Request for Proposal (RFP)

For

Supply, Customization, Deployment, Maintenance and Support of an Integrated Human Resource Management System (HRMS) For Odisha Gramya Bank

1.1 SCHEDULE OF BIDDING PROCESS:

S. No	Description of Information/ Requirement	Information / Requirement
1.	Tender Reference Number	RFP OGB/ITD/HRMS/2018/001
2.	Date of Issue of RFP	12.04.2018
3.	Last date for receipt of queries, if any.	18.04.2018
4.	Pre Bid Meeting	20.04.2018 at 11AM
5.	Last Date and Time for Submission of bids along with supporting documents along with BG/DD ,EMD etc.	08.05.2018 , 5PM
6.	Date, Time and venue for opening the Technical bid.	09.05.2018 , 11AM
7	Date, Time and venue for opening the Commercial bid.	Will be intimated to technically short-listed bidders.
8.	Bid Submission Mode.	Through Manual Tendering process
9.	Address for Communication / Submission of Bids	General Manager, Information Technology Dept, Odisha Gramya Bank, Head Office, Bhubaneswar-751030
10	Contact officials for any clarification	Mr. S K BASA, Sr. Manager, ITD 0674-2353045 Mr. D D Mohanty, Sr. Manager, ITD 0674-2353024 Mr. A K Khandai , Manager, ITD 0674-2353023 Mr. S P Harichandan,Manager,ITD 0674-2353016
11.	Contact e-mail ID	atm@odishabank.in ,itd@odishabank.in

1.2. COST OF BID DOCUMENT & EARNEST MONEY DEPOSIT (EMD) / BANK GUARANTEE IN LIEU OF EMD:

S. No.	Description	Amount in INR
1.	Cost of Bid document	10,000/-(Ten Thousands only)
2	EMD/ Bank Guarantee in lieu of EMD	5,00,000/- (Five Lacs Only)

This RFP document is available at our Bank's website, www.odishabank.in and can be downloaded from the website.

ISSUED BY:

General Manager
IT Department
Head Office, Gandamunda , Bhubaneswar-751030

Disclaimer

While the document has been prepared in good faith, no representation or warranty, express or implied, is or will be made, and no responsibility or liability will be accepted by Odisha Gramya Bank or any of its employees, in relation to the accuracy or completeness of this document and any liability thereof expressly disclaimed. The RFP is not an offer by Odisha Gramya Bank, but an invitation for bidder's responses. No contractual obligation on behalf of Odisha Gramya Bank, whatsoever, shall arise from the offer process unless and until a formal contract is signed and executed by duly authorized officials of Odisha Gramya Bank and the Bidder.

The information provided by the bidders in response to this Request For Proposal (RFP) will become the property of Odisha Gramya Bank and will not be returned. The Bank reserves the right to amend, rescind or reissue this RFP and all amendments will be advised to the bidders and such amendments will be binding upon them. The Bank also reserves its right to accept or reject any or all responses to this RFP without assigning any reason whatsoever. This document is prepared by Odisha Gramya Bank for Supply, Customization, Deployment, Maintenance and Support of an Integrated Human Resource Management System (HRMS). The Bank Representatives may in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP Document.

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PURPOSE

Odisha Gramya Bank, hereinafter called "OGB" or "Bank" issues this "Request for Proposal" hereinafter called "RFP"

i) Bank proposes to implement a Centralized Human Resource Management System for its operations.

ii) This RFP is limited to Original Equipment Manufacturers (OEM) / Product Bidders of Financial Solutions, and Bidders that are authorized by the OEM/ Product Bidders.

iii) A bidder submitting the proposal in response to RFP for Implementation of the solution shall hereinafter be referred to as "Product Bidder / OEM / Bidder / System Integrator / SI" interchangeably.

iv) This RFP document is neither an offer letter nor a legal contract, but an invitation for Request for Proposal. No contractual obligation on behalf of the Bank whatsoever shall arise from this RFP process unless and until a formal contract is signed and executed by duly authorized officers of Odisha Gramya Bank and the bidder.

v) Bank can modify any / all of the terms of this RFP giving due notification through the
Bank's website and shall be entitled to entertain Request for Proposal' (RFP) only from the eligible bidders who will be selected based on the requirement and laid out norms as set out in this document.

vi) Bank will not be liable for any costs incurred by the bidder.

INTRODUCTION & OPERATIONS
1 .About Odisha Gramya Bank

i. Odisha Gramya Bank is a Regional Rural Bank established on 7 January, 2013 in terms of provisions of Regional Rural Banks Act 1976. The bank is sponsored by Indian Overseas Bank & is jointly owned by the Government of India, Government of Odisha and IOB.
ii. The share capital of the bank is contributed by the Government of India (50%), the Government of Odisha (15%) and the IOB (35%). Indian Overseas Bank is the sponsor bank.
iii. The Head Office of the Bank is located at Bhubaneswar. The bank has nine regional offices located at Balasore, Baripada, Cuttack, Chandikhol, Dhenkanal, Jashipur, Khurda, Keonjhar and Pipli.
iv. The bank has established a Learning Centre at Bhubaneswar to train its 2500 staff members. It also has set up a Centralized Clearing Centre at Bhubaneswar.
v. Odisha Gramya Bank has 9 regional offices and has a network of 549 branches spread over 13 districts in Odisha State viz., Angul, Balasore, Bhadrak, Cuttack, Dhenkanal, Jajpur, Jagatsinghpur, Kendrapada, Keonjhar, Khurda, Mayurbhanj, Nayagarh and Puri. Of the branches, 85% are in rural areas. Huge number of bank employees' work together to perform certain bank operations effectively.
vi. The Bank wishes to introduce the best-practiced processes and techniques in HR in managing its workforce.
vii. For improving its HR management and Payroll systems, the Bank wishes to use a Web enabled centralized solution with security features.
viii. The new technology and practices in the areas of Human Resources Management System should enable the Bank to achieve the objectives of operational efficiency, streamlined process and work flow automation in respect of various HR

Broad Scope of Work

1. The proposed solution should be in conformity to the general and functional requirements laid down including all the sub clauses and should connect all the branches/offices of the Bank. The users should be provided with a web based access through which they can access the system. The bidder upon selection has to Study the existing business processes and IT infrastructure at BANK and parameterize the offered solution so as to accommodate the process flow of the Bank.

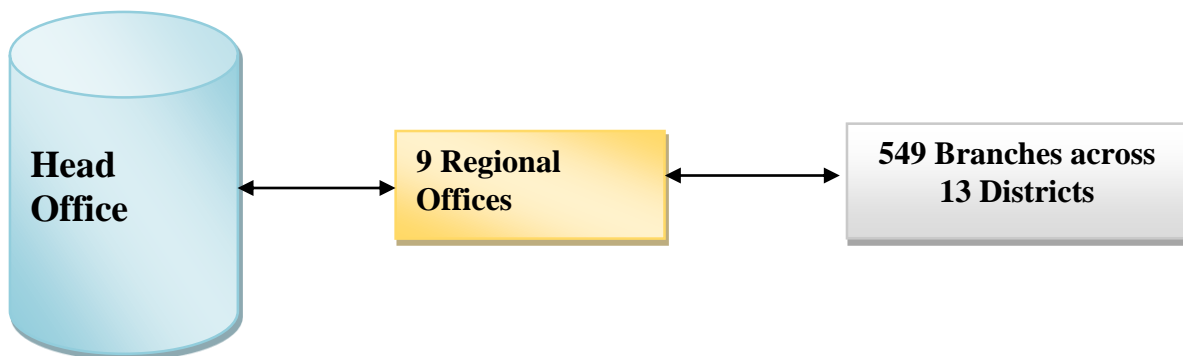2. The bidder shall have to build seamless interfaces (wherever needed) with identified existing applications of BANK or other related entities. The bidder shall have to build customization/interface as per the business requirements of the Bank and build MIS reports which may not be readily available.

3. The bidder will also have to do the necessary setup at both Primary site as well as the disaster recovery site separately maintaining the same performance characteristics of the system (if bank wants).

4. The bidder shall have to supply the hardware and any other middle ware required for functioning, managing backup of the HRMS system.

5. The bidder shall have to jointly with Bank conduct UAT (User Acceptance Test) of the offered solution and fix all the bugs/shortcomings reported by the Bank in a time bound manner.

6. The bidder has to conduct end-user training at a central location for identified group of employees of the Bank. Bidder should also follow a train-the-trainer approach for training using various mediums of communications and training tools. . No. of people to be trained - 100. Location of the training -Head Office, Odisha Gramya Bank. Bank will Provide It's Learning Center to be used For Training

7. The bidder has to Prepare detailed training manuals / presentations containing appropriate flowcharts etc for end user training. End User Training will be conducted at locations specified by BANK.

8. Supply of associated hardware, system software and license for the project.

9. Maintenance and project support for the next 5 years. This includes the warranty for the 1st Two years and Comprehensive AMC for the next 3 Years of the Project for all the Hardware, Software and Data-Base of the HRMS system. During the warranty and Comprehensive AMC period vendor shall maintain the equipment and repair/replace all the defective components/materials at the installed site, at no additional charge to Bank.

10. All the Software used should be licensed and the supporting document should be provided to the Bank. Bidder should comply the SLA terms provided by the Bank or any modification (mutually agreed) in the SLA during the Project. The support of any software provided by the Bidder should be made available throughout the project.

11. Bidder should provide one support staff at the Head Office, Odisha Gramya Bank for technical as well as functional support. The support person should have sufficient technical knowledge to Provide support as per Bank's requirement. If Bank not satisfied with the support staff provided, Bank may ask for replacement of the staff provided. The same should be provided within 3 Months.

12. Bank at it's sole discretion may opt out of the support staff for maintenance at any point of time during the project with a notice period of 30 days. Also the Bank may opt in for the support staff at any point of time of the project.

13. The selected bidder will also have to provide post implementation support during the warranty period and post warranty support under AMC as per the terms of the SLA. The bidder should preferably have an established set up with support of adequate IT staff to support the Hyderabad and Chennai to be proposed solution and implementation (if not having presently, should have prior to start of UAT of the Project Implementation).Bidder need

to Provide one technical support staff having complete knowledge of the Product at HO,Odisha Gramya bank , Bhubaneswar throughout the Project duration.

