

## **CHECKLIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH TECHNICAL BID**

<b>SL NO</b>	<b>DESCRIPTION</b>	<b>ANNEXED TO TECHNICAL BID (YES /NO)</b>
1	Annexure II - Profile of the Bidder	Yes
2	Annexure III - Power of Attorney	NA
3	Annexure IV - Financial Information	Yes
4	Annexure V – Past Experience of the Bidder	Yes
5	Annexure VI – Declaration on Debarment / Blacklisting	Yes
6	Annexure VII - Certificate of Conformity/ No Deviation	Yes
7	Annexure VIII - Declaration Of Acceptance Of Terms & Conditions in the RFP	Yes
8	Annexure IX - Format for Proposed Project Team	Yes
9	Annexure X - Manufacturer's Authorization Form	NA
10	Annexure XII – Bid Securing Declaration Form	Yes
11	Annexure XIII - Declaration for Local Content	Yes
12	Compliance to Functional Requirement of Procurement & Inventory Management Modules [Vol-II, Ch. 4.1]	Yes
13	Compliance to Inter-Linked and Common Functional Requirements [Vol-II, Ch. 4.2]	Yes
14	Compliance to other Technical Functional Requirements [Vol- II, Ch. 4.3]	Yes
15	Technical solution being offered providing information, architecture and performance details, etc.[Vol-I, 1.5.2(c)]	Yes
16	Product brochure/ Technical Specifications/ Data Sheets for the solution being offered. [Vol-I, 1.5.2(c)]	Yes
17	Response and supporting documents against Technical Evaluation Criteria given in Section 1.9.2 i.e., Parts A to E [Vol-I, 1.5.2(d)]	Yes
18	Details about Post Implementation warranty and AMES support. [Vol-I, 1.5.2(e)]	Yes
19	Any other relevant documents (if any)	



**Nortcele Systems Private Limited**  
**Registered Address:** #92, 1st Floor, Natraj building, Near SNS Arcade, Konnea Agarhara, Vimanpura Post, Old Airport Road, Bangalore 560017  
[www.nortcele.in](http://www.nortcele.in)

**DECLARATION FOR LOCAL CONTENT**

(To be given on Company Letter Head for tender value below Rs.10 Crores)

(To be given by Statutory Auditor/ Cost Auditor/ Cost Accountant/  
CA for tender value above Rs.10 Crores)

Date: 23 April, 2024

To,

The Director,  
Indian Institute of Astrophysics,  
2nd Block, Koramangala, Bangalore – 560034  
Sub: Declaration of Local content

Tender Ref No.: RFT/COMP/178/23-24 Dated: 25 Mar 2024

Tender ID No.: 2024\_IIAP\_802186\_1

1. Name of Tender / Work: - APPLICATION SOFTWARE FOR PROCUREMENT AND INVENTORY MANAGEMENT (EXTENDABLE TO HR & FINANCE MODULES)
2. Country of Origin: India
3. We hereby declare that items offered have 100% local content.
4. Details of location at which local value addition will be made / made: #92, 1st Floor, Natraj building, Near SNS Arcade, Konnea Agarhara, Vimanpura Post, Old Airport Road, Bangalore 560017, State - Karnataka, India.

“Local Content” means the amount of value added in India which shall be the total value of the item

being offered minus the value of the imported content in the item (including all customs duties) as

a proportion of the total value, in percent.

“\*False declaration will be in breach of Code of Integrity under Rule 175(1)(i)(h) of the General



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Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule

151 (iii) of the General Financial Rules along with such other actions as may be permissible under

law."

Yours Faithfully,

For and on behalf of the **Nortcele Systems Private Limited**

(Signature)

Deepa Singh, Director

Date: 23 April, 2024

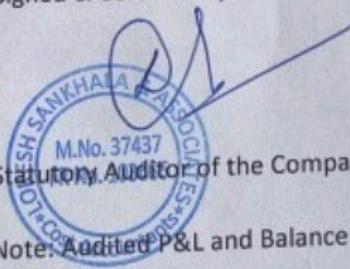


Nortcele Systems Private Limited  
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#### FINANCIAL INFORMATION

Criteria		FY	Total Financial
Financial capability	Turnover exclusively from business activities related to IT/ITES services	2020-21	1,010,000.00
		2021-22	2,773,689.00
		2022-23	3,040,521.40
Net worth	Measured as paid- up capital plus free reserves	2020-21	(367,160.00)
		2021-22	28,467.00
		2022-23	140,935.15

Signed & Certified by

  
M. No. 37437  
Statutory Auditor of the Company  
Note: Audited P&L and Balance Sheet to be submitted.

**NORTCELE SYSTEMS PRIVATE LIMITED**  
**CIN NO:- U72900KA2019PTC130691**  
**BALANCE SHEET AS AT March 31, 2023**

Particulars	Notes	As at March 31, 2023		As at March 31, 2022	
<b>I. EQUITY AND LIABILITIES</b>					
(1) Shareholders' Funds					
(a) Share Capital	2	1,00,000.00		1,00,000	
(b) Reserves and Surplus	3	40,935.15	1,40,935.15	-71,533	28,467
(2) Non-Current Liabilities					
(a) Long-Term Borrowings	4	9,43,628.57		17,53,538	
(b) Deferred Tax Liabilities (Net)	5	-		0	
(c) Other Long Term Liabilities	6	-	9,43,628.57	0	17,53,538
(3) Current liabilities					
(a) Trade Payables	7	4,87,200.00		28,200	
(b) Other Current Liabilities	8	2,10,982.00	6,98,182.00	3,76,111	4,04,311
<b>TOTAL</b>			<b>17,82,745.72</b>		<b>21,86,316</b>
<b>II. ASSETS</b>					
(1) Non-Current Assets					
(a) Fixed Assets	9	2,58,137.45		65,853	
(b) Long-Term Loans and Advances	10	-		-	
(C) Other non Current Assets	11	3,38,000.00	5,96,137.45	1,32,895	1,98,748
(2) Current Assets					
(a) Cash and Bank Balances	12	11,33,098.27		19,30,706	
(b) Other Current Assets	13	53,510.00	11,86,608.27	56,862	19,87,568
<b>TOTAL</b>			<b>17,82,745.72</b>		<b>21,86,316</b>

Significant accounting policies & Additional Notes

1 & 16

As per our report of even date attached

Nidhi Sajan & Co  
Chartered Accountants

Nidhi Agarwal  
Partner



Date: 07.11.2023  
Place : BENGALURU  
UDIN :23062672BGWUOP3117

For and on behalf of Board of Directors of  
NORTCELE SYSTEMS PRIVATE LIMITED

DEEPA SINGH  
Director  
08640183

ARYAN SINGH  
Director  
08640184

**NORTCELE SYSTEMS PRIVATE LIMITED**

CIN NO:- U72900KA2019PTC130691

STATEMENT OF PROFIT & LOSS FOR THE YEAR ENDED March 31, 2023

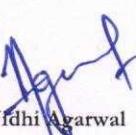
Sl.No.	Particulars	Notes	For the Year Ended March 31, 2023	For the Year Ended March 31, 2022
I.	Revenue From Operations			
	Domestic Sales		25,81,037.20	25,23,559.00
	Export Sales		4,59,484.20	2,50,130.00
	Other Incomes		5,095.61	0.00
	<b>Total Revenue</b>		<b>30,45,617.01</b>	<b>27,73,689.00</b>
II.	Cost of Goods Sold	14	4,95,552.98	0.00
	Operating Expenses		-	0.00
	Employee Benefits Expense		6,49,961.00	14,73,737
	Finance Costs		-	0.00
	Depreciation and Amortization Expense		-	28,672
	Other Expenses	15	17,48,119.04	8,05,833.03
	<b>Total Expenses</b>		<b>28,93,633.02</b>	<b>23,08,241.74</b>
III.	Profit Before Tax (I- II)		1,51,983.99	4,65,447.26
IV.	<b>Tax Expense:</b>			
	(1) Current Tax		39,516.00	69,820.00
	(2) Deferred Tax Liability		-	-
			<b>39,516.00</b>	<b>69,820.00</b>
V.	Profit for the period (III- IV)		1,12,467.99	3,95,627.26
VI.	Earnings per equity share:			
	(1) Basic		11.25	39.56
	(2) Diluted		11.25	39.56

Significant accounting policies & Additional Notes 1 & 16

As per our report of even date attached

Nidhi Sajan & Co  
Chartered Accountants

For and on behalf of Board of Directors of  
**NORTCELE SYSTEMS PRIVATE LIMITED**

  
Nidhi Agarwal  
Partner



Date: 07.11.2023  
Place : BENGALURU  
UDIN :23062672BGWUOP3117

DEEPA SINGH  
Director  
08640183

ARYAN SINGH  
Director  
08640184

NORTCELE SYSTEMS PRIVATE LIMITED

Notes to financial statements for the Year ended March 31, 2023

Particulars	As at March 31, 2023	As at March 31, 2022
<b>NOTE - 2</b>		
<b>SHARE CAPITAL</b>		
<b>AUTHORISED</b>		
100,000 Equity Shares of Rs.10/- each	10,00,000.00	10,00,000.00
<b>SUBSCRIBED, ISSUED AND PAID UP</b>		
10,000 Equity Shares of Rs.10/- each	1,00,000.00	1,00,000.00
Fully Paid up Capital		
	1,00,000.00	1,00,000.00

a. Reconciliation of Number of Shares Outstanding at the beginning and at the end of the reporting period

As at 31st March, 2023

Particulars	No. of Equity Shares	Amount
Outstanding as at the beginning of the year	10,000	1,00,000.00
Additions during the year	-	-
<b>Outstanding at the end of the year</b>	<b>10,000</b>	<b>1,00,000.00</b>

b. Class, Terms/rights attached to equity shares:

The company is having one class of equity shares having a par value of Rs.10/- per share. Each holder of equity is entitled to one vote per share.

c. Details of shares in the company held by each shareholder holding more than 5% shares.

Particulars	As at 31st March, 2023		
Name of the Shareholder	No. of Equity Shares	% of holding	% of holding
Deepa Singh	5,000	50.00	0.00
Aryan Singh	5,000	50.00	0.00

**NOTE - 3**

**RESERVES & SURPLUS**

As at March 31, 2023

As at March 31, 2022

Surplus at beginning of the year	-71,532.84	-4,67,159.94
Surplus as per Statement of Profit & Loss A/c	1,12,467.99	3,95,627.26
<b>Total Reserves and Surplus</b>	<b>40,935.15</b>	<b>-71,532.68</b>

**NOTE - 4**

**LONG TERM BORROWINGS**

As at March 31, 2023

As at March 31, 2022

a. Unsecured Loans	-	-
Loan From Directors and Relatives	9,43,628.57	17,53,538.00
<b>Total</b>	<b>9,43,628.57</b>	<b>17,53,538.00</b>

**NOTE - 5**

**DEFERRED TAX LIABILITIES**

As at March 31, 2023

As at March 31, 2022

Deferred Tax Liabilities		
Differences between book depreciation and tax depreciation		
Opening balance	-	-
Additions during the year	-	-
<b>Closing balance</b>	<b>-</b>	<b>-</b>

**NOTE - 6**

**OTHER LONG TERM LIABILITIES**

As at March 31, 2023

As at March 31, 2022

Trade Payables - Long Term	-	-
	-	-
	-	-



**NORTCELE SYSTEMS PRIVATE LIMITED**

Notes to financial statements for the Year ended March 31, 2023

Particulars	As at March 31, 2023	As at March 31, 2022
<b>NOTE - 7</b>		
<b>TRADE PAYABLES</b>	As at March 31, 2023	As at March 31, 2022
Micro, Small & Medium Enterprises		
Others	4,87,200.00	28,200.00
	<b>4,87,200.00</b>	<b>28,200.00</b>
<b>NOTE - 8</b>		
<b>OTHER CURRENT LIABILITIES</b>	As at March 31, 2023	As at March 31, 2022
Duties & Taxes	-	2,88,735.00
Audit Fees Payable	5,000.00	5,000.00
Provision for Income Tax	39,516.00	69,820.00
TDS Payable	-	12,556.00
Accounting Charges Payables	8,000.00	
GST Payable	1,58,466.00	
	<b>2,10,982.00</b>	<b>3,76,111.00</b>
<b>NOTE - 9</b>		
<b>Plant, property and equipments</b>	As at March 31, 2023	As at March 31, 2022
Computer and Peripherals	2,58,137.45	65,853.00
	<b>2,58,137.45</b>	<b>65,853.00</b>
<b>NOTE - 10</b>		
<b>LONG TERM LOANS AND ADVANCES</b>	As at March 31, 2023	As at March 31, 2022
Capital Advances	-	-
Other Loans & Advances	-	-
	<b>-</b>	<b>-</b>
<b>NOTE - 11</b>		
<b>OTHER NON CURRENT ASSETS</b>	As at March 31, 2023	As at March 31, 2022
Trade Receivables	3,38,000.00	1,32,895.00
GST Receivables	3,38,000.00	1,32,895.00
	<b>3,38,000.00</b>	<b>1,32,895.00</b>
<b>NOTE - 12</b>		
<b>CASH AND BANK BALANCES</b>	As at March 31, 2023	As at March 31, 2022
<b>Cash and Cash Equivalents</b>		
Cash at Bank	10,82,970.99	50,237
Cash on Hand	50,127.28	18,80,469
	<b>11,33,098.27</b>	<b>19,30,706</b>
<b>NOTE - 13</b>		
<b>OTHER CURRENT ASSETS</b>	As at March 31, 2023	As at March 31, 2022
Caution Deposit	5,000.00	5,000.00
Closing Inventory	-	
Balance With Revenue Authority (GST)	-	
TDS & Advance Tax	48,510.00	51,862.00
	<b>53,510.00</b>	<b>56,862.00</b>
<b>NOTE - 14</b>		
<b>COST OF GOODS SOLD</b>	As at March 31, 2023	As at March 31, 2022
Opening Stock	-	-
Add: Purchases	4,95,552.98	-
<b>Total</b>	<b>4,95,552.98</b>	-
Less: Closing Stock	-	
	<b>4,95,552.98</b>	-
<b>NOTE - 15</b>		
<b>OTHER EXPENSES</b>	As at March 31, 2023	As at March 31, 2022
Rent Expenses	-	1,80,000
Accounting Charges	8,000.00	18,200
Advertisement and Promotion Expenses	-	12,150
Telephone Charges	-	13,438
Transportation Charges	-	11,658
Forex Charges	-	405
Depreciation	1,61,164.05	6,125
Web Maintenance Exp	14,000.00	1,522
Labour Charges	-	1,08,150
Conveyance Expenses	10,064.00	32,880
Printing & Stationery	3,871.00	5,210
Professional fees	15,15,000.00	3,55,521



NORTCELE SYSTEMS PRIVATE LIMITED

Notes to financial statements for the Year ended March 31, 2023

Particulars	As at March 31, 2023	As at March 31, 2022
Office Expenses		48,854
Repair and Maintenance Exp	21,451.19	-
Bank Charges	4,373.80	6,721
Interest & Late Filing Charges	656.00	-
Discount	4,539.00	-
Audit Fees	5,000.00	5,000
	<b>17,48,119.04</b>	<b>8,05,834</b>



## **1 STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES**

### **(i) Basis & Method of Accounting**

The Company follows mercantile system of accounting and recognizes income and expenditure on an accrual basis. Financial Statements are prepared under historical cost convention, in accordance with the Generally Accepted Accounting Principles in India (GAAP) and comply in all material aspects, with mandatory accounting standards as specified in Section 133 of the Companies Act, 2013 read with Rule 7 of the Companies (Accounts) Rules, 2014. The significant accounting policies followed by the Company are set out below.

### **(ii) Use of Estimates**

Management has made certain estimates and assumptions in conformity with the GAAP in the preparation of these financial statements, which are reflected in the preparation of these financial statements. Difference between the actual results and estimates are recognised in the year in which the results are known.

### **(iii) Recognition**

Expenses and Income considered payable and receivable respectively have been accounted on accrual basis.

### **(iv) Fixed Assets**

Fixed assets are stated at cost less accumulated depreciation. Cost comprises cost of acquisition and expenditure directly attributable for commissioning of the asset.

### **(v) Depreciation and Amortisation**

Depreciation has been provided on Written Down Value method as per the useful lives specified in Schedule II to the Companies Act, 2013.

### **(xiii) Preliminary & Share Issue Expenses**

Preliminary and Share Issue Expenses are charged off to the Profit & Loss Account.

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As per our Report of even date  
Nidhi Sajan & Co

Chartered Accountants

Nidhi Agarwal  
Partner



Date: 07.11.2023  
Place : BENGALURU  
UDIN : 23062672BGWUOP3117

For and on behalf of the Board of Directors  
NORTCELE SYSTEMS PRIVATE LIMITED

DEEPA SINGH  
Director  
08640183

ARYAN SINGH  
Director  
08640184

**16 ADDITIONAL STATEMENTS TO THE NOTES**

**(I) CONTINGENT LIABILITIES**

Nil

**(II) AS- 18 Related Party Transaction**

**(a) Transaction during the year**

Particulars	Year ended 31-Mar-23
<b>Loan taken from Director</b>	
Aryan Singh	
Deepa Singh	1,64,307.00
<b>Directors Remuneration</b>	-
Aryan Singh	
Deepa Singh	-

**(b) Balance at the end of the Year**

Particulars	Year ended 31-Mar-23
<b>Loan Outstanding</b>	
Aryan Singh	
Ashok Singh Loan (AJP2693E)	1,64,307.00
Ram Khelawan Sanskriti (AABTR3337E)	4,79,320.57
Deepa Singh	3,00,001.00

**(III) AS- 20 Earning per Share**

Particulars	Year ended 31-Mar-23
Profit / (Loss) attributable to Equity Shareholders	1,12,467.99
No of Weighted Average Equity Shares outstanding during the period(Basic)	10,000.00
No of Weighted Average Equity Shares outstanding during the period (Diluted)	10,000.00
Nominal Value of Equity Shares (in `)	10.00
Basic Earnings per Share (in `)	11.25
Diluted Earnings per Share (in `)	11.25

**(IV) Amount paid or payable to Auditor as Fees**

Particulars	Year ended 31-Mar-23
Audit Fees	5,000.00
Other Services	8,000.00
<b>Total</b>	<b>13,000.00</b>

Previous period figures have been regrouped/ rearranged wherever necessary, to make them comparable with current period figures.

As per our Report of even date

Nidhi Sajan & Co

Chartered Accountants

Nidhi Agarwal  
Partner



For and on behalf of the Board of Directors  
NORTCELE SYSTEMS PRIVATE LIMITED

DEEPA SINGH  
Director  
08640183

ARYAN SINGH  
Director  
08640184

# FORM NO. 29B [See rule 40B]

Report under section 115JB of the Income-tax Act, 1961 for computing the book profits of the company



e-Filing Anywhere Anytime

Income Tax Department, Government of India

Acknowledgement Number -465118250301023

1. I have examined the accounts and records of

Name of the assessee

NORTCELE SYSTEMS PRIVATE  
LIMITED

Address of the assessee

FF1, NO. 76/1A, SNS OPP. HOUSE,  
OLD AIRPORT ROAD, KONENA  
AGARHARA, Bangalore North, NAL  
S.O, BANGALORE, Karnataka, INDIA,  
560017

PAN AAGCN7978K engaged in business of Professions-Other professional services n.e.c.(16019) in order to arrive at the book profit during the year ended on the 31st March 2023.

2. I certify that the book profit has been computed in accordance with the provisions of this section. The tax payable under section 115JB of the Income-tax Act in respect of the assessment year 2023-24 is ₹ 22,798 which has been determined on the basis of the details provided in Annexure appended to this Form.

3. In my opinion and to the best of my knowledge and according to the explanations given to me the particulars given in the Annexure are true and correct.

Where any of the matter stated in this report is answered in the negative none or with a qualification, the report shall state the reasons therefore

Name of the Signatory

Membership Number

FRN(Firm Registration  
Number)

NIDHI AGARWAL

062672

0325664E

Address

Date of Audit Report

B308, DODDATHOGUR MAIN  
ROAD, Electronics City  
S.O,Doddathoguru,Doddathogu  
ru,BANGALORE - 560100

30-Sep-2023

Date

Place

28-Oct-2023

117.220.9.209

## Part A

General details which are applicable to all the companies

1. Name of the assessee	NORTCELE SYSTEMS PRIVATE LIMITED
2. Address	FF1, NO. 76/1A, SNS OPP. HOUSE, OLD AIRPORT ROAD, KONENA

AGARHARA, Bangalore North,  
NAL S.O, BANGALORE, Karnataka,  
INDIA, 560017

3. PAN	AAGCN7978K
4. Assessment year	2023-24
5. Financial year adopted by the company under the Companies Act, 2013 (18 of 2013)	01-Apr-2022 to 31-Mar-2023
6. Total income of the company under the Act.	₹ 80,451
7. Income-tax payable on total income	₹ 20,917
8. Whether statement of profit and loss is prepared in accordance with the provisions of Schedule III to the Companies Act, 2013 (18 of 2013).	Yes ₹ 1,51,984
9. Where the financial year referred to in Sl.No. 5 above is same as the relevant previous year, whether the statement of profit and loss referred to in Sl. No. 8 above has followed the same accounting policies, accounting standards for preparing the statement of profit and loss and the same method of rates for calculating depreciation as have been adopted for preparing accounts laid before the company at its annual general meeting? If not, the extent and nature of variation be specified (attach working separately, where required).	Not Applicable
10. Where the financial year referred to in Sl. No. 5 is not the same as the relevant previous year, whether the statement of profit and loss referred to in Sl. No. 8 above has followed the same accounting policies, accounting standards for preparing the statement of profit and loss and the same method of rates for calculating depreciation as have been adopted for preparing accounts for the respective parts of the financial year laid or to be laid before the company at its annual general meeting? If not, the extent and nature of variation be specified (attach working separately, where required).	-
11. Profit according to statement of profit and loss referred to in Sl. No. 8 above as adjusted by the amount or aggregate of amounts on account of variations referred to in Sl. No 9 or Sl. No. 10, as the case may be.	₹ 1,51,984
12. Add: Amount or aggregate of amounts referred to in clauses (a) to (k) of Explanation 1 to sub-section (2) of this section (attach working separately, where required)	-

Sl. No.	Clause	Amount
No Records Added		

Total	-
-------	---

13. Less: Amount or aggregate of amounts referred to in clauses (i) to -
--

(viii) of Explanation 1 of sub-section (2) of this section (attach working separately, where required).

Sl. No.	Clause	Amount
	No Records Added	

Total	-
-------	---

14.	Add/(Less): Amount of adjustments as referred to in sub-section (2A) of this section where the financial statements of the company are drawn up in compliance with the Indian Accounting Standards specified in Annexure to the Companies (Indian Accounting Standards) Rules, 2015 for the previous year or any part thereof (amount from Sl. No 26 of Part B).	₹ 0
15.	Add/(Less): Amount of adjustments as referred to in sub-section (2C) of this section where the financial statements of the company are drawn up in compliance with the Indian Accounting Standards specified in Annexure to the Companies (Indian Accounting Standards) Rules, 2015 for the previous year or any part thereof (amount from Sl. No 33 of Part C).	₹ 0
16.	Add/(Less): Amount or aggregate of the amounts referred to in the sub-clauses (B) to (E) of clause (iii) of Explanation to sub-section (2C) of this section for the previous year or any of the preceding previous years and relatable to such asset or investment retired, disposed, realised or otherwise transferred during the previous year (attach working separately, where required).	-
17.	Add/(Less): Amount or aggregate of the amounts referred to in the sub-clause (F) of clause (iii) of Explanation to subsection (2C) of this section for the previous year or any of the preceding previous years and relatable to such foreign operations is disposed or otherwise transferred during the previous year (attach working separately, where required).	-
18.	Book profit as computed according to Explanation 1 given in sub-section (2) read with sub-sections (2A), (2B) and (2C) (total of Sl. No.11 to 17).	₹ 1,51,984
19.	Are you an International Financial Services Centre Unit? Tax on Book Profit as computed in Sl. No.18	No ₹ 22,798
20.	In case income-tax payable by the company referred to at Sl. No. 7 is less than 15 or 9 per cent of its book profits shown at Sl. No. 18, the amount of income-tax payable would be as per Sl. No. 19.	₹ 22,798

## Part B

Details of the amount required to be increased or decreased in accordance with sub-section (2A) of section 115JB

(Applicable only where the financial statements of the company are drawn up in compliance with the Indian

Accounting Standards specified in Annexure to the Companies (Indian Accounting Standards) Rules, 2015 for the previous year or any part thereof)

21.	Year of convergence as defined in clause (i) of Explanation to sub-section (2C) of this section.	-
22.	Convergence date	-
23.	Total amount credited to the other comprehensive income in the statement of profit and loss	-
24.	Total amount debited to the other comprehensive income in the statement of profit and loss.	-
25.	Increase or decrease referred to in sub-section (2A) of this section	
(i)	Increase on account of amounts credited to other comprehensive income under the head "Items that will not be re-classified to profit or loss".	-
(ii)	Decrease on account of amounts debited to other comprehensive income under the head "Items that will not be re-classified to profit or loss".	-
(iii)	Increase on account of amounts or aggregate of amounts debited to the statement of profit and loss on distribution of non-cash assets to shareholders in a demerger in accordance with Appendix A of the Indian Accounting Standard 10.	-
(iv)	Decrease on account of amounts or aggregate of amounts credited to the statement of profit and loss on distribution of non-cash assets to shareholders in a demerger in accordance with Appendix A of the Indian Accounting Standard 10.	-
(v)	Sub-total [(i) - (ii) + (iii) - (iv)]	₹ 0
(vi)	Increase or decrease on account of amount of revaluation surplus of assets included in item (i) or (ii) above.	-
(vii)	Increase or decrease on account of amount of gains or losses from investments in equity instruments designated at fair value through other comprehensive income in accordance with Indian Accounting Standards 109 included in item (i) or (ii) above.	-
(viii)	Increase or decrease on account of amount or aggregate of the amounts referred to in the first proviso of sub-section (2A) of this section for the previous year or any of the preceding previous years and relatable to such asset or investment retired, disposed, realised or otherwise transferred during the previous year.	-
26.	Total [(v) to (viii)] (amount to be carried to Sl. No.14 of Part A.).	₹ 0

## Part C

Details of the amount required to be increased or decreased in accordance with sub-section (2C) of section 115JB

(Applicable only where the financial statements of the company are drawn up in compliance with the Indian Accounting Standards specified in Annexure to the Companies (Indian Accounting Standards) Rules, 2015 for the previous year or any part thereof)

27.	Year of convergence as defined in clause (i) of Explanation to sub-section (2C) of this section.
28.	Convergence date
29.	Amount or the aggregate of the amounts adjusted in the other equity (including capital reserve and securities premium reserve).
30.	To be increased or decreased by
(i)	Amount or aggregate of amounts adjusted in Capital
(ii)	Amount or aggregate of amounts adjusted in Securities premium reserve.
(iii)	Amount or aggregate of amounts adjusted in the other comprehensive income on the convergence date which shall be subsequently reclassified to profit or loss.
(iv)	Amount or aggregate of amounts adjusted in Revaluation surplus for assets in accordance with the Indian Accounting Standards 16 and Indian Accounting Standards 38 adjusted on the convergence date.
(v)	Gains or losses from investment in equity instruments designated at fair value through other comprehensive income in accordance with Indian Accounting Standards 109 adjusted on the convergence date.
(vi)	adjustments relating to items of property plant and equipment and intangible assets recorded at fair value as deemed cost in accordance with paragraphs D5 and D7 of the Indian Accounting Standards 101 on the convergence date.
(vii)	adjustments relating to investments in subsidiaries, joint ventures and associates recorded at fair value as deemed cost in accordance with paragraph D15 of the Indian Accounting Standard 101 on the convergence date.
(viii)	adjustments relating to cumulative translation differences of a foreign operation in accordance with paragraph D13 of the Indian Accounting Standard 101 on the
(ix)	any other adjustment (to be specified)

