permits. The permit has 8 sections to be entered by different /same user ID depending on the authorisation.</b>	<b>Mandatory</b>
<b>2</b>	<b>Facility to enter work notification / work request / work order Number, to pick the Equipment number from the respective work notification / work request / work order, select the type of permit, enter the exact location of work, enter the actual work to be done, check box for additional type of permit to be added, required duration of work (start date and End date), initiating department, depth of excavation in case of "Excavation Permit".</b>	
<b>3</b>	<b>Facility to have radio buttons for YES/NO/NA for prewritten questions and text field for descriptive answers with details of user ID and release for preparation Section.</b>	<b>Mandatory</b>
<b>4</b>	<b>Facility to have text field for descriptive answers with details of user ID for 5 departments and release for Clearance for Excavation Section.</b>	<b>Mandatory</b>
<b>5</b>	<b>Facility to have check box for selecting items and radio buttons for YES/NO/NA for prewritten questions and text field for descriptive answers with details of user ID and shftwise release for Safety Precautions Section.</b>	<b>Mandatory</b>

6	Facility to have Prewritten text with details of user ID, date time etc. for acceptance and release for Acceptance by Performing Authority Section.	Mandatory
7	Facility to have shiftwise release with User ID, Time, Date etc. for Issuence by Authorised Official Section.	Mandatory
8	Facility to have radio buttons for YES/NO for prewritten questions with details of user ID, name, designation, date Time etc. and release for Work Completion Intimation Section.	Mandatory
9	Facility to have radio buttons for YES/NO for prewritten questions, text field for remarks with details of user ID and release for Job Acceptance Section.	Mandatory
10	Facility to have shiftwise acknowledgement with details of User ID, Time, Date etc. for and release for Duty Officer Section.	Mandatory
11	Facility to print the issued permit only.	Mandatory
	<b>REPORTS</b>	
1	Facility to filter and list out work notification / work request / work order with respect to workcenter / date span / equipment / functional location / person assigned.	Mandatory
2	Facility to further filer and list out work notification / work request / work order wth respect to classes / damages / parts etc.	Mandatory
3	Facility to filter cost of maintenance (both materials and service seperately and totally) with respect to workcenter / date span / equipment / functional location.	Mandatory
4	Facility to list out the no. of Preventive maintenance notification work notification / work request / work order including cost with respect to Equipment.	Mandatory
5	Facility to list out the Cost with respect to Cost center.	Mandatory
	<b>LOG REGISTER</b>	
1	Facility for record the details of work done in long text (MS WORD) in each shift with details of time and date of entry before the text to be entered for each login. Editing of the saved portion not to be done (to be protected). This to be created based work center / equipment / functional location etc.	Mandatory

### Business requirements of Financial management- (MODULE 8)

DOCUMENTATION OF THE REQUIREMENTS BASED ON USER INTERACTION WITH FINANCE MANAGEMENT				
No	Module	Description of requirement	REQUIRMENTS	<b>ADDITIONAL REQUIRMENTS-CUSTOMIZATION</b>
1	ACCOUNTS PAYABLE	PURCHASE REPORTS	GRIR/SRIR CLEARING	To identify not posted item in Finace
2	ACCOUNTS PAYABLE	PURCHASE REPORTS	CLEAR GL	To identify not posted item in Finace
4	ACCOUNTS PAYABLE	SALES/PURCHASE REPORTS	POST INCOMING PAYMENT/RECEIPTS	Receipt from Customers
5	ACCOUNTS PAYABLE	PURCHASE REPORTS	VENDOR ACCOUNTS CLEARING	To identify not posted item in Finace -Vendor
6	ACCOUNTS PAYABLE	PURCHASE REPORTS	POSTING OF VENDOR DOWN PAYMENT, ADVANCE PAYMENT	Advance payments to vendors
7	ACCOUNTS PAYABLE	PURCHASE REPORTS	POST WITH CLEARING	Journel Voucher
8	ACCOUNTS PAYABLE	RECEIPT VOUCHER	RECEIPT FOR SD/EMD/ETC POST INCOMING	Receipt From Vendors
12	ACCOUNTS PAYABLE	PAYMENT VOUCHER	POSTING OUT GOING PAYMENTS	payment to Vendors
13	ACCOUNTS PAYABLE	PURCHASE REPORTS	VENDOR LINE ITEMS	Vendor Ledger
14	ACCOUNTS PAYABLE	PURCHASE REPORTS	GL ACCOUNT LINE ITEMS	General Ledger