Presently bank is doing all work manually or through Computer using MS Office for maintaining payroll,leave record,recruitement process,man power planning etc

| Files & Papers | **Payroll Management** Payroll, Benefits, Welfare, leave management, Reimbursement | **Employee Self Service / HRIS.** Employee Record, Industrial Relations, M IS | Appraisal, Training, Promotion, Transfer, Separation | **Recruitment and Manpower plan** | MS Office : Word, Excel |
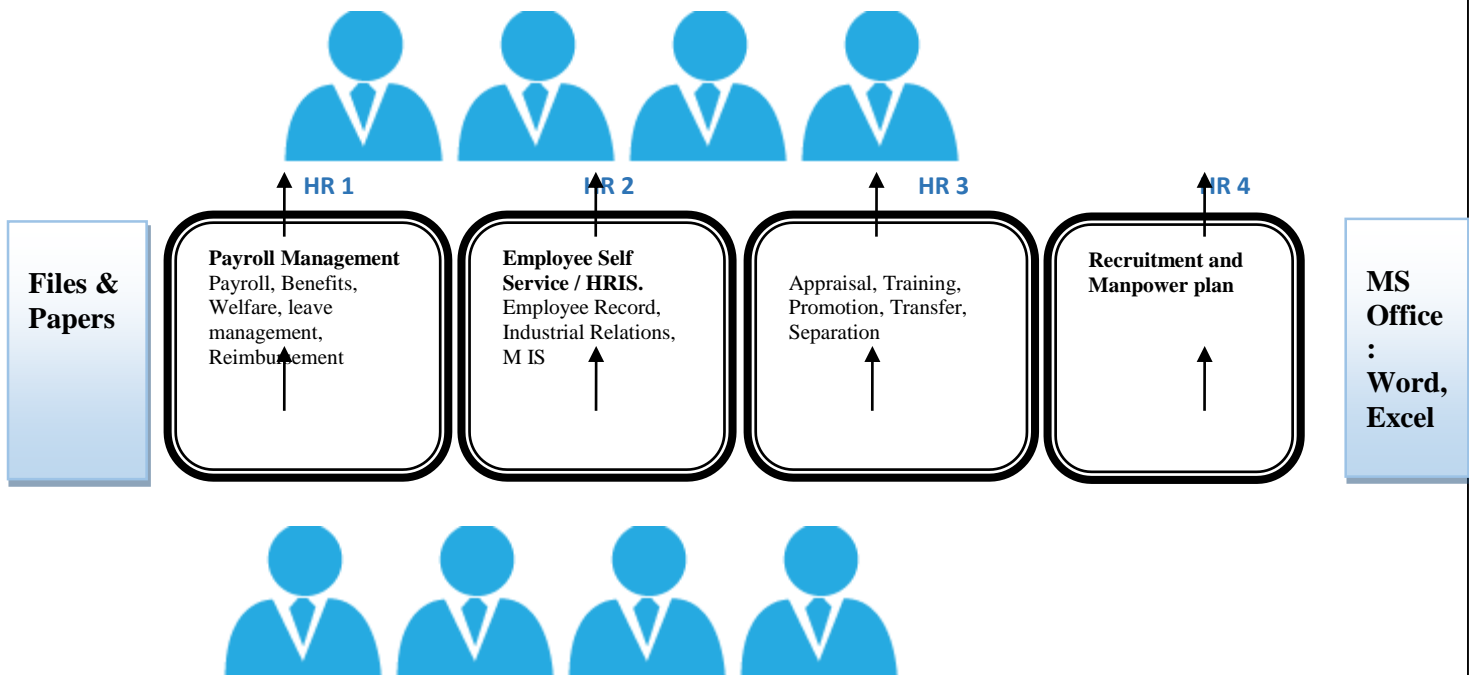
Stake Holders in the Project

Head Office ⟷ **9 Regional Offices** ⟷ **549 Branches across 13 Districts**

Eligibility Criteria

Sl No	Eligibility Criteria	Documents Required
1	The bidder must be a Limited / Pvt Ltd. Company, registered in India under the companies Act (Proof required)	Certificate of Incorporation to be submitted.

2	The bidder should be authorised service provider of the proposed HRMS Software and should support during the period of contract with the Bank. The Bidder should have Prior experience in implementation of HRMS Systems in one or more organisation as per the RFP.The Software Provieded should be successfully running in any organisation as per the point Number 9 of RFP	Supporting testimonies to be submitted.
3	The bidder should be in existence for 3 years as on 31st March 2018. (In case of mergers/ acquisitions/ restructuring or name change, the date of establishment of earlier/Original firm would be taken into consideration.)	Certificate of Incorporation,Certification of commencement of business.Reference of Act/Notification/Registration Certificate etc.
4	The bidder should have average turnover of minimum Rs. 3 Cr. for the past 3 financial years i.e. 2015-16, 2016-17 & 2017-18.The lead bidder should have a positive net worth in the last three (3) Financial years (Net worth is to be calculated as follows: Capital Funds (Paid up equity capital + Paid up Preference shares + Free reserves) – (Accumulated balance of loss + balance of deferred revenue expenditure + other intangible assets).	Copy of audited balance sheets and profit and loss statements for last three financial years – 2015-16, 2016-17 & 2017-18
5	The Authorised Service Provider of HRMS Software can Bid. The bidder may supply their own H/W or May partner with any other OEM of repute. No Consortium Bid is allowed. The bidder or the participant OEMs should provide Self- Declaration to be have not been blacklisted by any organisation.	Self- Declaration to be provided on letterhead. In case or consortium, proper supporting documents to be enclosed.
6	The bidder should preferably have an established set up with support of adequate IT staff to support the proposed solution and implementation. The bidder/OEM should have support center in Hyderabad and Chennai (if not having presently, should have prior to start of UAT of the Project Implementation).	Details of Support Centers in Bhubaneswar, Hyderabad and Chennai to be provided.
7	The Bidder should be the owner / certified or authorized agent of the solution offered.	Manufacturer's Authorization Form to be provided in case of authorized agent / reseller /partner of the solution offered.
8	The bidder should be engaged in providing and managing such type of solution in India for minimum of 3 years.The bidder should be engaged in providing and managing proposed solution for atleast 1 year.	Successful Project Completion Certificates along with Satisfactory testimonial from Customer to be provided. Satisfactory Testimonial should not be older than 6 months from the date of float of RFP.
9	The solution offered should be running successfully in, at least one PSU / Schedule Commercial Banks including Regional Rural Bank and Co-operative Bank in INDIA or Any State Governement or Central Government organisation as on 31-03-2018. At least one reference should be there for implementing HRMS system with a user/employee base of at least 1000+ Users.	Bidder should provide Satisfactory Performance Certificate/Go Live Certificate from at least 1 Client referred in their proposal.
10	The bidder should not be involved in any litigation which threatens solvency of the Organisation.	Self-Declaration to be provided on letter head.
11	The proposed solution version should have been assessed for Vulnerability and penetration tested performed.The audit Certificate should be prior to the date of issue of RFP.Proposed Software security features should be complaint to OWASP top 10 Vulnerabilities.	Relevant 3rd party certificates to be provided.

12	System proposed should be 100% web-enabled solution so that there is no need of any client / software to be loaded on the system of users (as some of the users of bank might be in remote locations using low-end systems).The Proposed solution should be independent of client side JRE / JVM version.	Self-Declaration to be provided on letterhead.
13	Bidder must have domain expertise in HR consulting so as to bring knowledge of global HR best practices in the project.	Self-Declaration to be provided along with the profile.
14	Product support from the OEM would be available for the version of the HR system quoted to the bank for 5 years from its General Availability date.	Self-Declaration from the OEM.

FUNCTIONAL REQUIREMENTS

INTRODUCTION

There is a need for an extensive Human Resource Management System that will enable the OGB to process and manage HR related activities centrally. The system should provide the facilities to support the various processes like payroll and compensation, time & attendance, performance etc. The system should provide adequate fields and a proper workflow to support these processes.

General Requirements

The Bank wishes to introduce the best-practiced processes and techniques in HR in managing its workforce. For improving its HR management and Payroll systems, the Bank wishes to use a Web enabled centralized solution with security features. The new technology and practices in the areas of Human Resources Management System should enable the Bank to achieve the objectives of operational efficiency, streamlined process and work flow automation in respect of various HR functions including the following:

The bidder should provide response to the below table as "S" – Standard Feature or "C"- Customization required. In case it is "C" Customization should be done before POC. In case, if Response is N where the items is marked as MANDATORY, Bidder will not qualify in Functional part of Technical Evaluation.
Further for evaluation, S will hold Full marks while C will hold half marks. N will hold zero marks.

Sr No	Evaluation Criteria	Marks
1	Functional Requirement	938
2	Technical Requirement	193
		1131

ID	Requirement	Mandatory(Y/N)	Marks	Total	Bidder's Response (S/C/N)	Bidders Remark
Oraganisation Structure						
1	**Organization Structure**	Y		21		

1.1	Provision to define organization entities with an "Effective From" date.	Y	1			
1.2	Provision to define Departments.	Y	1			
1.3	Provision to define multiple Department hierarchies for an Organization.	Y	1			
1.4	Provision to define Work Locations.	Y	1			
1.5	Provision to define Grade Set.	Y	1			
1.6	Provision to define Grades under a Grade Set.	Y	1			
1.7	Provision to define pay Scales.	Y	1			
1.8	Provision to maintain Scales in multiple currencies.	Y	1			
1.9	Provision to Map Scale to various Grade Sets and Grades	Y	1			
1.1	Provision to define Job Levels	Y	1			
1.11	Provision to define Job and map attributes such as the Grade Set,Grade, Standard Hours, FLSA pt.	Y	1			
1.12	Provision to maintain Job Description.	Y	1			
1.13	Provision to Catalog jobs with Job Class, Job Family and Job Level.	Y	1			
1.14	Provision to classify Job as Salaried /Daily wagers.	Y	1			
1.15	Provision to map the competencies required for a Job	Y	1			
1.16	Provision to map the Qualifications required for various Jobs.	Y	1			
1.17	Provision to define Positions, which would be combination of a Department and Job	Y	1			
1.18	Provision to specify the number of Post for a Position	Y	1			
1.19	Provision to map the competencies require for various position	Y	1			
1.2	Provision to map Qualifications required for various Positions	Y	1			
1.21	Provision to maintain Position Control	Y	1			
2	**Employee Information**	**Y**		**2**		
2.1	The HRM Software should maintain Employee Information under two sections: 1. Employee Personal Information, catering to employee as an individual and 2. Employment Information, catering to employee as a part of the organization. Software should also cater to Employee Movements	Y	2			
3	**Employee Personal Information**			**25**		
3.1	The HRM Software should maintain employee personal information	y	1			
3.2	Provision to assign a unique employee code and create an employee file	**y**	1			
3.3	Automatic and manual employee code generation	y	1			
3.4	Provision to maintain different employee types such as Contract, Regular etc.	**y**	1			
3.5	Workflow for authorization of Employee File.	y	1			
3.6	Provision to create a User login automatically on employee file creation	**y**	1			