Sl.No	Nature	Amount

Total

31. Total [29 +/- (-) 30 (i) to (ix)].	₹ 0
32. 1/5th of the Sl. No 31(amount to be carried to Sl. No. 15 of Part A)	₹ 0
33. Details of adjustment for transition amount.	
(i) Total transition amount	
(ii) Amount or aggregate of amounts adjusted till immediately preceding year.	
(iii) Amounts adjusted in this year	
(iv) Amount to be adjusted in the subsequent year(s)	₹ 0



Acknowledgement Number - 465118250301023

This form has been digitally signed by NIDHI AGARWAL having PAN ACJPC4614R from IP Address 117.220.9.209 on 28-Oct-2023 07:21:49 PM

Dsc SI No and issuer 22766885CN=e-Mudhra Sub CA for Class 3 Individual 2014,C=IN,O=eMudhra Consumer Services Limited,OU=Certifying Authority

**NORTCELE SYSTEMS PRIVATE LIMITED**

CIN NO:- U72900KA2019PTC130691

BALANCE SHEET AS AT March 31, 2022

Particulars	Notes	As at March 31, 2022		As at March 31, 2021	
<b>I. EQUITY AND LIABILITIES</b>					
(1) Shareholders' Funds					
(a) Share Capital	2	100,000		100,000	
(b) Reserves and Surplus	3	(71,533)	28,467	(467,160)	(367,160)
(2) Non-Current Liabilities					
(a) Long-Term Borrowings	4	1,753,538		433,133	
(b) Deferred Tax Liabilities (Net)	5	0		0	
(c) Other Long Term Liabilities	6	0	1,753,538	0	433,133
(3) Current liabilities					
(a) Trade Payables	7	28,200		0	
(b) Other Current Liabilities	8	376,111	404,311	39,350	39,350
<b>TOTAL</b>			2,186,316		105,323
<b>II. ASSETS</b>					
(1) Non-Current Assets					
(a) Fixed Assets	9	65,853		-	
(b) Long-Term Loans and Advances	10	-		-	
(C) Other non Current Assets	11	132,895	198,748	8,992	8,992
(2) Current Assets					
(a) Cash and Bank Balances	12	1,930,706		91,331	
(b) Other Current Assets	13	56,862	1,987,568	5,000	96,331
<b>TOTAL</b>			2,186,316		105,323

Significant accounting policies & Additional Notes 1 & 16

As per our report of even date attached

Nidhi Sajan & Co

Chartered Accountants



Nidhi Agarwal

Partner

For and on behalf of Board of Directors of  
NORTCELE SYSTEMS PRIVATE LIMITED

DEEPA SINGH  
Director

ARYAN SINGH  
Director

Date - 11-09-2022

Place : BENGALURU

UDIN - 22062672BCGDEL6776

**NORTCELE SYSTEMS PRIVATE LIMITED**  
**CIN NO:- U72900KA2019PTC130691**  
**STATEMENT OF PROFIT & LOSS FOR THE YEAR ENDED March 31, 2022**

Sl.No.	Particulars	Notes	For the Year Ended March 31, 2022	For the Year Ended March 31, 2021
I.	Revenue From Operations			
	Domestic Sales		2,523,559	0.00
	Export Sales		250,130	1,010,000.00
	<b>Total Revenue</b>		<b>2,773,689</b>	<b>1,010,000.00</b>
II.	Cost of Goods Sold	14	0.00	50,000.00
	Operating Expenses		0.00	0.00
	Employee Benefits Expense		1,473,737	1,097,768.00
	Finance Costs		0.00	0.00
	Depreciation and Amortization Expense		28,672	0.00
	Other Expenses	15	805,833.03	279,092.00
	<b>Total Expenses</b>		<b>2,308,242</b>	<b>1,426,860.00</b>
III.	Profit Before Tax (I- II)		465,447.00	(416,860.00)
IV.	<b>Tax Expense:</b>			
	(1) Current Tax		69,820.00	-
	(2) Deferred Tax Liability		-	-
			<b>69,820.00</b>	<b>-</b>
V.	Profit for the period (III- IV)		395,627.00	(416,860.00)
VI.	Earnings per equity share:			
	(1) Basic		39.56	(41.69)
	(2) Diluted		39.56	(41.69)

Significant accounting policies & Additional Notes 1 & 16

As per our report of even date attached

Nidhi Sajan & Co  
Chartered Accountants

Nidhi Agarwal  
Partner

For and on behalf of Board of Directors of  
NORTCELE SYSTEMS PRIVATE LIMITED

DEEPA SINGH  
Director

ARYAN SINGH  
Director



Date - 11-09-2022

Place : BENGLALURU

UDIN - 22062672BCGDEL6776

**NORTCLE SYSTEMS PRIVATE LIMITED**

Notes to financial statements for the Year ended March 31, 2022

Particulars	As at March 31, 2022	As at March 31, 2021
<b>NOTE - 2</b>		
<b>SHARE CAPITAL</b>		
<b>AUTHORISED</b>		
100,000 Equity Shares of Rs.10/- each	1,000,000.00	1,000,000.00
<b>SUBSCRIBED, ISSUED AND PAID UP</b>		
10,000 Equity Shares of Rs 10/- each	100,000.00	100,000.00
Fully Paid up Capital	100,000.00	100,000.00
<b>a. Reconciliation of Number of Shares Outstanding at the beginning and at the end of the reporting period</b>	<b>As at 31st March, 2022</b>	
<b>Particulars</b>	<b>No. of Equity Shares</b>	<b>Amount</b>
Outstanding as at the beginning of the year	10,000	100,000.00
Additions during the year	-	-
<b>Outstanding at the end of the year</b>	<b>10,000</b>	<b>100,000.00</b>
<b>b. Class, Terms/rights attached to equity shares:</b>		
The company is having one class of equity shares having a par value of Rs.10/- per share. Each holder of equity is entitled to one vote per share.		
<b>c. Details of shares in the company held by each shareholder holding more than 5% shares.</b>		
<b>Particulars</b>	<b>As at 31st March, 2022</b>	
<b>Name of the Shareholder</b>	<b>No. of Equity Shares</b>	<b>% of holding</b>
Deep Singh	5,000	50.00
Aryan Singh	5,000	50.00
<b>NOTE - 3</b>		
<b>RESERVES &amp; SURPLUS</b>	<b>As at March 31, 2022</b>	<b>As at March 31, 2021</b>
Surplus at beginning of the year	-467,159.94	-50,301.00
Surplus as per Statement of Profit & Loss A/c	395,627.00	-416,858.94
<b>Total Reserves and Surplus</b>	<b>-71,532.94</b>	<b>-467,159.94</b>
<b>NOTE - 4</b>		
<b>LONG TERM BORROWINGS</b>	<b>As at March 31, 2022</b>	<b>As at March 31, 2021</b>
a. Unsecured Loans	-	-
Loan From Directors and Relatives	1,753,538.00	433,133.00
<b>Total</b>	<b>1,753,538.00</b>	<b>433,133.00</b>
<b>NOTE - 5</b>		
<b>DEFERRED TAX LIABILITIES</b>	<b>As at March 31, 2022</b>	<b>As at March 31, 2021</b>
Deferred Tax Liabilities		
Differences between book depreciation and tax depreciation		
Opening balance	-	-
Additions during the year	-	-
<b>Closing balance</b>	<b>-</b>	<b>-</b>
<b>NOTE - 6</b>		
<b>OTHER LONG TERM LIABILITIES</b>	<b>As at March 31, 2022</b>	<b>As at March 31, 2021</b>
Trade Payables - Long Term	-	-
<b>NOTE - 7</b>		
<b>TRADE PAYABLES</b>	<b>As at March 31, 2022</b>	<b>As at March 31, 2021</b>
Micro, Small & Medium Enterprises		
Others	28,200.00	-
	<b>28,200.00</b>	<b>-</b>



NORTCILE SYSTEMS PRIVATE LIMITED

Notes to financial statements for the Year ended March 31, 2022

Particulars	As at March 31, 2022	As at March 31, 2021
<b>NOTE - 8 OTHER CURRENT LIABILITIES</b>	<b>As at March 31, 2022</b>	<b>As at March 31, 2021</b>
Duties & Taxes	200,715.00	5,000.00
Audit Fees Payable	3,000.00	-
Provision for Income Tax	69,830.00	-
TDS Payable	12,556.00	33,750.00
Professional Tax Payable	-	600.00
	376,111.00	39,350.00
<b>NOTE - 9 Plant, property and equipments</b>	<b>As at March 31, 2022</b>	<b>As at March 31, 2021</b>
Computer and Peripherals	65,853	-
	65,853	-
<b>NOTE - 10 LONG TERM LOANS AND ADVANCES</b>	<b>As at March 31, 2022</b>	<b>As at March 31, 2021</b>
Capital Advances	-	-
Other Loans & Advances	-	-
	-	-
<b>NOTE - 11 OTHER NON CURRENT ASSETS</b>	<b>As at March 31, 2022</b>	<b>As at March 31, 2021</b>
Trade Receivables	132,895	8,992.00
GST Receivables	-	-
	132,895.28	8,992.00
<b>NOTE - 12 CASH AND BANK BALANCES</b>	<b>As at March 31, 2022</b>	<b>As at March 31, 2021</b>
Cash and Cash Equivalents	-	-
Cash at Bank	50,237	46,331
Cash on Hand	1,880,469	45,000
	1,930,706	91,331
	-	-
<b>NOTE - 13 OTHER CURRENT ASSETS</b>	<b>As at March 31, 2022</b>	<b>As at March 31, 2021</b>
Caution Deposit	5,000	5,000.00
Closing Inventory	-	-
Balance With Revenue Authority (GST)	-	-
TDS & Advance Tax	51,862	-
	56,862	5,000.00
	-	-
<b>NOTE - 14 COST OF GOODS SOLD</b>	<b>As at March 31, 2022</b>	<b>As at March 31, 2021</b>
Opening Stock	-	-
Add: Purchases	-	50,000.00
<b>Total</b>	<b>-</b>	<b>50,000.00</b>
Less: Closing Stock	-	50,000.00
	-	-
<b>NOTE - 15 OTHER EXPENSES</b>	<b>As at March 31, 2022</b>	<b>As at March 31, 2021</b>
Rent Expenses	180,000	185,000
Accounting Charges	18,200	-
Advertisement and Promotion Expenses	12,150	-
Telephone Charges	13,438	-
Transportation Charges	11,658	-
Forex Charges	405	-
Documents processing charges	6,125	-
Web Maintenance Exp	1,522	-
Labour Charges	108,150	-
Conveyance Expenses	32,880	-
Printing & Stationery	5,210	-
Professional fees	355,521	50,300
Misc. Expenses	-	20,180
Office Expenses	48,854	4,500
Postage & Courier	-	10,042
Bank Charges	6,721	679
Marketing Expenses	0	3,391
Audit Fees	5,000	5,000
	805,833	279,092
	-	-



## 1 STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

### (i) Basis & Method of Accounting

The Company follows mercantile system of accounting and recognizes income and expenditure on an accrual basis. Financial Statements are prepared under historical cost convention, in accordance with the Generally Accepted Accounting Principles in India (GAAP) and comply in all material aspects, with mandatory accounting standards as specified in Section 133 of the Companies Act, 2013 read with Rule 7 of the Companies (Accounts) Rules, 2014. The significant accounting policies followed by the Company are set out below.

### (ii) Use of Estimates

Management has made certain estimates and assumptions in conformity with the GAAP in the preparation of these financial statements, which are reflected in the preparation of these financial statements. Difference between the actual results and estimates are recognised in the year in which the results are known.

### (iii) Recognition

Expenses and Income considered payable and receivable respectively have been accounted on accrual basis.

### (iv) Fixed Assets

Fixed assets are stated at cost less accumulated depreciation. Cost comprises cost of acquisition and expenditure directly attributable for commissioning of the asset.

### (v) Depreciation and Amortisation

Depreciation has been provided on Written Down Value method as per the useful lives specified in Schedule II to the Companies Act, 2013.

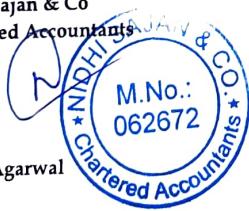
### (xiii) Preliminary & Share Issue Expenses

Preliminary and Share Issue Expenses are charged off to the Profit & Loss Account.

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As per our Report of even date  
Nidhi Sajan & Co  
Chartered Accountants

Nidhi Agarwal  
Partner



For and on behalf of the Board of Directors  
NORTCELE SYSTEMS PRIVATE LIMITED

DEEPA SINGH  
Director

ARYAN SINGH  
Director

Date - 11-09-2022  
Place : BENGALURU  
UDIN - 22062672BCGDEL6776

**16 ADDITIONAL STATEMENTS TO THE NOTES**

**(I) CONTINGENT LIABILITIES**

Nil

**(II) AS- 18 Related Party Transaction**

**(a) Transaction during the year**

Particulars	Year ended 31-Mar-22
<b>Loan taken from Director</b>	
Aryan Singh	1,191,060
Deepa Singh	156,195
<b>Directors Remuneration</b>	
Aryan Singh	400,000
Deepa Singh	300,000

**(b) Balance at the end of the Year**

Particulars	Year ended 31-Mar-22
<b>Loan Outstanding</b>	
Aryan Singh	1,191,060
Deepa Singh	151,195

**(III) AS- 20 Earning per Share**

Particulars	Year ended 31-Mar-22
Profit / (Loss) attributable to Equity Shareholders	395,627.00
No of Weighted Average Equity Shares outstanding during the period(Basic)	10,000
No of Weighted Average Equity Shares outstanding during the period (Diluted)	10,000
Nominal Value of Equity Shares (in `)	10
Basic Earnings per Share (in `)	39.56
Diluted Earnings per Share (in `)	39.56

**(IV) Amount paid or payable to Auditor as Fees**

Particulars	Year ended 31-Mar-22
Audit Fees	5,000.00
Other Services	-
<b>Total</b>	<b>5,000.00</b>

Previous period figures have been regrouped/ rearranged wherever necessary, to make them comparable with  
(V) current period figures.

As per our Report of even date

Nidhi Sajan & Co  
Chartered Accountants

Nidhi Agarwal  
Partner



For and on behalf of the Board of Directors  
NORTCELE SYSTEMS PRIVATE LIMITED

DEEPA SINGH  
Director

ARYAN SINGH  
Director

Date - 11-09-2022

Place : BENGALURU

UDIN - 22062672BCGDEL6776

**NORTCELE SYSTEMS PRIVATE LIMITED**

Balance Sheet as at March 31, 2021

(All amounts are in Indian Rupees unless otherwise stated)

	Note	As at 31-Mar-2021	As at 31-Mar-2020
<b>EQUITY AND LIABILITIES</b>			
<b>Shareholders' funds</b>			
Share capital	1	100,000	100,000
Reserves and surplus	2	(467,160)	(50,301)
<b>Share application money pending allotment</b>			
<b>Non-current liabilities</b>			
Long-term borrowings	3	433,133	-
<b>Current liabilities</b>			
Trade payables			
A) Dues to Micro , medium and small enterprises			-
B) Dues to Others			-
Other current liabilities & Provisions	4	39,350	5,000
<b>TOTAL</b>		<b>105,323</b>	<b>54,699</b>

**ASSETS**

**Non-current assets**

Fixed assets			
Tangible assets	5	-	-
Intangible assets			-
Capital work-in-progress			-
Long-term loans and advances	6	5,000	-

**Current assets**

Inventories			
Trade receivables	7	8,992	-
Cash and bank balance	8	91,331	54,699
Short-term loans and advances	9	-	-
<b>TOTAL</b>		<b>105,324</b>	<b>54,699</b>

Significant accounting policies and notes to accounts 16&17

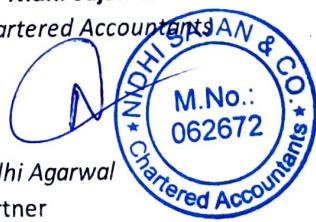
The accompanying notes form an integral part of the financial statements

In terms of our report attached.

For and on behalf of the Board of Directors

For Nidhi Sajan & Co

Chartered Accountants



Nidhi Agarwal

Partner

Date : 19-11-2021

Place : Bangalore

UDIN : 22062672AAAAAO8225

[DEEPA SINGH]

Director

[ARYAN SINGH ]

Director

**NORTCELE SYSTEMS PRIVATE LIMITED**

Statement of Profit and Loss for the ended March 31, 2021

(All amounts are in Indian Rupees, unless otherwise stated)

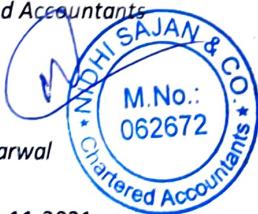
	Note	Year ended 31-Mar-2021	Year ended 31-Mar-2020
Revenue from operations	10	1,010,000	-
Other income	11	-	-
<b>TOTAL REVENUE</b>		<b>1,010,000</b>	<b>-</b>
<b>EXPENSES</b>			
Cost of raw material consumed	12	50,000	-
Employee benefits expense	13	1,097,768	16,000
Finance costs	14	678	301
Depreciation and amortisation expense	5	-	-
Other expenses	15	278,413	34,000
<b>TOTAL EXPENSES</b>		<b>1,426,859</b>	<b>50,301</b>
<b>Profit / (Loss) before tax</b>		<b>(416,859)</b>	<b>(50,301)</b>
<b>Tax expense:</b>			
Current tax expense for current year		-	-
Deferred tax charge / (credit)		-	-
<b>PROFIT FOR THE YEAR</b>		<b>(416,859)</b>	<b>(50,301)</b>
Balance Forward From Previous Year		-	-
Balance Carried To Balance Sheet		<b>(416,859)</b>	<b>(50,301)</b>
<b>(Earning per share of Rs each )</b>			
Basic		<b>(41.69)</b>	<b>(0.25)</b>
Diluted		<b>(41.69)</b>	<b>(0.25)</b>
Significant accounting policies and notes to accounts		16&17	
The accompanying notes form an integral part of the financial statements			

In terms of our report attached.

For and on behalf of the Board of Directors

**For Nidhi Sajan & Co**

*Chartered Accountants*



*Nidhi Agarwal*

Partner

Date : 19-11-2021

Place : Bangalore

UDIN : 22062672AAAAAO8225

[DEEPA SINGH]

Director

[ARYAN SINGH ]

Director

## NORTCELE SYSTEMS PRIVATE LIMITED

Notes to the financial statements for the year ended March 31, 2021

(All amounts are in Indian Rupees, unless otherwise stated)

As at 31-Mar-2021	As at 31-Mar-2020
----------------------	----------------------

### 1.1 SHARE CAPITAL

#### Authorised

100,000 equity shares of Rs.10/- each	1,000,000	1,000,000
	<u>1,000,000</u>	<u>1,000,000</u>
<b>Issued, subscribed and fully paid up</b>		
10000 equity shares of Rs.10/- each	100,000	100,000
	<u>100,000</u>	<u>100,000</u>
<b>TOTAL ISSUED, SUBSCRIBED AND PAID UP SHARE CAPITAL</b>		
	<b>100,000</b>	<b>100,000</b>
	<u><b>100,000</b></u>	<u><b>100,000</b></u>

### 1.2 Reconciliation of share capital

#### Particulars

	As at 31-Mar-2021	As at 31-Mar-2020
	No of shares	No of shares
<b>Equity Shares (Face Value ₹ 10.00)</b>		
Shares outstanding at the beginning of the year	10,000	10,000
Shares Issued during the year	-	-
Shares bought back during the year	-	-
Shares outstanding at the end of the year	<u>10,000</u>	<u>10,000</u>

### 1.3 Shareholders holding more than 5% of Share

#### Particulars

	As at 31st March-2021	
	No of shares	% of holding
DEEPA SINGH	5,000	50
ARYAN SINGH	5,000	50

## 2 RESERVES AND SURPLUS

### Surplus / (Deficit) in Statement of Profit and Loss

Opening balance	(50,301)	-
Add / (less) : Movements during the year:		
Profit / (Loss) for the year	(416,859)	(50,301)
Closing balance	<u>(467,160)</u>	<u>(50,301)</u>
<b>TOTAL RESERVES AND SURPLUS</b>	<b>(467,160)</b>	<b>(50,301)</b>

## 3 LONG-TERM BORROWINGS

Aryan Loan A/c	50,000	-
Ashok Loan A/c	383,133	-
<b>TOTAL LONG-TERM BORROWINGS</b>	<b>433,133</b>	<b>-</b>

## 4 OTHER CURRENT LIABILITIES & PROVISIONS

Provision	39,350	5,000
<b>TOTAL OF OTHER CURRENT LIABILITIES &amp; PROVISIONS</b>	<b>39,350</b>	<b>5,000</b>



**NORTCELE SYSTEMS PRIVATE LIMITED**

Notes to the financial statements for the year ended March 31, 2021

(All amounts are in Indian Rupees, unless otherwise stated)

	As at 31-Mar-2021	As at 31-Mar-2020
--	----------------------	----------------------

**6 LONG-TERM LOANS AND ADVANCES**

Security deposits	5,000	-
<b>TOTAL OF LONG-TERM LOANS AND ADVANCES</b>	<b>5,000</b>	-

**7 TRADE RECEIVABLES**

Trade receivables outstanding for a period exceeding six months:

Other Trade receivables

Unsecured, considered good	8,992	-
Doubtful	-	-
	<b>8,992</b>	-
Less: Provision for doubtful trade receivables	-	-
	<b>8,992</b>	-
<b>TOTAL TRADE RECEIVABLES</b>	<b>8,992</b>	-

**8 CASH AND BANK BALANCE**

Balances with banks in current account	46,331	4,699
Cash on hand	45,000	50,000
<b>TOTAL CASH AND CASH EQUIVALENTS (as per AS 3 Cash Flow Statements )</b>	<b>91,331</b>	<b>54,699</b>

Balances with banks in fixed deposit with maturity for more than 3 months but less than 12 months

<b>TOTAL CASH AND BANK BALANCE</b>	<b>91,331</b>	<b>54,699</b>
------------------------------------	---------------	---------------

**9 SHORT-TERM LOANS AND ADVANCES**

(Unsecured, considered good unless otherwise specified)

Credit given

GST Receivable

Retention

TDS

<b>TOTAL SHORT-TERM LOANS AND ADVANCES</b>	<b>-</b>	<b>-</b>
--	----------	----------



**NORTCELE SYSTEMS PRIVATE LIMITED**

Notes to the financial statements for the year ended March 31, 2021

(All amounts are in Indian Rupees, unless otherwise stated)

	Year ended 31-Mar-2021	Year ended 31-Mar-2020
<b>10 REVENUE FROM OPERATIONS</b>		
Sale of Service	1,010,000	-
Misc Income	-	-
<b>TOTAL REVENUE FROM OPERATIONS</b>	<b>1,010,000</b>	<b>-</b>
<b>11 OTHER INCOME</b>	<b>Year ended 31-Mar-2021</b>	<b>Year ended 31-Mar-2020</b>
Profit on sale of fixed asset	-	-
Commission	-	-
Other Income	-	-
Discount received	-	-
<b>TOTAL OTHER INCOME</b>	<b>-</b>	<b>-</b>
<b>12 Cost of raw material consumed</b>	<b>Year ended 31-Mar-2021</b>	<b>Year ended 31-Mar-2020</b>
Opening stock	-	-
Add: Purchases	50,000	-
	50,000	-
Less: Closing stock	-	-
<b>Cost of raw material consumed</b>	<b>50,000</b>	<b>-</b>
<b>13 EMPLOYEE BENEFITS EXPENSE</b>	<b>Year ended 31-Mar-2021</b>	<b>Year ended 31-Mar-2020</b>
Salaries and wages	1,097,768	16,000
Directors' remuneration	-	-
<b>TOTAL EMPLOYEE BENEFITS EXPENSE</b>	<b>1,097,768</b>	<b>16,000</b>
<b>14 FINANCE COSTS</b>	<b>Year ended 31-Mar-2021</b>	<b>Year ended 31-Mar-2021</b>
Interest expense on Loan	-	-
Bank charges	678	301
<b>TOTAL FINANCE COSTS</b>	<b>678</b>	<b>301</b>
<b>15 OTHER EXPENSES</b>	<b>Year ended 31-Mar-2021</b>	<b>Year ended 31-Mar-2020</b>
Audit Fees	5,000	5000
Company Registration Charges	24,000	-
Courier Charges	10,042	-
Misc Exp	20,180	-
Professional Charges	26,300	-
Refreshment Exp	4,500	-
Shop Rent Paid	185,000	29,000
Website Expenses	3,391	-
<b>TOTAL OTHER EXPENSES</b>	<b>278,413</b>	<b>34,000</b>



**NORTCELE SYSTEMS PRIVATE LIMITED****Note 16 Significant accounting policies and notes to accounts****16.1 Significant accounting policies****a) Corporate information**

PARMATMA FASHIONS PRIVATE LIMITED was incorporated on Thirty First day of August Two Thousand and Sixteen in the office of the Registrar of Companies Karnataka, Bangalore (CIN No U17299KA2018PTC112593). It proposes to trade in plumbing, interiors and decorators.

The company is having its registered office in the state of Karnataka.

**b) Basis of accounting and preparation of financial statements**

The financial statements of the Company have been prepared in accordance with the Generally Accepted Accounting Principles in India (Indian GAAP) to comply with the Accounting Standards specified under Section 133 of the Companies Act, 2013, read with Rule 7 of the Companies (Accounts) Rules, 2014 and the relevant provisions of the Companies Act, 2013 ("the 2013 Act"), as applicable. The financial statements have been prepared on accrual basis under the historical cost convention. The accounting policies adopted in the preparation of the financial statements are consistent with those followed in the previous year.

**c) Use of estimates**

The preparation of the financial statements in conformity with Indian GAAP requires the Management to make estimates and assumptions considered in the reported amounts of assets and liabilities (including contingent liabilities) and the reported income and expenses during the year. The Management believes that the estimates used in preparation of the financial statements are prudent and reasonable. Future results could differ due to these estimates and the differences between the actual results and the estimates are recognised in the periods in which the results are known / materialise.

**d) Revenue recognition and other income**

As the contract with the customers consists of execution of a single activity, the Company has adopted the "Completion of Service Method" for the recognition of revenues. Revenue is primarily derived from providing repair and maintenance services and is recognized only on the completion of service, i.e. on completion of job work taken as per contract.

**e) Provisions, contingent liabilities and contingent assets**

A provision is recognised when the Company has a present obligation as a result of past events and it is probable that an outflow of resources will be required to settle the obligation in respect of which a reliable estimate can be made. Provisions are not discounted to their present value and are determined based on the best estimate required to settle the obligation at the balance sheet date. These are reviewed at each balance sheet date and adjusted to reflect the current best estimates.

**Contingent liabilities**

A contingent liability is a possible obligation that arises from the past events whose existence will be confirmed by the occurrence or non-occurrence of one or more uncertain future events beyond the control of the company or a present obligations that is not recognized because it is not probable that an outflow of resources will be required to settle the obligation. A contingent liability also arises in extremely rare cases where there is a liability that cannot be recognized because it cannot be measured reliably. The company does not recognize a contingent liability but discloses its existence in the financial statements.

**f) Tangible/intangible assets**

Tangible fixed assets are carried at cost less accumulated depreciation and impairment losses, if any. Cost comprises of direct costs, related taxes, duties, freight and any other directly attributable cost of bringing the asset to its working condition for its intended use.

**g) Depreciation and amortisation**

Depreciation on tangible fixed assets is to be provided on the written down value method as per the useful life prescribed in Schedule II to the Companies Act, 2013.

Assets individually costing Rs. 5,000 or less are depreciated fully in the year of acquisition.

**h) Taxes on income**

Current tax is the amount of tax payable on the taxable income for the year as determined in accordance with the provisions of the Income Tax Act, 1961. Minimum Alternate Tax (MAT) paid in accordance with the tax laws, which gives future economic benefits in the form of adjustment to future income tax liability, is considered as an asset if there is convincing evidence that the Company will pay normal income tax. Accordingly, MAT is recognised as an asset in the Balance Sheet when it is probable that future economic benefit associated with it will flow to the Company. Deferred tax is recognised on timing differences, being the differences between the taxable income and the accounting income that originate in one period and are capable of reversal in one or more subsequent periods. Deferred tax is measured using the tax rates and the tax laws enacted or substantively enacted as at the reporting date. Deferred tax liabilities are recognised for all timing differences. Deferred tax assets are recognised for timing differences of items other than unabosrbed depreciation and carry forward losses only to the extent that reasonable certainty exists that sufficient future taxable income will be available against which these can be realised. However, if there are unabosrbed depreciation and carry forward of losses, deferred tax assets are recognised only if there is virtual certainty that there will be sufficient future taxable income available to realise the assets. Deferred tax assets and liabilities are offset if such items relate to taxes on income levied by the same governing tax laws and the Company has a legally enforceable right for such set off. Deferred tax assets are reviewed at each balance sheet date for their realisability.

