Functional Requirement Document
Project Name: GEM Bid Automation

Organization: Metso India Private Limited, Gurugram

Version: 1.0

Prepared by: Prachi Kumari

Date: 7-08-2025

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1. **Introduction**

1.1 **Purpose**
The purpose of this FRD is to define and document the functional requirements for implementing RPA automation on the GEM portal. The solution aims to automate repetitive tasks, such as logging in, searching for relevant procurement opportunities, applying filtering logic, and extracting data in a structured format, thereby improving efficiency, accuracy, and facilitating timely decision-making.

1.2 **Scope**

The RPA automation will:

- Automate login and navigation on the GEM portal.
- Perform keyword-based searches.
- Apply filtering logic to retrieve relevant results.
- Extract and export data into structured formats (Excel/CSV).
- Generate execution logs and notifications.
- Run at scheduled intervals.

2. **Business Process Overview**
Currently, the process of monitoring the GEM portal is manual. A user must log in daily, search for tenders using relevant keywords, filter results manually, and extract data into spreadsheets. This process is **time-consuming**, error-prone, and inconsistent.

The RPA bot will automate this workflow end-to-end

- Log in to the GEM portal.
- Perform searches using predefined keywords.
- Apply filtering logic to extract only relevant results.
- Export the results in structured Excel/CSV files.
- Maintain logs and send notifications for each run.

3. **Functional Requirements**

ID	Requirement	Description
FR1	Portal Login	The bot must log in to the GEM portal using secure credentials

FR2	Keyword Search	The bot must perform searches using a predefined list of keywords
FR3	Filtering	The bot must apply business–defined filtering logic to isolate relevant results
FR4	Data Extraction	Extract required fields such as Bid Title, Date, Value, from the search results
FR5	Export Data	Save extracted data in a structured format in SharePoint with timestamps
FR6	Logging	Maintain a detailed log file of each bot execution
FR7	Notifications	- Send automated email notifications of each bot execution, including success/ failure status - Send an automated email to the concerned salesperson notifying them of the bid
FR8	Scheduling	But must run automatically at predefined intervals (daily/ weekly)
FR9	Error handling	Handle exceptions gracefully and log errors for review
FR10	Security	Ensure credentials and data are handled securely and comply with company standards

4. **Non-Functional Requirements**

ID	Requirement	Description
NFR1	Reliability	The bot should perform tasks consistently without failure
NFR2	Performance	Complete each run within an acceptable time frame (<3 minutes)
NFR3	Scalability	Ability to add more keywords or fields in the future
NFR4	Security	Credentials and extracted data must be securely stored
NFR5	Maintainability	Easy to update the bot in case of GEM portal UI Changes
NFR6	Usability	Logs and outputs should be easy to read and interpret
NFR7	Auditability	All actions must be logged for traceability

5. Assumptions

- GEM portal credentials are valid and active.
- Portal UI will remain stable during bot execution.
- The business team will provide keywords and filtering criteria.
- The bot will have access to a secure environment for execution.

6. Dependencies

- RPA tool (UiPath, Automation Anywhere, or other).
- Stable internet access and GEM portal availability.
- Email server for notifications.

7. Out of Scope

- Manual validation or interpretation of extracted data.
- Bidding or procurement activities on the GEM portal.
- Integration with other internal systems.

- Modifications to the GEM portal's interface or backend.

8. Glossary of Terms

Term	Definition
GEM Portal	Government e-Marketplace portal
RPA	Robotic Process Automation.
Bot	Automated script that performs tasks like a human user
Keyword	Specific term used to search relevant data on the portal
Filtering Logic	Rules to select relevant results from search
Output File	Structured Excel/CSV file containing extracted data
Logs	File Capturing bot execution details
Schedule	Predefined time for automatic execution

9. Approval

Name	Role	Signature	Date
Alok Ranjan	Service Delivery		
Prachi	Business Analyst		