3.7	Provision to modify Employee - User login mapping	y	1			
3.8	Provision to maintain basic personal information of the employee	**y**	1			
3.9	Provision to maintain employee Photographs.	y	1			
3.1	Maintain unlimited personal information history.	**y**	1			
3.11	Provision to record the details of Military service of the employee including specific field assignments details	y	1			
3.12	Provision to capture the Employee identification information	y	1			
3.13	Provision to capture Disability Information, if any, of the Employee	y	1			
3.14	Provision to record Information relating to the Qualifications of the employee	y	1			
3.15	Provision to maintain Employee Competency Information	y	1			
3.16	Provision for supervisor to assess Employee Competency Information	y	1			
3.17	Provision to record Employee Work Experience Information	y	1			
3.18	Provision to record the Employee's Proficiency in different languages	y	1			
3.19	Provision to record information on the Hobbies pursued by the employee	y	1			
3.2	Provision to Record Information on the References supplied by the employee	y	1			
3.21	Provision to generate a snapshot view of Employee Personal information	y	1			
3.22	Provision for Employee to request for changes in Personal Information through Self Service. The user should be able to request for changes in all the above specified areas of personal information	y	1			
3.23	Workflow for authorization/rejection of changes in Personal Information	y	1			
3.24	Provision to capture details about company property issued to an employee (e.g. PC's, mobile phones,etc.)	y	1			
3.25	Provision to manage company property assigned to employee	y	1			
4	**Employment Information**	**Y**		**20**		
4.1	The HRM Software should support a template to map the following employment attributes to an employee: Business Unit, Regulatory Region, Department, Work Location, Grade Set, Grade, Job, and Position	y	1			
4.2	Provision to maintain multiple assignments for an employee	y	1			

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4.3	Provision to capture the terms and conditions related to employment Probation period, training agreements, notices period (while separation) are some of the information, which should be captured as a part of employment terms and conditions	y		1		
4.4	Provision to maintain a supervisor for ach assignment	y		1		
4.5	Provision to maintain matrix reporting relationship	y		1		
4.6	Provision to alert HR on expiry of contract/probation period	y		1		
4.7	Provision to make effective dated changes and thereby support history maintenance.	y		1		
4.8	Provision to view employee hierarchy	y		1		
4.9	Employee should be identified with the unique Employee Code and Assignment number combination throughout the HRM Software	y		1		
4.1	Provision to define the competency/competencies required for performing the assignment	y		1		
4.11	Provision to define the qualifications required for performing the assignment	y		1		
4.12	Assignments for non-regular employees	y		1		
4.13	Provision for the user to record the reward and award details of the employee for a particular assignment	y		1		
4.14	Facility to record the official membership details of the employee	y		1		
4.15	Workflow for authorization of Employment information.	y		1		
4.16	Provision to classify the employee as Daily wager in case of daily wagers or outsource person	y		1		
4.17	Provision to classify the employee as salaried	y		1		
4.18	Provision to classify the employee as FT/PT	y		1		
4.19	Provision to classify the employee as eligible for overtime	y		1		
4.2	Provision for multiple payroll groups	y		1		
5	**Employee Compensation Information**	**y**		**4**		
5.1	Provision for setting the Base Salary at assignment level for an employee	y		1		
5.2	Provision to default a scale associated with the employee's grade	y		1		
5.3	Provision for recording Base Salary attributes for Non-regular Employees	y		1		
5.4	Provision to maintain history in employee compensation information	y		1		
6	**Employee Movements**	**y**		**11**		
6.1	Provision for promoting an employee within an Employment Unit or across Employment Units.	y		1		
6.2	Provision to transfer an employee across Employment Units.	y		1		
6.3	Provision to Promote and Transfer an employee simultaneously	y		1		

6.4	Provision to terminate/ separate an employee	y	1			
6.5	Provision to maintain exit interview details	y	1			
6.6	Provision to capture the last date of availability and reasons for separation	y	1			
6.7	Provision to mark a terminated/separated employee as eligible for re-recruitment	y	1			
6.8	Provision to create checklist for promotion, transfer & separation	y	1			
6.9	Provision for bulk change in reporting relationships.	y	1			
6.1	Workflow for authorizing Employee movements	y	1			
6.11	Alert the concerned employees on Authorization of movements	y	1			
7	**Reports**	**y**		**18**		
7.1	Competency Mapping Listing	y	2			
7.2	Competency Master Listing	y	2			
7.3	Employee Competency Report	y	2			
7.4	Employee Directory Report	y	2			
7.5	Employee ID Due to Expire	y	2			
7.6	Employee Salary History	y	2			
7.7	Employee service details	y	2			
7.8	Exit employee details	y	2			
7.9	Future Retirements	y	2			
Payroll and Compensation, Tax deductions and Reporting						
1	**Payroll**	**y**		**18**		
1.1	Can we set up different types of Cost components in the systemEarnings/Allowances (total of +/- 999 different earning types) e.g. Special Area Allowance, Handicapped Allowance, Qualification Allowance,Special pay etc.	y	2			
1.2	Deductions (total of +/- 999 different deduction types)	y	2			
1.3	Company Cost (total of +/- 999 different company cost types)	y	2			
1.4	Other Cost/Fringe Benefits (total of +/- 999 different other cost/fringe benefits types)	y	2			
2	Each component has usually its own rule/requirement/ or autoload (automatic creation). The system can allow for these requirements	y	2			
3	The rules per component can be down to field level and can differ between business units/divisions or job category	y	2			
4	The values must be reflected in the current month's reports/GL Interface	y	2			
5	Cost components must be linked to the GL Account number.	y	2			
6	Provision to provide access to payroll user to employees of specific grade/location	y	2			
2	**Payroll : Import of Data Facility**	**y**		**4**		

2.1	Facility to import bulk payrol l input documentation from business units, departments into the system without manual capturing actions	y		2		
2.2	Provision to map the competencies required for various Positions	y		2		
3	**Payroll : Fast Entry ScreenRequires a fast entry screen for bulk capturing**	**y**		**4**		
3.1	Bulk capturing of the payroll information from employees	y		2		
3.2	The system should verify/check the data capture (employee number, if the cost component code exists, etc.) before saving the data	y		2		
4	**Payroll Withhold of Pay**	**y**		**4**		
4.1	Facility to with-hold the salary of an employee. (The user needs to stop the salary of an employee	y		2		
4.2	Could the salary be withheld at the last moment before the final run is activated?	y		2		
5	**Payroll : On-Screen Pay Slip Results**	**y**		**12**		
5.1	Individual Salary Slips - View salary payslip results on the screen without printing a payslip.	y		2		
5.2	Please specify below payroll pay slip matters. Provision to different code types separately i.e.	y		2		
i	Allowances	y		2		
ii	Deductions	y		2		
iii	Leave Balance	y		2		
iv	Other Cost	y		2		
6	**Payroll : Salary Structuring**	**y**		**6**		
6.1	Facility to provide different salary structures like :	y				
6.1.1	Cost to company (CTC)			2		
6.2	Normal Pay.	y				
i	Can the system handle different salary	y		2		
ii	structure Branch/Controlling Office/Head Office wise Salary (Basic Pay, Dearness Allowance, Other Allowances/Other components of salary)	y		2		
7	**Payroll : Retro, Arrears Calculations**	**y**		**12**		
7.1	Does the system allow the user to correct the input in the pay month where it was incorrectly calculated/ paid?	y		2		
7.2	Does the system allow the user to "retro calc" an employee's payroll result where company	y		2		
7.3	Does the system auto re-calculate all impliction on the retro transaction	y		2		
7.4	Original GL Interface amounts not to be changed by the retro but included in the current pay month	y		2		
7.5	The system to provide retro reports	y		2		
7.6	Retro Payments/deductions to be reflected on final pay payslip of the new pay per month	y		2		
8	**Payroll : Split of Payroll Cost into Different Branches**	**y**		**2**		

8.1	Does the system allow for the splitting of payroll cost into different branches?E.g. the work of overtime if any may be at Defined from separate GL or same GL	y		2		
9	**Payroll : Payment after Termination Date**	**y**			**4**	
9.1	Does the system has flexibility to take the outstanding payments/allowances after the employee termination take place	y		2		
9.2	Can the values reflected in the current month's reports/GL Interface?	y		2		
10	**Payroll : Payment of Net Pay Salaries**	**y**			**8**	
10.1	Can the system make payments via EFT for net salaries	y		2		
10.2	Does the system allow the user to create a bank file which can be used for the net pay distributions, Should have provision to integrate with Bank's CBS System	y		2		
10.3	Can the system indicate which employees are paid by cheque or cash	y		2		
10.4	Can payment be made into more than one bank account if the employee needs to split his / her net pay amount?	y		2		
11	**Tax deductions/calculations**	**y**			**6**	
11.1	To allow the employees to calculate the "what if" scenarios on individual level	y		2		
11.2	the system should allow the employee to calculate tax results without running payroll runs			2		
11.3	Is functionality in the system available to calculate the income tax of an employee	y		2		
12	**Tax Declarations**	**y**			**4**	
12.1	Provision to declare employee investment	y		2		
12.2	Provision to submit tax proofs online	y		2		
13	**Payroll : Time and Attendance System**	**y**			**2**	
13.1	Can the system interface with Time and Attendance System	y		2		
14	**Payroll : Pay Slip**	**y**			**8**	
14.1	Can the system generate electronic Pay Slips	y		2		
14.2	If so, can the pay slips be distributed via employee self-service/the Emailing system	y		2		
14.3	Do you have flexibility in the system to provide a detail breakdown of the amounts being deducted for separate garnishees, insurances, etc. (to reflect reference numbers next to the deduction) in the pay-slip	y		2		
14.4	Payslip layout is flexible	y		2		
15	**Payroll : Integration with Financial System**	**y**			**8**	
15.1	Can the system interface to the General Ledger system?	y		2		
15.2	A nominal ledger code can be allocated against each expense code?	y		2		

