

बीरबल साहनी पुरावनस्पतिविज्ञान संस्थान, लखनऊ
BIRBAL SAHNI INSTITUTE OF PALAEOBOTANY, LUCKNOW

टेलीग्राम पेलियोबॉटनी

53, विश्व विद्यालय मार्ग

दूरभाष 2740008, 2740011

लखनऊ - 226007

फैक्स ९१-91-522-2740485, 2740098

बी सा पु सं /III/भंडार एवं क्रय/ ~~C-959~~ ~~C-959~~

Date: 12.11.2015

C-965

13

**Automation of the existing manual system by the ERP System
(Specification attached)**

Subject: -----

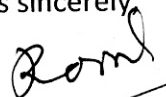
Dear Sirs,

This Institute intend to purchase item mentioned above. Sealed quotations are invited so as to reach this office on or before 5:00 P.M. on 27.11.2015 duly superscribed by "Automation of the existing manual system by the ERP System" due to open in presence of vendors at a later date to be notified.

While submitting quotation please note that:

1. The material may either of indigenous manufacturer or of foreign make, available from ready stock. Any offer to supply on forward Delivery Basis under suppliers own quota license will also be considered.
2. The price quoted should be F.O.R. Destination.
3. Your rates should include packing, insurance and forwarding charges.
4. The rates of Sales Tax should be clearly indicated wherever chargeable. The tendered should also indicate Central/Sales Tax Registration Number and date in this quotation.
5. Specific mention should be made whether the offer is for supplies available ex-stock. In case the officer is on Forward Delivery basis, firm delivery period must be indicated.
6. The cover should be sealed and superscribed "Quotation for "Automation of the existing manual system by the ERP System" must be written on envelope. The quotations not complying the procedure will be rejected.
7. Payments will be made by crossed cheque on The Indian Overseas Bank, Lucknow only after receipt and acceptance of supply and installation/ if required satisfactory.
8. The acceptance of the quotation will rest with the Director who does not bind himself to accept the lowest quotation and reserves the right to himself to reject or partially accept any or all the quotation received without assigning any reasons.
9. The quotations are liable to be cancelled if any of the above mentioned conditions are not complied with.

Yours sincerely,



(Ram Shukla)-
Registrar

✓ Convener, Website Committee, BSIP, Lucknow

Technical Specifications Of Software

Complete Application should be on a web portal using the open source technology with a Single sign-on feature. The key features should be :

1. The Application should be hosted on open source portal platform like Tomcat portal - Jet-Speed/Pluto/JBoss etc
2. The database should be open source Database NOSQL/ MySQL/Firebird
3. All the Applications should be over Single Sign-on integrated with the Application Database
4. The complete Application should be using Unicode
5. All the applications should provide on-line user manual and context sensitive help on all screens
6. The portal should be hosted over a linux Server
7. The portal Application should use a framework like JSF/Hibernate etc.

Qualifying Criterion

1. The Organisation should have a permanent office in Lucknow having a Software Development Centre
2. The organization should be ISO Certified in Software Development or CMM certified
3. The organization should have implemented similar office automation modules in at least 1 Government Offices using the similar technology
4. Demonstration of one / two live portals with similar facility on open source

#	Description	Yes	No
1	Office in Lucknow		
2	Development Centre in Lucknow		
3	CMM level 3 or 5		
4	ISO 9001:2008 Certified in Software Design and Development		
5	Service Tax Registration in Software Development Category		
6	Experience in Open Source Portal (Pluto/JBoss etc.) Platform		
7	Experience in Open Source Databases (MySQL/ NoSQL etc.)		
8	At least 2 Implementation of open source portal for office automation		

Details of the module

1. Establishment (Personnel Management System)

Establishment System is to facilitate the user for maintaining the details of Employees of any organization. It support multi office structure. The system provides features for

- Maintain Masters for Office, Section, Designation Group-Designation, Employee Category, Reservation Category, Service Type etc.
- Maintaining the Sanctioned post Masters
- Recording the Employee Details at the time of joining by
 - New joining
 - On Deputation
 - Return from Deputation
- Maintain Transfers & Postings
- Maintain Promotions
- Maintain Annual Increments
- Maintain Leave Record
- Maintain Complaints and punishment proceedings
- Employee Loan Details and CB Generation
- Employee Medical Claims and CB Generation
- Employee Travel approvals and CB Generation
- Employee Leave Encashment and CB Generation
- Managing start & stop of HRA & GI
- Retirement Notices
- Marking Attrition by
 - Retirement
 - Resignation
 - Deputation Out
 - Death
- Generating CB for Attrition Benefits
- Generation of NoDues for Employees under attrition
- Generation of LPC