16	ACCOUNTS PAYABLE	PURCHASE REPORTS	PRINT CHECK FOR PAYMENT	Cheque Printing
17	ACCOUNTS PAYABLE	PURCHASE REPORTS	FINANCIAL ACCOUNTING DISPLAY BALANCE	Vendor balance display summary (Debit, Credit and Balance)
19	ACCOUNTS PAYABLE	PURCHASE REPORTS	PARKING OF INCOMING INVOICES	Invoice Booking
20	ACCOUNTS PAYABLE	PREPERATION/POSTING/PARKING	PARKING /POSTING OF INCOMING INVOICES	Invoice Booking
23	ACCOUNTS PAYABLE	PURCHASE REPORTS	DISPLAY PURCHASE ORDER	Display of service work orders, Purchase orders
24	ACCOUNTS PAYABLE	PREPERATION/POSTING/PARKING	JOURNAL VOUCHER POSTING -OTHER DEPARTMENTS	Invoice Booking
25	ACCOUNTS PAYABLE	PURCHASE REPORTS	PARK INVOICE	Invoice Booking
26	ACCOUNTS PAYABLE	PURCHASE REPORTS	SETTLEMENT OF CONSIGNMENT CONSUMPTION	Invoice Booking(Pipeline and power)
27	ACCOUNTS PAYABLE	PURCHASE REPORTS	VENDOR BALANCE	Schedules-Vendors-Groupwise
28	ACCOUNTS PAYABLE	PURCHASE REPORTS	LIST OF VENDOR OPEN ITM	Schedules-Vendors-Groupwise
29	ACCOUNTS PAYABLE	PURCHASE REPORTS	CREDITORS LEDGER	Creditors -Vendors
30	ACCOUNTS PAYABLE	STATUTORY REPORTS	TDS REPORT IN UPLOADING FORMAT	TDS report
31	ACCOUNTS PAYABLE	PURCHASE REPORTS	GST REGISTER	Purchase Register for GST
32	ACCOUNTS PAYABLE	PURCHASE REPORTS	CREDITORS LEDGER	
33	ACCOUNTS PAYABLE	PURCHASE REPORTS	JOURNAL VOUCHER	Journal Voucher Printing

34	ACCOUNTS PAYABLE	PURCHASE REPORTS	JOURNAL PRINT	
35	ACCOUNTS PAYABLE	PURCHASE REPORTS	VOUCHER PRINTING	Payment voucher printing
36	ACCOUNTS PAYABLE	PURCHASE REPORTS	BANK RECEIPT PAYMENT PRINT	
37	ACCOUNTS PAYABLE	CASH TRANSACTIONS	CASH PURCHASING UPLOADING	CREDIT/DEBIT NOTE UPLOAD - Vendors
38	ACCOUNTS PAYABLE	REPORTS	DAILY QUNTITATIVE REPORT OF ALL PRODUCTS IN WA METHOD /DAILY MONTHLY AND QUARTERLY	Stock Report (RM, FP, Fuel& Packing Mateerials)
39	ACCOUNTS RECEIVABLE	SALES REPORTS	CUSTOMER PAYMENTS	Payment to Customer
40	ACCOUNTS RECEIVABLE	SALES REPORTS	CUSTOMER CLEARING (SET OFF)	To identify not received invoices
41	ACCOUNTS RECEIVABLE	SALES REPORTS	DEBIT NOTES (SINGLE NO)	Debit Note Issue to customer
42	ACCOUNTS RECEIVABLE	SALES REPORTS	CREDIT NOTE (SINGLE NO)	Credit Note Issue to customer
43	ACCOUNTS RECEIVABLE	SALES REPORTS	CUSTOMER LINE ITEMS	Customer Ledger
44	ACCOUNTS RECEIVABLE	SALES REPORTS	CUSTOMER BALANCE DISPLAY	Customer balance display summary (Debit, Credit and Balance)
45	ACCOUNTS RECEIVABLE	SALES REPORTS	DPC CALCULATIONS	Interst Calculation
46	ACCOUNTS RECEIVABLE	SALES REPORTS	SALES PRICE LIST DISPLAY	Sales price
47	ACCOUNTS RECEIVABLE	SALES REPORTS	DEBTORS LEDGER	