15.3	The cost of an employee can then be split over more than one cost center at a ratio/percentage that you have defined	y		2		
15.4	Ability to split the cost of an employee over more than one cost center automatically based on the number of days worked/gross pay at each cost center or business unit	y		2		
16	**Superannuation Benefits**	**y**			**12**	
16.1	The system should support all processes related to superannuation and retirement. The broad provisions required are:	y		2		
16.2	Gratuity	y		2		
16.3	Leave Encashment	y		2		
16.4	Provident Fund Accumulation	y		2		
16.5	GSLI Accumulation	y		2		
16.6	Pension Payment	y		2		
17	**Payroll : Company Loans**	**Y**			**46**	
17.1	The system should have provision for administering the staff loans and their recovery/monthly instalments therein.The following main type of loans is to be covered					
i	Housing	y		2		
ii	Conveyance	y		2		
iii	PCL	y		2		
iv	Education	y		2		
v	Bridging Loan	y		2		
vi	Festival Advance	y		2		
vii	Staff Overdraft	y		2		
17.2	Does the system has loan module and can provides below types of loans:	y		2		
i	**Interest Free loans**					
i	The user to record the capital amount	y		2		
ii	Record the date of the loan	y		2		
a	Interest prime rate % or	y		2		
b	Interest other rate %	y		2		
c	Record the repayment amount	y		2		
d	To have a reference field or comments field for general comments	y		2		
ii	**Interest Bearing loans**					
17.1	The user to record the capital amount	y		2		
17.2	Record the date of the loan	y		2		
17.3	Record the repayment amount	y		2		
17.4	To have a reference field or comments field for general comments	y		2		
17.5	To reflect the interest separately for general ledger purposes.	y		2		
17.6	The system to carry balances of the loans	y		2		
17.7	The system to calculate tax implications	y		2		
17.8	The system to allow for the change of loan instalments on employee choice	y		2		

17.9	Usually with bonus payments, the employee wants to pay more towards the loan	y		2		
18	**Group Loan Insurance, (Premium payment of Staff)**	**y**		**2**	**2**	
19	**GSLI Premium**	**y**		**2**	**2**	
20	**Loan Instalment recovery**	**y**		**2**	**2**	
21	**Prmotion**	**y**			**6**	
21.1	Does the system have facility to initiate Promotion process and managing Promotion Process	y		2		
21.2	Does the system has provision for maintaining scale wise data from applicable date?	y		2		
21.3	Does the system has provision to accommodate any change as required by bank time to time	y		2		
22	**Increment**	**y**			**2**	
22.1	Does the System have provision for special increments as per the guidelines of IBA time to time	y		1		
22.2	schedule increment in a future date.Does the system has provision to	y		1		
23	**Wage Revision**	**y**		**2**	**2**	
24	**Arrears Calculation**	**y**		**2**	**2**	
25	**Contributory provident fund**	**y**		**2**	**2**	
26	**Leave :Link to Payroll**	**y**			**10**	
26.1	Does the system allow the pulling of leave data through to the salary detail tables automatically	**y**		2		
26.2	Does the system capture and credit leave annually automatically and consider below leave related scenarios for the payroll processing :					
26.1.1	Management of Extra-ordinary Leave,Loss of pay, Leave encashment	**y**		2		
26.1.2	Resignations - Leave pay	**y**		2		
26.1.3	Maternity leave	**y**		2		
26.3	Does the Pay slip quote all unpaid leave (Minus amount and days)?	**y**		2		
27	Reports	**y**			48	
27.1	Report on Payroll Exceptions	y		2		
27.2	Report on Payroll-Allowance/ Deduction	y		2		
27.3	Report on Processed Arrears Listing	y		2		
27.4	Report on New Joiners Payroll Listing	y		2		
27.5	Report on Payroll Summary – Employee wise	y		2		
27.6	Report on Payroll Summary – Departmentwise	y		2		
27.7	Report on Payroll Summary – Overall	y		2		
27.8	Report on Attendance	y		2		
27.9	Report onPayslip	y		2		
27.1	Reports on YTD Employee earning	y		2		
27.11	Reports on exit employee pending claims	y		2		
27.12	Reports on Payment Reconcillation	y		2		
27.13	IT Form 16	y		2		

27.14	IT Form 16AA	y	2			
27.15	IT Form 12BA	y	2			
27.16	PF Form 5	y	2			
27.17	PF Form 10	y	2			
27.18	PF Form 3A	y	2			
27.19	PF Form 6A	y	2			
27.2	PF PF Form Challan	y	2			
27.21	PF-Form 12A	y	2			
27.22	PT-FORM 5	y	2			
27.23	PT-Form 5A	y	2			
27.24	PF Summary Reports	y	2			
Claims & Reimbursement		**y**		**12**		
1	Provision to create any number of claim items	y	2			
2	Provision to group items	y	2			
3	Provision to specify the limit for each claim item	y	2			
4	Provision to capture dependent details	y	2			
5	Provision to pay-out claims through payroll	y	2			
6	Provision to route the claim request tosingle/multiple levelsof authorization	y	2			
7	**Reports**	**y**		**4**		
7.1	Report on Reimbursement Claim summary	y	2			
7.2	Report on Reimbursement expediture	y	2			
Time Management		**y**		**40**		
1	Can the system set-up below leave type's rules with the relevant payment requirements for them?					
1.1	Casual Leave	y	2			
1.2	Earned/Privilege leave	y	2			
1.3	Additional Sick Leave	y	2			
1.4	Medical/Un-availed casual leave	y	2			
1.5	Extra Ordinary leave	y	2			
1.4	Maternity leave	y	2			
1.5	Paternity & Extraordinary leave	y	2			
1.6	LFC or Leave encashment					
1.7	Special leave	y	2			
1.8	Loss of Pay	y	2			
2	Provision to define calendar based and non-calendar based leave types	y	2			
3	Provision to define Entitlement, Posting availment), Carry forward and encashment rules/conditions for each leae types	y	2			
4	Entitle employee with leave units for each Calender	y	2			
5	Provision for employee to apply leave once entitlement is done	y	2			
6	Provision for availing session based leave	y	2			
7	Complete integration with time management schedules	y	2			
8	Self-service provision for leave enhancement	y	2			
9	Provision for leave adjustment and leave regularisation	y	2			

No	Description					
10	Configure workflow based on conditions	y	2			
11	Provision to handle leave adjustment	y	2			
12	Provision to handle leave regularization	y	2			
13	**Leave :Employee Termination (Procedure**	**y**		**6**		
13.1	System should automatically shows "Nil" leave balance when employees are terminated	y	2			
13.2	Can the system automatically calculatethe values when employees are termoinated?	y	2			
13.3	Pay the employee the leave balance value in the Payroll module of the system?	y	2			
14	**Leave :Fast Entry Screen**	**y**		**4**		
14.1	System should have fast entry screen for bulk capturing of leave forms from the employees.	y	2			
14.2	The system should verify/check the data capture(employee number, for overlapping dates, is the "from date" not after the "to date" field, etc.) before saving the data	y	2			
15	**Leave : Public Holidays**	**y**		**4**		
15.1	The system must cater for all the different public holidays in year calendar	y	2			
15.2	Where the leave rules exclude public holidays in the taken total, the system should calculate the totals correctly.	y	2			
16	**Leave :Leave Management reports**	**y**		**10**		
16.1	Leave taken reports	y	2			
16.2	Full leave management report by individual Employee (full history)	y	2			
16.3	Leave/sick balances	y	2			
16.4	Monday/Friday absence report	y	2			
16.5	Leave Liability (provision) report	y	2			
17	**Leave : Profile Specific Absence Requirements**	**y**		**26**		
17.1	Absence can be viewed on a calendared display	y	2			
17.2	User can define absence types e.g. accident at work, long term illness etc.	y	2			
17.3	System will automatically note request for a doctors certificate beyond Bank policy	y	2			
17.4	System informs relevant personnel if key person is absent	y	2			
17.5	Does the self-service inform the manager if the employee applies for leave?	y	2			
17.6	System can advise when an employee moves from paid to unpaid leave.	y	2			
17.7	System can record projected start and end dates	y	2			
17.8	System can record actual start and end date	y	2			
17.9	System can record reason for leave	y	2			
17.1	System can record if leave is paid, unpaid, or partially paid.	y	2			
17.11	System can record the amount of leave accrued.	y	2			
17.12	System can record leave entitlements.	y	2			

17.13	System can record leave taken.	y	2			
18	**Attendance**	**y**		**8**		
18.1	The system should have the feasibility of being integrated with RFID/Biometric based attendance systems as and when deployed by the Bank	y	2			
18.2	Provision to schedule shifts	y	2			
18.3	Provision to view employee wise schedule	y	2			
18.4	Provision to link employee schedule with leave and training process	y	2			
Performance Appraisal		**y**		**14**		
1	Provision to set objectives at organizational & employee level	y	2			
2	Provision to map multiple appraisers to employee	y	2			
3	Provision to do self- appraisal online	y	2			
4	Provision to record appraisal rating online	y	2			
5	Provision to record recommendations or reporting authority and record of training needs if any	y	2			
6	Provision for marks or ratings by the final authority	y	2			
7	Provision to normalize or appeal appraisal rating	y	2			
8	**Reports**	**y**		**22**		
8.1	Report on Appraisal Form	y	2			
8.2	Report on Appraisal Exception	y	2			
8.3	Report on Consolidated Appraisal	y	2			
8.4	Report on Employee Appraisal Status	y	2			
8.5	Report on Employee Appraisal Rating details	y	2			
8.6	Appraisers Recommendation	y	2			
8.7	Property Declaration Reports	y	2			
8.8	Option for Managers to pull out reports of their respective team	y	2			
8.9	Training Attended Report - Employee wise	y	2			
8.1	Training Requirements Report - Employee wise	y	2			
8.11	KRA Score Evaluation Report	y	2			
Administration (Benefits)						
1	**The system should also have provision for recording, maintaining and administering any additional benefits that are currently available in the organization. The main benefits available are:**	**y**		**30**		
1.1	Medical Aid	y	2			
1.2	Overtime/Closing Allowance	y	2			
1.3	Medical Claims	y	2			
1.4	Conveyance Allowance/Fuel Charges	y	2			
1.5	avelling Allowance	y	2			
1.6	LFC Claims	y	2			
1.7	Festival Advance	y	2			
1.8	Telephone / Mobile charges	y	2			
1.9	Facility for News Paper Reimbursement	y	2			
1.1	Facility for Furniture fixture / Flat allotment	y	2			
1.11	Provision of separate account for rent cheque issue (monthly payments)	y	2			