**i) Earnings per share**

The earnings considered in ascertaining the Company's earnings per share comprise the net profit after tax. The number of shares used in computing basic earnings per share is the weighted average number of shares outstanding during the year. The number of shares used in computing diluted earnings per share comprises the weighted average number of shares considered for deriving basic earnings per share and also the weighted average number of shares, if any, which would be issued on the conversion of all dilutive potential equity shares. There are no potential equity shares outstanding as on the balance sheet date.

Computation of EPS	As at 31-Mar-2021	As at 31-Mar-2020
Profit for the year as per Statement of profit and loss [A] (Rs.)	(416,859)	(50,301)
Weighted average number of equity shares used for computing basic and diluted EPS [B]	10,000	10,000
Earnings per share basic and diluted (face value -Rs. 10 each ) [A/B] (Rs.)	(41.69)	(5.03)



The company has passed the resolution and filed the same with ROC, during the current year for monies borrowed in  
 j) excess of their paid up share capital and free reserves  
 k) Previous period figures have been regrouped/recasted for the year from April 01,2019 to March 31,2020 .

**KPY Enterprises Private limited**  
**Note 17 Significant accounting policies and notes to accounts**

**17.1 Share capital**

**a. Number of shares and share capital**

Particulars	As at 31-Mar-2021	As at 31-Mar-2020
<b>Authorised</b>		
10000 Equity shares of Rs. 10/- each ( PY 10,000 Equity shares of Rs. 10/- each)	100,000	100,000
<b>Total</b>	100,000	100,000
<b>Issued, subscribed &amp; fully paid-up</b>		
10000 Equity shares of Rs. 10/- each ( PY 10,000 Equity shares of Rs. 10/- each)	100,000	100,000
<b>Total</b>	100,000	100,000

**b. Reconciliation of shares outstanding at the beginning and at the end of the reporting period**

Particulars	As at 31-Mar-2021	As at 31-Mar-2020
At the beginning of the year ( Rs. 10/- each )	100,000	100,000
Change due to share consolidation	-	-
Issued during the year for cash ( Rs. 10/- each )*	-	-
Bought back during the year ( Rs. 10/- each )	-	-
Outstanding at the end of the year ( Rs. 10/- each )	100,000	100,000

**c. Terms/rights attached to equity shares**

The Company has only one class of equity shares having a par value of Rs. 10/- per share. All these shares have the same rights and preferences with respect to payment of dividend, repayment of capital and voting. In the event of liquidation of the company, the holders of equity shares will be entitled to receive remaining assets of the company, after distribution of all preferential amounts. The distribution will be in proportion to the number of equity shares held by the shareholders.

**d. Details of shares held by the Holding Enterprises/ shareholders holding more than 5% shares in the company**

Particulars	As at 31-Mar-2021		As at 31-Mar-2020	
	No of shares held	% Holding	No of shares held	% Holding
<b>Equity shares of Rs. 10 each fully paid</b>				
DEEPA SINGH	5,000	50	5,000	50
ARYAN SINGH	5,000	50	5,000	50

**17.2 Related party disclosures**

**a. Name of related parties and description of relationship**

Related party	Nature of relationship
DEEPA SINGH	Director/Shareholder
ARYAN SINGH	Director/Shareholder

**b. Name of related parties, description and amount of transactions**

Related party	Nature of relationship	FY 2020-2021	FY 2019-2020
DEEPA SINGH	Remuneration	-	-
ARYAN SINGH	Remuneration	-	-

In terms of our report attached.

For and on behalf of the Board of Directors

For Nidhi Sajan & Co

Chartered Accountants

Nidhi Agarwal

Partner

Date : 19-11-2021

Place : Bangalore

UDIN : 22062672AAAAAO8225



[DEEPA SINGH]

Director

[ARYAN SINGH ]

Director

### PAST EXPERIENCE OF THE BIDDER

Sr. No	Name of Organisation to whom supplied	Name of Product & Version	Modules deployed	No. of Users	Value (INR)	Date of Contract Award	Date of Go-Live	Current Operational Status
1	Azea Gaia Development Pvt. Ltd. 505-B, 5th Floor, Titanium Shalimar, Corporate Park, Vibhuti Khand, Gomatinagar, Lucknow -226010	S3	1. Visitor Management 2. Service Request / Helpdesk 3. Purchase /Procurement 4. Material Management / Stores / Asset Management. 5. HRMS / Personnel 6. Accounts / Finance	3000	₹ 25.00 Lacs	07-03-2022	01-09-2023	Live
2	Betagged Pte Ltd UEN: 201717679R 73 UBI Road 1, Oxley BIZHUB #08-51, Singapore 408733	Incom	1. Purchase /Procurement 2. Material Management / Stores / Asset Management. 3. HRMS / Personnel 4. Accounts / Finance	50000	₹ 25.00 Lacs	30-11-2023	05-04-2024	Live
3	QUREME Solutions LLP #E201 Rohan Jharokha, Kempapura Village Yemalur, Bangalore-560037	QureMe Web App	1. Web App for Qureme Hospital Management System 2. Web App for Qureme Billing Software 3. WebApp for Multi-Vendor Ecom Solution	15000	₹ 12.00 Lacs	05-02-2022	10-04-2023	Live
4	QUREME Solutions LLP #E201 Rohan Jharokha, Kempapura Village Yemalur, Bangalore-560037	HRMS	1. Purchase /Procurement 2. Material Management / Stores / Asset Management. 3. HRMS / Personnel 4. Accounts / Finance	1000	₹ 12.00 Lacs	10-04-2022	12-12-2022	Live
5	QUREME Solutions LLP #E201 Rohan Jharokha, Kempapura Village Yemalur, Bangalore-560037	Application for Fleet Service	1. Purchase /Procurement 2. Material Management / Stores / Asset Management. 3. HRMS / Personnel 4. Accounts / Finance	100000	₹ 12.00 Lacs	05-01-2023	09-08-2023	Live

For and on behalf of the **Nortcele Systems Private Limited**

**Deepa Singh**  
**(Director)**

Date

23.04.2024

## REFERRALS (CLIENT SIDE)

Sr. No.	Particulars	Details
1	Name	Aniruddh Singh Chauhan
2	Designation (Head of Organization or Application Software Cell)	Director, Azeagaia Development Pvt. Ltd., 505 B , 5th floor, Titanium Shalimar Corporate Park, Plot No. TC/G-1/1 Vibhuti Khand, Gomtinagar, Lucknow – 226010. <a href="http://www.azeagaia.com">www.azeagaia.com</a>
3	Mobile Number	+917800001008
4	Landline Number	
5	Email ID (Organisation issued)	info@azeagaia.com

For and on behalf of the **Nortcele Systems Private Limited**

**Deepa Singh**  
**(Director)**

Date            23.04.2024

# GAI~~A~~<sup>A</sup> ZEA

AZEAGAIA DEVELOPMENT PVT. LTD.  
(An ISO 9001 : 2015 Certified Company)

Date: 07 March 2022

PO NO:- AGDPL/WO-0033/03/21-22

**M/S. Nortcele Systems Private Ltd**  
#92, Fst Floor, Natraj Building  
Near SNS Arcade, Konnena  
Old Airport Road Bangalore 560017  
[www.nortcele.in](http://www.nortcele.in)

Contact Name: Mr Avichal Ph No : +91- 9828397108, +91- 9380528940

Email: [aks@nortcele.in](mailto:aks@nortcele.in)

GSTIN: 29AAGCN7978K1ZH



**Subject: Work Order for Development of IFM software Application**

Dear Ashok Kumar/Rajesh,

We hereby contract for carrying out the "Development of IFM software Application work" for contract sum of INR 20,00,000/- Only Excluding applicable GST ( Indian Rupees Twenty Lacs Only ) as contract.

The reference documents is as below:-

1- Response to RFP IFM- Building All in One System for Residential Community Dated 22 Feb 2022

#### Specific Clarifications, Terms and Conditions:

The Following specific clarifications , Terms and Conditions shall apply to the contract:

- 1- Web Application
- 2- Mobile Application for Android and IOS Platform
- 3- Source Codes and all algorithms to be provided to us
- 4- Application will be so designed to accommodate all additional features. Future technical Advancements and various Modules whose need would arise from time to time.
- 5- Complete testing and robust proto type model has to be presented for approval of the Client. Before the System goes live and quality assurance review of each web page.
- 6- System should be able to adopt, Integrate and develop further Third Party Applications Protocol Interface (A.P.I.).
- 7- All milestone and Dates for the development of the Apps and its modules have to be adhered too.
- 8- All User Interface(U.I) have to dynamic .
- 9- Since the award of this Work Order the N.D.A has to be executed and its clauses shall come into force.

#### Registered Office

505-B, 5th Floor, Titanium, Shalimar Corporate Park, Plot No. TC/G-1/1,  
Vibhuti Khand, Gomti Nagar, Lucknow-226010

Call : +91-7703002401 | Email : [info@azeagaia.com](mailto:info@azeagaia.com) | Website : [www.azeagaia.com](http://www.azeagaia.com)  
CIN : U70102UP2012PTC051474 REGN.NO. : UPRERAPRJ4504  
[http://up-rera.in/View\\_registration\\_Details.aspx?bind=4504&hfFlag=edit&ddlp](http://up-rera.in/View_registration_Details.aspx?bind=4504&hfFlag=edit&ddlp)



.0- Payment Terms are as follows:-

Milestone	Content of the S/W Delivery	Comments		Amount without GST(In Rupees)	Amount with CGTS and SGST (in Rupees)
M0	Proposal Submission & Team in Place			400,000/-	472000/-
M1	MVP & Phase 1 Features			400,000/-	472000/-
M2	Phase 2			200,000/-	236000/-
M3	Phase 3			200,000/-	236000/-
M4	Phase 4			200,000/-	236000/-
M5	Phase 5			300,000/-	354000/-
M6	Phase 6			200,000/-	236000/-
Post Release Support for 1 month				100,000/-	118000/-
<b>Total Cost</b>				<b>20,00,000/-</b>	<b>2360000/-</b>

First Party                              Second Party  
  
**Azeagaia Development Pvt Ltd**                              **Nortcele System**

Date	PO No
6/3/2022	AZEA0001

WO-0033 | 03/21-22

**Vendor:**

**M/S. Nortcele Systems Private Ltd**  
#92 1st Floor Natraj Building Near SNS Ar  
Konnena Agarhara, Vimanpura Post Old Airport  
Road Bangalore, 560017 India.  
GSTIN# : 29AAGCN7978K1ZH

**Ship To:**

Azeagaia Development Pvt. Ltd.  
505-B, 5<sup>th</sup> Floor, Titanium Shalimar  
Corporate Park, Vibhuti Khand,  
Gomatinagar, Lucknow -226010

Due Date	Requisitioner	Terms	Ship Via	FoB
31/10/2022	Mayank	30 days	Net or email	Over the mail

Milestone	Content of the S/W Delivery	Comments		Amount without GST (In Rupees)	Amount with CGTS and SGST (in Rupees)
M0	Proposal Submission & Team in Place			400,000/-	472000/-
M1	MVP & Phase 1 Features			400,000/-	472000/-
M2	Phase 2			200,000/-	236000/-
M3	Phase 3			200,000/-	236000/-
M4	Phase 4			200,000/-	236000/-
M5	Phase 5			300,000/-	354000/-
M6	Phase 6			200,000/-	236000/-
Post Release Support for 1 month				100,000/-	118000/-
<b>Total Cost</b>				<b>20,00,000/-</b>	<b>2360000/-</b>

**Description of Phases and milestones**

Mayank  
06/03/22

### Phasing of Web Based Implementation

Phase of Exec	S#	Module	Complexity	Mode
Phase 1	1	User Management	MEDIUM	web
	2	Staff Management	MEDIUM	web
	3	Visitor Management	MEDIUM	web
	4	Raise Invoices for various society charges	HIGH	web
	5	Report	HIGH	web
		R&M Services (Paid)		
	6	Complaints, Suggestions & Feedback	MEDIUM	web
Phase 2	7	Notifications, Bulk upload & Announcement	MEDIUM	web
	8	Communication management	HIGH	web
	9	Daily staff management (Residents hired staff)	MEDIUM	web
	10	Child security management	MEDIUM	web
	11	Amenities booking	HIGH	web
	12	Helpdesk/Complaints Management	HIGH	web
	13	Multi property management	HIGH	web
Phase 3	14	Stock and inventory management	MEDIUM	web
	15	Contract & compliance management	HIGH	web
	16	Work Order Management	HIGH	web
	17	SLA, Reminder & Escalations	LOW	web
	18	Asset Management	MEDIUM	web
		In-house & third party application accessibility		
	19	accessibility	HIGH	web
Phase 4	20	Health, Safety & Trainings	HIGH	web
	21	Mobility	HIGH	web
	22	Buy, Sell & Rent	MEDIUM	web
	23	Socializing	MEDIUM	web
	24	Recruitments	MEDIUM	web
	25	Stand alone service provider	MEDIUM	web

### Phasing of Mobile App Based Implementation

Phase of Exec	S#	Module	Complexity	Mode
Phase 5	1	User Management	MEDIUM	MOBILE
	2	Staff Management	MEDIUM	MOBILE
	3	Visitor Management	MEDIUM	MOBILE
	4	Raise Invoices for various society charges	HIGH	MOBILE
	5	Report	HIGH	MOBILE
	6	Stock and inventory management	MEDIUM	MOBILE
	7	Asset Management	MEDIUM	MOBILE
Phase 6	8	Communication management	HIGH	MOBILE
	9	Daily staff management (Residents hired staff)	MEDIUM	MOBILE
	10	Child security management	MEDIUM	MOBILE
	11	Amenities booking	HIGH	MOBILE
	12	Helpdesk/Complaints Management	HIGH	MOBILE
	13	Multi property management	HIGH	MOBILE
	14	Suggestions & Feedback	MEDIUM	MOBILE
Phase 7	15	Contract & Compliance management	HIGH	MOBILE
	16	Work Order Management	HIGH	MOBILE
	17	SLA, Reminder & Escalations	LOW	MOBILE
	18	Notifications & Bulk upload	MEDIUM	MOBILE
	19	In-house & third party application accessibility	HIGH	MOBILE
	20	Health, Safety & Trainings	HIGH	MOBILE
	21	Mobility	HIGH	MOBILE
Phase 8	22	Buy, Sell & Rent	MEDIUM	MOBILE
	23	Socializing	MEDIUM	MOBILE
	24	Recruitments	MEDIUM	MOBILE
	25	Stand alone service provider	MEDIUM	MOBILE

*J. Meegan  
06/03/22*



Date: 23.04.2024

## Work Done Certificate

This is to certify that **M/s. Nortcele Systems Private Limited; Bangalore** has developed following modules related to S3 Web App.

1. Visitor Management
2. Service Request / Helpdesk
3. Purchase /Procurement
4. Material Management / Stores / Asset Management.
5. HRMS / Personnel
6. Accounts / Finance

Still the next phase of feature development is continuing from M/s. Nortcele Systems Private Limited.

Nortcele Systems performance was always satisfactory and the support from them was always excellent.

We wish them all the best for future endeavors.

Best Regards,

**Azeagaia Development Pvt Ltd**

### **Registered Office**

505 B , 5<sup>th</sup> floor, Titanium Shalimar Corporate Park, Plot No. TC/G-1/1  
Vibhuti Khand, Gomtinagar, Lucknow – 226010.

Call: +91-7703002401 | Email: [info@azeagaia.com](mailto:info@azeagaia.com) | Website: [www.azeagaia.com](http://www.azeagaia.com)  
CIN : U70102UP2012PTC051474 REGN. NO. : UPRERAPRJ4504

## **REFERRALS (CLIENT SIDE)**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Details</b>
1	Name	Shamik Talukedar
2	Designation (Head of Organization or Application Software Cell)	CoFounder and CEO, BETAGGED PTE LTD, UEN: 201717679R 73 UBI ROAD 1, OXLEY BIZHUB #08-51, SINGAPORE 408733
3	Mobile Number	+1(747) 220-4332
4	Landline Number	
5	Email ID (Organisation issued)	shamik@betagged.co

For and on behalf of the **Nortcele Systems Private Limited**

**Deepa Singh**  
**(Director)**

Date            23.04.2024

## WORK ORDER

BETAGGED PTE LTD  
UEN: 201717679R

73 UBI ROAD 1, OXLEY BIZHUB #08-51, SINGAPORE 408733  
Email: shamik@betagged.co

PO NO: BT/SG/2023/11/003  
DATE: 30 NOVEMBER 2023

TO:

Nortcele Systems Private Limited  
Regd Address: #92, 1st Floor, Natraj  
building, Near SNS Arcade, Konnea  
Agar hara, Vimanpura Post, Old  
Airport Road, Bangalore 560017  
[www.nortcele.in](http://www.nortcele.in)

Narration	Amount (IN SGD)
Towards Development Cost for Incom Project Modules:  1. Purchase /Procurement 2. Material Management / Stores / Asset Management. 3. HRMS / Personnel 4. Accounts / Finance.	<b>41,000</b>
<b>TOTAL (IN SGD)</b>	<b>41000</b>

This document is generated by an authorized system, no signature is required.

Please include this purchase order number on your tax invoice to ensure timely processing of your account.



Shamik Talukder  
Co Founder & CEO  
BeTagged Pte Ltd  
Singapore

## WORK COMPLETION CERTIFICATE

BETAGGED PTE LTD  
UEN: 201717679R  
73 UBI ROAD 1, OXLEY BIZHUB #08-51, SINGAPORE 408733  
Email: shamik@betagged.co

PO NO: BT/SG/2024/01/050  
DATE: 15 MAY 2024

TO:  
**Nortcele Systems Private Limited**  
Regd Address: #92, 1st Floor, Natraj  
building, Near SNS Arcade, Konnea  
Agar hara, Vimanpura Post, Old  
Airport Road, Bangalore 560017  
[www.nortcele.in](http://www.nortcele.in)

This is to certify that **M/s. Nortcele Systems Private Limited; Bangalore** has developed following modules related to Application for Fleet Services.

1. Purchase /Procurement
2. Material Management / Stores / Asset Management.
3. HRMS / Personnel
4. Accounts / Finance

Still the next phase of feature development is continuing from M/s. Nortcele Systems Private Limited.

Nortcele Systems performance was always satisfactory and the support from them was always excellent.  
We wish them all the best for future endeavors.

Best Regards,  
Date: 15<sup>th</sup> May, 2024



**Shamik Talukder**  
Co Founder & CEO  
BeTagged Pte Ltd  
Singapore

## REFERRALS (CLIENT SIDE)

Sr. No	Particulars	Details
1	Name	Raghu VT
2	Designation (Head of Organization or Application Software Cell)	Director, Qureme Solutions, #E201 Rohan Jharokha, Kempapura Village Yemalur, Bangalore-560037 <a href="http://www.qureme.co.in">http://www.qureme.co.in</a>
3	Mobile Number	+918722331155
4	Landline Number	
5	Email ID (Organisation issued)	raghuvt@qureme.in

For and on behalf of the **Nortcele Systems Private Limited**

**Deepa Singh**  
**(Director)**

Date            23.04.2024



**QUREME Solutions LLP**

TAN: BLRQ00626D

#E201 Rohan Jharokha, Kempapura Village

Yemalur, Bangalore-560037

<http://www.qureme.co.in>

PO Ref: QUREME/21-22/001

Dated 05 February, 2022

M/S. Nortcele Systems Private Ltd  
#92, Fst Floor, Natraj Building  
Near SNS Arcade, Konnena  
Old Airport Road Bangalore 560017  
[www.nortcele.in](http://www.nortcele.in)

Contact Name: Mr Avichal Ph No: +91-9828397108, +91-9380528940  
Email: aks@nortcele.in  
GSTIN: 29AAGCN7978K1ZHA

Subject: Work Order for Development of QureMe Application Software.

Dear Ashok,

We hereby contract for carrying out the "Development of QureMe Application software work" for contract sum of INR 12,00,000/-Only Excluding applicable GST (Indian Rupees Fifteen Lacs Only) as contract including following modules:

1. Web App for Qureme Hospital Management System.
2. Web App for Qureme Billing Software.
3. Web App for Multi-Vendor Ecom Solution.

The Following Terms and Conditions shall apply to the contract:

- 1-Source Codes and all algorithms to be provided to us.
  - 2- Application will be so designed to accommodate all additional features. Future technical Advancements and various Modules whose need would arise from time to time.
  - 3-Complete testing and robust proto type model has to be presented for approval of the Client. Before the System goes live and quality assurance review of each web page.
  - 4- System should be able to adopt, Integrate and develop further Third Party Applications Protocol Interface (A.P.I.).
  - 5- All milestone and Dates for the development of the Apps and its modules have to be adhered too.
  - 6-All User Interface (U.I) have to dynamic.
  - 7-Since the award of this Work Order the N.D.A has to be executed and its clauses shall come into force.
- 8- Payment terms are as follows:



**QUREME Solutions LLP**

TAN: BLRQ00626D

#E201 Rohan Jharokha, Kempapura Village

Yemalur, Bangalore-560037

<http://www.qureme.co.in>

Milestone	Content of the Software delivery	Amount without GST (in INR)	Amount with CGST and SGST (in INR)	Comments
M0	Proposal Submission and team in place.	2,00,000/-	2,36,000/-	
M1	MVP and Phase 1 features	2,50,000/-	2,95,000/-	
M2	Phase 2 features	2,50,000/-	2,95,000/-	
M3	Phase 3 Features	2,50,000/-	2,95,000/-	
M4	Phase 4 Features	2,50,000/-	2,95,000/-	
	Total Project Cost	12,00,000/-	14,16,000/-	

Behalf of QUREME Solutions LLP

Company Name: QUREME SOLUTIONS

Authorized Person: RAGHU VT

Designation: Director

*For QUREME SOLUTIONS LLP*  
*Raghu VT*  
*Partner*



**QUREME Solutions LLP**  
TAN: BLRQ00626D  
#E201 Rohan Jharokha, Kempapura Village  
Yemalur, Bangalore-560037  
**Email:** [sales@qureme.co.in](mailto:sales@qureme.co.in)  
**Website:** [www.qureme.in](http://www.qureme.in)

## **Work Done Certificate**

This is to certify that **Ms. Nortcele Systems Private Limited, Bangalore** has carried out following tasks related to QureMe website

1. Web App for Qureme Hospital Management System
2. Web App for Qureme Billing Software
3. WebApp for Multi-Vendor Ecom Solution

Still the next phase of feature development is continuing from Ms. Nortcele Systems Private Limited.

Nortcele Systems performance was always satisfactory and the support from them was always excellent . We wish them all the best for future endeavors.

**//CERTIFIED TRUE COPY//  
FOR QUREME SOLUTIONS LLP**

**SEEMA UNIKKAT RAGHU  
DESIGNATED PARTNER  
DIN: 07627380**

## REFERRALS (CLIENT SIDE)

Sr. No	Particulars	Details
1	Name	Raghu VT
2	Designation (Head of Organization or Application Software Cell)	Director, Qureme Solutions, #E201 Rohan Jharokha, Kempapura Village Yemalur, Bangalore-560037 <a href="http://www.qureme.co.in">http://www.qureme.co.in</a>
3	Mobile Number	+918722331155
4	Landline Number	
5	Email ID (Organisation issued)	raghuvt@qureme.in

For and on behalf of the **Nortcele Systems Private Limited**

**Deepa Singh**  
**(Director)**

Date            23.04.2024



**QUREME Solutions LLP**

TAN: BLRQ00626D

#E201 Rohan Jharokha, Kempapura Village

Yemalur, Bangalore-560037

<http://www.qureme.co.in>

PO Ref: QUREME/21-22/51

Dated 10 April, 2022

M/S. Nortcele Systems Private Ltd  
#92, Fst Floor, Natraj Building  
Near SNS Arcade, Konnena  
Old Airport Road Bangalore 560017  
[www.nortcele.in](http://www.nortcele.in)

Contact Name: Mr Avichal Ph No: +91-9828397108, +91-9380528940  
Email: aks@nortcele.in  
GSTIN: 29AAGCN7978K1ZHA

Subject: Work Order for Development of QureMe Application Software.

Dear Ashok,

We hereby contract for carrying out the "Development of QureMe Application software work" for contract sum of INR 12,00,000/-Only Excluding applicable GST (Indian Rupees Fifteen Lacs Only) as contract including following modules:

1. Web App for Qureme Hospital Management System.
2. Web App for Qureme Billing Software.
3. Web App for Multi-Vendor Ecom Solution.

The Following Terms and Conditions shall apply to the contract:

- 1-Source Codes and all algorithms to be provided to us.
  - 2- Application will be so designed to accommodate all additional features. Future technical Advancements and various Modules whose need would arise from time to time.
  - 3-Complete testing and robust proto type model has to be presented for approval of the Client. Before the System goes live and quality assurance review of each web page.
  - 4- System should be able to adopt, Integrate and develop further Third Party Applications Protocol Interface (A.P.I.).
  - 5- All milestone and Dates for the development of the Apps and its modules have to be adhered too.
  - 6-All User Interface (U.I) have to dynamic.
  - 7-Since the award of this Work Order the N.D.A has to be executed and its clauses shall come into force.
- 8- Payment terms are as follows:



**QUREME Solutions LLP**

TAN: BLRQ00626D

#E201 Rohan Jharokha, Kempapura Village

Yemalur, Bangalore-560037

<http://www.qureme.co.in>

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M3	Phase 3 Features	2,50,000/-	2,95,000/-	
M4	Phase 4 Features	2,50,000/-	2,95,000/-	
	Total Project Cost	12,00,000/-	14,16,000/-	

Behalf of QUREME Solutions LLP

Company Name: QUREME SOLUTIONS

Authorized Person: RAGHU VT

Designation: Director

For QUREME SOLUTIONS LLP  
  
Partner



**QUREME Solutions LLP**

TAN: BLRQ00626D

#E201 Rohan Jharokha, Kempapura Village

Yemalur, Bangalore-560037

<http://www.qureme.co.in>

## **Work Done Certificate**

This is to certify that **M/s. Nortcele Systems Private Limited; Bangalore** has developed following modules related to HRMS App.

1. Purchase /Procurement
2. Material Management / Stores / Asset Management.
3. HRMS / Personnel
4. Accounts / Finance

Still the next phase of feature development is continuing from M/s. Nortcele Systems Private Limited.

Nortcele Systems performance was always satisfactory and the support from them was always excellent.

We wish them all the best for future endeavors.

Best Regards,

Date: 20<sup>th</sup> May, 2024

Bangalore

Company Name: QUREME SOLUTIONS

Authorized Person: RAGHU VT

Designation: Director

For QUREME SOLUTIONS LLP  
*[Signature]*  
Partner

## REFERRALS (CLIENT SIDE)

Sr. No	Particulars	Details
1	Name	Raghu VT
2	Designation (Head of Organization or Application Software Cell)	Director, Qureme Solutions, #E201 Rohan Jharokha, Kempapura Village Yemalur, Bangalore-560037 <a href="http://www.qureme.co.in">http://www.qureme.co.in</a>
3	Mobile Number	+918722331155
4	Landline Number	
5	Email ID (Organisation issued)	raghuvt@qureme.in

For and on behalf of the **Nortcele Systems Private Limited**

**Deepa Singh**  
**(Director)**

Date            23.04.2024



**QUREME Solutions LLP**

TAN: BLRQ00626D

#E201 Rohan Jharokha, Kempapura Village

Yemalur, Bangalore-560037

<http://www.qureme.co.in>

PO Ref: QUREME/23-24/12

Dated 5 January, 2023

M/S. Nortcele Systems Private Ltd  
#92, Fst Floor, Natraj Building  
Near SNS Arcade, Konnena  
Old Airport Road Bangalore 560017  
[www.nortcele.in](http://www.nortcele.in)

Contact Name: Mr Avichal Ph No: +91-9828397108, +91-9380528940  
Email: aks@nortcele.in  
GSTIN: 29AAGCN7978K1ZHA

Subject: Work Order for Development of Application for Fleet Service.