48	ACCOUNTS RECEIVABLE	SALES REPORTS	CREDIT NOTE PRINTING	Credit Note Printing
49	ACCOUNTS RECEIVABLE	SALES REPORTS	DEBIT NOTE PRINTING	Debit Note Printing
50	ACCOUNTS RECEIVABLE	SALES REPORTS	BULK UPLOADING OF CREDIT/DEBIT NOTES	DEBIT/CREDIT NOTE UPLOAD- Customer
51	ACCOUNTS RECEIVABLE	SALES REPORTS	CREDIT NOTE REGISTER	Report-Credit Note and Debit Note
52	ACCOUNTS RECEIVABLE	SALES REPORTS	DEBIT NOTE REGISTER	
53	ACCOUNTS RECEIVABLE	SALES REPORTS	EXCES UPLOAD OF THE ABOVE	
54	ACCOUNTS RECEIVABLE	SALES REPORTS	Service Sales Report (Project fee etc	Reprot for sales of Services
55	ACCOUNTS RECEIVABLE	SALES REPORTS	CUSTOMER ADVANCE REPORTS	Report for Customer Advance
56	ACCOUNTS RECEIVABLE	SALES REPORTS	QUARTERLY DISCOUNT POSTINGS	Quarterly Discount Posting
57	ACCOUNTS RECEIVABLE	SALES REPORTS	AGE WISE REPORTS	Report Age wise customers
58	ACCOUNTS RECEIVABLE	SALES REGISTER	PARTY WISE	Sales Report(Date wise, Customer wise and Product wise)
59	ACCOUNTS RECEIVABLE	SALES REGISTER	CUSTOMER WISE	
60	ACCOUNTS RECEIVABLE	SALES REGISTER	PRODUCT WISE	
61	STATUTORY	REPORTS	GST TDS	Report for GST TDS
62	STATUTORY	REPORTS	GSTR- 1	Report for GSTR 1
63	STATUTORY	REPORTS	GSTR3- B	Report for GSTR 3B

64	STATUTORY	REPORTS	GSTR -2A	Report for GSTR2A
65	STATUTORY	REPORTS	TDS REPORT IN UPLOADING FORMAT,VENDOR/CUSOMER SUB LEDGER AND PARTYWISE SUB LEDGER OF	
66	STATUTORY	REPORTS	TDS/GST, REPORTS BY GSTN AND PAN NO WISE.	

**Business requirements of Finance (continued below)**

67	PAYROLL	PAYROLL	ZHR050	Earning and Deductions
68	PAYROLL		PC00_M40_CMAP	Income Tax :Challan mapping program
69	PAYROLL		ZHR049	Individual pay summary printing
70	PAYROLL		PC00_M99_CWTR- Wage type reporter	Wage type reporter
71	PAYROLL		FBCJ	Cash journal
72	PAYROLL		PA30	Maintain HR Master Data
73	PAYROLL		ZHR048	All Category
74	PAYROLL		ZHR043	Basic and DA Statement
75	PAYROLL		PC00_M40_CALC	Payroll program- India
76	PAYROLL		ZHR048	Payroll summary printing
77	PAYROLL		ZHR055	Professional Tax
78	PAYROLL		PC00_M40_CEDT	Pay slip printing
79	PAYROLL		ZHR040	Bank Transfer
80	PAYROLL		ZHR054	Provident Fund
81	PAYROLL		FBV0	Post Parked Document
82	PAYROLL		FCHI	Cheque Lots
83	PAYROLL		FCHU	Create Reference for cheque
84	PAYROLL		F-03	Clear G/L Account
85	PAYROLL		PC00_M40_F16	Form 16

86	PAYROLL		ZHR054	Provident Fund
87	PAYROLL		ZHR055	Professional Tax
88	PAYROLL		ZHR052	Tax Report
89	PAYROLL		ZHR060	HBA Annual Statement
90	PAYROLL		ZHR061	HBA Provisional Certificate
91	PAYROLL		ZHR051	Payroll variance Report
92	PAYROLL		ZHR045	Monthly Loan Details
93	PAYROLL		ZHR042	Personal Loan Details
94	PAYROLL		ZHR053	Payment through Cash
95	PAYROLL		SE16	Data Browser
96	PAYROLL		PA03	Maintain Personnel Control Record
97	PAYROLL		SM37	Overview of job selection
98	PAYROLL		FBZ5	Print Check for Payment Document
99	PAYROLL		ZHRBDC015	Upload to Infotype 0015
100	PAYROLL		ZHRBDC587	Mass Data Upd for IT0587
101	PAYROLL		ZHRBDC586	Mass data Upd for IT0586
102	PAYROLL		ZHRBDC057	Upload infotype 057
103	PAYROLL		S_ALR_87012082	Vendor Balances in Local Currency
104	PAYROLL		TCURMNT	To maintain Exchange Rates