1.12	Facility for issuing ID Cards to staff	y	2			
1.13	Facility for access control cards	y	2			
1.14	Facility for Home & Dormitory	y	2			
1.15	Report of employees on completion of 25 yrs of service	y	2			
	LFC Management	**y**		40		
2.1	Facility to apply online for LFC by the employees	y	2			
2.2	Support online approval for LFC by concerned authority	y	2			
2.3	Support LFC cancellation, extension, postponement etc	y	2			
2.4	Ability to facilitate actual LFC type within a given period of years	y	2			
2.5	Ability to sanction Encashment of LFC instead of availing it by actually traveling as provided in the settlement	y	2			
2.6	Ability to maintain air/railway/transport rates with respect to distance covered	y	2			
2.7	Sanctioning the LFC HA/TA based on the entitlement being arrived from the approved distance for different cadre by parameterising the eligible distance	y	2			
2.8	Sanction of advance against the LFC application and generation of vouchers and accounting entries	y	2			
2.9	Processing the calculation of final LFC bill as per the eligibility and payment of amount if the advance availed is less and recovery in case of advance availed is more	y	2			
2.1	Generation of reminder letters if LFC,Final bill is not submitted within the prescribed time	y	2			
2.11	Payment of local conveyance charges to the award staff as per LFC eligibility	y	2			
2.11	Follow up of outstanding suspense entries with staff members – Letter generation	y	2			
2.13	Passing of all accounting entries, generation of vouchers and maintenance of all relevant registers	y	2			
2.14	Generation of all relevant reports and MIS Reports	y	2			
2.15	Advance payment for self and dependents should be accepted in LFC in single block. LFC for different blocks but availed in same year should be accepted	y	2			
2.16	Bill payment in part amount should be possible	y	2			
2.17	Entry should be adjusted or be recovered if LFC Claimed in advance should be cancelled due to any reason	y	2			
2.18	Facility of extending the LFC block	y	2			
2.19	Authorization from respective department is done online	y	2			
2.2	Modification of entries is possible through officer and above cadre	y	2			
Training						

1	**Course Master**	**y**		**6**		
1.1	Define Course	y	1			
1.2	Group course into module and Program	y	1			
1.3	Define minimum and maximum trainees	y	1			
1.4	Maintain Feedback parameters specific to each course	y	1			
1.5	Maintain list of qualified trainers	y	1			
1.6	Maintain evaluation and post training evaluation setup	y	1			
2	**Course Scheduling:**	**y**		**31**		
2.1	courses	y	1			
2.2	The minimum/maximum course numbers per course details	y	1			
2.3	venues	y	1			
2.4	faculty	y	1			
2.5	sessions	y	1			
2.6	The system should assist the user with :	y				
2.7	Course Bookings:	y	1			
2.8	Cancellation	y	1			
2.9	Waiting list	y	1			
2.1	The system should assist the user with :	y				
2.11	Course completion	y	1			
2.12	results	y	1			
2.13	Assessments (immediate and posttraining after 'x' number of days	y	1			
2.14	Generation of Certificates	y	1			
2.15	Update employee records	y	1			
2.16	The system must allow the user to record internally and externally training courses.	y				
2.17	Internal Courses(name	y	1			
2.18	External Courses(name)	y	1			
2.19	Cost of Courses	y	1			
2.2	Date of course	y	1			
2.21	Be able to store exam results per course taken	y	1			
2.22	Be able to view availability of resources (tutors/Assessors/facilities)	y	1			
2.23	Is the system able to store and maintain information on training service providers be able to group according to courses offered	y	1			
2.24	Can the system store feedback (faculty and trainee) on the courses run?	y	1			
2.25	Keep track which mandatory training courses are available for certain job categories	y	1			
2.26	The system should cater for a training budget whereby it can be maintained and reported	y	1			
2.27	Can the system provide a total course training cost based on various costing factors for example:	y	1			
2.28	Venue cost	y	1			
2.29	Course cost	y	1			
2.3	resource cost	y	1			

2.31	Direct or indirect cost	y	1			
2.32	Can the training cost be allocated to the appropriated cost centre?	y	1			
2.33	Can the system accommodate the on- line registration of employees and produce automatic e-mail authorizations?(workflow)	y	1			
2.34	Does the system cater for the automatic sending of confirmation notification?(workflow)	y	1			
3	**Reports**	**y**		**18**		
3.1	Report on Course Cost Expenses Head	y	1			
3.2	Report on Course Cost Summary	y	1			
3.3	Report on Employee Absent	y	1			
3.4	Report on Individual Staff Training History	y	1			
3.5	Report on Internal Faculty	y	1			
3.6	Report on Staff Attended One Training Program Each Financial Year	y	1			
3.7	Report on Training Plan	y	1			
3.8	Report on Training Program Attendance summary details	y	1			
3.9	Report on Training Schedule for a Period	y	1			
3.1	Report on Training Summary (Budget Vs Actuals	y	1			
3.11	Report on Training Summary - Staff Wise	y	1			
3.12	Report on Course Participants	y	1			
3.13	Report on Training Details	y	1			
3.14	Report on Training Imparted to Employee	y	1			
3.15	Monthly Training Hour Report	y	1			
3.16	Monthly Accrual Report	y	1			
3.17	Monthly Training Activity Report	y	1			
3.18	Monthly Report – Training cost incurred per month	y	1			
Recruitment						
1	**Recruitment**	**y**		**38**	108	
1.01	Provision to raise recruit request against a position.	y	2			
1.02	Workflow to approve/reject the recruit request.	y	2			
1.03	Provision to assign recruiter for every recruit request to manage the recruit process.	y	2			
1.04	Provision for vacancy allocation (for ex-service men, handicapped etc).	y	2			
1.05	Provision to maintain Sourcing agencies master	y	2			
1.06	Provision to assign applicant sources (internal/external) to recruit request.	y	2			
1.07	Mark the recruit request for internal applicants	y	2			
1.08	Provision to maintain profile of the employees of bank	y	2			
1.09	Provision to record salary fitment.	y	2			
1.1	Provision to record joining details	y	2			
1.11	Transfer of resume information to employee database on applicant joining.	y	2			
1.12	Ability to transfer the salary fitment details to employee compensation information	y	2			

1.13	Sending mass emails from the system	y	2			
1.14	Appointment Letter Tracker	y	2			
1.15	Offer Letter Preparation	y	2			
1.16	Mechnism to upload the candidate profile details as per IBPS data format	y	2			
1.17	Scanning/Uploading of Personal documents	y	2			
1.18	Review of Confirmation Status & Preparation of Confirmation Letters		2			
1.19	Provision to capture the indeminity Bond if any during Joining.		2			
2	**Reports**	**y**		**20**		
2.01	Uploading MIS reports	y	2			
2.02	Weekly Recruitment Report	y	2			
2.03	Monthly Recruitment Report	y	2			
2.04	Manager Wise Report	y	2			
2.05	Regional Office Wise Report	y	2			
2.06	Branch Wise Report	y	2			
2.07	Monthly Joining Details	y	2			
2.08	Internal Job Postings Reports	y	2			
2.09	Reward & Recognition Nominations	y	2			
2.1	Background Check Report of new Joinies	y	2			
Relationship/ Disciplinary Proceedings		**y**		**30**		
1	The system should allow the user to record information related to:					
i	Grievances	y	1			
ii	Disciplinary actions	y	1			
2	Can the employee record their grievance through self-service?	y	1			
3	Can the system maintain Grievance type such as Facilities, Working Environment, Salary pay-out etc	y	1			
4	Can the administrator assign a employee to address a particular grievance type?	y	1			
5	Can the system perform automatic routing of the grievances to the corresponding administrator?	y	1			
6	Can routing of grievance to another employee for redressal be possible?	y	1			
7	Can the system record the observations made by senior employees?	y	1			
8	Can the system support maintenance records of disciplinary actions taken against employees?	y	1			
9	Where lost time due to accidents can be recorded?	y	1			
10	Generation of Attendance Report in the required format	y	1			
11	Leave Schemes to be included as per OPI leave policy and requirement	y	1			
12	Updation of Leave records	y	1			
13	PCH & Comp Off Report from HRIS	y	1			
14	Linking Attendance & Leave to generate payroll data	y	1			

No	Description				
15	Linking of Log Data & Swipe data to generate attendance	y	1		
16	Attendance Regularisation	y	1		
17	Auto Debit of leave in case of leave taken without applying/ LOP to be calculated on unauthorised leave	y	1		
18	Updation of Mediclaim for Employees & dependants	y	1		
19	Mediclaim - Inclusion & Deletion List	y	1		
20	Parents Premium Recovery List	y	1		
21	Updating the Resignation & Absconding details	y	1		
22	Separation Clearance Form	y	1		
23	Exit Interview Form	y	1		
24	Issuing of Experience Service Certificate & Relieving Letter	y	1		
25	Updation of Employee Database	y	1		
26	Calculation of Leave Encashment & Recovery if any	y	1		
27	Submission of Settlements to Accounts	y	1		
28	Sending the Final Settlement to Ex- Employees	y	1		
29	Maintenance of Ex-employee documents	y	1		
30	**Reports**	**y**		**24**	
30.1	Report on Grievance	y	1		
30.2	Report on Grievance Response	y	1		
30.3	Report on Grievance Status	y	1		
30.4	Report on Grievance Resolution	y	1		
30.5	Report on Grievance Legal Action details	y	1		
30.6	Report on Grievance Status Details	y	1		
30.7	Report on Disciplinary action details	y	1		
30.8	Report on Disciplinary action status	y	1		
30.9	Report on Disciplinary action activity details	y	1		
30.1	Daily, Monthly, Yearly Attendance report	y	1		
30.11	Project Wise Attendance Reports	y	1		
30.12	Leave Balance Report for different leave types	y	1		
30.13	LOP Report for Payroll	y	1		
30.14	Absentee Report	y	1		
30.15	Mediclaim Nomination Report with details	y	1		
30.16	Headcount Report - Location Wise	y	1		
30.17	Attrition Report - Location Wise	y	1		
30.18	Various Employee Details Report	y	1		
30.19	Resignation list	y	1		
30.2	Exit Analysis Report	y	1		
30.21	Daily Headcount Report	y	1		
30.22	Anniversary List - Birthdays & Tenure	y	1		
30.23	Department/Project wise Headcount Report	y	1		
30.24	Any other Report as may be specified by the bank before UAT	y	1		
Following list of functionalities mentioned in the below table has Limited weightage:					
1	**Manpower and Salary Planning**			**14**	
1.01	Provision to define flexible manpower planning period.		1		