Dear Ashok,

We hereby contract for carrying out the "Development of Application for Fleet Service" for contract sum of INR 12,00,000/-Only Excluding applicable GST (Indian Rupees Fifteen Lacs Only) as contract including following modules:

1. Purchase /Procurement
2. Material Management / Stores / Asset Management.
3. HRMS / Personnel
4. Accounts / Finance.

The Following Terms and Conditions shall apply to the contract:

- 1-Source Codes and all algorithms to be provided to us.
- 2- Application will be so designed to accommodate all additional features. Future technical Advancements and various Modules whose need would arise from time to time.
- 3-Complete testing and robust proto type model has to be presented for approval of the Client. Before the System goes live and quality assurance review of each web page.
- 4- System should be able to adopt, Integrate and develop further Third Party Applications Protocol Interface (A.P.I).
- 5- All milestone and Dates for the development of the Apps and its modules have to be adhered too.
- 6-All User Interface (U.I) have to dynamic.



**QUREME Solutions LLP**

TAN: BLRQ00626D

#E201 Rohan Jharokha, Kempapura Village

Yemalur, Bangalore-560037

<http://www.qureme.co.in>

7-Since the award of this Work Order the N.D.A has to be executed and its clauses shall come into force.

8- Payment terms are as follows:

Milestone	Content of the Software delivery	Amount without GST (in INR)	Amount with CGST and SGST (in INR)	Comments
M0	Proposal Submission and team in place.	2,00,000/-	2,36,000/-	
M1	MVP and Phase 1 features	2,50,000/-	2,95,000/-	
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M3	Phase 3 Features	2,50,000/-	2,95,000/-	
M4	Phase 4 Features	2,50,000/-	2,95,000/-	
	Total Project Cost	12,00,000/-	14,16,000/-	

Behalf of QUREME Solutions LLP

Company Name: QUREME SOLUTIONS

Authorized Person: RAGHU VT

Designation: Director

For QUREME SOLUTIONS LLP  
  
Partner



**QUREME Solutions LLP**

TAN: BLRQ00626D

#E201 Rohan Jharokha, Kempapura Village

Yemalur, Bangalore-560037

<http://www.qureme.co.in>

## **Work Done Certificate**

This is to certify that **M/s. Nortcele Systems Private Limited; Bangalore** has developed following modules related to Application for Fleet Services.

1. Purchase /Procurement
2. Material Management / Stores / Asset Management.
3. HRMS / Personnel
4. Accounts / Finance

Still the next phase of feature development is continuing from M/s. Nortcele Systems Private Limited.

Nortcele Systems performance was always satisfactory and the support from them was always excellent.

We wish them all the best for future endeavors.

Best Regards,

Date: 20<sup>th</sup> May, 2024

Bangalore

Company Name: QUREME SOLUTIONS

Authorized Person: RAGHU VT

Designation: Director

*For QUREME SOLUTIONS LLP*  
*Partner*

## **4.1 FUNCTIONAL REQUIREMENT OF PROCUREMENT & INVENTORY MODULE**

Sr. No	Functionalities	Bidder's Compliance [Agree/ Disagree]
<b>A. Classification of Assets</b>		
1	Maintains the records of movable assets like Furniture & Fixture, Office Equipment, Other Equipment and Machinery	Agree
2	Capture Various details like Ownership, Cost Details Depreciation, etc. for the Assets.	Agree
<b>B. Asset Transactions</b>		
1	Records of Purchase of new Assets	Agree
2	Maintains the Asset Register	Agree
3	Provide a supplier/ PO listings of assets by supplier or by purchase order	Agree
4	Asset acquisitions, Transfers and all movements can be initiated and tracked	Agree
5	The following data are required to identify, specify, track and report assets by location characteristics, including: <ul style="list-style-type: none"><li>● Person</li><li>● Building</li><li>● Room Number</li><li>● Location</li></ul>	Agree
6	Ability to update the Bill of Materials for all the assets	Agree
<b>C. Products, Services &amp; Categories</b>		
1	Ability to classify materials in to group & sub-group as per the requirement such as Inventory, Raw materials, Spares, Stationeries, Tools, etc.	Agree
2	System should be able to maintain Material Code, Description, Type (Electrical, Electronics, Mechanical, etc.) and Category (Capital & Consumables)	Agree
3	Ability to have a centralised item master across the organisation for all categories of items (Raw materials, Consumables, Spares, Tools, Components, Semi-Finished Items, Finished Items, Services	Agree
4	Ability to capture critical material relevant information such as material specification, key characteristics etc.	Agree
5	Ability to capture whether the item is imported or indigenous	Agree
6	Ability of the system to capture minimum, maximum and re-order level for the inventory.	Agree
7	Ability of System to define and handle items having different unit of measurement (UOM)	Agree
8	Ability of System for searching item based on its characteristics	Agree
9	Ability to link each item of an indent to equipment / project, department wise	Agree

10	Facility to enter details of the Vendor/ Supplier profile like Name, address, work location, items/ service supplied, business history, contact details, distribution channel, payment profile, bank	Agree
11	Facility to classify vendor on criteria like indigenous/ foreign, GeM registered, CPPP registered etc.,	Agree
12	Facility to classify vendor based on products supplied/ category of product.	Agree
13	Ability to debar / unblock a vendor for further processing of any transaction. Also, ability to capture reasons for debarment/ unblocking of vendor.	Agree
14	System ability to support catalogue management (Catalogues from various vendors provided in soft form should be able to be uploaded in Application Software)	Agree
15	Maintain information about the condition of the items (e.g., good, idle, obsolete, broken, unserviceable, BER, etc.)	Agree
16	System tracks items purchased with various funding sources (i.e. grants, funds, or other cost objects)	Agree
17	System should be able to classify items into Consumable & Capital	Agree
18	System should be able to have the storage hierarchy such as location-Bin-Racks-Shelves-Zones mapped into the system.	Agree
19	System should be able to link each and every item image, photos, and/or drawing with its item code for physical identification.	Agree
20	Ability to capture, maintain and track shelf life of perishable items.	Agree
21	Ability to identify services as per the works	Agree
22	Ability to assign name corresponding to service code	Agree
23	Ability to enter unit of measure of goods / service	Agree
24	Ability to maintain unique service item codes	Agree
25	Ability to assign /edit/ modify description of the service/ item (activity) of service	Agree
26	Ability to check existence of rate contract for individual services or service groups	Agree
27	Provision for traceability of materials	Agree
28	Ability to maintain and run the Stores Ledger detailing the opening and closing stock, receipts, issues, price and quantity	Agree
29	Ability to do stock verification based on perpetual / cycle/ physical counting or any other defined method and periodicity	Agree
30	Ability to perform perpetual inventory verification by group wise, location wise, item wise etc.	Agree
31	Ability to record receiving information: receiving staff, shipping carrier with tracking number, date and time received, complete/ partial and comments/ notes.	Agree

32	Ability to allow images to be attached to inventory items in the system	Agree
33	Ability to accommodate items with Zero Rupees Value and / or Zero Quantity.	Agree
<b>D. Indent/ Requisition, Tendering, Quotations, Contracting, etc.</b>		
1	Facility to each department/ specific users to raise the Indent.	Agree
2	Configure workflow to route the Indent/ Requisition via various levels of online approvals and budget sanctioning	Agree
3	For Proprietary Indents, ability to capture details of Proprietary Certificates	Agree
4	Ability to rework and resubmit the Indent for approval after necessary modifications	Agree
5	Provision to scrutinise the Indent online and enter remarks if required, by approver/ recommender.	Agree
6	Ability to generate a unique Indent Number	Agree
7	Ability to support multiple UOM (Unit of Material) for items for inventory and for placing Indents, and releasing of Purchase Order	Agree
8	Enable stakeholders to approve Indent, approve with changes or reject the Indent.	Agree
9	System should have the provision for the Indent to undergo various status changes like created, submitted, in progress, approved, closed, rejected and cancelled.	Agree
10	Allows online Indent / requisition approval at multiple (sequential and / or hierarchical) levels with capacity to "trace" current location.	Agree
11	Ability to use multiple criteria to evaluate Indent/ requisition work flow (approvals and insufficient funds, etc.)	Agree
12	Ability to block / hold the Indent if there is no sufficient funds available.	Agree
13	System should be able to track status of Indent/ demand	Agree
14	System should have a provision to edit the Indents that are returned.	Agree
15	System should have the provision to notify the appropriate persons for the Indents waiting for approval.	Agree
16	System should have the provision to notify the Indentor and all approvers when a Indent is approved.	Agree
17	System should have the provision to capture the remarks by different approvers.	Agree
18	System should have the provision to set up an Approval Authority for Indent based on the Indent Value, Department, Project etc.,	Agree

19	Ability to store and maintain the user-defined / standard templates for creating Expression of Interest (EoI), Request For Proposal (RFP)/ Tender Document, Contract Documents, etc. Also provides version control on all these documents and attachments therein.	Agree
20	Ability to collect requirements from various departments and procure strategically for common and similar items.	Agree
21	System to enable generation of Notice Inviting Tender (NIT)	Agree
22	System should have the ability to record the pre-bid discussions held during the Pre-Bid conference and record the necessary amendments to be made.	Agree
23	System should be able to amend bid documents and keep track of the versions and approvals of the same from competent authority as per delegation of powers.	Agree
24	Ability of the system to track bid validity dates for various bids and take necessary actions if extensions are required.	Agree
25	System should be able to initiate the re-tendering process with respect to original tender if necessitated.	Agree
26	Ability to choose the mode and type of tendering.	Agree
27	System to support the following types of tendering:- <ul style="list-style-type: none"><li>● Open (GeM/ CPPP)</li><li>● Limited</li><li>● Single / PAC (Proprietary Article Certificate)</li><li>● Global</li></ul>	Agree
28	System should allow single tendering on the grounds of urgency or operational or technical requirements after capturing the reasons for single tender enquiry (STE) and selection of a particular firm is recorded and approved by competent financial authority prior to single tendering.	Agree
29	Ability to execute contingency purchase (direct purchase) in case of emergency.	Agree
30	Ability to capture monthly, quarterly, half-yearly and annual requirement plan	Agree
31	Ability to specify whether 'Sample' is to be submitted with offer or after placement of order and attach 'sample approval criteria' to the Indent.	Agree
32	System to grant user the flexibility to select the suitable stages for processing the tendering process (two bid type): <ul style="list-style-type: none"><li>● Technical Evaluation Stage</li><li>● Price Bid Evaluation Stage</li></ul>	Agree
33	Ability of the system to generate Bid opening statements with details of quoted prices, EMD and conditions to contract etc and provide access to only authorised persons.	Agree

34	System should create and monitor the two bid tendering process: In case of IIA, the Techno-Commercial Evaluation is normally carried out by a Techno-Commercial Evaluation Committee. The Techno-Commercial Evaluation Committee report, once finalised, is sent to the Competent Authority (Director) for acceptance.	Agree
35	System to capture Names and details of Techno-Commercial Evaluation Committee members.	Agree
36	System to configure workflow, for obtaining approval of Techno-Commercial Evaluation Committee members	Agree
37	System to support formation of various committees for evaluation to be done.	Agree
38	System to enable identification of committees by a unique number that will be associated with the respective activities of a particular task.	Agree
39	System to maintain the entire Minutes of Meeting (MoM), notes, communication, etc. for specific tasks to be maintained and managed by the system in repository.	Agree
40	System should not allow entry of commercial quotes whose technical bids are rejected by the committee.	Agree
41	System to support validation of the received bids with respect to the tender due dates.	Agree
42	System to prepare bid opening statement along with the details of the EMD, the bidder and the price quoted.	Agree
43	System to prepare the comparative statement of the bid.	Agree
44	System to enable postpone or extend bid opening dates along with generation of intimation letters to vendors to be supported by the system.	Agree
45	System to track waiver of EMD requirements in Vendor Database for each vendor / class of vendor along with the reasons thereof for waiver.	Agree
46	System to enable capturing of performance guarantees in the system	Agree
47	System to generate the alerts prior to a specified period before expiry of the performance guarantee.	Agree
48	System to capture the commercial evaluation details as per criteria and provide analysis on factors such as: ● Duties & Taxes ● Delivery Period ● All Inclusive Cost on Delivery etc.	Agree
49	Provision to capture taxes like GST, Service Tax, Customs Duties, Insurance Charges, Packing Charges, etc.	Agree
50	Provisions to capture Tax Exemption details that are applicable for Customs Duty, Excise Duty, etc.	Agree
51	System to prevent bids from black listed vendors from being processed.	Agree
52	System to maintain the EMD amount and performance guarantees, to be defined and managed in the system.	Agree

53	System to generate a list of EMD's to be released to unsuccessful bidders based on information by the finance team.	Agree
54	System to calculate and display overall L1 and item wise L1.	Agree
55	System to compare between Indian vendors and Foreign Vendors by taking into account cost, insurance and Freight (CIF) value / Custom Duty (CD) exemption	Agree
56	Provide the capability to track milestone dates mentioned in the Tender document, contracts, etc.	Agree
57	Option to include Delivery Schedules and Quality Specs with support for manual entry and special text within the Requisitions.	Agree
58	Facility to send multiple tenders against single requisition.	Agree
59	System should automatically generate cost comparison statements highlighting all of these; Price (including breakup of taxes), Lead time for Delivery, Credit Terms, Other Terms & conditions.	Agree
60	Ability to generate requisitions automatically for items replenished frequently like consumables, based on Re-Order level.	Agree
61	Ability to check the availability of free or reserved stock available at different storage locations while creating requisitions.	Agree
62	System should be able to issue Non-Availability Certificate (NAC) against demands for which item is not available in the stock.	Agree
63	Ability to send requirement details, documents like drawings and request for specifications along with RFP.	Agree
64	Ability to enter quotations in the system against RFP, including taxes	Agree
65	System to allow deletion / re-tendering of Ordered Items / tendered items lines.	Agree
66	System to allow amendment of orders having financial and non-financial implications.	Agree
67	Maintains a prospective bidders' list.	Agree
68	Ability to approve bids of the recommended vendor in the system and add reason for approvals and bid rejections.	Agree
69	Ability to create a PO in the system after quotation approval / bid evaluation.	Agree
70	Provide the integration with Govt. e-marketing (GeM) portal and Govt. e-Procurement system i.e. Central Public Procurement (CPP) portal.	Agree
71	Route all GeM shopping carts / requisitions through an approval workflow.	Agree

72	Integration of e-Tendering website i.e. CPP Portal for upload of tender documents, and track the tender process / phases.	Agree
73	System should have all the standard formats, guidelines and terms and condition of tenders for floating / loading it to the CPP portal	Agree
74	System should generate tender documents on the click of a button from available templates and forms information held within. System should also support generation of tender document offline using desktop office tools.	Agree
75	System shall define the hierarchy for approval of Tender so generate and forward the document and record their comments with a time stamp. System should also support digital signing of the comments.	Agree
76	Upon approval, the system shall generate the final tender doc, get it signed digitally by appropriate authority and forward the documents along with the tender calendar, base attributes, etc to the e-tender system for uploading to the CPP portal.	Agree

#### E. Purchase Order (PO) / Contracts and Payments against Invoice

1	Ability of the system to capture PO information like PO number & date, Item details like code, description, UOM, rate, Quantity, Delivery Schedule, Consignee Name & Address, applicable taxes, Performance Guarantees, other terms, etc.	Agree
2	System should segregate PO based on the category of procurement such as Cash Purchase, Direct Purchase and Local Purchase.	Agree
3	System to handle the Cash Purchases, Local Purchase to meet immediate requirements of items required in small quantities and up to certain value limits within the prescribed cash purchase powers of the CFA.	Agree
4	Ability to directly create POs with different number series based on purchase type or categories such as location/ material type/ department etc.	Agree
5	Ability to create PO templates.	Agree
6	Attach supporting documentation and notes to a PO	Agree
7	The system shall provide the ability to perform mass editing of Pos based on user defined criteria.	Agree
8	Ability to create a single PO in the system from multiple requisitions or multiple PO against single requisition.	Agree
9	Ability to specify payment terms in the PO	Agree
10	Allow payment terms to be displayed and tracked with POs.	Agree
11	Allow delivery date terms to be displayed and calculated with Pos	Agree
12	Ability of the system to print PO in a User defined format on pre-printed stationery.	Agree
13	Ability to link PO with all previous transactions/ documents of the system.	Agree

14	The system shall provide the ability to reopen closed POs within the current fiscal year	Agree
15	Ability to inquire on a PO status by PO number, requisition number or Invoice Number and goods receipt.	Agree
16	Ability to process changes to POs without having to re-enter purchasing information	Agree
17	Ability of the system to update budget utilisation automatically at PO release.	Agree
18	Create the necessary accounting adjustments automatically from a PO change/ amendment.	Agree
19	Ability of the system to generate and send soft copy of PO in PDF format to supplier via e-mail.	Agree
20	Ability of the system to send reminders to suppliers through e-mail in case of delay in receipt of goods.	Agree
21	Ability of the system to receive advance intimation from supplier for receipt of goods with transportation details.	Agree
22	Ability to automatically track and categorize line items on PO.	Agree
23	Ability to search for an issued PO by number, requisition number, cost, vendor/ supplier name or number.	Agree
24	Ability to view balance quantity and payments made against PO in PO screen of the system.	Agree
25	Allows for multiple budgetary accounts to be applied to each line item.	Agree
26	Ability to initiate and track payment of received PO line items.	Agree
27	Ability to cancel individual PO line items.	Agree
28	Ability to re-order individual PO line items.	Agree
29	Ability to record and track changes made to issued PO line items.	Agree
30	Ability to select a different account number distribution for each line item on the PO.	Agree
31	Ability to modify the PO line items with the new accounts/ fiscal years.	Agree
32	Ability to update outstanding PO line items with account numbers in the new fiscal year.	Agree
33	Provide complete online reporting of POs issued and goods received.	Agree
34	Send an email to the requestor when the item is received when receiver is different from the requestor.	Agree
35	Attach receiving notes to the PO	Agree
36	Provide standard reports and inquiry screens for POs in process.	Agree
37	Provide standard reports and inquiry screens for POs out/ goods not received.	Agree
38	Provide standard reports and inquiry screens for POs out/ goods received / invoice not received.	Agree

39	Provide standard reports and inquiry screens for POs involved but not received and paid.	Agree
40	Track PO items received.	Agree
41	Automatically update Accounts Payable with the receipt of goods, including the associated PO number.	Agree
42	Provide for the receipt of goods and services to be recorded online by PO number.	Agree
43	Ability to record receiver's name / ID on receipts.	Agree
44	Ability to track the recording of goods returned to the vendor.	Agree
45	Provides a three-way match for the receipt of goods, the PO and Invoice.	Agree
46	Provides a two-way match for the PO and Invoice.	Agree
47	Ability to validate three/ two way match based on user defined criteria.	Agree
48	Provide the ability to send notifications, via e-mail, to persons within the approval workflow process, in a customizable process based on user defined criteria.	Agree
49	Support a bar coded tracking system from incoming delivery point to end user.	Agree
50	Ability to capture the details in the contract like contract validity dates, location of delivery, Material code with description and quantity, agreed upon rates including breakup of taxes, payment terms, other terms and conditions, VAT/ GST.	Agree
51	Ability to maintain the standard templates for the creation of Contracts or Letter of Award etc.	Agree
52	Ability to define and configure the workflow for approval of amendments to the contract terms.	Agree
53	Ability to generate the changed Contract once the amendments are made.	Agree
54	Ability to store scanned / soft copy of each external / internal correspondence against a contract for issue handling and progress review.	Agree
55	The system shall allow for the ability to perform invoice entry with the following capabilities, including but not limited to: <ul style="list-style-type: none"> <li>● Multiple levels of invoice approval workflow</li> <li>● Ability to manage required supporting documentation in electronic format (e.g. vendor invoice, claim forms etc.)</li> </ul>	Agree
56	The system shall provide the ability to process multiple invoices against the same PO.	Agree
57	The system shall provide the ability to process once invoice against multiple POs.	Agree
58	The system shall provide the ability to perform Electronic Fund Transfer (EFT), and deposit to vendor bank accounts.	Agree

59	The system shall provide the ability to prevent duplicate payments by matching, at a minimum, supplier./ vendor and invoice number.	Agree
60	The system shall provide the ability to process invoice payments for different charges that are not mentioned in the PO or not included in the PO amount.	Agree
61	The system shall provide the ability to automatically select payments based on due date and discount rate/ date.	Agree
62	The system shall provide the ability to list invoices by date range.	Agree
63	The system shall provide the ability to list invoices by Accounts Payables' receiving date.	Agree
64	The system shall provide the ability to produce a single claim/ payment register at year end for both the prior and new fiscal year.	Agree
65	The system shall provide the ability to put invoices on hold and release for later payment.	Agree
66	The system shall provide the ability to annotate transactions with comments.	Agree
67	While processing payment against each Invoice, the following data shall be stored: <ul style="list-style-type: none"> <li>● Payment Date &amp; Time</li> <li>● Mode of Payment</li> <li>● Payment Number (in alphanumeric form)</li> <li>● Payee Name &amp; Address</li> <li>● Invoice Number/ Description</li> <li>● Invoice amount without taxes</li> <li>● Taxes &amp; Tax Deducted at source (TDS)</li> <li>● Net Amount (In figures &amp; in Words)</li> <li>● PO Number &amp; Date</li> <li>● Paying Authority</li> <li>● <u>Comments to the Vendor if any</u></li> </ul>	Agree
68	Ability to have an integrated Document Management System where you can view all related documents within the Purchase Module (Requisition, PO, Invoice, Quality Checks, Payments, etc)	Agree
69	Provision to pay through Letter of Credit (LOC) and wire transfer for purchasing from foreign suppliers.	Agree
70	Provision to capture the details related to application for irrevocable documentary credit (Letter of Credit)	Agree
<b>F. Services Procurement / Work Order</b>		
1	Ability of the system to support work orders for any job with material, without material, manpower supply, civil works, etc.	Agree
2	Ability of the system to capture terms of issuing material to Successful Bidder on chargeable basis, non-chargeable basis etc.	Agree
3	Ability of the system to support recurring bill.	Agree

4	Ability to check in the system remaining amount outstanding in the contract before making payment.	Agree
5	Ability of the system to generate necessary tax certificates	Agree
6	Ability to generate work completion notes in the system by the Indentor to certify quality and quantity.	Agree
7	Ability to capture key information in the service purchase orders like type of service (security, consultancy, transportation, job, etc.), rate of services, applicable taxes, financial agreement, etc.	Agree

#### G. Goods Receipt & Movement

1	Ability to create an Inward & Inspection note before creation of Goods Receipt Note (GRN). Inward will contain details such as PO number, date of receipt and other consignment information.	Agree
2	Ability of the system to create GRN from Inward and Inspection note.	Agree
3	Ability to have a single GRN form to handle multiple types of GRN like Store receipt, Direct Consumption, etc.	Agree
4	Ability of the system to generate GRN Number automatically or manual link with Inward.	Agree
5	Ability of the system to receive partial consignment/ delivery from PO.	Agree
6	Ability of the system to show remaining PO quantity when creating GRN.	Agree
7	Ability of the system to receive goods in a measurement unit different from the measurement unit in which the order was placed.	Agree
8	Ability to define & control GRN against PO.	Agree
9	Ability of the system to show a list of test certificates required to pass a quality check.	Agree
10	Ability of the system to capture the QC results.	Agree
11	Ability of the system to capture quantities rejected by QC against GRN.	Agree
12	Ability of the system to automatically generate a rejection / shortage note and rejection / shortage letter in case of rejection/ shortage.	Agree
13	Ability of the system to generate a Debit note to be sent to the vendors for all rejection / shortage. The Debit Note should be linked to the Rejection/ shortage note in the system.	Agree
14	Ability of the system to highlight pending overdue and non-overdue POs and pending quantity.	Agree
15	Ability to generate instructions / labels for the storing of the items in the Stores including bar codes.	Agree
16	The ability to provide views of inventory balances, in-transit, and on-order across all Stores and for individual stores.	Agree

17	System should be able to provide gate Entry & Exit monitoring processes for the materials & Vehicle movements linking with Supply Order or others. It includes capture of Date, time, transportation type, carrier details, dimensions, weights, etc.	Agree
18	System should capture From place, To place for the goods that are transported.	Agree
19	It should also capture by whom it is moved, Date of Movement, receiving person, Date, Mode of Transport and vehicle number.	Agree
20	System should have the provision to create gate pass for the items to be dispatched e.g. for repair, replacement, permanent transfer, etc.	Agree
21	System should be able to maintain System generated Gate Pass No., Date, Item Code, Item Description, Supplier, Location, Address and Remarks.	Agree
<b>H. Stores Management</b>		
1	Ability of the system to select any valuation method i.e. FIFO, LIFO, or weighted average method for valuation of stock.	Agree
2	Reporting of overstock and Understock Exceptions.	Agree
3	Ability to support the issue of materials having shelf life on FIFO basis.	Agree
4	Ability to support the issue of Materials by Store Staff.	Agree
5	System should be able to transfer of items from Central Store to Divisional/ Departmental Stores, Stores of Field Stations, if required	Agree
6	System should be able to view and track real time stock position.	Agree
7	System should be able to issue and monitor inventory items on loan to other departments and thereafter return the item after usage.	Agree
8	Ability to track hazardous/ environmental materials.	Agree
<b>I. Key Management</b>		
1	Ability to identify which keys each key holder has and the doors they can open.	Agree
2	Ability to track issuing keys to people..	Agree
3	Ability to create key records or reports, and tracking lost or damaged keys and related responsibility.	Agree
4	Ability to track keys by department, function or other user determined groupings.	Agree
5	Ability to manage master keys, sub-master keys and change keys.	Agree
6	Ability to log quantities of keys created, issued, lost and destroyed.	Agree
<b>J. Disposal of Dead Stock</b>		
1	Department wise submission of details.	Agree
2	Tendering by Procurement & Inventory Department	Agree
3	Disposal of Dead Stock	Agree
<b>K. Work Requisition</b>		

1	Ability to create, maintain and review the section wise work requisitions.	Agree
2	Ability to raise maintenance Work Requisitions after receiving feedback from operations about faults. The Work Requisitions should be capable of auctioning/ triggering electronic notification to the concerned technical Staff.	Agree
3	Facility to copy tasks with materials and resource requirements to the Work Order (WO) from standard procedures, Facility to attach notes, equipment drawings/ documents, standard operating guidelines for each task in a WO.	Agree
4	Ability to classify Work requisitions / WO by user defined variables. For example safety, modification, new work, rework, breakdown, preventive etc. It should be possible to report by each of these classifications.	Agree
5	Ability to assign a priority among work requisitions.	Agree
6	Ability to view details of any outstanding Work Requisitions on a specific job or related piece of equipment in order to avoid duplicating work requisitions.	Agree
7	Ability to record the status of a Work Requisitions via user defined variables e.g. Awaiting approval, etc.	Agree
8	Ability to inform the Indentor/ Requestor via email or otherwise upon approval / rejection of Work Requisitions.	Agree
9	Ability to establish targets against a Work Request. These targets could be time, financial and / or quality based. The ability to report on these targets should also exist.	Agree
10	Ability to define critical dates against a Work Request e.g. Required by Date.	Agree
11	Ability to approve, maintain, complete and close Work Request.	Agree
12	Ability to link a WO to a financial Account Code.	Agree
13	Ability to create multiple job/ tasks against a single WO.	Agree
14	Ability to create multiple WO against a single Work Request.	Agree
15	Ability to define work requirements (plan/ labour/ equipment/ tools/ spares / other) against the WO.	Agree
16	Ability to make changes to a WO.	Agree
17	The ability to approve WOs online via workflow is required. This could be performed by different incumbents within the Institute, depending on WO size/ cost, priority, mode and Delegated Financial Authority levels etc. If a WO is not approved within a specified time, it should be forwarded to next appropriate person.	Agree
18	Ability to maintain, complete and close WOs online.	Agree