HOCL Kochi unit	TALLY REQUIREMENT FOR FINAL ACCOUNTS			07.11.2018
No	Name	Description		
<b>Module: FINAL ACCOUNTS</b>				
1	Creation of Account codes and Name	There should be Account code for all the Account Names (5th Group of 2nd item). Separate authorisation is required for creation of New accounts. After completion of a particular period, provision should be made to restrict further entries in the previous period after finalisation of Accounts (Quarterly and Yearly).		
2	List of Account codes	1st (Main) group: Liability, Assets, Income and Expenses	2nd group: Sub of each main group like 1a) Equity, 1b) Liabilities, 2a) Fixed Assets, 2b) Current assets, 3a) Sales, 3b) Other income, 4a) Materials, b) Salary, c) Other expenses etc.	3rd Group: Example - under Other expenses of EXPENSES: Stores & Spares, Utilities, M&R, Admn. Exp., S&D Expenses and Provisions.
		4th Group: Example- under Admn. expenses: Rent, Insurance, consultancy, Misc. Expenses etc.	5th Group: Example - under Misc. Expenses: Printing and stationery, Postage, legal charges etc.	6th Group: Customer codes with name, Vendor codes with name, Salary codes with name, employee T. No. with Name etc.
Specimen of Account group is given in separate sheet				
3	Trial balance as per Tally system	Default - Tally		Default
4	<b>Trial balance (for exporting to excel to give link to Balance sheet) - Customised</b>	Trial Balance on a particular date for all the Account codes (5th group). Period from opening date of the Financial year to the Given date. All the account codes should be displayed even if the value is zero.	Trial balance should be printed or exported in the Ascending order of Account Codes (not in the order of Names).	Customisation

5	<b>Quatitative information with value</b>	Productwise quantity and value for Opening stock, production, purchases, consumption, sales and closing stock.		Customisation
6	Ledger	Description should contain name of the party, Short description, name of bank etc.	Two texts are to be entered in the voucher/JV. 1. Short description for ledger. 2. Narration (detailed description) for voucher/JV.	Default
7	Profit & Loss statement			Default
8	Balance sheet			Default
9	Capitalisation of Assets			Default
10	Assets register			Default
11	Depreciation			Default
12	Cash book & Bank Book			Default
13	Bank Reconciliation			Default

**GROUPING OF ACCOUNTS (MODEL) BELOW**

<b>GROUPING OF ACCOUNTS (MODEL)</b>				<b>Trial Balance Group (Customised)</b>			
<b>1st Group</b>	<b>2nd Group</b>	<b>3rd Group</b>	<b>4th Group</b>	<b>5th Group</b>		<b>6th Group</b>	
				<b>Account code</b>	<b>Name</b>	<b>Pary Code / T.No.</b>	<b>Name</b>
<b>Liabilities</b>	Share Capital	Equity share capital		101000	SHARE CAPITAL		
		Preference share capital					
	Other Equity	Securities premium reserves	-	102000	CAPITAL RESERVES		
		Retained earnings	-	103000	P & L A/C AS PER B/S		
		Other comprehensive income	Revaluation of assets	102005	REVALUATION RESERVE		
			Provision for Duties and Taxes				
			Changes in defined benefit plan				
	Borrowings						
	Trade Payables						
	.....						
<b>Assets</b>	Fixed Assets						
	Investments						
	Current Assets						

	Trade Receivables	-	-	207000	SUNDRY DEBT-DOMESTIC	100001	ABC & Co.
	.....					100002	XYZ & Copany
<b>Income</b>	Sale of finished goods	-		300001	Phenol		
				300002	Acetone		
				300003	Hydrogen Peroxide		
					.....		
	Other Income	Other Operating Income					
		Interest Income					
		Other Non-operative income					
<b>Expenses</b>	Cost of Materials consumed			400001	LPG		
				400002	Benzene		
				400003	Others		Cautic soda Lye
							Sulphuric Acid
							Nitrogen
	Changes in Inventory of Finished goods						
	Employees Remuneration	Salary					
		.....					
	Finance cost						
	Depreciation						