1.02	Ability to maintain any number of versions of manpower and salary plan.		1		
1.03	Provision to perform manpower plan at any level. (Bank, Regional Office,Department wise, Branch etc).		1		
1.04	Does the system has provision to maintain CC-Accounts at branch level based on area		1		
1.05	Does the system has provision for consideration Loss of pay during salary calculation		1		
1.06	There should be provision to integrate the CBS for the salary or any other payment to the employee		1		
1.07	There should be provision to adjust Staff Loan instalments during calculation of Salary		1		
1.08	There should be provision to disburse Staff loan directly to the account through CBS.The EMI debited should be credited to the respective Loan account directly		1		
1.09	Declaration of annual income should be there. Monthly tax deduction provision should be there as per the mandate from the employee		1		
1.1	Any point of time, the Recruitment head can get an updated view of the existing status of Manpower in any department; and the number of new recruits that are required at Branch level, and at Department level		1		
1.11	The system will have the facility to get a view of the existing headcount available at the department/job level. The concerned department head can login through the Employee Self Service, and view the existing status of the manpower available.		1		
1.12	On the basis of the existing headcount, the concerned heads will be able to decide on the projected manpower for department, and can also calculate projected cost based on the manpower cost calculator available in the system		1		
1.13	After the manpower requirements forecast and the associated budget is prepared and submitted by the concerned Department head, it will move through system workflow to the HR department.		1		
1.14	The HR Department will get the consolidated manpower requirements and the associated budgets as prepared by the concerned heads. The system should facilitate this consolidation process.		1		
2	**Travel Planning**			8	
2.01	Facility for Online application seeking approval by the employee for official work		1		
2.02	Facility to provide online sanction by the authority. Generation of sanction number for tracking subsequent activities		1		

2.03	Facility to seek permission from competent authority to travel by a mode of travel other than permitted one		1		
2.04	Online application facility to seektravel advance based on sanction number		1		
2.05	Online sanction of travel advance by concerned official		1		
2.06	Provision to process the Claim with all validations and classifying the claim under different category viz., on duty claim, cash remittance claim, LFC claim, Transfer claim etc., with further break up as to Transportation expenses, Lodging Expenses, Boarding Expenses and other expenses		1		
2.07	Facility to adjust the advance (after filing the claim and sanctioning the same by the concerned official) through the employee's account and passing necessary entries to the employee's account and passing necessary entries in the books of accounts		1		
2.08	On full adjustment of advance, sanction number must be closed		1		
3	**Reports**		10		
3.01	Vacancy Report		2		
3.02	Salary Planning Report		2		
3.03	Manpower Planning Report		2		
3.04	Travel Itinerary Report		2		
3.05	Travel Expense Report		2		
1	**Workflow**		70		
1.1	Provide security to control workflow process of different functions to different users.		5		
1.2	Provision to Set Authorization Option for every task (Ex: Request for recruit).		5		
1.3	Support authorization options such as No Authorization, Single and Multiple levels of authorization		5		
1.4	Provision to define document routing path.		5		
1.5	Provision to define multiple steps in each path		5		
1.6	Provision to define complex workflow path		5		
1.7	Provision to enable notification message		5		
1.8	Ability to maintain user profile.		5		
1.9	Provision to configure alerts.		5		
1.1	Provision to maintain "To Do" list for managers		5		
1.11	Provision to define and edit messages		5		
1.12	Provision to maintain employee email id information		5		
1.13	Provision to define workflow escalations		5		
1.14	Workflow engine should be open for interface with exchange servers.		5		
2	**Self service**		25		
2.1	Provision for managerial users to see the applications pending for authorization in single shot		5		

2.2	Provision to view workflow alerts and message		5			
2.3	Provision for users to define alternate users for a particular period.		5			
2.4	Provision for users to re-route the document		5			
2.5	Provision for users to view the status of application		5			
3	**Security**			40		
3.1	Provides Access level security (Function [screen] and Role [workgroup] levels).Ability to define user's access rights at the function level and at a role level.		5			
3.2	Support complex scenarios in granting permissiontoaccessemployee data.(Combination of various factors)		5			
3.3	Ability to maintain exception list at user level		5			
3.4	Provision to maintain security group.		5			
3.5	Provision to grant group level permission.		5			
3.6	Provision to grant permission for Login- Role Combination.		5			
3.7	Provision to grant permission to access employee data for a particular function (such as Career Planning).		5			
3.8	Provision to set Read, Read-Write permission		5			
4	Ad-hoc report builder			20		
4.1	Provision to build ad-hoc reports.		5			
4.2	Multiple level of data drill down ability.		5			
4.3	Easily uploadable to excel.		5			
4.4	Provision to view graphical charts.		5			
5	Quick Codes: Quick Codes aid the process of parameterization, in as much they ensure a finite set of outcomes to an action. In some instances, they are system defined and maintained. In some instances, the user may add or even create new ones			25		
5.1	The system should carry the pre-defined parameters, parameters upon which the system code and site specific business rules would know to operate. The system should limit prohibit user intervention in form of alteration/augmentation as such an act would be tantamount to the alteration of what is broadly accepted as ground rules in the HR Function		5			
5.2	Employee Transfers and Movements					
5.2.1	Does the system has provisions for request for transfer from employee	y	2			
5.2.2	Does the system has date wise deputed branch details	y	2			
5.2.3	Does the system has provision for active directory system integreation	y	1			

5.3	The system should carry the pre-defined parameters, allow for user defined parameterization upon which site specific business rules may know to operate. These parameters should be extensible as a consequence of user preference, in transactions such as:		5		
5.3.1	Termination		5		
5.3.2	User Defined Fields		5		
Technical Features				172	
1	Software should run on MS SQL(Marks- 2)/My SQL (Marks-3) /Orcale Database		5		
2	Webserver IIS 6.0 or equivalent		5		
3	Software should run in 3 Tier Architecture.		10		
4	Solution should be easily deployable over the web and flexible enough to support Microsoft Internet Explorer		10		
5	The 3 tier architecture should be capable of existing in 1/2/3 separate physical servers.		10		
7	The HRM Software should be committed to Distributed Component Architecture strategies.		10		
8	HRM software should work with Crystal Reports writer		7		
9	The system should provide the users a tool to easily query data and create reports including pie and bar charts.		5		
10	HRM Software should support a Workflow engine through which requests can be routed. Requests can be tracked by the "Status" of the request set in various levels.		10		
11	Standard Look and Feel Approach The application provides a standard look and feel approach through all the screens and functions		5		
12	HRM Software should support CSS (Cascading Style Sheet) based user interface. Style sheet parameters can be changed to change the look and feel of the application's user interface.		5		
13	System should be XML-enabled so as to allow 3rd parties to easily interpret data streams		5		
14	HRM Software should support an interface utility for supporting interface with third party software		5		
15	Ability to set session time-out applicable for all users.		5		
16	Provision for access Time Restriction. A mechanism to restrict the system access for predefined times and dates.		5		
17	Should provide Master Data Upload Formats to help its customers prepare their legacy data for upload into software.		5		

18	Single database instance fully integrated with all modules of your software, i.e. single point of entry for all data such as address change.		5		
19	Logon functionality		5		
20	Password expiry functionality. Defining an expiry period on users' passwords		5		
21	Change Password mechanism Providing end users with the ability to change their passwords on their demand		5		
22	Password Confidentiality – Ensuring the protection and encryptionof password		5		
23	Software should be capable of supporting LDAP/ADS Interface		5		
24	Centralized data management		5		
25	Customization of Bank's HRMS workflow and processes as per Banks policy		5		
26	Graphical User Interface-based		5		
27	Highly parameterisable Front end-parameterization required. Back- end/code change parameterization is not desirable		5		
28	The application should be deployable centrally without any requirement of a Client. It should be accessible on all the standard browsers		5		
29	Modular SOA compliant		10		
Other Activities					
1	Data Migration			10	
1.1	Migrating the data available in the existing/legacy system to answer queries arising on the transactions at a later date		5		
1.2	Integrating the data available in the in-house legacy system		5		
2	Interface			11	
2.1	CBS - The proposed system should be capable of having seamless interface with the Core Banking Solution (Finacle) deployed at the Bank. The system should support calculation and crediting of salaries, claims etc. The system should also support the deductions of P/F and Loans and its integration with Finacle therein. All the financial transactions will need to be pushed from the system onto Finacle		6		
2.2	MIS/ADF - The system should keep a provision of future expandability for generation of data as per pre-defined format for Banks MIS and ADF requirements.		5		

All Bidders will be asked for product features demonstration. Product demonstration carries separate weightage.

Hardware and Software requirements

The bidder shall have to provide the hardware and any other middle ware required for functioning of the system. The cost of the Hardware and software will be taken for evaluation of the L1.