19	Ability to adjust all elements for the WO including: ● Materials ● Resources ● Tools ● Timings	Agree
20	Ability to create and issue an emergency WO.	Agree
21	Ability to attach documents to a WO including detailed Work instructions, safety requirements and checklists, drawings etc. Upon issue of a WO, it should be optional as to whether attachments are printed automatically or at the discretion of the user.	Agree
22	Ability to notify relevant personnel or issue a warning/ alarm, if a WO has not been completed after certain period of time.	Agree
23	Ability to record the consumption and return of the materials that were issued against the individual WO.	Agree
24	Ability to report on WOs that have been delayed due to: ● Materials not being available in time for the maintenance work. ● Insufficient Internal/ External labour resources. ● Lack of permit being issued ● Other User defined fields.	Agree
25	Ability to record status of a WO such as approved, not approved, wait on materials, wait on Successful Bidders, wait on labour etc.	Agree
26	Ability to allow authorised employees to enter text in a free format against the WO. These comments should be able to be forwarded to the concerned Authority.	Agree
<b>L. Other Requirements</b>		
1	List of Vendor wise/ Material wise orders.	Agree
2	Material wise, Department wise consumption report.	Agree
3	Comparison of price bids with history prices	Agree
4	Alerts if the Asset Numbers, Batch or Serial Numbers are not in order.	Agree
5	Vendor Performance Analysis Rating & Reports (on the basis of quality of item/ services offered, quantities supplied, delivery / timely completion performance and cost/ price)	Agree
6	Register for Inward, Inspection, Receipt, Issue etc on user defined period.	Agree
7	Facility to provide slow moving and non-moving items report	Agree
8	Rate variance report from Receipts.	Agree
9	Date Porting/ Data Entry Suite.	Agree
10	Provides an online item catalog and search capability.	Agree
11	Ability to load internal materials in order to create an Internal catalog.	Agree

## **4.2 INTER-LINKED AND COMMON FUNCTIONAL REQUIREMENTS**

<b>Sl. No</b>	<b>Functionalities</b>	<b>Bidder's Compliance [Agree/ Disagree]</b>
<b>A. General</b>		
1	Ability to initiate and track the approval process.	Agree
2	Ability to assign different levels of approval for the same user.	Agree
3	Provide workflow functionality in all system modules.	Agree
4	Reminders/ Notification to the employee for change or requirement of any additional data through mails/ SMS/ self service etc.	Agree
5	Ability to allow temporary status changes of the users (e.g., unavailable due to vacation, deputation, Study leave, etc.)	Agree
6	Ability to re-route workflow assignments based on availability triggered by unavailability status.	Agree
7	Ability to re-route workflow assignments based on availability triggered by system administration defined periods of no response.	Agree
8	Ability to maintain various Sections/ Divisions Sub-Sections of the Institute.	Agree
9	Ability to define various roles based on the nature of responsibility.	Agree
10	Ability to assign employees to their Sections/ Divisions/ Sub-sections.	Agree
11	Ability to attach document or add notes wherever needed.	Agree
12	Ability to view the list of alerts received by the employee.	Agree
13	Ability to view the list of records submitted by the employee based on the process.	Agree
14	System should have provision to store order / circular / notification which effected an organisational change for an employee and related reports should be developed.	Agree
15	System should have functionality to search orders/ circular/ notification through name, keyword, date, number and archive/ discard any order / circular / notification.	Agree
16	Ability to seek confirmation after every change made in the structure, changes to be made permanent only on authentication by the controller of the authorised person – Multi Stage process.	Agree
17	Ability to change/ restore/ rollback changes to a previous (given) dates and report inconsistencies.	Agree

**B. Reports**

1	Data filtering by various attributes can be used to limit the report to only desired information	Agree
2	Ability to provide pre-defined reports.	Agree
3	Custom data fields can be added to predefined report templates.	Agree
4	Charts and graphs can be added to the predefined report templates.	Agree
5	Report output can also be displayed in graphic and/ or chart format.	Agree
6	System must have the ability for appropriate users to create and print reports on their dashboard.	Agree
7	Report shall be prepared by any day of the week by Individual, Department, User defined.	Agree
8	The ability to format reports (e.g. headings, font, bolding, underlines, currency signs, etc.)	Agree
9	The ability to include headers, footers, pagination, etc.	Agree
10	The ability to produce reports that can be edited in MS Word / Excel or in the report writer itself.	Agree
11	Ability to export queries and reports to standard MS formats (Excel, Word, CSV, etc.) and PDF.	Agree
12	System will provide the ability to search for specific values within a report.	Agree
13	System will support simple and complex search and reporting functionality, using user defined criteria.	Agree
14	Ability for multiple users to access the same document/ reports simultaneously.	Agree
15	Ability to have access to data and report based on user authorizations.	Agree
16	Ability to provide standard report templates.	Agree
17	Ability to create custom reports using wizard.	Agree
18	Ability to print reports directly through networked printers.	Agree
19	System supports a graphical display of a wide variety of charts and graphs.	Agree

**C. Constituting of Various committees & Meetings**

1	The system should have the capability to constitute the committee with its member and convener details.	Agree
2	The system should have the capability to capture various details of the committee such as terms of reference, tenure, committee members etc.	Agree
3	The system should have the capability to define the role of each committee member.	Agree

4	The system should have the capability to define the committee members from the internal departments as well as external users along with required details.	Agree
5	The system should have the capability to define the message template for sending the notification to respective committee members.	Agree
6	The system should have the capability to define the approval process for committee constituted.	Agree
7	The system should have the capability to circulate the Office Memoranda with the respective committee members/stakeholders having details about the committee.	Agree
8	The system should have the capability to define the Meeting invitation templates for sending the notifications to all the committee members.	Agree
9	The system should provide the calendar view having details about the meeting schedule on a weekly / monthly basis.	Agree
10	The system should provide the capability to submit the response about their availability for the meeting scheduled.	Agree
11	The system should have the capability to capture the Minutes of Meeting.	Agree
12	The system should have the capability to assign the actionable to the respective committee members based on meeting decisions.	Agree
13	The system should provide the capability to define the deadlines of submitting the response for defined actionable.	Agree
14	The system should provide capability to design the template for circulating the Minutes of Meeting (MoM).	Agree
15	The system should provide the capability to send the MOM notification through email.	Agree
16	The system should allow allocating responsibilities and making online status updates.	Agree
17	The system should allow maintaining attendance records and drafting agendas, reports, and minutes of meetings.	Agree

### **4.3 OTHER TECHNICAL FUNCTIONAL REQUIREMENTS**

Sl. No	Functionalities	Bidder's Compliance [Agree/ Disagree]
<b>A. General</b>		
1	All parts of Solution should support compulsorily English language formats	Agree
2	Should support any operation system like Windows, Linux, etc.	Agree
3	The interface design of the application should be simplified enough that the end user can easily understand all the working i.e. user friendly interface design.	Agree
4	All components of the proposed solution to be interoperable and seamlessly integrated.	Agree
5	Customise personalised views based on user defined criteria without impact to system functionality or support process.	Agree
6	Ability to create ad hoc reports, generate reports at various levels, facility to download reports in various formats like image/ Excel / CSV / Doc / PDF / Text / XML etc. and send reports electronically.	Agree
7	System will support uploading/ downloading in common formats (MS Office / Adobe / etc.)	Agree
8	System should have mail service integration. Ability to send email notification wherever needed.	Agree
9	The system shall allow adding documents to the electronic file directly from the scanner or internal / external drive or email.	Agree
1	Bulk data upload / change should be possible.	Agree
1	Solution to provide integrated user management.	Agree
1	Ability to provide access level security for Entry forms at Field level — Allow, Read only, hide, etc.	Agree
1	Ability to configure the number of permissible log-in attempts.	Agree
1	The system will create user roles and access rights based on user-defined criteria (role-based access control)	Agree
1	Ability to provide multiple roles to a single user and bulk user maintenance and access management options.	Agree
1	Solution to provide access level security for data at transactional level.	Agree
1	Ability to delegate roles and permissions in case an employee is absent and his / her work (approvals/ rejections in a workflow environment) needs to be carried out	Agree

1	Ability to revoke roles and permissions after the original employee joins back whose role was delegated to an alternate supervisor.	Agree
1	Accepts the user-defined templates for leave, tender, travel/tours, etc.	Agree
2	System should have inbuilt features like workflows, file tracking, and knowledge repository.	Agree
2	The system should be format agnostic and should allow storage of any digital data like images, Office files, engineering drawings, PDF, PDF/A, photographs, video & audio files.	Agree
2	System should allow creation of custom indexing fields/ tags for different documents at Folder & File level.	Agree
2	System shall provide the standard file hierarchy structure of folders and sub-folders to allow users and groups of users to manage and organise their documents.	Agree
2	The departmental officials should be able to index folders, files, letters and documents on user-defined indexes like department, Letter No. file No., year, etc.	Agree
2	The system's inbuilt viewer should have the capability to perform annotations such as highlight, sticky note, underline, hide certain text etc. on the documents image with user name, date and time of putting the annotations.	Agree
2	System should have facility to set notifications (e.g. Notifying change of version of a file to all stakeholders) & Alarms (e.g. Delay in Approval) by email.	Agree
2	System should have comprehensive & easy to set access rights controls at Folders & File level as well as Groups and users with Inheritance.	Agree
2	The system should allow defining multiple levels of access rights (Delete / Edit / View / Print / Copy or Download) to officers based on their profile.	Agree
2	The system should maintain audit-trail of all activities being done in the system, documents, etc. by users as well as administrators.	Agree
3	Provides system audit-trail tracking by user defined parameters.	Agree
3	System to maintain logs of all the transactions and audit-trails.	Agree
3	System should support creating Additional custom fields in each module for storing additional data, as per requirements.	Agree

3	The database should run with multiple nodes to provide a high level of availability and load sharing.	Agree
3	Ability to produce customizable error messages.	Agree
3	Ability for multiple windows to be open at the same time.	Agree
3	Ability to support full functional operation on Laptops & Desktops.	Agree
3	System permits multimedia file attachments (Word files, graphic images, audio or video clips) to records as work orders.	Agree

#### B. Security Requirement & Features

1	All the necessary procedures/ infrastructure/ technology / personnel should be established to ensure that the Security in the IIA APPLICATION SOFTWARE system is not compromised.	Agree
2	The solution should have integrated security features that are configurable by the Master User or System Administrator to control access to the application, functional modules, transactions and data.	Agree
3	The solution should require the use of unique user IDs and passwords for authentication purposes, and Biometric and other devices as applicable.	Agree
4	The application should allow for the following: <ul style="list-style-type: none"> <li>● The enforcement of password standards</li> <li>● The establishment of a specified period for password expiration.</li> <li>● The prohibition of recent password reuse.</li> </ul>	Agree
5	Only the Master User or designated authority should be able to define functional access rights and data access rights to the users. He / she should be able to restrict access to sensitive data elements by named user, groups of users, or functional role.	Agree
6	The systems should permit the Master User to assign multiple levels of approval for a single user.	Agree
7	System should be auditable as per requirements from time to time.	Agree
8	System should have audit logging capability to record access activity, including the following: <ul style="list-style-type: none"> <li>● All log-in/log-out attempts by the individual users.</li> <li>● User submitted transactions</li> <li>● Initiated process</li> <li>● System override events, and direct additions, changes or deletions of data</li> </ul>	Agree
9	System should have the provision for Dashboard to view and analyze the log details.	Agree

1	System should provide the ability to query the audit log by type of access, date and time stamp range, user ID and IP address.	Agree
1	All the information assets (Information and Information systems) should be classified and security should be defined according to criticality of the information asset.	Agree
1	System should ensure proper protection against malicious software. This would include implementation of an effective anti-virus solution, scanning for viruses at regular intervals or on certain triggers.	Agree
1	Should have a disaster recovery plan and robust backup procedures.	Agree
1	Provide security at the following levels: Department, Division, Role or Group, User ID, Screen, Menu, Report, Database Table, Object, Record, Field, Job Function, Transaction Type, etc.	Agree
1	Ability for the system administrator to determine which fields are visible to users.	Agree
1	Provide role-based security.	Agree
1	Provide document-based security.	Agree
1	Provide functional security to control what processes can be performed by certain users.	Agree
1	Ability to log users off the system after an administrator-defined period of inactivity.	Agree
2	Data Encryption – The login passwords of all the users and the suppliers are to be encrypted at the database level.	Agree
2	Secure Administrator Access – To prevent an administrator from misusing his access privileges, the system shall have dual level password verification before allowing an administrator access to a confidential module. The first password is to be provided by the administrator himself/herself and the second password is to be provided by the highest authority of the Institute, or his/ her designated official.	Agree

**Requirement (General List)**

1	All Architecture documents, operating specifications, and system Flowcharts	Agree
2	Database entity relationships, table formats, and data element descriptions; and Program module descriptions.	Agree

3	Quality Assurance Plan stating the planned actions to ensure satisfactory delivery conforming to functional and technical requirements of Application Software.	Agree
4	Interface Control Document, documenting the interface characteristics of the modules.	Agree
5	Test Plan containing information on the software Test Environment to be used for independent testing, the test cases to be performed, and the overall testing schedule. This includes, schedule, resources, tools, procedures, environment definition, test cases, and software test results. The test plan document should have the information about the methodology, tools, etc. The Bidder has to provide the tools that are proposed to be used in the testing.	Agree
6	Troubleshooting Guide / Handbook for Helpdesk which describes various troubleshooting methods for various problem scenarios.	Agree
7	Operation Manual providing instructions for installing the application, troubleshooting, interpreting message logs, error codes with full descriptions and recovery steps, user screen and reports layouts and contents, application security and Frequently Asked Questions (FAQs)	Agree
8	User Manual (online or downloadable content) providing detailed instructions in the form of a narrative on how to use the application. In addition, it shall describe how to access, submit inputs to, and interpret outputs from the application.	Agree
9	Application Software Applications Training manual Module wise.	Agree
1	A data dictionary listing out all the data elements shall be prepared.	Agree
1	The Administrator shall maintain all documentation related to the Application Software including software artefacts and database with adequate traceability matrix and version control.	Agree
1	All the documents/e-registers, reports mentioned in Points / clauses of Section III of this RFP.	Agree

#### D. Software Essentials

1	Entire source code for the Application Software solution to be provided to IIA without charge. However, to secure the ownership of the Bidder or its OEM, cost-less non-disclosure agreement (NDA) may be signed in this regard between the selected Bidder and IIA.	Agree
2	Only the latest versions of software application, and integration tools, wherever applicable, shall be used.	Agree

3	The software license must allow modifications and derived works.	Agree
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**Nortcele Systems Private Limited**  
**Registered Address:** #92, 1st Floor, Natraj building, Near SNS Arcade, Konnea Agarhara, Vimanpura Post, Old Airport Road, Bangalore 560017  
[www.nortcele.in](http://www.nortcele.in)

**DECLARATION OF ACCEPTANCE OF TERMS & CONDITIONS IN THE RFP**

Date: 23 April, 2024

To,

The Director,  
Indian Institute of Astrophysics,  
2nd Block, Koramangala, Bangalore – 560034

Sub: - Selection of Implementation Agency for Supply, Installation, and Implementation & Hosting of Application Software to automate Stores & Purchase Functions of IIA Bangalore

Tender Ref No.: RFT/COMP/178/23-24 Dated: 25 Mar 2024

Tender ID No.:2024\_IIAP\_802186\_1

Madam,

This is to certify that the RFP document – RFP No RFT/COMP/178/23-24 dated 25 Mar 2024 is carefully read & understood and all the sections and clauses are COMPLIED WITH UNCONDITIONALLY AND UNEQUIVOCALLY. There is no deviation from the terms & conditions of the RFP. I/We also hereby confirm that the solution proposed by us will meet the project requirements.

Yours faithfully,

For and on behalf of the **Nortcele Systems Private Limited**

(Signature)

Deepa Singh, Director

Date: 23 April, 2024



**Nortcele Systems Private Limited**  
**Registered Address:** #92, 1st Floor, Natraj building, Near  
SNS Arcade, Konnea Agarhara, Vimanpura Post, Old  
Airport Road, Bangalore 560017  
[www.nortcele.in](http://www.nortcele.in)

### **BID SECURITY DECLARATION FORM**

Tender Ref No.: RFT/COMP/178/23-24 Dated: 25 Mar 2024

Tender ID No.: 2024\_IIAP\_802186\_1 Date:

To,

The Director,  
Indian Institute of Astrophysics,  
2nd Block, Koramangala, Bangalore – 560034

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.
2. I/We accept that I/We may be disqualified from bidding for any contract with you for a period of two years from the date of notification if I am / We are in a breach of any obligation under the bid conditions, because I/We
  - (a) Have withdrawn/ modified/ amended, impairs or derogates from the tender, my/ our Bid during the period of bid validity specified in the form of Bid; or
  - (b) Having been notified of the acceptance of our Bid by the purchaser during the period of bid validity and;
    - (i) fail or refuse to execute the contract, if required; or
    - (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.
3. I/We understand this Bid Securing Declaration shall cease to be valid if I am/ we are not the Implementing Agency, upon the earlier of (i) the receipt of your notification of the name of the Implementing Agency; or (ii) Thirty days (30) after the expiration of the validity of my/ our Bid.



**Nortcele Systems Private Limited**

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SNS Arcade, Konnea Agarhara, Vimanpura Post, Old  
Airport Road, Bangalore 560017  
[www.nortcele.in](http://www.nortcele.in)

Signed:

in the capacity of Director

Name: Deepa Singh

Duly authorised to sign the bid for and on behalf of **Nortcele Systems Private Limited** Dated 23  
April 2024 Corporate Seal



**Nortcele Systems Private Limited**  
**Registered Address:** #92, 1st Floor, Natraj building, Near SNS Arcade, Konnea Agarhara, Vimanpura Post, Old Airport Road, Bangalore 560017  
[www.nortcele.in](http://www.nortcele.in)

**CERTIFICATE OF CONFORMITY/ NO DEVIATION**

Date: 23 April, 2024

To

The Director,  
Indian Institute of Astrophysics,  
2nd Block, Koramangala, Bangalore - 560034

Tender Ref No.: RFT/COMP/178/23-24 Dated: 25 Mar 2024

Tender ID No.: 2024\_IIAP\_802186\_1

**CERTIFICATE**

This is to certify that, the specifications of Software which I/We have mentioned in the Technical bid, and which I/We shall supply if I/We am/are awarded with the work, are in conformity with the minimum specifications of the bidding document and that there are no deviations of any kind from the requirement specifications.

Also, I/We have thoroughly read the bidding document and by signing this certificate, we hereby submit our token of unconditional acceptance to all the terms & conditions of the bidding document without any deviations.

I/We also certify that the price I/We have quoted is inclusive of all the cost factors involved in the end- to-end implementation and execution of the project, to meet the desired standards set out in the bidding document.

For and on behalf of the **Nortcele Systems Private Limited**

(Signature)

Deepa Singh, Director

Date: 23 April, 2024



**Nortcele Systems Private Limited**  
**Registered Address:** #92, 1st Floor, Natraj building, Near SNS Arcade, Konnea Agarhara, Vimanpura Post, Old Airport Road, Bangalore 560017  
[www.nortcele.in](http://www.nortcele.in)

**DECLARATION ON DEBARMENT / BLACKLISTING**

Date: 23 April, 2024

To,

The Director,  
Indian Institute of Astrophysics,  
2nd Block, Koramangala, Bangalore – 560034

Madam,

Sub: - Selection of Implementation Agency for Supply, Installation, and Implementation & Hosting of Application Software to automate Procurement and Stores Functions extendable to HR & Finance modules of IIA Bangalore.

Tender Ref No.: RFT/COMP/178/23-24 Dated: 25 Mar 2024

Tender ID No.:2024\_IIAP\_802186\_1

I/We hereby declare that my company has not been debarred/ blacklisted as on Bid submission date by any State Government, Central Government, Central & State Govt. Undertakings / Organizations and by any other Quasi Government bodies / Organisations, and any other major Enterprise / Organizations in India for non-satisfactory past performance, corrupt, fraudulent or any other unethical business practices.

Yours faithfully,

For and on behalf of the **Nortcele Systems Private Limited**

(Signature)

Deepa Singh, Director

Date: 23 April, 2024



**Nortcele Systems Private Limited**  
**Registered Address:** #92, 1st Floor, Natraj building, Near  
SNS Arcade, Konna Agarhara, Vimanpura Post, Old  
Airport Road, Bangalore 560017  
[www.nortcele.in](http://www.nortcele.in)

### PROFILE OF THE BIDDER

Sr. No.	Particulars	Details
1.	Name of the Company	M/S Nortcele Systems Private Limited
2.	Registration Number of Company (CIN)	U72900KA2019PTC130691
3.	Month & Year of Incorporation	December, 2019
4.	Nature of Company	Private Company
5.	Company's Nature of Business	Consultancy Services
6.	Company's Legal Status	Private Ltd Company
7.	Company Category	Micro Unit as per MSME
8.	Experience in IT/ Application Software solution providing agency for 5 or more years  (Self-attested Experience Certificate to substantiate the declaration)	Yes Attached
9.	Company should have experienced and qualified Software Engineers & Application Software experts on its rolls.	Yes
10.	Registered Office Address	FF1, NO. 76/1A, SNS OPP. House, Old Airport Road, Konena Agarhara, Bengaluru (Bangalore) Urban, Karnataka, 560017
11.	Name of Contact Person	Ashok Kumar Singh
12.	Designation of Contact Person	VP – Technology and S/W Deliveries
13.	<b>Contact Details</b>	
	a. Mobile No.	9886422528 / 9380528940
	b. Landline Number	08041263798
	c. Fax Number	-
	d. Email Address	Email : aks@nortcele.in
14.	Permanent Account Number (PAN)	AAGCN7978K
15.	GST Registration Number	29AAGCN7978K1ZH



**Nortcele Systems Private Limited**

**Registered Address:** #92, 1st Floor, Natraj building, Near SNS Arcade, Konnea Agarhara, Vimanpura Post, Old Airport Road, Bangalore 560017  
[www.nortcele.in](http://www.nortcele.in)

16.	TAN (if available)	BLRN14037C
17.	Banker's Name, Address and Account Number	Kotak Mahindra Bank, 29, Old Airport Road, Kodihalli, Bangalore, Pin 560017 Account number : 9814070865
18.	Any other details, if any	

For and on behalf of the **Nortcele Systems Private Limited**

(Signature)

Deepa Singh, Director

Date: 26 April, 2024

# Application Software for Procurement and Inventory Management (extendable to HR & Finance modules)

*A Proposal from Nortcele to Indian Institute of Astrophysics,  
Bengaluru*

Version: 1.0

Date: May,24<sup>th</sup>, 2024

Author: Shikhar Tiwari

Approved by: Ashok Kumar Singh

Submitted on: May, 24<sup>th</sup>,2024

Submitted by: Shikhar Tiwari

## *About the Document*

Title: Proposal for Development of Application Software for Procurement and Inventory Management (extendable to HR & Finance modules) compatible to existing IT ecosystem as well as future technology vision and roadmap.

Current Version: 1.0

## **Revision History**

<b>Version</b>	<b>Date</b>	<b>Description of Change(s)</b>	<b>Author(s)</b>
1.0	24/5/2024	Creation of Original document	Shikhar

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## **1. Overview**

Implementation of Web-based Application Software to automate Procurement & Inventory activities / functions extendable to HR & Finance modules covering the entire Institute (India Institute of Astrophysics, Bengaluru).

IIA is a growing organisation. The number of students, faculty, staff, students, research/project staff, research projects, etc. is continuing to grow. The number of Departments, Sections, Divisions and programmes offered will also continue to grow.

The proposed Application Software should facilitate the smooth creation of new Departments/Sections/Divisions etc. and also should enable smooth functioning, integration and coordination of all units of IIA.

The design should support cross browser rendering across all prominent operating systems as well as platforms such as desktops, laptops, and mobile devices. Users can open on any Smartphone, Tablet, iPhone, and all other capable phones & mobile devices with the gadget compatibility like windows/ios/android/etc.

Interactive CMS and dashboard wherein required. Reports for all modules (Excel/ PDF). Security audit certification (by CERT-In empanelled agency) and SSL certified. All the server/VMs, hosting the public facing portals should be periodically assessed for vulnerabilities and they must be patched periodically as per the Guidelines for Indian Government websites and should be bilingual. Software and modules to be upgradable and has 2- tier access authentication.

## **2. Project Scope**

### **3.1 PROCUREMENT MODULE**

#### **3.1.1 Vendor Master:**

- (a) Should have a Form to register vendors, by filling in details such as Vendor Name, Address, Email, Contact Number, Primary Business category, Account details, if registered in GeM/ CPPP etc., accessible to all users subject to approval by the Purchase Officer.
- (b) Unique code based on vendor category should be generated. And to be able to search/ filter on vendors based on the product category, purchase history etc.,
- (c) Provision to categorise vendors based on criteria such as – Indigenous/ Foreign, PSU/Non- PSU, MSE, Proprietary etc.,
- (d) Provision to debar a vendor in the master, and update the reason for the same. And, to remove from the debarred list of vendors.

#### **3.1.2 Material/ Job/ Works Master:**

- (a) Should have a Form for creating material/ job/ works code by an end user, indicating 'Mode of procurement' with necessary Annexure to be filled in as per mode:
  - (i) Proprietary: Then select the vendor for Proprietary along with justifications.

- (ii) Limited Preferred Vendor Tender: Choose a minimum of four vendors for sending out the tender enquiries and justification for choosing preferred vendors.
- (iii) Open Tender
- (iv) Brand Specific Open Tender
- (v) Global Tender.
- (b) Should have the option to create material for goods (automatic generation of material code) based on categories such as Capital & Consumable and customizable sub-category such as Computer & Peripherals, Equipment, Furniture etc., in material master with UOM, end of life and book value.
- (c) Should have the option to create a job for service (automatic generation of job code) based on categories such as AMC, Repair, Consultancy, Rate Contract etc.,) in Job master with UOM, Value.
- (d) Should have the option to create works (automatic generation of works code) with customizable sub categories.
- (e) Should have provision to update depreciation rate for each material (categorised as Capital) based on the subcategory of the material.
- (f) Provision to update and identify if the material is indigenous or imported.
- (g) Provision to update minimum, maximum and re-order level for the material.
- (h) Search/ filter on materials based on material code/ category/ description of materials.
- (i) Maintain and track information regarding the condition of material such as good, obsolete, broken etc.,
- (j) Shall display storage location of the material – shelf, rack, zone, building etc.,
- (k) Shall allow you to upload images, drawings against each material code for identification.
- (l) Provision to update and track shelf life of perishable materials.

### 3.1.3 Indent Creation:

- (a) Should capture the contact details of the Indentor (to be reflected in every screen of the workflow from Indent Creation till Invoice Processing), need aspect details and provision for uploading Prior Approvals like Budget Provision, Recommendations by relevant authorities etc.
- (b) Should have option to create Indent by Indentor by choosing material/ job/ works and filling in following details in a form:
  - (i) Choosing Quantity, Consignee(s) (pre-defined customizable locations).

- (ii) Update Budget Code.
- (iii) Select Project Name, if it pertains to any project.
- (iv) Provision to upload tender documents such as Technical specifications or GeM link, Scope of Work etc.
- (v) If a pre-bid meeting is required for the tender, and the details such as date, venue etc.
- (c) Upon choosing pre-approved material/ job/ works code, the corresponding mode of procurement details, value shall be auto populated from the master.
- (d) For Rate Contract indents, entering the estimated rate, period of contract and option to choose single or multiple jobs.
- (e) Notifications to each approving authority on receiving the indent in their approval queue.
- (f) Notifications to purchase dept. and end user once approved, along with auto generated unique indent number.
- (g) Functionality to assign the indent by Purchase Head to a particular employee in Purchase Dept. and the employee/ Indentor being notified after assigning of indent.
- (h) On selection of the Indent, the current approval status and Stage of the Indent (Tender Request / Tender Evaluation/ PO, Delivery, Invoice Process etc.).
- (i) All indents to be sent for approval as per the customizable (by IIA personnel) predefined approval workflow depending on Indent for, type, Project, Department, Value.
- (j) Based on the Material Master Wherever Proprietary or Brand Specific items are selected, the Indent Workflow should be routed to Competent Authority and Proprietary Article Certificate, Brand-PAC should be generated automatically.
- (k) Provision to hold the approval of an indent, if there are insufficient funds.
- (l) Should have provision to capture the status of Indent based on the corresponding entries generated against the indent, such as Tender Request, Tender Evaluation, PO/ SO/WO.
- (m) Provision to re-submit the indent after changes and editing, if returned seeking information during the approval process. Notification to all the recommenders who have already approved the indent, regarding the information requested, and the changes made before re-submission by the indentor.
- (n) Auto-reminders to the respective approvers, if pending in their queue for more than 3 days.