	<b>Other Expenses</b>	<b>Consumption of Stores and Spares</b>					
			Catalyst and Chemicals				
			Consumable stores				
			Packing materials				
		<b>Utilities</b>	Power				
			Fuel				
			Water				
		<b>Repairs &amp; Maintenance:</b>	Building				
			Plant and Machinery				
			Other Assets				
		<b>Administration Expenses:</b>	Rent				
			Insurance				
			<b>Miscellaneous expenses:</b>	409063	<b>LEGAL CHARGES</b>		
				409064	BANK CHARGES		
				409065	SECURITY ARRANGEMENT		
				409066	R & D EXPENSES		
				409067	LAB EXPENSES		
				409068	ADVERTISEMENT		
			Power for Township				
			Water for Township				
			Security Expenses				

			Hire of Vehicles Expenses				
			Loss on Exchange Rate Fluctuation				
			Loss on Sale / Disposal of Assets				
			Other Misc. Exp.				
			Prior period Expenditure				
		<b>Selling and distribution expenses:</b>	Cash Discount				
			Publicity Expenses				
			Other Selling expenses				
		<b>Provisions:</b>	Doubtful debts				
			Stores obsolescence				
			Unidentified assets				
			Provision for statutory claims				
			Long term agreements				

## **SCOPE OF WORK FOR TALLY ERP 9.0 IMPLEMENTATION AT HOCL**

Hindustan Organic Chemicals Ltd is a PSU under the Department of Chemicals and Petrochemicals, Ministry of Chemicals & Fertilizers, Government of India. The company now runs on SAP ECC 6.0 ERP system. The company intends to change over to Tally ERP 9.0 server by the beginning of the next financial year (ie beginning of April 2019).

The company wants the business processes under its various functions:- Materials and inventory management, Marketing and Sales management, Production (manufacturing) planning, Quality Control, Plant maintenance, Accounting and Finance management, Human resources and Payroll to be integrated in the latest version of Tally ERP 9.0 server available with capabilities for MIS reporting, Internet based capabilities, data exchange, data security and other business capabilities.

### **The scope of work includes the following:-**

1. Assessing the business requirements of HOCL and deciding the Tally ERP 9.0 latest version software and licensing requirements for HOCL.
2. Conducting a systems study (of LAN, client hardware and OS, Backup and other related software) and submitting technical recommendations to HOCL on the configuration of server (hardware) to be procured and the need for upgrading client hardware to suit Tally ERP 9.0 environment.
3. Supply and licensing of software, installation, customization as per requirements of HOCL.
4. Reviewing and understanding the department wise business requirements of HOCL. Conducting user interactions as required for completely understanding the business requirements.
5. Deciding the structure of the database files / master files with the objective of customizing the business requirements of HOCL.
6. Providing templates in excel format for HOCL to extract the master data from SAP system and provide to the vendor.
7. Converting the excel format master data as mentioned above into xml format and uploading the same to Tally ERP 9.0 database.
8. Ensuring the correctness of uploaded data. Verifying and confirming that the data provided in excel is uploaded without any errors.

9. Configuring / Customizing/ developing the Tally ERP 9.0 software as necessary to meet the business requirements of HOCL.
10. Testing the software with sample data and debugging as necessary to ensure that it is functioning as intended. Testing shall include module level and integration testing.
11. Training the HOCL core team members on using the Tally ERP 9.0 system developed for HOCL.
12. Scheduling for automatic backup of files.
13. Providing the IT team of HOCL the required training for back up management and other required technical tasks.
14. Providing the IT team of HOCL, the required amount of training in TDL to create new reports etc.
15. Providing the IT team of HOCL, the required training for system administration, user authorization etc.
16. Getting the approval / signoff by HOCL core team members concerned of each module that the developed software meets the requirements of HOCL.
17. Ensuring that the consultants deployed are available throughout the project. Consultants should not be changed without the written approval of HOCL.
18. Maintaining attendance records of the consultants deployed at HOCL.
19. Preparing user manuals for future reference by HOCL users.
20. Vendor's project manager shall coordinate all project related activities performed by the vendor's consultants. He shall also coordinate with the project manager of HOCL and HOCL core team members as necessary.
21. Ensuring that all tasks/ business functionalities having accounting implication are customized so that HOCL is able to run on Tally ERP 9.0 platform from 01.04.2019.
22. Customizations without accounting implication shall continue post 01.04.2019 and all such works shall be completed within a period of 3 months (ie by 30.6.2019.)
23. Software support for one year from the date of actual completion of work for correction of any bugs that may exist in the software developed.

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