- The Bidder is required to size for adequate hardware based on the volumes for the Solution covering the integrated HRMS solution
- The software should be provided in proprietary model. Bank can request for change request (within existing module) unlimited times as per the Bank's requirement anytime during the project duration. Any number of CR for the modification in the existing module will be Free of Cost. In case of any addition of new module which is completely different from any of the existing modules will be considered on chargeable basis at a rate mutually decided by both the parties. The rate per man-Hour need to be given by the Vendor. The Cost of man Hour will be multiplied with 1000 for evaluation of L1. 1000 is not a projected Man hour for the project life. It is just a random weight applied to compare the cost. The examples of Modules are : Recruitment, Leave, Salary / Payroll, Employee Movement, Super annuation, Increment, tax declaration, Training, Reimbursement, Employee self-service, Employee Loan and EMI management, and Corresponding Reports in each module etc.
- System should be sized to ensure that HRMS data relating to employees master information transfer and promotions will be retained forever. The other data will be retained on-line for a period of 10 years, beginning from the previous 9 years and ending with the current year. All the data previous to the 9 years will be indexed archived and will be retained offline. The Bidder is required to provide appropriate interface for quick retrieval of data from the archives as and when required without any intervention by the bidder once the system goes live. Data archival must be an automated process based on certain business rules which will be shared with the successful bidder and data retrieval system needs to be user friendly on demand system without the intervention of the Bidder once the system is online.
- The hardware technology proposed for the Solution should be of enterprise class, best of the breed, latest, tested and stable release of OEM vendor and based on the latest platform enabling technology. Supply of Hardware is in scope of project. The Hardware Supplied should be in the 4th quadrant of the Gartner's Report. HRMS system should have provision for integration with Biometric devices.
- o The HRMS Software should have provision for integration with Biometric devices for Attendance or authentication. Bidder also need to arrange for the Taps for the Backup of the Software as per requirement.
- The vertical scalability available within the server hardware proposed for the Solution should be at least minimum 20% to accommodate additional CPUs, Memory (including cache) over and above the terminal year sizing requirements.
- The Bidder needs to size, design, procure, commission and maintain the hardware and related software for all the applications for the period of contract required as per the RFP. The projected number of user of the Bank is 3500 with a variation of 20%.
- o Bidder need to have support center at Hyderabad and Chennai (if not having presently, should have prior to start of UAT of the Project Implementation). Bidder need to provide support as and when required as per the SLA Clause. One staff with sufficient technical and business knowledge of HRMS system need to be provided at

Bank's Head office, Bhubaneswar, who would support onsite within the service window mentioned in the RFP from 10 AM to7 PM. But Support in the Data center and DR should be available as per the SLA.

- o The bidder should preferably have an established set up with support of adequate IT staff to support the Hyderabad and Chennai to be proposed solution and implementation (if not having presently, should have prior to start of UAT of the Project Implementation).Bidder need to Provide one technical support staff having complete knowledge of the Product at HO, Odisha Gramya Bank , Bhubaneswar throughout the Project duration.
- o The HRMS system should be able to run within a bandwidth of 32Kbps without affecting normal Banking operations
- o The bidder should provide log shifting mechanism for taking daily data synchronization between DC and DR. DB back up will be taken on monthly basis. Application server backup will be taken before and after in case of any changes in application or in version. For physical backup required tape should be given by the bidder, Bank will only provide the storage server for the Taps, however Bank will not provide any storage space. Bidder should connect the server to SAN switch using fiber.
- o If the OS of the server is HP UNIX or Windows, bidder can directly connect TAP to the Bank backup server and take physical backup. In case, OS of the server is other than HP UNIX and Windows, bidder need to avail license to connect to back-up engine server of the Bank. In all cases bidder has to provide backup client software and license.

- The hardware proposed has to be sized as per the below concurrency requirements

#	Area	Factor	Minimum sizing and support
1	Concurrency	Average Concurrency	Minimum 300 users at any point of time
		Peak Concurrency	10 % of total users at any point of time
2	Report generation	Standard report generation	50 reports per hour
		Ad hoc report generation	20 reports per hour
		Salary slip generation and printing	500 reports per hour

Note: The Bidder has to size the solution for peak periods of concurrency and report generation

- The design should be such that the minimum availability requirements as specified in the SLA section of the tender are met. The integrated HRMS Application should be designed for Active-Passive and the Database should be sized for Active-Passive cluster based on the proposed HRMS application design.
- The Bidder is expected to size Hardware for the Solution based on the information provided in the section 3 – About the Bank of this RFP for implementing the solution for

the employees. The sizing should be scalable to support the terminal year requirements of branches and employees over the tenure of the Contract. At any point in time during the contract period, for these locations, the utilization levels of following should not exceed beyond the limits mentioned below.

        Processor – 40% to 45%

        Memory/RAM – 50% to 60%

        Hard Disk/Storage - 60 % to 70 %

- In case the above requirement is not met, additional hardware and related software would have to be provided by the Bidder at no further cost, within two weeks of crossing the threshold(s).

- The hardware sized should be scalable and fault tolerant. All the components within the server should be hot swappable or pluggable and should incur no downtime due to component failure.

Note: The Bidder is responsible to arrive at the sizing independently. The Bank is not responsible for any assumption made by the Bidder with respect to the sizing. In the event the sizing quoted by the Bidder does not meet the performance / service levels of the Bank the Bidder will at their cost carry out the necessary upgrades / replacements. The Bank will not pay any additional amount during the period of the contract

Software Licenses

The Bidder has to ensure that all necessary licenses that are required for this RFP are procured and installed at the DC and DRC and other relevant locations of the Bank. The Bank will not be responsible or liable for any infringements or unauthorized use of the licensed products. In the event of any claims against the Bank for any license related issues, the Bidder will have to act upon the same and all liabilities and claims whatsoever will have to be settled by the Bidder.

Further if the Bidder has missed out providing any licenses to the Bank, then the Bank will not bear any additional amount for procurement of such licenses at a later date. Bidder is required to consider the ATS of the Solution and related application software for the period of contract from day one. The Bidder is required to provide perpetual license in nature for all modules of the Integrated HRMS solution.

Import/Export Data

- Odisha Gramya Bank will provide data in the specified format for legacy data
  - Extract data in various formats.
  - Import and Export to the archived files.
  - Produce reports on all areas of data that can be exported to standard office suites.
  - Facilitate the cut-copy-paste function from the application to standard office suites.

The proposed system(s) must support a comprehensive access and authorization mechanism, including:
- Single sign-on for all system components
- Support for a central authentication scheme
- Ability to define multiple level authorities, comprehensive set of user roles and permission lists, and flexible segmentation of data
- Ability to manage access to authorized functions based on the roles represented in the account
- Ability to manage access to different segments of data depending on the role
- Ability to enter ,view and access data through Mobile Devices /Tab

Implementation, Testing of Application in Head Office:

The application would be tested and implemented at the Head Office located in Bhubaneswar. However the application would be accessed by all users over the web. The testing of the application should be done in terms of Performance (load), Security and functional testing. All test reports need to be submitted to the department. The security of the application should be taken special care so that there should not be any hacking or intrusion from any unauthorized person. For this purpose the application provider would have to perform the security test through any government authorized Cert-in agency. The delivery of the Hardware and implementation of software should be completed within 90 days from the date of acceptance of Purchase order.

Warranty and AMC

The contract with the final selected bidder will include a Two year warranty and 3 Years Comprehensive AMC of the system for a period of five years on completion of warranty period providing for changes/ updation that would be required for the system due to policy changes, new product launches. Bidders to provide all updates and upgrades at no extra charges during the contract period. Support for the proposed solution should be available throughout the contract period.

Warranty Support:

The Agency/Firm/Company should provide warranty support for 24 months from the date of "Go live". This support period will include all bug fixes and software upgrades. It should provide 60 months of support on-site as well as remote support. The service window for onsite support is for 12 hours (from 8 am to 8 pm) on all working days. On holidays there should be remote and on-phone support available. The selected tendering Firm/Agency/Company shall also provide the name and mobile number of a key person, who can be contacted at any time, even beyond the office hours and on holidays. The person should be capable to understand the software and their troubleshooting and making arrangement for taking appropriate measures for restoring/resume the software services at the earliest to Odisha Gramya Bank, Bhubaneswar. All the service conditions as applicable for Warranty period should be same during the comprehensive AMC period. Any fault with the Hardware or software need to be replaced within a stipulated time period as mentioned in SLA.

Annual Maintenance Support:

After the application goes live and all trainings are undertaken the vendor is required to provide project support to support the application, IT infrastructure and training. For that purpose a toll free number manned by support personnel needs to be operated on all office days through office working hours. The toll free number should be operational from the date of go-live till the end of project support period. As per the requirement the vendor should take care of all application related issues and arrange to support on the hardware and networking related components from the principal vendor. For this purpose at least one full time support executive with knowledge of application support and Infrastructure support should be deployed at Head Office during all office working days and office working hours. The vendor should also be ready to provide any onsite support as per requirement. Application support would cover any issues related to product support which included release updates, bug support, database support, patch updates etc.

The support period would be at least three years after warranty period. The warranty period starts from the date of "go-live". It could be extended depending upon the performance of the vendor.

Bidder should provide one support staff at the Head Office, Odisha Gramya Bank for technical as well as functional support. The support person should have sufficient technical knowledge to Provide support as per Bank's requirement. The Support staff should have sufficient knowledge in Data Base, HRMS software functionality and knowledge to accommodate the change request raised by the Bank.
If Bank not satisfied with the support staff provided, Bank may ask for replacement of the staff provided. The same should be provided within 3 Months.
Bank it's sole discretion may opt out of the support staff for maintenance at any point of time during the project with a notice period of 30 days. Also the Bank may opt in for the support staff at any point of time of the project.

Tender Document and Fee

A complete set of tender document can be downloaded from Bank's website www.odishabank.in. A non- refundable fee of 10,000/- (Rupees Ten Thousand Only) in the form of Demand Draft in favour of **ODISHA GRAMYA BANK**, payable at **BHUBANESWAR** shall have to be attached with the bid.

Earnest Money Deposit

The Bidder(s) must submit Earnest Money Deposit of Rs. 500,000/- (Rupees Five Lac Only) in the form of Demand Draft payable at **BHUBANESWAR or Bank Guarantee** in favour of **ODISHA GRAMYA BANK** shall have to be attached with the bid.
Necessary Exemptions will be allowed , If NSIC certificate issued to the concerned Bidder validated by NSIC and the Certificate issued complies Bank's Current Procurement Process/RFP.

Particulars of Job to be undertaken	EMD (INR)
SUPPLY/INSTALLATION/CUSTOMIZATION/TRAINING/SUPPORT OF HUMAN RESOURCE MANAGEMENT SYSTEM	Rs. 5 Lacs

Non-submission of Earnest Money Deposit will lead to outright rejection of the Offer. The EMD of unsuccessful Bidders will be returned to them on completion of the selection process (or in case bidder is having valid NSIC certificate, EMD will be returned after verification of Certificate during technical evaluation). The EMD of successful Bidder(s) will be returned on submission of Performance Bank Guarantee.