- (o) Provision to capture the status of indent based on the corresponding entries generated against the indent, such as Tender Request, Tender Evaluation, PO/ SO/ WO.
- (p) Provision to view purchase history of a material/ Job chosen by the Indentor, while creating the indent. The history shall display details of corresponding previous orders issued, along with vendor details.
- (q) The upper price limit for sub-categories: Desktop and laptop shall be as per the predetermined amount, based on the department of the Indentor.
- (r) Provision to update multiple UoM (Unit of Measurement) for materials while raising indent and releasing of PO.
- (s) Maintain user defined/ standard templates for Expression of Interest (EoI), Request for Proposal (RFP) etc.,
- (t) Provision to collect requirements from various departments for commonly used and required materials.
- (u) Provision to cancel the indent while the approval process is in progress. The indentor shall reach out to Purchase Dept. for cancellation of indent along with reason. Purchase Dept. shall update the status as 'Cancelled' in the application. The same shall be notified to all the recommenders who have already recommended the indent, with the reason for cancellation.
- (v) Provision to close an approved indent by the Purchase Dept., based on the request received from the indentor. If the indent processing is in progress and the good/ service is no more required, then indentor requests Purchase Dept. for closing the indent. The Purchase Dept. shall close the indent along with reason for closure. Provision to also cancel the corresponding entries generated against this indent. The notification to all the recommenders and approver of the indent upon closure, and reason for closure.
- (x) Notification to all the recommenders in the approval workflow, who have already approved the indent, regarding rejection by one of the recommenders.

#### 3.1.4 Tender Request Creation:

- (a) Should have the option to create Tender Request against an approved indent.
- (b) The following Fields are to be populated in the Tender Request screen:
  - (i) Title of the Tender
  - (ii) Opening and Closing Date of Tender
  - (iii) Selection of mode of procurement (GeM, CPPP, Proprietary or Limited tender enquiry)

- (iv) GeM: Provision to update details such as Direct Purchase up to Rs.25,000/-, Direct Purchase with comparison up to Rs.5 Lakhs, and GeM Bid. If chosen as GeM Bid, provision to update the material category and auto send notification to all the GeM registered vendors in the master under that material category.
  - (v) CPPP: Provision to update CPPP Tender ID and Tender details such as Published Date, Last Date, Opening Date. Provision to update the material category for the tender and auto send notification to all the CPPP registered vendors in the master under that material category.
  - (vi) Type of Tender Enquiry: Proprietary & Limited Tender Enquiry.
  - (vii) Selection of Indent(s), along with the materials.
  - (viii) Updating Tender terms such as last date for submission, applicable taxes, consignee & billing address, Incoterms, Payment Terms, LD Clause, applicable Performance & Warranty Security, Bid Security Declaration, MII Status Declaration.
  - (ix) Uploading of Tender documents such as RFP, Technical Specifications, Scope of Work etc., and automatically import these documents from indent.
  - (x) Provision to choose single or multiple vendors on the screen.
- (c) Should have the option to auto-generate by default and upload General Terms and Conditions.
  - (d) Should have provision to choose/ upload Special Terms and conditions, specific to a tender.
  - (e) Notification to approving authority on receiving the same in their approval queue.
  - (f) Notification to the creator, end user on approval of tender request.
  - (g) On approval, there should be provision to send the PDF format of the Tender Request (in a prescribed format) to the selected vendors through IIA email, along with uploaded tender documents.
  - (h) Record and update pre-bid discussions held, during the pre-bid meetings, and arrive at necessary amendments to be made, for issuing corrigendum. Track the amendments in Tender Documents, and various versions.
  - (j) Provision to cancel the Tender Request, if the corresponding indent is closed.

### 3.1.5 Tender Evaluation:

- (a) Mode of Procurement: The data relating to the mode of procurement shall be auto populated from the Tender Request screen.

- (i) Proprietary: The vendor for proprietary chosen in the tender request to be auto populated.
- (ii) Limited Tender Enquiry: The vendors chosen while sending limited tender enquiry to be auto populated.
- (iii) CPPP or GeM: CPPP Tender ID or GeM Bid ID with Tender details such as Published Date, Last Date, Opening Date.

(b) Provision to choose type of Bid: Single Bid or Two Bid system.

(c) If chosen as Single bid, then provision to upload techno-commercial offer(s) in spreadsheet format with bidders' names, quoted prices and other commercial terms such as delivery period, INCO term, payment term, warranty period, LD clause applicability, Performance & Warranty Security, Taxes & other applicable charges, EMD (if applicable), bid validity, Contract Period (if applicable). This data should be generated in tabular format on screen.

(d) Provision to generate Comparison Sheet for Proprietary and Limited Tender.

(e) Provision to upload Comparison Sheet for GeM Bids & CPP Tenders.

(f) If Indent value is less than Rs.5 Lakhs, then provision to notify Indentor after uploading the offers(s) along with comparative statement, by the Purchase Department.

(g) Upon reviewing the offers(s), the Indentor shall submit their response/ recommendation as 'Qualified' or 'Not Qualified', along with reasons/ remarks for 'Not Qualified' bidders.

(h) Notification to Purchase Department on submission of response by Indentor, in order to propose PO/SO/ WO.

(i) Provision for Purchase Dept. to send back the evaluation to the Indentor for review, if any.

(j) If chosen as Two Bid System:

(i) Technical Bids:

(A) Provision to upload technical bids received for all modes of procurement (Proprietary, Limited Tender, Global, GeM and CPP), along with bidders' names in spreadsheet format. This data should be generated in tabular format on screen.

(B) Provision to generate Technical Compliance Sheet for Proprietary and Limited Tender.

(C) Provision to upload Technical Compliance and Comparison Sheet for GeM Bids and CPP Tenders in spreadsheet format. This data should be generated in tabular format on screen.

- (D) If Indent value is less than Rs. 5 Lakhs, then provision to notify Indentor after uploading the technical offers(s) along with comparative statement, by the Purchase Department.
- (E) Upon reviewing the technical offers (s), the Indentor shall submit their response/ recommendation as 'Qualified' or 'Not Qualified', along with reasons/ remarks for 'Not Qualified' bidders.
- (F) Notification to Purchase Department on submission of response by Indentor, for opening of financial bids.
- (G) Provision to upload financial bids of technically qualified bidders, and view the ranks (L1, L2 etc.,) and propose PO/ SO/ WO.
- (H) Notify Indentor on submission of financial bids and proposal of PO/ SO/WO.

(ii) Formation of Techno-Commercial Evaluation Committee:

- (A) If Indent Value above Rs. 5 Lakhs, then provision to send request to the director, for formation of Techno-Commercial Committee. The details such as– Indentor, Indented materials, value, mode of procurement, participated bidder(s), technical bids, Technical Compliance and Comparison Sheet shall be visible and accessible by the Director for formation of Committee.
- (B) Provision for the Director to nominate the members of the Committee along with a Chair, by choosing their names from the list of users, and assign the role of members (Chair & Member) accordingly.
- (C) Once nominated by the Director, the committee members are to receive notification on formation of the committee by the Director. The members shall have access to view all the details of the technical bid – bidders' details, technical offer(s), Technical Compliance and Comparison Sheet etc.,

(iii) Technical Evaluation:

- (A) Upon reviewing the technical offer(s), each committee member shall have provision to submit the response as 'Qualified' or 'Not Qualified', along with reasons/ remarks for 'Not Qualified' bidders.
- (B) On submission of response from all the members, provision for the Chair to view the responses and submit their response accordingly.
- (C) Upon submission of response from the Chair, notification to the Purchase Department, in order to open the financial bids.
- (D) Provision for Purchase Dept. to send back the evaluation to the Chair for review, if any.

(iv) Financial Bids & Evaluation:

- (A) Financial bids of technically qualified bidders are opened accordingly by the Purchase Department, and uploaded in spreadsheet format which will be displayed in tabular format on screen.
- (B) Notification to Committee members to view and access the financial bids and view the ranks (L1, L2, etc.,)
- (C) Upon reviewing the price bids and commercial terms, members submit the response as approved, along with respective remarks/ comments.
- (D) Upon submission of response from the members, notification to Chair for submission of their response as approved.
- (E) Once approved by Chair & members, notification to the Purchase Department and provision for them to further submit it to the Director for final approval.
- (F) Upon approval from the Director, notification to the Purchase Department & Committee members, and provision to generate the 'Techno- Commercial Evaluation Committee's Recommendation Report', in a predefined format.
- (G) The details to be populated in the Techno-Commercial Evaluation Committee's Recommendation Report: – Indent No, Indentor's Name, Indent Date, Indented Material(s), Mode of Procurement, Enquiry No/ GeM ID/ CPPPTender ID, Participated Bidders, Technical Qualification Status & Remarks, Quoted Price details with rank (such as L1, L2, L3 etc.,), Successful L1 Bidder's Name with other tender terms such as Delivery Period, Warranty, LD clause applicability, Performance & Warranty Security, Taxes & other applicable charges, Payment terms, INCO Term, EMD (if applicable), bid validity, Contract Period (if applicable).
- (H) Provision to propose PO/ SO/ WO, on approval and generation of 'Techno- Commercial Evaluation Committee's Recommendation Report'.
- (k) Track bid validity period, and provision to generate notifications for extensions if required.
- (l) Provision to track EMD received and notifies to arrange for returning to vendors.

3.1.6 Purchase Order Generation:

- a) Should be able to create Purchase Order (PO) based on the tender request(s) and corresponding indent(s).
- b) Should have the provision to update details under following fields in the PO screen:
  - a. Choose tender request(s), and corresponding indent(s) with material details.

- b. Update Material description, quantity, rate, currency, exchange rate etc.
  - c. Enter details of additional applicable charges such as GST, Duties, Freight charges etc.
  - d. Enter details relating to Warranty, Consignee address, Billing address, Delivery period, if LD clause applicable, INCO Terms, Payment Terms.
  - e. Select vendor name from the master (for Non-GeM orders). For GeM orders, P.O. to be generated with a Generic Name with a provision to update the vendor details after., approval.
  - f. Update additional terms and conditions such as applicable PBG to be submitted, transporter/ freight forwarder details etc..
  - g. The budget code & project details to be automatically populated from the corresponding indent & material master.
  - h. Provision to fetch Bank Account details of the vendor from the bid documents submitted.
- c) Upon filling in relevant details in the PO screen, the purchase order shall be submitted for approval.
- d) Notifications to each recommending/ forwarding/ approving authority on receiving the PO in their dashboard and Auto-reminders on a daily basis to the respective recommenders/ forwarders/ approvers, if pending. During the approval process, if the PO is returned to the creator for more information and once resubmitted after changes, then all the recommenders in the workflow who had already approved the PO, shall be notified of the process trail and changes done.
- e) The approval workflow shall be based on the predefined workflow for respective departments, projects, and PO value limits.
- f) On approval, notification to Purchase Dept., along with the Indentor, consignee/ field station in-charge with the PDF format of the PO doc in a prescribed format.
- g) Two versions of PO to be generated: Internal copy with all the notings/ remarks during approval process, and an external copy to be shared with vendors.
- h) The PO doc shall contain the details of Competent Authority approving the PO.
- i) Provision to update and upload GeM contracts against the corresponding PO.
- j) Provision to update Performance & Warranty security details in the approved PO, once it is submitted by the vendor. This shall be provided in the form of Bank Guarantee, Fixed Deposit Receipt, Demand Draft etc. Auto-reminder to purchase department on expiry of validity of performance & warranty security, to return to the vendor.

- k) Auto alerts to purchase and stores personnel and the indentor, on completion of warranty period.
- l) Provision to email the external copy of PO (in PDF format) to the vendor.
- m) Provision for displaying the notings / remarks by recommending/ forwarding/ approving authorities during the approval process and thereafter.
- n) Notification to Purchase Dept., for those purchase orders' whose delivery period is expiring in a week's time, and Provisional Goods Receipt Note (Provisional GRN) is not generated yet.

### 3.1.7 Service Order Generation:

- (a) Should be able to create Service Order (SO) for Services' Indents for any job such as AMC, Servicing/ Repair etc., from tender request(s).
- (b) Provision to update details under following fields in the SO screen:
  - (i) Choose tender request(s), and corresponding indent(s) with activity details.
  - (ii) Update activity description, quantity, rate, currency, exchange rate etc.,
  - (iii) Enter details of additional applicable charges such as GST, Duties, etc.,
  - (iv) Details relating to Consignee address, Billing address, Job Completion period/ contract period, if LD clause applicable, INCO Terms, Payment Terms.
  - (v) Select vendor name from the master (for Non-GeM orders). For GeM orders, S.O. to be generated with a Generic Name with a provision to update the vendor details after approval.
  - (vi) Update additional terms and conditions such as applicable PBG to be submitted etc.,
  - (vii) The budget code & project details to be automatically populated from the corresponding indent & activity master.
- (c) Upon filling in relevant details in the SO screen, the work order shall be submitted for further approval.
- (d) Notifications to each recommending/ forwarding/ approving authority on receiving the SO in their dashboard and Auto-reminders on a daily basis to the respective recommenders/ forwarders/ approvers, if pending. During the approval process, if the SO is returned to the creator for more information and once resubmitted after changes, then all the recommenders in the workflow who had already approved the SO, shall be notified of the process trail and changes done.
- (e) The approval workflow shall be based on the predefined workflow for respective departments, projects, and SO value limits.

- (f) On approval, notification to Purchase Dept., along with the Indentor, Consignee, field station in charge with the PDF format of the SO doc in a prescribed format.
- (g) Two versions of SO to be generated: Internal copy with all the notings/ remarks during approval, and an external copy to be shared with vendors.
- (h) The SO doc shall contain the details of Competent Authority approving the SO.
- (i) Provision to update and upload GeM contracts against the corresponding SO.
- (j) Provision to update Performance & Warranty security details in the approved SO, once it is submitted by the vendor. This shall be provided in the form of Bank Guarantee, Fixed Deposit Receipt, Demand Draft etc. Auto-reminder to purchase department on expiry of validity of performance & warranty security, to return to the vendor.
- (k) Provision to email the external copy of SO (in PDF format) to the vendor.
- (l) Provision for displaying the notings/ remarks by recommending/ forwarding/ approving authorities during the approval process and thereafter.
- (m) Auto alerts to Purchase Dept. and the indentor, two months before the expiry of an AMC.

### 3.1.8 Work Order Generation:

- (a) Should be able to create Work Order (WO) for Works' Indents for any works from tender request(s).
- (b) Provision to update details under following fields in the WO screen:
  - (i) Choose tender request(s), and corresponding indent(s) with works' details.
  - (ii) Update works description, quantity, rate, currency, exchange rate etc.,
  - (iii) Enter details of additional applicable charges such as GST, Duties, etc.,
  - (iv) Details relating to Consignee address, Billing address, Work Completion period/ contract period, if LD clause applicable, INCO Terms, Payment Terms.
  - (v) Select vendor name from the master (for Non-GeM orders). For GeM orders, W.O. to be generated with a Generic Name with a provision to update the vendor details after approval.
  - (vi) Update additional terms and conditions such as applicable PBG to be submitted etc.

- (vii) The budget code & project details to be automatically populated from the corresponding indent & works master.
- (c) Upon filling in relevant details in the WO screen, the work order shall be submitted for further approval.
- (d) Notifications to each recommending/ forwarding/ approving authority on receiving the WO in their dashboard and Auto-reminders on a daily basis to the respective recommenders/ forwarders/ approvers, if pending. During the approval process, if the WO is returned to the creator for more information and once resubmitted after changes, then all the recommenders in the workflow who had already approved the WO, shall be notified of the process trail and changes done.
- (e) The approval workflow shall be based on the predefined workflow for respective departments, projects, and WO value limits.
- (f) On approval, notification to Purchase Dept., along with the Indentor, Consignee, field station in-charge with the PDF format of the WO doc in a prescribed format.
- (g) Two versions of WO to be generated: Internal copy with all the notings/ remarks during approval, and an external copy to be shared with vendors.
- (h) The WO doc shall contain the details of Competent Authority approving the WO.
  - (i) Provision to update and upload GeM contracts against the corresponding WO.
  - (j) Provision to update Performance & Warranty security details in the approved WO, once it is submitted by the vendor. This shall be provided in the form of Bank Guarantee, Fixed Deposit Receipt, Demand Draft etc. Auto-reminder to purchase department on expiry of validity of performance & warranty security, to return to the vendor.
- (k) Provision to email the external copy of WO (in PDF format) to the vendor.
- (l) Provision for displaying the notings/ remarks by recommending/ forwarding/ approving authorities during the approval process and thereafter.

### 3.1.9 PO/ SO/ WO Amendment:

- (a) Should have the provision to create Purchase Order / Service Order/ Work Order Amendment with the flow of approval as in original PO/ SO/ WO. Provision to create amendment in the PO/ SO/ WO with respect to following fields:
  - (i) Value of the order.
  - (ii) Any change in one or more terms of the order. Such as Delivery Period, Consignee location, Taxes/ Duties etc.,
  - (iii) Cancellation of Order.
  - (iv) Short-closure of Order.

- (b) Inputs for generation of amendment to PO/SO/WO with details of amendment listed as FOR, READ AS and the reasons for amendment with provision to attach recommendations.
- (c) The amendment (along with number) and the reason for amendment shall be reflected in the PO/ SO/ WO screen after approval.
- (d) And, the same details shall be accessible and viewed in the amendment screen as well (i.e., both approved & in progress amendments). The complete process trail of the PO/ SO/ WO changes shall be visible.
- (e) Provision to email the amended PO/ SO/ WO (in PDF format) to the vendor.

### 3.1.10 Contingency Purchase (CP) Invoices:

- (a) Any user should be able to create & submit Contingency Purchase/ Direct Purchase bills by selecting a predefined list of materials. If assets are purchased through contingency, material code to be generated by Stores.
- (b) Fields to be updated in CP Bill screen:
  - (i) Vendor's Name
  - (ii) Vendor's Invoice Number & Date.
  - (iii) Create & choose material code from material master.
  - (iv) Choose quantity and unit price.
  - (v) Validate that total cost of the purchase should not exceed Rs. 25,000/-.
  - (vi) Project Details, if any.
  - (vii) Remarks for the purchase (reason/ purpose).
  - (viii) Amount to be paid to – Employee/ Vendor (option to choose).
  - (ix) Upload the scanned copy of the invoice.
  - (x) Select predefined purchase statement (validation required) Project Details.
  - (xi) Remarks for the purchase (reason/ purpose).
  - (xii) Amount to be paid to – Employee/ Vendor (option to choose).
  - (xiii) Upload the scanned copy of the invoice.
- (c) Upon filling in the details, the CP is submitted for approval.
- (d) The approval work-flow shall be based on the predefined workflow for respective departments, projects, and CP value limits (same as indent approval workflow).
- (e) On approval, notification to creator and Purchase & Stores.

(f) Auto-issuance of material to the creator on generation of CP.

### 3.1.11 Generation of Reports:

(a) Generation of various reports such as Indent list, Indent history, Purchase/ Work orderlist, Monthly Quarterly or Yearly reports for POs/ WOs, Commitment to Vendors, Contingency Purchase, Status of PO/WO in respective prescribed format for chosen period, with various filters, such as individual user wise or department wise.

(b) Provision to download any document uploaded (such as Techno-Commercial, Minutes of Meeting (MoM), etc.) for a set of POs & WOs during a particular period of time.

(c) Provision to choose the format of the report (Excel or PDF) before generating the report.

(d) Should have the ability to generate any kind of report by sorting/ grouping/ selecting any parameters (customizable Report Builder).The reports shall be in bi-lingual (English and Hindi) format.

### (e) The following standard reports to be available readily, apart from customizable reports:

- Approved Indent Status: Report with all the details of the indent, such as approved date, assigned to, Tender Request, Tender Evaluation details, mode of tendering, corresponding PO/ SO & approved date, material (with sub-category), vendor name, Indentor name, value of indent & PO, project (if any), GRIN No, Invoice No, GISS No, with provision to generate the report for chosen period. The report should be able to indicate the current stage of the indent, until payment & material issuance. Shall allow generating the report, as an Indentor or as one of the approvers of the indent.
- PO/ SO List: Generate reports of all the POs and SOs released in a month, quarter or financial year, with approved date, indent no, vendor name, value, material, mode of procurement, tender ID/ bid ID (if any), project (if any), Indentor etc.,
- Commitment to Vendors: Generate report on all those Indents in progress, on which the invoice is yet to be approved, with all the required fields such as corresponding PO/ SO (if issued), Indentor name, approved date, assigned to, vendor name, value of indent, material (with sub-category), value pending to paid (balance amount, in case of partial payments), corresponding GRIN (if generated), invoice (if approval in progress), for a chosen period, or as on current date.
- Contingency Purchase: Generate report on all the Contingency Purchases with details of material, end user, value, paid to (employee/ vendor), vendor name and project (if any), for a chosen period or as on current date.
- Status of PO/ SO: Report on list of PO/ SO, which are yet to be approved, with details of PO/ SO, indent no, Indentor, value range, vendor name, material, submitted date, pending approval with & pending from, as on current date.

- Techno-Commercial MoM: Run a query to download all the uploaded Techno-Commercial Committee's MoM reports for chosen period.
- Short-closed & Cancelled Orders: Generate report for all those orders which were short-closed and cancelled through amendment, along with the reason for shortclosure & cancellation, for chosen period.
- List of Indents: Generate report for all indents (submitted, in progress, pending with & approved) for a chosen period of time.
- AMC Orders: Generate report for current AMC orders, with details of AMC period (expiry date/ last date), AMC for, end user, value, location, vendor name etc., along with provision to view the previously renewed AMCs for the same orders.  
Performance & Warranty Security: Generate report for list of Performance & Warranty Securities provided by the vendors for a chosen period of time. Provision to choose the category of security such as BG, FDR, DD etc., along with details of validity of security.
- Quarterly Vigilance Report: Generate report for list of PO/SO released in the previous quarter, along with order details such as value, description of goods/ services, indentor, vendor name etc.
- Monthly Data for Procurement: Provision to generate report for orders released on a monthly basis, with GeM and Non-GeM Categorization for vendors, and also with subcategorization for Non-GeM orders such as PAC, Limited Tender, Brand PAC etc.,

### 3.1.12. Dashboard

Customisable Dashboard for various roles: End User, Purchase & Stores Personnel, Recommender, and Approver, to display status of all the entries submitted for approval in Procurement module. The data should also be represented in the form of charts/ graphs, tables etc., and should be real-time.

## 3.2 INVENTORY MANAGEMENT MODULE

### 3.2.1 Master Material/ Job/ Works List

(a) All Material Category, Sub Categories & Material Description are to be generically named except for any scientific items with auto populated Code Number.

(b) Even for Scientific Items, Material Description should be generically named with consultation of Scientists, Engineers, and Technical staff.

### 3.2.2 Goods Provisional Receipt Note

(a) Goods Receipt Note page should populate the following details automatically from purchase order:

(i) P.O. Number, Indentor name, Field Station, Consignee, Expected Date of Supply, Vendor Name, Email & Mobile No., Warranty Years etc.

- (b) Should have the option to attach photograph and enter Make, Model, Serial Number(if any), Warranty, Other details, etc.
- (c) Should have the option to update received Quantity.
- (d) A new Field of Material Description (linked to Unique Asset Number/ ID) needs to be generated with a link to all the values mentioned in the Master Material List of the particular item(s).
- (e) Option for generation of Provisional Receipt Certificate in pre-defined format denoting all the details mentioned above.

### 3.2.3 Goods Inspection

- (a) Inspection page should fetch all the details from Good Provisional Receipt page & notify End User for updation.
- (b) Option for entering Accepted / Rejected Qty, Installation Date, Commissioning Date (if any) & uploading Installation Report.
- (c) Option for Goods Return (either Permanent or Replacement) should be included in the page.
- (d) Goods Return may either be in full or in partial.
- (e) Option to enter the reason(s) for goods return.
- (f) In case of Goods Return against P.O., immediate mail to vendor for Material Rejection Advice/Rejection Memo.
- (g) Goods permanently returned should have the option to notify Purchase Dept. for amendment of P.O.

### 3.2.4 Goods Receipt & Inspection Report (GRIN)

- (a) Should populate all details automatically from P.O., Goods Receipt Note & Goods Inspection.
- (b) Should fetch details about End User.
- (d) Unique Asset Number/ ID should be automatically generated retaining the values from the Material/ Job/ Works Master and adding Material Description which should be fetched from Provisional Goods Receipt.
- (e) Option for printing Label (QR / Barcode) indicating P.O., Item Description, Serial Number (if any), Indentor Name, and Asset Number & Barcode Generation.
- (f) Goods Receipt & Inspection Number (GRIN) should be generated automatically after submission and saving all the details in the screen with a check for mandatory fields.

### 3.2.5 Inventory Integration

- (a) Once GRIN is generated, auto population into Asset Register, Stock Register & Inventory of End User.
- (b) Goods Issue Number should be auto populated (linked to Issue Register).
- (c) Option for transferring the Material/ Item from one Field Station to another & one person to another directly.

### 3.2.6 Payment Voucher

- (a) Payment voucher page should fetch all details from P.O. & GRIN page automatically.
- (b) Option for Advance, Partial and Full Payment as per P.O./ SO/ WO.
- (c) Goods only that are accepted in the Inspection page should be auto populated.
- (d) Option to create supplementary Invoice by adding the balance Goods also once the replacement is received.
- (e) Option to enter/alter GST, TDS under various sections, other charges like Freight/ Handling Charges etc.
- (f) Balance payable amount should be calculated automatically.
- (g) Should provide an option to integrate with tally account software.
- (h) Should provide an option to export/ import data to/from tally.
- (i) Should have the option to enter Exchange Rate and calculate the payable amount in INR, if the PO amount is in any currency other than INR.
- (k) The approval workflow shall be based on the customisable predefined workflow.
- (l) On approval, notification to Stores Dept., along with the Indentor and the recommenders & approvers.

### 3.2.7 Payment for Import Orders:

- (a) Imports Invoice processing page should auto fetch the following details from selected P.O./ W.O./ S.O. Number:
  - (i) Indentor Name
  - (ii) Item Description(s) and Qty
  - (iii) Supplier Name & Address
  - (iv) P.O. Value (Amount & Currency Unit)
- (b) Should have the option to fill the following details:
  - (i) Mode of Transaction (Wire Transfer, Letter of Credit, Others)
  - (ii) Account Number to be Debited

- (iii) Title of the Account (Name)
- (iv) Foreign Bank Name & Address
- (v) Branch Name
- (vi) Account No./ IBAN
- (vii) Swift Code / BIC
- (viii) Sort Code
- (ix) Remarks

(c) Should print the page in pre-defined format as provided by IIA at the time of designing/ implementation.

### 3.2.8 Demand & Issue of Consumables

- (a) There should be a screen for Demand & Issue of Consumables.
- (b) End User can have the option to enter the Items required where material-in-stock is displayed to him/ her.
- (c) Store Keeper/ Store in-charge should have the option to check history of End User & Item and hence amend the “Items Issued” field & submit for approval.

### 3.2.9 Store Return & Re-Issue

- (a) This page should automatically populate Item details from P.O. Number, GRINnumber, Item Code etc.
- (b) Option to edit quantity.
- (c) Option to mark either for Repair or for Disposal.
- (d) Should temporarily add the item to Store Account & after Re-Issue, to the account of the End User automatically.
- (e) Provision to re-appropriate certain goods into multiple components. Eg: If a material code for a desktop is ABC, then the different components under the desktop such as CPU, Monitor, Keyboard etc., shall be ABC-1, ABC-2, ABC-3 etc. This shall enable to re-issue different components of the same desktop to different end users.
- (f) Material once accepted for Disposal should be automatically removed from Individual Inventory and added to the Store Disposal Account. Appropriate entries to be added to e-Asset Register against particular material.
- (g) Material disposed should populate the current Book Value from the GRIN page which should be calculated automatically.