2. Inventory Stock Management System

This system facilitates mutli store record keeping in any organization, where the responsibility of each store is assigned to any section. The System provides facility to :

- Define various Stores and the Employees assigned to each store
- Maintain Item Categories
- Maintain Item for each Store
- Maintain the Details of all Suppliers/ Vendors
- Maintain opening Stock for individual Store
- Record the Purchase Order Given to Suppliers/ Vendors
- Record the Supply of Items against PO vide Delivery Challan/ Delivery Challan cum Invoice
- Provision for tagging Delivery Challans against Invoices
- Approval of Invoices and generation of CB
- Record the Indent from various sections to Store
- Issue of Items against Indents

- Return of Items
- Intra Store Transfers
- Stock Accounting Reports and MIS reports

3. Payroll / Pension System

The payroll System is linked with the Establishment System as well as the Financial Accounting System. The system is capable of handling multiple pay policies under multiple pay commission implementation. The system facilitates the user to :

- Maintain masters for Pay commissions, pay scales, grade pay, allowance and deductions, pay policies etc.
- Maintain monthly absent list
- Generate Section wise / salary mode wise paybill generation
- Produces reports for cross verifications
- Transfers Salary Bill to Accounts for Voucher printing
- Generate reports for deductions and loan recoveries
- Generate Pay slips for Employees
- Provision for generating multi month salary for selected employees
- Provision for generating arrears for any change in policy or change in employees numeration
- Provision for calculating the Income tax
- Generating Income Tax Statement

Pension Management (Available as Customization)

This system shall facilitate the user to maintain the pension records of employees and help in pension disposal process. This system shall be tightly coupled with the Payroll and Establishment System. The pension system take care of all types of pension schemes. The system shall provide following features :

1. Provision to fill up the Check List from Employees for initiating the pension eligibility check process
2. Facilitate user for Pension Calculations based on the norms defined
3. After calculating the pension, the approval process shall be initiated and a Pension Order shall be passed and recorded.
4. Once the Order is passed, a Pensioner Master data shall be created , which shall be referred by monthly payment process.
5. Facility shall be provided to apply the DA and other revisions as and when declared for pensioners.
6. Provision for Cheque printing and cash book maintenance.
7. This system shall not cover the Full Accounting for the pension fund

4. Scientific Activity Management System

- approval of to attend the conference / workshop / seminar / lectures
- sanction of tours / field trips
- sanction of publication of research paper

5. File Management System

The File Management System is for keeping the complete file in an electronic form and track the movement of the files. Even if the files are not kept in electronic form, the movement of files may be tracked by the system. This system maintain the complete flow of the Files with all notings in an electronic form if the files are kept in digital format. The prime facilities includes :

- Creation of Files-Volumes-Temporary Files
- Management Of Files : Split- Merge – Copy
- Note Initiation By Section
- Initiate Note for Draft Letter Approval
- File Forwarding with Free Destination Selection/ Fixed workflow Destination
- Tagging Approval Data
- Virtual File View
- Letter Dispatch through File
- Tracking a File or Document in a File

6. DAK Management System

DAK Management system facilitates user to manage the DAK receipt from out side the organization as well as the movement of DAK initiated by any section within the organization. The letter/DAK flows from section to section or between employees within section with provision of recording markings. The letter initiated within the organization may carry a approval tag which may be an administrative or financial. If the approval is financial the sum value is also recorded. The facilities provided by the system includes :

- Receipt of DAK at Central DAK for All or respective Sections for their section DAK
- Importing DAK received on organisational Mail
- Generation of Receipts and Alerts
- Flexible movement of DAK with multi-copy, advance-copy
- Recording of Comments on received DAKs by various sections
- Putting DAK in a File as Annexure
- Marking DAK as a searchable document
- Integration of mail/ SMS for High Priority DAKs

7. SMS System

This System is a supportive system, which can be plugged to send SMS or both to pre-defined concerned persons on occurrence of certain events like To Employee on Annual Increment, Salary Transfer etc., To concerned Employee on receipt of priority DAKs, To Finance Head on exception of Budget and many more.