(h) Provision to upload acceptance (email/ transfer form) from the user for transfer of material.

(i) Provision to view the complete transfer history of any material from the date of procurement until the current date, along with custodian details.

### 3.2.10 Material Disposal

(a) Material Disposal page should be able to automatically fetch Item Details from P.O. Numbers, Goods Issue Number and Item Name etc.

(b) Option to edit quantity.

(c) Material once accepted for disposal should be automatically removed from Individual Inventory and added to the Store Disposal Account.

(d) Material disposed should fetch Current Book Value from GRIN page which should be calculated automatically.

(e) Option to enter category – Surplus, Obsolete, Unserviceable / BER, Scrap, Empties, Others etc.

(f) Should have a sub page to enter details of Committee Members for Disposal.

(g) Should have the option to enter Mode of Disposal (Auction, Forward Auction or External Agency Auction)

(h) Option to Amend/ Edit value of the Condemned Materials/ Items & Reserve Price.

(i) Option to enter the Final Bid Value, Vendor Name, Date of Disposal etc.

(j) Report of materials disposed off should be generated with Auto Generated Number & Option to upload a Sale Note.

### 3.2.11 Loans

(a) Should populate item details from P.O., GRIN, Goods Issue or directly from Store Account.

(b) Should have the option to enter to whom issued, Qty issued, Issued Up to Date, Name of End User Etc.

(c) Should issue a pop-up message on Issued Up to Date.

(d) Option to enter the Return Date.

(e) Should have the option to temporarily transfer the custody of the item from loaner to loanee and vice versa after return.

### 3.2.12 Gate Pass (In & Out)

#### GATE PASS (OUT)

- (a) Gate Pass (OUT) page should be able to automatically fetch Material List from P.O. Number, Goods Issue Number, Goods Disposal Number & Unique Asset Number/ ID.
- (b) Option to amend quantity.
- (c) Option to add Items that are not in Master Material List (This list should be maintained separately other than Master List / Unique Asset Number/ ID).
- (d) Option to mark either Returnable or Non-Returnable.
- (e) In case of Returnable, pop-up message on entered EDR (Expected Date of Return).
- (f) In case of Non-Returnable, should automatically remove the Item from the Inventory of the Individual & add to Suspense List.

#### GATE PASS (IN)

- (g) Gate Pass (IN) page should have the option to add Items that are not in Master Material List (This list should be maintained separately other than Master List / Unique Asset Number/ ID).
- (h) Option to mark either Returnable or Non-Returnable.
- (i) In case of Returnable, pop-up message on entered EDR (Expected Date of Return).
- (j) In case of Non-Returnable, should automatically add the Item to the Inventory of the Individual (In Separate Category).

#### 3.2.13 Registers

- (a) The following Store e-Registers are to be automatically generated with user defined fields and updated with the details that are input into the system in various pages starting from Purchase Order.
  - (i) Assets Register (Capital, Furniture, IT Assets & Fixed)
  - (ii) Stock Register (Capital, Furniture & Consumables)
  - (iii) Inward & Outward Registers (Capital, Furniture, IT Assets & Consumables)
  - (iv) Daily Receipt Register (Capital, Furniture, IT Assets & Consumables)
  - (v) Issue Register (Capital , Furniture, IT Assets & Consumables)
  - (vi) Condemned Materials Register (Capital, Furniture & IT Assets)
  - (vii) Loan Register (Capital , Furniture, IT Assets & Consumables)
  - (viii) Miscellaneous Condemned Register (Empty, Cans, Paper, Books etc)

- (b) Should have View, Edit & Amend access to Stores Personnel with appropriate approvals. (corrections based on physical stock verification).

(c) Any edited data should automatically take effect in all Parent/ Child Documents created earlier.

(d) The registers shall be in bi-lingual (English & Hindi) format.

#### 3.2.14 Reports

(a) Should have the ability to generate any kind of report by sorting/ grouping/ selecting any parameters (customizable Report Builder).

(b) The reports shall be in bi-lingual (English and Hindi) format.

(c) However, the following reports are to be standard available [both pdf and excel format] with Date Range.

(i) Personal Inventory Report (Capital and Consumables)

(ii) Material Disposal Report (based on dates)

(iii) Goods Issue Report (based on Individual Name/ID, Division, Section, Location, Type of Goods, etc.)

(iv) Physical Stock Verification Report (as on date mentioned)

(v) Closing Asset Report (Value of Stock-In-Hand at end of FY)

(vi) Pending Payment Report for Invoices generated.

#### 3.2.15 Dashboard

Customisable Dashboard for various roles: End User, Purchase & Stores Personnel, Recommender, and Approver, to display status of all the entries submitted for approval in Inventory Management module. The data should also be represented in the form of charts/ graphs, tables etc., and should be real-time.

### 3. Technical Proposal

#### 3.1. Client Requirement

The following are the broad functional requirements of this Institute.

*Table 1: Functional Requirement*

#### **4.1 FUNCTIONAL REQUIREMENT OF PROCUREMENT & INVENTORY MODULE**

<b>Requirement ID</b>	<b>Functionalities</b>
<b>A. Classification of Assets</b>	
FR001	Maintains the records of movable assets like Furniture & Fixture, Office Equipment, Other Equipment and Machinery
FR002	Capture Various details like Ownership, Cost Details Depreciation, etc. for the Assets.
<b>B. Asset Transactions</b>	
FR003	Records of Purchase of new Assets
FR004	Maintains the Asset Register
FR005	Provide a supplier/ PO listings of assets by supplier or by purchase order
FR006	Asset acquisitions, Transfers and all movements can be initiated and tracked
FR007	The following data are required to identify, specify, track and report assets by location characteristics, including: <ul style="list-style-type: none"><li>● Person</li><li>● Building</li><li>● Room Number</li><li>● Location</li><li>● Other Unique Identifier(s)</li></ul>
FR008	Ability to update the Bill of Materials for all the assets
<b>C. Products, Services &amp; Categories</b>	
FR009	Ability to classify materials in to group & sub-group as per the requirement such as Inventory, Raw materials, Spares, Stationeries, Tools, etc.
FR010	System should be able to maintain Material Code, Description, Type (Electrical, Electronics, Mechanical, etc.) and Category (Capital & Consumables)
FR011	Ability to have a centralised item master across the organisation for all categories of items (Raw materials, Consumables, Spares, Tools, Components, Semi-Finished Items, Finished Items, Services Items, Work Items, etc.)
FR012	Ability to capture critical material relevant information such as material specification, key characteristics etc.
FR013	Ability to capture whether the item is imported or indigenous
FR014	Ability of the system to capture minimum, maximum and re-order level for the inventory.

FR015	Ability of System to define and handle items having different unit of measurement (UOM)
FR016	Ability of System for searching item based on its characteristics
FR017	Ability to link each item of an indent to equipment / project, department wise
FR018	Facility to enter details of the Vendor/ Supplier profile like Name, address, work location, items/ service supplied, business history, contact details, distribution channel, payment profile, bank details, registration details, etc.
FR019	Facility to classify vendor on criteria like indigenous/ foreign, GeM registered, CPPP registered etc.,
FR020	Facility to classify vendor based on products supplied/ category of product.
FR021	Ability to debar / unblock a vendor for further processing of any transaction. Also, ability to capture reasons for debarment/ unblocking of vendor.
FR022	System ability to support catalogue management (Catalogues from various vendors provided in soft form should be able to be uploaded in Application Software)
FR023	Maintain information about the condition of the items (e.g., good, idle, obsolete, broken, unserviceable, BER, etc.)
FR024	System tracks items purchased with various funding sources (i.e. grants, funds, or other cost objects)
FR025	System should be able to classify items into Consumable & Capital
FR026	System should be able to have the storage hierarchy such as location-Bin-Racks-Shelves-Zones mapped into the system.
FR027	System should be able to link each and every item image, photos, and/or drawing with its item code for physical identification.
FR028	Ability to capture, maintain and track shelf life of perishable items.
FR029	Ability to identify services as per the works
FR030	Ability to assign name corresponding to service code
FR031	Ability to enter unit of measure of goods / service
FR032	Ability to maintain unique service item codes
FR033	Ability to assign /edit/ modify description of the service/ item (activity) of service

FR034	Ability to check existence of rate contract for individual services or service groups
FR035	Provision for traceability of materials
FR036	Ability to maintain and run the Stores Ledger detailing the opening and closing stock, receipts, issues, price and quantity
FR037	Ability to do stock verification based on perpetual / cycle/ physical counting or any other defined method and periodicity
FR038	Ability to perform perpetual inventory verification by group wise, location wise, item wise etc.
FR039	Ability to record receiving information: receiving staff, shipping carrier with tracking number, date and time received, complete/ partial and comments/ notes.
FR040	Ability to allow images to be attached to inventory items in the system
FR041	Ability to accommodate items with Zero Rupees Value and / or Zero Quantity.

**D. Indent/ Requisition, Tendering, Quotations, Contracting, etc.**

FR042	Facility to each department/ specific users to raise the Indent.
FR043	Configure workflow to route the Indent/ Requisition via various levels of online approvals and budget sanctioning
FR044	For Proprietary Indents, ability to capture details of Proprietary Certificates
FR045	Ability to rework and resubmit the Indent for approval after necessary modifications
FR046	Provision to scrutinise the Indent online and enter remarks if required, by approver/ recommender.
FR047	Ability to generate a unique Indent Number
FR048	Ability to support multiple UOM (Unit of Material) for items for inventory and for placing Indents, and releasing of Purchase Order
FR049	Enable stakeholders to approve Indent, approve with changes or reject the Indent.
FR050	System should have the provision for the Indent to undergo various status changes like created, submitted, in progress, approved, closed, rejected and cancelled.
FR051	Allows online Indent / requisition approval at multiple (sequential and / or hierarchical) levels with capacity to "trace" current location.
FR052	Ability to use multiple criteria to evaluate Indent/ requisition work flow (approvals and insufficient funds, etc.)

FR053	Ability to block / hold the Indent if there is no sufficient funds available.
FR054	System should be able to track status of Indent/ demand
FR055	System should have a provision to edit the Indents that are returned.
FR056	System should have the provision to notify the appropriate persons for the Indents waiting for approval.
FR057	System should have the provision to notify the Indentor and all approvers when a Indent is approved.
FR058	System should have the provision to capture the remarks by different approvers.
FR059	System should have the provision to set up an Approval Authority for Indent based on the Indent Value, Department, Project etc.,
FR060	Ability to store and maintain the user-defined / standard templates for creating Expression of Interest (EoI), Request For Proposal (RFP)/ Tender Document, Contract Documents, etc. Also provides version control on all these documents and attachments therein.
FR061	Ability to collect requirements from various departments and procure strategically for common and similar items.
FR062	System to enable generation of Notice Inviting Tender (NIT)
FR063	System should have the ability to record the pre-bid discussions held during the Pre-Bid conference and record the necessary amendments to be made.
FR064	System should be able to amend bid documents and keep track of the versions and approvals of the same from competent authority as per delegation of powers.
FR065	Ability of the system to track bid validity dates for various bids and take necessary actions if extensions are required.
FR066	System should be able to initiate the re-tendering process with respect to original tender if necessitated.
FR067	Ability to choose the mode and type of tendering.
FR068	System to support the following types of tendering:- <ul style="list-style-type: none"><li>● Open (GeM/ CPPP)</li><li>● Limited</li><li>● Single / PAC (Proprietary Article Certificate)</li><li>● Global</li></ul>

FR069	System should allow single tendering on the grounds of urgency or operational or technical requirements after capturing the reasons for single tender enquiry (STE) and selection of a particular firm is recorded and approved by competent financial authority prior to single tendering.
FR070	Ability to execute contingency purchase (direct purchase) in case of emergency.
FR071	Ability to capture monthly, quarterly, half-yearly and annual requirement plan
FR072	Ability to specify whether 'Sample' is to be submitted with offer or after placement of order and attach 'sample approval criteria' to the Indent.
FR073	System to grant user the flexibility to select the suitable stages for processing the tendering process (two bid type): <ul style="list-style-type: none"> <li>● Technical Evaluation Stage</li> <li>● Price Bid Evaluation Stage</li> </ul>
FR074	Ability of the system to generate Bid opening statements with details of quoted prices, EMD and conditions to contract etc and provide access to only authorised persons.
FR075	System should create and monitor the two bid tendering process: In case of IIA, the Techno-Commercial Evaluation is normally carried out by a Techno-Commercial Evaluation Committee. The Techno-Commercial Evaluation Committee report, once finalised, is sent to the Competent Authority (Director) for acceptance.
FR076	System to capture Names and details of Techno-Commercial Evaluation Committee members.
FR077	System to configure workflow, for obtaining approval of Techno-Commercial Evaluation Committee members
FR078	System to support formation of various committees for evaluation to be done.
FR079	System to enable identification of committees by a unique number that will be associated with the respective activities of a particular task.
FR080	System to maintain the entire Minutes of Meeting (MoM), notes, communication, etc. for specific tasks to be maintained and managed by the system in repository.
FR081	System should not allow entry of commercial quotes whose technical bids are rejected by the committee.

FR082	System to support validation of the received bids with respect to the tender due dates.
FR083	System to prepare bid opening statement along with the details of the EMD, the bidder and the price quoted.
FR084	System to prepare the comparative statement of the bid.
FR085	System to enable postpone or extend bid opening dates along with generation of intimation letters to vendors to be supported by the system.
FR086	System to track waiver of EMD requirements in Vendor Database for each vendor / class of vendor along with the reasons thereof for waiver.
FR087	System to enable capturing of performance guarantees in the system
FR088	System to generate the alerts prior to a specified period before expiry of the performance guarantee.
FR089	System to capture the commercial evaluation details as per criteria and provide analysis on factors such as: <ul style="list-style-type: none"> <li>● Duties &amp; Taxes</li> <li>● Delivery Period</li> <li>● All Inclusive Cost on Delivery etc.</li> </ul>
FR090	Provision to capture taxes like GST, Service Tax, Customs Duties, Insurance Charges, Packing Charges, etc.
FR091	Provisions to capture Tax Exemption details that are applicable for Customs Duty, Excise Duty, etc.
FR092	System to prevent bids from black listed vendors from being processed.
FR093	System to maintain the EMD amount and performance guarantees, to be defined and managed in the system.
FR094	System to generate a list of EMD's to be released to unsuccessful bidders based on information by the finance team.
FR095	System to calculate and display overall L1 and item wise L1.
FR096	System to compare between Indian vendors and Foreign Vendors by taking into account cost, insurance and Freight (CIF) value / Custom Duty (CD) exemption
FR097	Provide the capability to track milestone dates mentioned in the Tender document, contracts, etc.
FR098	Option to include Delivery Schedules and Quality Specs with support for manual entry and special text within the Requisitions.
FR099	Facility to send multiple tenders against single requisition.

FR100	System should automatically generate cost comparison statements highlighting all of these; Price (including breakup of taxes), Lead time for Delivery, Credit Terms, Other Terms & conditions.
FR101	Ability to generate requisitions automatically for items replenished frequently like consumables, based on Re-Order level.
FR102	Ability to check the availability of free or reserved stock available at different storage locations while creating requisitions.
FR103	System should be able to issue Non-Availability Certificate (NAC) against demands for which item is not available in the stock.
FR104	Ability to send requirement details, documents like drawings and request for specifications along with RFP.
FR105	Ability to enter quotations in the system against RFP, including taxes
FR106	System to allow deletion / re-tendering of Ordered Items / tendered items lines.
FR107	System to allow amendment of orders having financial and non-financial implications.
FR108	Maintains a prospective bidders' list.
FR109	Ability to approve bids of the recommended vendor in the system and add reason for approvals and bid rejections.
FR110	Ability to create a PO in the system after quotation approval / bid evaluation.
FR111	Provide the integration with Govt. e-marketing (GeM) portal and Govt. e-Procurement system i.e. Central Public Procurement (CPP) portal.
FR112	Route all GeM shopping carts / requisitions through an approval workflow.
FR113	Integration of e-Tendering website i.e. CPP Portal for upload of tender documents, and track the tender process / phases.
FR114	System should have all the standard formats, guidelines and terms and condition of tenders for floating / loading it to the CPP portal
FR115	System should generate tender documents on the click of a button from available templates and forms information held within. System should also support generation of tender document offline using desktop office tools.

FR116	System shall define the hierarchy for approval of Tender so generate and forward the document and record their comments with a time stamp. System should also support digital signing of the comments.
FR117	Upon approval, the system shall generate the final tender doc, get it signed digitally by appropriate authority and forward the documents along with the tender calendar, base attributes, etc to the e-tender system for uploading to the CPP portal.

#### **E. Purchase Order (PO) / Contracts and Payments against Invoice**

FR118	Ability of the system to capture PO information like PO number & date, Item details like code, description, UOM, rate, Quantity, Delivery Schedule, Consignee Name & Address, applicable taxes, Performance Guarantees, other terms, etc.
FR119	System should segregate PO based on the category of procurement such as Cash Purchase, Direct Purchase and Local Purchase.
FR120	System to handle the Cash Purchases, Local Purchase to meet immediate requirements of items required in small quantities and up to certain value limits within the prescribed cash purchase powers of the CFA.
FR121	Ability to directly create POs with different number series based on purchase type or categories such as location/ material type/ department etc.
FR122	Ability to create PO templates.
FR123	Attach supporting documentation and notes to a PO
FR124	The system shall provide the ability to perform mass editing of Pos based on user defined criteria.
FR125	Ability to create a single PO in the system from multiple requisitions or multiple PO against single requisition.
FR126	Ability to specify payment terms in the PO
FR127	Allow payment terms to be displayed and tracked with POs.
FR128	Allow delivery date terms to be displayed and calculated with Pos
FR129	Ability of the system to print PO in a User defined format on pre-printed stationery.
FR130	Ability to link PO with all previous transactions/ documents of the system.
FR131	The system shall provide the ability to reopen closed POs within the current fiscal year
FR132	Ability to inquire on a PO status by PO number, requisition number or Invoice Number and goods receipt.

FR133	Ability to process changes to POs without having to re-enter purchasing information
FR134	Ability of the system to update budget utilisation automatically at PO release.
FR135	Create the necessary accounting adjustments automatically from a PO change/ amendment.
FR136	Ability of the system to generate and send soft copy of PO in PDF format to supplier via e-mail.
FR137	Ability of the system to send reminders to suppliers through e-mail in case of delay in receipt of goods.
FR138	Ability of the system to receive advance intimation from supplier for receipt of goods with transportation details.
FR139	Ability to automatically track and categorize line items on PO.
FR140	Ability to search for an issued PO by number, requisition number, cost, vendor/ supplier name or number.
FR141	Ability to view balance quantity and payments made against PO in PO screen of the system.
FR142	Allows for multiple budgetary accounts to be applied to each line item.
FR143	Ability to initiate and track payment of received PO line items.
FR144	Ability to cancel individual PO line items.
FR145	Ability to re-order individual PO line items.
FR146	Ability to record and track changes made to issued PO line items.
FR147	Ability to select a different account number distribution for each line item on the PO.
FR148	Ability to modify the PO line items with the new accounts/ fiscal years.
FR149	Ability to update outstanding PO line items with account numbers in the new fiscal year.
FR150	Provide complete online reporting of POs issued and goods received.
FR151	Send an email to the requestor when the item is received when receiver is different from the requestor.
FR152	Attach receiving notes to the PO
FR153	Provide standard reports and inquiry screens for POs in process.
FR154	Provide standard reports and inquiry screens for POs out/ goods not received.

FR155	Provide standard reports and inquiry screens for POs out/ goods received / invoice not received.
FR156	Provide standard reports and inquiry screens for POs involved but not receipted and paid.
FR157	Track PO items received.
FR158	Automatically update Accounts Payable with the receipt of goods, including the associated PO number.
FR159	Provide for the receipt of goods and services to be recorded online by PO number.
FR160	Ability to record receiver's name / ID on receipts.
FR161	Ability to track the recording of goods returned to the vendor.
FR162	Provides a three-way match for the receipt of goods, the PO and Invoice.
FR163	Provides a two-way match for the PO and Invoice.
FR164	Ability to validate three/ two way match based on user defined criteria.
FR165	Provide the ability to send notifications, via e-mail, to persons within the approval workflow process, in a customizable process based on user defined criteria.
FR166	Support a bar coded tracking system from incoming delivery point to end user.
FR167	Ability to capture the details in the contract like contract validity dates, location of delivery, Material code with description and quantity, agreed upon rates including breakup of taxes, payment terms, other terms and conditions, VAT/ GST.
FR168	Ability to maintain the standard templates for the creation of Contracts or Letter of Award etc.
FR169	Ability to define and configure the workflow for approval of amendments to the contract terms.
FR170	Ability to generate the changed Contract once the amendments are made.
FR171	Ability to store scanned / soft copy of each external / internal correspondence against a contract for issue handling and progress review.
FR172	The system shall allow for the ability to perform invoice entry with the following capabilities, including but not limited to: <ul style="list-style-type: none"> <li>● Multiple levels of invoice approval workflow</li> <li>● Ability to manage required supporting documentation in electronic format (e.g. vendor invoice, claim forms etc.)</li> </ul>

FR173	The system shall provide the ability to process multiple invoices against the same PO.
FR174	The system shall provide the ability to process once invoice against multiple POs.
FR175	The system shall provide the ability to perform Electronic Fund Transfer (EFT), and deposit to vendor bank accounts.
FR176	The system shall provide the ability to prevent duplicate payments by matching, at a minimum, supplier./ vendor and invoice number.
FR177	The system shall provide the ability to process invoice payments for different charges that are not mentioned in the PO or not included in the PO amount.
FR178	The system shall provide the ability to automatically select payments based on due date and discount rate/ date.
FR179	The system shall provide the ability to list invoices by date range.
FR180	The system shall provide the ability to list invoices by Accounts Payables' receiving date.
FR181	The system shall provide the ability to produce a single claim/ payment register at year end for both the prior and new fiscal year.
FR182	The system shall provide the ability to put invoices on hold and release for later payment.
FR183	The system shall provide the ability to annotate transactions with comments.
FR184	While processing payment against each Invoice, the following data shall be stored: <ul style="list-style-type: none"> <li>● Payment Date &amp; Time</li> <li>● Mode of Payment</li> <li>● Payment Number (in alphanumeric form)</li> <li>● Payee Name &amp; Address</li> <li>● Invoice Number/ Description</li> <li>● Invoice amount without taxes</li> <li>● Taxes &amp; Tax Deducted at source (TDS)</li> <li>● Net Amount (In figures &amp; in Words)</li> <li>● PO Number &amp; Date</li> <li>● Paying Authority</li> <li>● Comments to the Vendor, if any.</li> </ul>
FR185	Ability to have an integrated Document Management System where you can view all related documents within the Purchase Module (Requisition, PO, Invoice, Quality Checks, Payments, etc)

FR186	Provision to pay through Letter of Credit (LOC) and wire transfer for purchasing from foreign suppliers.
FR187	Provision to capture the details related to application for irrevocable documentary credit (Letter of Credit)

#### **F. Services Procurement / Work Order**

FR188	Ability of the system to support work orders for any job with material, without material, manpower supply, civil works, etc.
FR189	Ability of the system to capture terms of issuing material to Successful Bidder on chargeable basis, non-chargeable basis etc.
FR190	Ability of the system to support recurring bill.
FR191	Ability to check in the system remaining amount outstanding in the contract before making payment.
FR192	Ability of the system to generate necessary tax certificates
FR193	Ability to generate work completion notes in the system by the Indentor to certify quality and quantity.
FR194	Ability to capture key information in the service purchase orders like type of service (security, consultancy, transportation, job, etc.), rate of services, applicable taxes, financial agreement, etc.

#### **G. Goods Receipt & Movement**

FR195	Ability to create an Inward & Inspection note before creation of Goods Receipt Note (GRN). Inward will contain details such as PO number, date of receipt and other consignment information.
FR196	Ability of the system to create GRN from Inward and Inspection note.
FR197	Ability to have a single GRN form to handle multiple types of GRN like Store receipt, Direct Consumption, etc.
FR198	Ability of the system to generate GRN Number automatically or manual link with Inward.
FR199	Ability of the system to receive partial consignment/ delivery from PO.
FR200	Ability of the system to show remaining PO quantity when creating GRN.
FR201	Ability of the system to receive goods in a measurement unit different from the measurement unit in which the order was placed.
FR202	Ability to define & control GRN against PO.
FR203	Ability of the system to show a list of test certificates required to pass a quality check.
FR204	Ability of the system to capture the QC results.

FR205	Ability of the system to capture quantities rejected by QC against GRN.
FR206	Ability of the system to automatically generate a rejection / shortage note and rejection / shortage letter in case of rejection/ shortage.
FR207	Ability of the system to generate a Debit note to be sent to the vendors for all rejection / shortage. The Debit Note should be linked to the Rejection/ shortage note in the system.
FR208	Ability of the system to highlight pending overdue and non- overdue POs and pending quantity.
FR209	Ability to generate instructions / labels for the storing of the items in the Stores including bar codes.
FR210	The ability to provide views of inventory balances, in-transit, and on-order across all Stores and for individual stores.
FR211	System should be able to provide gate Entry & Exit monitoring processes for the materials & Vehicle movements linking with Supply Order or others. It includes capture of Date, time, transportation type, carrier details, dimensions, weights, etc.
FR212	System should capture From place, To place for the goods that are transported.
FR213	It should also capture by whom it is moved, Date of Movement, receiving person, Date, Mode of Transport and vehicle number.
FR214	System should have the provision to create gate pass for the items to be dispatched e.g. for repair, replacement, permanent transfer, etc.
FR215	System should be able to maintain System generated Gate Pass No., Date, Item Code, Item Description, Supplier, Location, Address and Remarks.

#### **H. Stores Management**

FR216	Ability of the system to select any valuation method i.e. FIFO, LIFO, or weighted average method for valuation of stock.
FR217	Reporting of overstock and Understock Exceptions.
FR218	Ability to support the issue of materials having shelf life on FIFO basis.
FR219	Ability to support the issue of Materials by Store Staff.
FR220	System should be able to transfer of items from Central Store to Divisional/ Departmental Stores, Stores of Field Stations, if required
FR221	System should be able to view and track real time stock position.

FR222	System should be able to issue and monitor inventory items on loan to other departments and thereafter return the item after usage.
FR223	Ability to track hazardous/ environmental materials.

#### I. Key Management

FR224	Ability to identify which keys each key holder has and the doors they can open.
FR225	Ability to track issuing keys to people..
FR226	Ability to create key records or reports, and tracking lost or damaged keys and related responsibility.
FR227	Ability to track keys by department, function or other user determined groupings.
FR228	Ability to manage master keys, sub-master keys and change keys.
FR229	Ability to log quantities of keys created, issued, lost and destroyed.

#### J. Disposal of Dead Stock

FR230	Department wise submission of details.
FR231	Tendering by Procurement & Inventory Department
FR232	Disposal of Dead Stock

#### K. Work Requisition

FR233	Ability to create, maintain and review the section wise work requisitions.
FR234	Ability to raise maintenance Work Requisitions after receiving feedback from operations about faults. The Work Requisitions should be capable of auctioning/ triggering electronic notification to the concerned technical Staff.
FR235	Facility to copy tasks with materials and resource requirements to the Work Order (WO) from standard procedures, Facility to attach notes, equipment drawings/ documents, standard operating guidelines for each task in a WO.
FR236	Ability to classify Work requisitions / WO by user defined variables. For example safety, modification, new work, rework, breakdown, preventive etc. It should be possible to report by each of these classifications.
FR237	Ability to assign a priority among work requisitions.
FR238	Ability to view details of any outstanding Work Requisitions on a specific job or related piece of equipment in order to avoid duplicating work requisitions.
FR239	Ability to record the status of a Work Requisitions via user defined variables e.g. Awaiting approval, etc.

FR240	Ability to inform the Indentor/ Requestor via email or otherwise upon approval / rejection of Work Requisitions.
FR241	Ability to establish targets against a Work Request. These targets could be time, financial and / or quality based. The ability to report on these targets should also exist.
FR242	Ability to define critical dates against a Work Request e.g. Required by Date.
FR243	Ability to approve, maintain, complete and close Work Request.
FR244	Ability to link a WO to a financial Account Code.
FR245	Ability to create multiple job/ tasks against a single WO.
FR246	Ability to create multiple WO against a single Work Request.
FR247	Ability to define work requirements (plan/ labour/ equipment/ tools/ spares / other) against the WO.
FR248	Ability to make changes to a WO.
FR249	The ability to approve WOs online via workflow is required. This could be performed by different incumbents within the Institute, depending on WO size/ cost, priority, mode and Delegated Financial Authority levels etc. If a WO is not approved within a specified time, it should be forwarded to next appropriate person.
FR250	Ability to maintain, complete and close WOs online.
FR251	Ability to adjust all elements for the WO including: <ul style="list-style-type: none"> <li>● Materials</li> <li>● Resources</li> <li>● Tools</li> <li>● Timings</li> </ul>
FR252	Ability to create and issue an emergency WO.
FR253	Ability to attach documents to a WO including detailed Work instructions, safety requirements and checklists, drawings etc. Upon issue of a WO, it should be optional as to whether attachments are printed automatically or at the discretion of the user.
FR254	Ability to notify relevant personnel or issue a warning/ alarm, if a WO has not been completed after certain period of time.
FR255	Ability to record the consumption and return of the materials that were issued against the individual WO.

FR256	<p>Ability to report on WOs that have been delayed due to:</p> <ul style="list-style-type: none"> <li>● Materials not being available in time for the maintenance work.</li> <li>● Insufficient Internal/ External labour resources.</li> <li>● Lack of permit being issued</li> <li>● Other User defined fields.</li> </ul>
FR257	Ability to record status of a WO such as approved, not approved, wait on materials, wait on Successful Bidders, wait on labour etc.
FR258	Ability to allow authorised employees to enter text in a free format against the WO. These comments should be able to be forwarded to the concerned Authority.

#### **L. Other Requirements**

FR259	List of Vendor wise/ Material wise orders.
FR260	Material wise, Department wise consumption report.
FR261	Comparison of price bids with history prices
FR262	Alerts if the Asset Numbers, Batch or Serial Numbers are not in order.
FR263	Vendor Performance Analysis Rating & Reports (on the basis of quality of item/ services offered, quantities supplied, delivery / timely completion performance and cost/ price)
FR264	Register for Inward, Inspection, Receipt, Issue etc on user defined period.
FR265	Facility to provide slow moving and non-moving items report
FR266	Rate variance report from Receipts.
FR267	Date Porting/ Data Entry Suite.
FR268	Provides an online item catalog and search capability.
FR269	Ability to load internal materials in order to create an Internal catalog.

#### **4.2 INTER-LINKED AND COMMON FUNCTIONAL REQUIREMENTS**

A. General	
FR270	Ability to initiate and track the approval process.
FR271	Ability to assign different levels of approval for the same user.
FR272	Provide workflow functionality in all system modules.
FR273	Reminders/ Notification to the employee for change or requirement of any additional data through mails/ SMS/ self service etc.
FR274	Ability to allow temporary status changes of the users (e.g., unavailable due to vacation, deputation, Study leave, etc.)

FR275	Ability to re-route workflow assignments based on availability triggered by unavailability status.
FR276	Ability to re-route workflow assignments based on availability triggered by system administration defined periods of no response.
FR277	Ability to maintain various Sections/ Divisions Sub-Sections of the Institute.
FR278	Ability to define various roles based on the nature of responsibility.
FR279	Ability to assign employees to their Sections/ Divisions/ Sub-sections.
FR280	Ability to attach document or add notes wherever needed.
FR281	Ability to view the list of alerts received by the employee.
FR282	Ability to view the list of records submitted by the employee based on the process.
FR283	System should have provision to store order / circular / notification which effected an organisational change for an employee and related reports should be developed.
FR284	System should have functionality to search orders/ circular/ notification through name, keyword, date, number and archive/ discard any order / circular / notification.
FR285	Ability to seek confirmation after every change made in the structure, changes to be made permanent only on authentication by the controller of the authorised person – Multi Stage process.
FR286	Ability to change/ restore/ rollback changes to a previous (given) dates and report inconsistencies.

#### B. Reports

FR287	Data filtering by various attributes can be used to limit the report to only desired information
FR288	Ability to provide pre-defined reports.
FR289	Custom data fields can be added to predefined report templates.
FR290	Charts and graphs can be added to the predefined report templates.
FR291	Report output can also be displayed in graphic and/ or chart format.
FR292	System must have the ability for appropriate users to create and print reports on their dashboard.

FR293	Report shall be prepared by any day of the week by Individual, Department, User defined.
FR294	The ability to format reports (e.g. headings, font, bolding, underlines, currency signs, etc.)
FR295	The ability to include headers, footers, pagination, etc.
FR296	The ability to produce reports that can be edited in MS Word / Excel or in the report writer itself.
FR297	Ability to export queries and reports to standard MS formats (Excel, Word, CSV, etc.) and PDF.
FR298	System will provide the ability to search for specific values within a report.
FR299	System will support simple and complex search and reporting functionality, using user defined criteria.
FR300	Ability for multiple users to access the same document/ reports simultaneously.
FR301	Ability to have access to data and report based on user authorizations.
FR302	Ability to provide standard report templates.
FR303	Ability to create custom reports using wizard.
FR304	Ability to print reports directly through networked printers.
FR305	System supports a graphical display of a wide variety of charts and graphs.

#### **C. Constituting of Various committees & Meetings**

FR306	The system should have the capability to constitute the committee with its member and convener details.
FR307	The system should have the capability to capture various details of the committee such as terms of reference, tenure, committee members etc.
FR308	The system should have the capability to define the role of each committee member.
FR309	The system should have the capability to define the committee members from the internal departments as well as external users along with required details.
FR310	The system should have the capability to define the message template for sending the notification to respective committee members.
FR311	The system should have the capability to define the approval process for committee constituted.
FR312	The system should have the capability to circulate the Office Memoranda with the respective committee members/ stakeholders having details about the committee.

FR313	The system should have the capability to define the Meeting invitation templates for sending the notifications to all the committee members.
FR314	The system should provide the calendar view having details about the meeting schedule on a weekly / monthly basis.
FR315	The system should provide the capability to submit the response about their availability for the meeting scheduled.
FR316	The system should have the capability to capture the Minutes of Meeting.
FR317	The system should have the capability to assign the actionable to the respective committee members based on meeting decisions.
FR318	The system should provide the capability to define the deadlines of submitting the response for defined actionable.
FR319	The system should provide capability to design the template for circulating the Minutes of Meeting (MoM).
FR320	The system should provide the capability to send the MOM notification through email.
FR321	The system should allow allocating responsibilities and making online status updates.
FR322	The system should allow maintaining attendance records and drafting agendas, reports, and minutes of meetings.

#### **4.3 OTHER TECHNICAL FUNCTIONAL REQUIREMENTS**

##### **A. General**

FR323	All parts of Solution should support compulsorily English language formats
FR324	Should support any operation system like Windows, Linux, etc.
FR325	The interface design of the application should be simplified enough that the end user can easily understand all the working i.e. user friendly interface design.
FR326	All components of the proposed solution to be interoperable and seamlessly integrated.
FR327	Customise personalised views based on user defined criteria without impact to system functionality or support process.
FR328	Ability to create ad hoc reports, generate reports at various levels, facility to download reports in various formats like image/ Excel / CSV / Doc / PDF / Text / XML etc. and send reports electronically.

FR329	System will support uploading/ downloading in common formats (MS Office / Adobe / etc.)
FR330	System should have mail service integration. Ability to send email notification wherever needed.
FR331	The system shall allow adding documents to the electronic file directly from the scanner or internal / external drive or email.
FR332	Bulk data upload / change should be possible.
FR333	Solution to provide integrated user management.
FR334	Ability to provide access level security for Entry forms at Field level – Allow, Read only, hide, etc.
FR335	Ability to configure the number of permissible log-in attempts.
FR336	The system will create user roles and access rights based on user-defined criteria (role-based access control)
FR337	Ability to provide multiple roles to a single user and bulk user maintenance and access management options.
FR338	Solution to provide access level security for data at transactional level.
FR339	Ability to delegate roles and permissions in case an employee is absent and his / her work (approvals/ rejections in a workflow environment) needs to be carried out
FR340	Ability to revoke roles and permissions after the original employee joins back whose role was delegated to an alternate supervisor.
FR341	Accepts the user-defined templates for leave, tender, travel/tours, etc.
FR342	System should have inbuilt features like workflows, file tracking, and knowledge repository.
FR343	The system should be format agnostic and should allow storage of any digital data like images, Office files, engineering drawings, PDF, PDF/A, photographs, video & audio files.
FR344	System should allow creation of custom indexing fields/ tags for different documents at Folder & File level.
FR345	System shall provide the standard file hierarchy structure of folders and sub-folders to allow users and groups of users to manage and organise their documents.
FR346	The departmental officials should be able to index folders, files, letters and documents on user-defined indexes like department, Letter No. file No., year, etc.

FR347	The system's inbuilt viewer should have the capability to perform annotations such as highlight, sticky note, underline, hide certain text etc. on the documents image with user name, date and time of putting the annotations.
FR348	System should have facility to set notifications (e.g. Notifying change of version of a file to all stakeholders) & Alarms (e.g. Delay in Approval) by email.
FR349	System should have comprehensive & easy to set access rights controls at Folders & File level as well as Groups and users with Inheritance.
FR350	The system should allow defining multiple levels of access rights (Delete / Edit / View / Print / Copy or Download) to officers based on their profile.
FR351	The system should maintain audit-trail of all activities being done in the system, documents, etc. by users as well as administrators.
FR352	Provides system audit-trail tracking by user defined parameters.
FR353	System to maintain logs of all the transactions and audit-trails.
FR354	System should support creating Additional custom fields in each module for storing additional data, as per requirements.
FR355	The database should run with multiple nodes to provide a high level of availability and load sharing.
FR356	Ability to produce customizable error messages.
FR357	Ability for multiple windows to be open at the same time.
FR358	Ability to support full functional operation on Laptops & Desktops.
FR359	System permits multimedia file attachments (Word files, graphic images, audio or video clips) to records as work orders.

#### **B. Security Requirement & Features**

FR360	All the necessary procedures/ infrastructure/ technology / personnel should be established to ensure that the Security in the IIA APPLICATION SOFTWARE system is not compromised.
FR361	The solution should have integrated security features that are configurable by the Master User or System Administrator to control access to the application, functional modules, transactions and data.
FR362	The solution should require the use of unique user IDs and passwords for authentication purposes, and Biometric and other devices as applicable.

FR363	<p>The application should allow for the following:</p> <ul style="list-style-type: none"> <li>● The enforcement of password standards</li> <li>● The establishment of a specified period for password expiration.</li> <li>● The prohibition of recent password reuse.</li> </ul>
FR364	Only the Master User or designated authority should be able to define functional access rights and data access rights to the users. He / she should be able to restrict access to sensitive data elements by named user, groups of users, or functional role.
FR365	The systems should permit the Master User to assign multiple levels of approval for a single user.
FR366	System should be auditable as per requirements from time to time.
FR367	<p>System should have audit logging capability to record access activity, including the following:</p> <ul style="list-style-type: none"> <li>● All log-in/log-out attempts by the individual users.</li> <li>● User submitted transactions</li> <li>● Initiated process</li> <li>● System override events, and direct additions, changes or deletions of data</li> </ul>
FR368	System should have the provision for Dashboard to view and analyze the log details.
FR369	System should provide the ability to query the audit log by type of access, date and time stamp range, user ID and IP address.
FR370	All the information assets (Information and Information systems) should be classified and security should be defined according to criticality of the information asset.
FR371	System should ensure proper protection against malicious software. This would include implementation of an effective anti-virus solution, scanning for viruses at regular intervals or on certain triggers.
FR372	Should have a disaster recovery plan and robust backup procedures.
FR373	<p>Provide security at the following levels:</p> <p>Department, Division, Role or Group, User ID, Screen, Menu, Report, Database Table, Object, Record, Field, Job Function, Transaction Type, etc.</p>
FR374	Ability for the system administrator to determine which fields are visible to users.

FR375	Provide role-based security.
FR376	Provide document-based security.
FR377	Provide functional security to control what processes can be performed by certain users.
FR378	Ability to log users off the system after an administrator-defined period of inactivity.
FR379	Data Encryption – The login passwords of all the users and the suppliers are to be encrypted at the database level.
FR380	Secure Administrator Access – To prevent an administrator from misusing his access privileges, the system shall have dual level password verification before allowing an administrator access to a confidential module. The first password is to be provided by the administrator himself/herself and the second password is to be provided by the highest authority of the Institute, or his/ her designated official.

### C. Documentation Requirement (General List)

FR381	All Architecture documents, operating specifications, and system Flowcharts
FR382	Database entity relationships, table formats, and data element descriptions; and Program module descriptions.
FR383	Quality Assurance Plan stating the planned actions to ensure satisfactory delivery conforming to functional and technical requirements of Application Software.
FR384	Interface Control Document, documenting the interface characteristics of the modules.
FR385	Test Plan containing information on the software Test Environment to be used for independent testing, the test cases to be performed, and the overall testing schedule. This includes, schedule, resources, tools, procedures, environment definition, test cases, and software test results. The test plan document should have the information about the methodology, tools, etc. The Bidder has to provide the tools that are proposed to be used in the testing.
FR386	Troubleshooting Guide / Handbook for Helpdesk which describes various troubleshooting methods for various problem scenarios.

FR387	Operation Manual providing instructions for installing the application, troubleshooting, interpreting message logs, error codes with full descriptions and recovery steps, user screen and reports layouts and contents, application security and Frequently Asked Questions (FAQs)
FR388	User Manual (online or downloadable content) providing detailed instructions in the form of a narrative on how to use the application. In addition, it shall describe how to access, submit inputs to, and interpret outputs from the application.
FR389	Application Software Applications Training manual Module wise.
FR390	A data dictionary listing out all the data elements shall be prepared.
FR391	The Administrator shall maintain all documentation related to the Application Software including software artefacts and database with adequate traceability matrix and version control.
FR392	All the documents/e-registers, reports mentioned in Points / clauses of Section III of this RFP.

#### **D. Software Essentials**

FR393	Entire source code for the Application Software solution to be provided to IIA without charge. However, to secure the ownership of the Bidder or its OEM, cost-less non-disclosure agreement (NDA) may be signed in this regard between the selected Bidder and IIA.
FR394	Only the latest versions of software application, and integration tools, wherever applicable, shall be used.
FR395	The software license must allow modifications and derived works.

### **3.2. Technical Approach.**

Software is expected to be multi-user and hosted on server.

The functionality has been split in Front End, Back End, Interface between backend and front end and Data Base.

**1. Frontend** - Keeping the scalability in mind, we have planned to use Flutter or React frameworks for all frontend development.

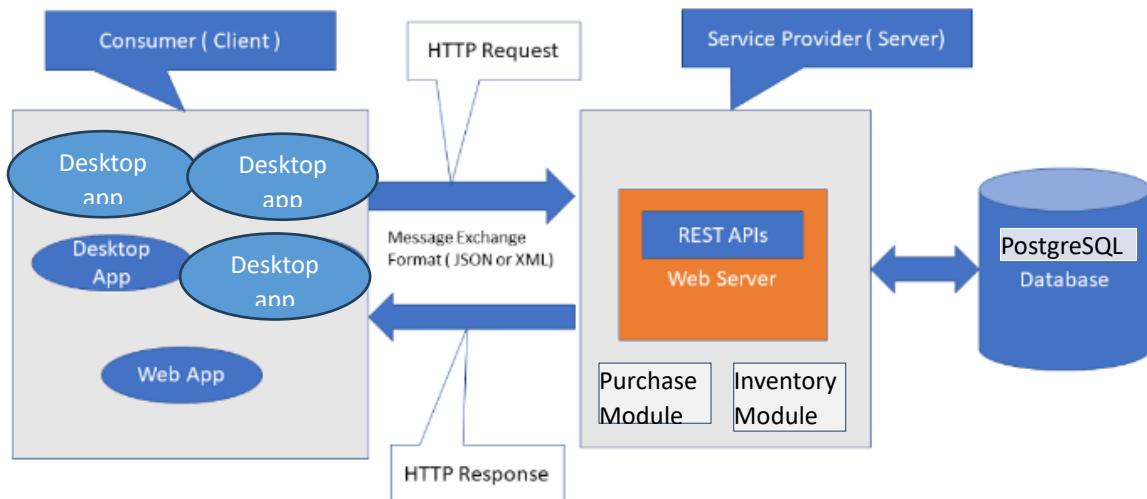
**2. Backend** – Back end will be very structured in terms of scalability and maintainability.

We have planned to use JAVA language for same, also we can evaluate the possibility of using Node JS as well.

## 2. Database – we have planned to use PostgreSQL, a light and simple database.

Below is the typical architecture keeping the distributed system in mind.

Please note, all the component used will be open source to avoid the licensing fee and all.



### 3.3. Project Activities and Work Breakdown.

### 3.4. Development Approach

Waterfall model will be followed to develop this application software. The Top-Down Waterfall Model is a classic approach to software development that follows a linear and sequential process. It is divided into distinct phases, each with specific goals and deliverables. Below is a detailed development approach for application software using the Top-Down Waterfall Model:

### 3.5. Testing Approach.

The testing approach for aforesaid application software developed will use the Top-Down

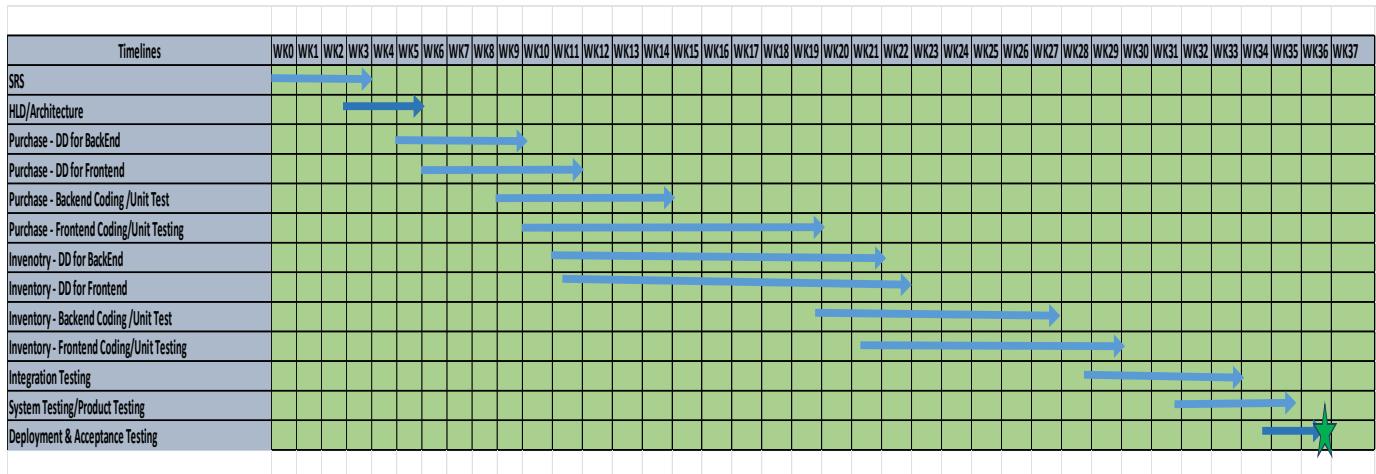
Waterfall Model involves a series of well-defined and sequential testing phases. This ensures that each component and the integrated system as a whole meet the specified requirements and function correctly. Below is a detailed testing approach:

### **Conclusion**

The delivery content for application software developed using the Top-Down Waterfall Model is comprehensive and covers every aspect of the development lifecycle. Providing detailed and well-organized documentation ensures that the client and stakeholders have all the necessary information to effectively use, maintain, and enhance the software, ensuring its long-term success and usability.

## **4. Project Execution & Schedule**

High level schedule and execution plan has been shown in below plan. Plan is based in high level WBS . There will be a detailed execution plan with more granular task will be built after allocation of project.



## 5. Project Execution & Responsibilities

### 5.1. Project Execution

The project execution has been depicted in below diagram

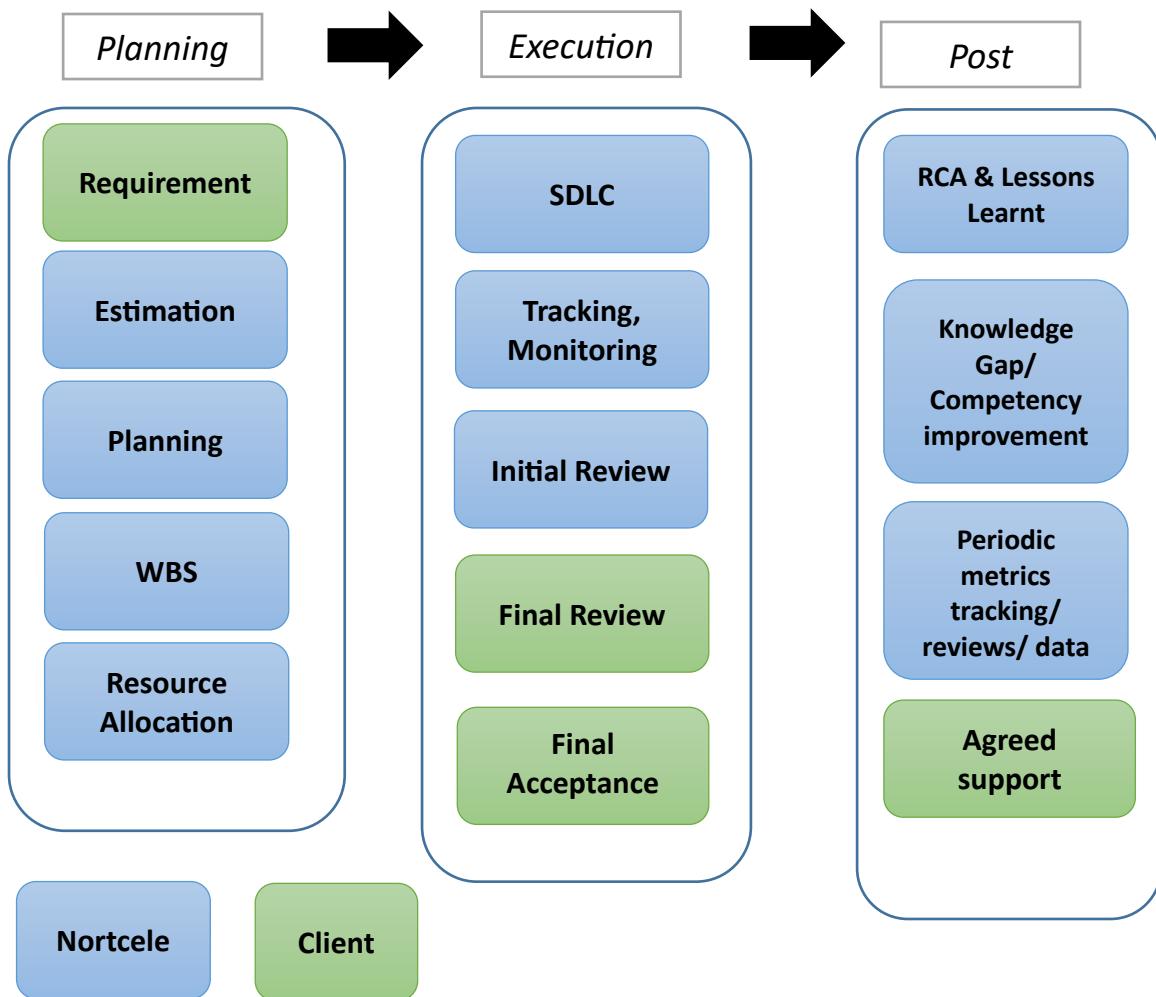


Figure 1: Project Execution

## 5.2. Single Point of Contact (SPOC) Responsibilities

The delivery team with R&R

*Table 2: Resource Planned and R&R*

#	Name	R&R	Comments
1	Shikhar Tiwari	Product Manager & SPOC	For Interaction with client, planned to place on client site
2	Mr. Ashok Kumar Singh	Project Manager/Project Leader	
3	Mr. Raghu VT	Product Architect	Will do coding and testing as well
4	Mr. Rajesh P	Software Architect & Techlead	Will do coding and testing as well
5	Mr. Arun Radhakrishnan	Software Engineer	Will do coding and testing as well

Note: on need basis software engineers will be added.

*Table 3: Resource – Team composition*

- SPOC shall be identified as single point of contact for Technical and project management for all deliveries of this project.
- Escalation point of contact shall also be SPOC
- SPOC shall provide staffing for this project.

## 6. Dependencies from IIA

- IIA shall provide the required information about the existing database and shall provide the
- legacy data in the form it is available in IIA.
- IIA shall cleanse, rationalise and validate the data with Development Team of Nortcele assistance for migration.
- Data Entry, if required, shall be the IIA's responsibility and the same shall be done with the Team Nortcele guidance and assistance using the data entry programs/applications / tools developed and deployed by the Nortcele Systems.

## 7. Assumptions

The Application Software implementation at IIA, Bangalore is to be carried out in a single phase approach to cover the requirements of all business functions and divisions. This approach would involve implementation of Application Software across all applicable business functions and locations for Application Software systems in the same phase.

The existing applications will be retired (functionality being merged in New Application Software).

## 8. Warranty

- **Warranty Period of Application Software:** 1(One) Year after Go-Live stabilisation period and shall include Development Change Requests to allow enhancements (based on the capacity / effort estimates required and captured as part of this RFP).
- **Maintenance Support for Application Software start from the end date of warranty period:** 5 (Five) years
- **Development Change requests to allow enhancements to Application Software as requested by IIA, Bangalore start from the end date of warranty period:** 5 (Five) years

## 9. Work Location, Security & Confidentiality

Work Location - work location is Bangalore, Nortcele office or in the premises of IIA, Bengaluru (if required)

## 10. Schedule and Payments

### Payments

Completion of Milestone	Payment Milestones	Schedule	Comments
<b>SOFTWARE LICENSING &amp; APPLICATION SOFTWARE IMPLEMENTATION</b>			
M1	Delivery (Licensing) of Application Software & any other 3 <sup>rd</sup> party License required for implementation of Software in IIA.	30% of Total Price captured for line item A in BOQ	
M2	At the time of issue of Provisional Acceptance Certificate for Procurement Module as per the scope of this RFP.	25% of Total Price captured for line item A in BOQ	
M3	At the time of issue of Provisional Acceptance Certificate for Inventory Management Module as per the scope of this RFP.	25% of Total Price captured for line item A in BOQ	
M4	At the time of issue of Final Acceptance Certificate	20% of Total Price captured for line item A in BOQ	
<b>ANNUAL MAINTENANCE &amp; ENHANCEMENT SERVICES &amp; SOFTWARE LICENSES RENEWAL</b>			

M5	Subject to placement of AMES WORK ORDER, Half-Yearly payment in advance on receipt of invoice.	As per	
<b>CHANGE REQUEST– DEVELOPMENT CHANGES DURING AMES PERIOD (IF ANY)</b>			
M6	Change Request - Completion of development changes requests scheduled for the period.		

## PROPOSED PROJECT TEAM

Sr. No	Names of resources	Proposed role	Education Qualification	Relevant Experience	Total Experience
1	Mr. Ashok Kumar Singh	Project Manager	B.Tech CSE from IIT BHU, Varanasi UP, India	25 Years	25 Years
2	Mr. Raghu VT	Chief Technology Officer	M.Tech. (Instrumentation & Control System), NIT(National Institute of Technology), Calicut, Kerala	27 Years	27 Years
3	Mr. Rajesh P	Software Architect & Techlead	MCA, ER&DC-IT Affiliated To Cochin University Of Science And Technology	15 Years	15 Years
4	Mr. Shikhar Tiwari	Senior Software Engineer	MCA from IET, Ayodhya, UP, Dr. RMLA University.	15 Years	15 Years
5	Mr. Arun Radhakrishnan	Software Engineer	B.Sc CS, Mahatma College of applied science IHRD, Gandhi University, Kerla	5 Years	5 Years

For and on behalf of the **Nortcele Systems Private Limited**

**Deepa Singh,**  
**(Director)**

**Date 23.04.2024**