The Earnest Money Deposit may be forfeited under the following circumstances:

a) If the Bidder withdraws its bid during the period of bid validity (180 days from the date of opening of the technical bid).
b) If the Bidder makes any statement or encloses any form which turns out to be false, incorrect and/or misleading at any time and/or conceals or suppresses material information; and / or
c) In case of the successful Bidder, if the Bidder fails:
i.   To sign the contract in the form and manner to the satisfaction of The Bank.
ii.   To furnish performance Bank Guarantee in the form and manner to the satisfaction of the Bank.

PERFORMANCE GUARANTEE

The Bank will require the selected Bidder to provide a Performance Bank Guarantee, within 15 days from the date of acceptance of the order or signing of the contract whichever is earlier, for a value equivalent to 10% of the order value. Performance Guarantee shall be kept valid till completion of project or 66 Months with a claim period of 45 days after that. The selected Bidder shall be responsible for extending the validity date and claim period of the Performance Guarantee as and when it is due on account of non-completion of the project and warranty period. In case the selected Bidder fails to submit performance guarantee within the time stipulated, The Bank, at its discretion, may cancel the order placed on the selected Bidder without giving any notice. Bank shall invoke the performance guarantee in case the selected Bidder fails to discharge their contractual obligations during the period or Bank incurs any loss due to Bidder's negligence in carrying out the project implementation as per the agreed terms & conditions.

SUBMISSION OF OFFER –TWO BID SYSTEM

Separate Technical and Commercial Bids duly sealed and super-scribed "Quotation for Supply/Installation & Maintenance of Human Resource Management System – Technical Bid" and "Quotation for Supply/Installation & Maintenance of Human Resource Management System – Commercial Bid" shall be submitted as per bid details given in the RFP.

Sealed separate envelopes carrying Technical Bid and commercial bid should be put in a single sealed outer cover duly sealed and super-scribed "Quotation for Supply/Installation & Maintenance of Human Resource Management System" be dropped/submitted at the Bank's address (refer control sheet table) on or before the date and time mentioned in Bid Detail- **Control Sheet Table.** Any Bid received by the Bank after deadline for submission of Bids prescribed, will be rejected.

The Bid shall be typed in English and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. The person or persons signing the Bids shall put their initials/signatures on all pages of the Bids, except for un-amended printed literature.

Any inter-lineation, erasures or overwriting shall be valid only if they are initialed/signed by the person signing the Bids. The Bank reserves the right to reject bids not conforming to above

All envelopes must be super-scribed with the following information:

   Name of Bidder Offer
Reference:
   Type of Offer (Technical or Commercial):

ENVELOPE-I (Technical Offer):

The Technical Offer should be completed in all respects and contain all information asked for in the exact format of technical specifications given in the RFP, **except prices**. The Technical Offer must not contain any price information. The Bank, at its sole discretion, may not evaluate a Technical Offer in case of non-submission or partial submission of technical

details. Any decision of The Bank in this regard shall be final, conclusive and binding upon the Bidder.

ENVELOPE-II (Commercial Offer):

The commercial Bid (two copies) should contain all relevant price information and should not contradict the Technical Offer in any manner.

PERIOD OF VALIDITY OF BID

Bids shall remain valid for 180 (One Hundred eighty) days after the date of bid opening prescribed by the Bank. The Bank holds the rights to reject a bid valid for a period shorter than 180 days as non-responsive, without any correspondence. In exceptional circumstances, The Bank may solicit the Bidder's consent to an extension of the validity period. The request and the response thereto shall be made in writing. Extension of validity period by the Bidder should be unconditional and irrevocable. The Bid Security provided shall also be suitably extended. A Bidder acceding to the request will neither be required nor be permitted to modify its bid. A Bidder may refuse the request without forfeiting its bid security. In any case the bid security of the Bidders will be returned after completion of the process.

No Commitment to Accept Lowest or Any Offer/Bid

The Bank shall be under no obligation to accept the lowest or any other offer received in response to this offer notice and shall be entitled to reject any or all offers without assigning any reason whatsoever. The Bank has the right to re-issue tender/bid. The Bank reserves the right to make any changes in the terms and conditions of purchase that will be informed to all Bidders. The Bank will not be obliged to meet and have discussions with any Bidder, and/or to listen to any representations once their offer/bid is rejected. Any decision of The Bank in this regard shall be final, conclusive and binding upon the Bidder.

Bank's Right to accept any Bid and to reject any or All Bids / Cancellation of Tender Process

BANK reserves the right to accept or reject in part or full any or all offers without assigning any reason thereof even after issuance of letter of Intent. Any decision of Bank in this regard shall be final, conclusive and binding upon the bidders. The Bank reserves the right to accept or reject any Bid in part or in full, and to cancel the Bidding process and reject all Bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for Bank's action. During any stage of evaluation process, if it is found that the bidder does not meet the eligibility criteria or has submitted false /incorrect information the bid will be summarily rejected by the Bank and no further correspondence would be entertained in this regard. Bank further reserves the right to amend, rescind, reissue or cancel this RFP and all amendments will be advised to the Bidder and such amendments will be binding upon them. The Bank also reserves its right to accept, reject or cancel any or all responses to this RFP without assigning any reason whatsoever. Further please note that the bank would be under no obligation to acquire any or all the items proposed. No contractual obligation whatsoever shall arise from the RFP process unless and until a formal contract is signed and executed by duly authorized officials of Bank and the bidder.

PRELIMINARY SCRUTINY

a)   The Bank will examine the Bids to determine whether they are complete, required formats have been furnished, the documents have been properly signed, and the Bids are generally in order.

b)   The Bank may, at its discretion, waive any minor infirmity, non-conformity, or irregularity in a Bid, which does not constitute a material deviation.

c)   The Bank will first examine whether the Bid and the Bidder is eligible in terms of Eligibility Criteria.

d)   Prior to technical evaluation, the Bank will determine the responsiveness of each Bid to the Bidding Document. For purposes of these Clauses, a responsive Bid is one, which conforms to all the terms and conditions of the Bidding Document without material deviations. Deviations from, or objections or reservations to critical provisions, such as those concerning Bid Security, Applicable Law, Bank Guarantee, Eligibility Criteria, will be deemed to be a material deviation.

e)   The Bank's determination of a Bid's responsiveness will be based on the contents of the Bid itself, without recourse to extrinsic evidence.

f)   If a Bid is not responsive, it will be rejected by the Bank and may not subsequently be made responsive by the Bidder by correction of the non- conformity.

ERASURES OR ALTERATIONS

The Bid should contain no alterations, erasures or overwriting except as necessary to correct errors made by the Bidder, in which case corrections should be duly stamped and initialed / authenticated by the person/(s) signing the Bid. The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the Bidders risk and may result in rejection of the bid.

BID OPENING AND EVALUATION CRITERIA

Technical offer will be opened on the date and time given in Bid Detail- Control Sheet Table in the presence of the Bidders who choose to attend on the said date and time. The offered scanners shall comply with all the technical specification approved by the OEM for the product.

Commercial Bids of only technically qualified Bidders will be opened in the presence of the technically qualified Bidder's representatives who choose to attend on date and time to be communicated to the qualified Bidders.

CLARIFICATION OF OFFERS

To assist in the scrutiny, evaluation and comparison of offers/bids, THE BANK may, at its sole discretion, ask some or all Bidders for clarification of their offer/bid. The request for such clarifications and the response will necessarily be in writing and no change in the price or

substance of the bid shall be sought, offered or permitted. Any decision of THE BANK in this regard shall be final, conclusive and binding on the Bidder/ tenderer.

EVALUATION CRITERIA OF BIDS:

a)   Bids of only those Bidders who have been found to be in conformity of the eligibility terms and conditions during the preliminary evaluation would be taken up by the Bank for further detailed evaluation. The Bidders who do not meet the eligibility criteria and all terms during preliminary examination will not be taken up for further evaluation.

b)   The Bank may use the services of external consultants/Advisors for technical evaluation.

c)   The Bank reserves the right to evaluate the bids on technical & functional parameters including visit to a reference site of the bidder and witness demos of the system and verify functionalities, response times, etc. The technical bids will be evaluated inter alia on the basis of the following key criteria:

    No. of existing clients.
    Compliance with technical specifications laid down in the RFP.
Completeness of the Technical bid in all respects and availability of all information / details asked by the Bank.
    Point to point conformity of the scope / functional requirements mentioned in the RFP.

d)   Bidders who fulfil all qualifications mentioned in Eligibility Criteria of this RFP are eligible to participate in this tender process.

e) Bank will evaluate the technical and functional specifications responses of the Bidder.

f)   Bidder needs to comply with all the technical and techno functional requirements as given in RFP. Non Compliance to any of the point/clause given therein may entail rejection of the Bid**.**

g)   Bank reserves the right to waive any of the Technical and Functional Specification during technical evaluation if in the Bank's Opinion it is found to be minor/deviation or acceptable deviation.

h)   During evaluation of the Bids, the Bank at its discretion may ask a bidder for clarification of its bid. The request for clarification and the response shall be in writing, and no change in the price or substance of the bid shall be sought, offered or permitted.

i)   Bidders may be called to give a POC/demo of their solutions with its capabilities at their own cost, which will be taken into account for technical evaluation of the Bidders.

Evaluation Process

Technical Bid Evaluation
Based on the total marks obtained against the marks allotted for each rows under Functional and Technical requirements on the basis of evaluation mentioned in the Functional and Technical requirement pages.

It is important to mention here that in no case, Functional and Technical Response should be N if the type of Requirement is S and C.

For opening of Commercial Bid, the bidder must secure 85% of marks in the following evaluation criteria separately:

Sr.No	Evaluation Criteria	Marks
1.	Functional Requirements	866
2.	Technical Requirements	374
Maximum Technical Proposal Bid Evaluation Score		**1240**

Bank reserves the right to disqualify any bidder at any phase of evaluation, if it find incomplete documentation/incomplete response or clarification from the bidder/any misrepresentation of information/un-acceptability of Terms & Condition of the RFP.

Financial & Final Bid Evaluation:

Bidders successfully qualified in the Technical evaluation will then be evaluated as per their Commercial Bid and based on the standard selection procedure where in the Bidder offering lowest commercial will be awarded as L1.

Bank may proceed with commercial bid opening of bidders technically qualified. The commercial bid will be fully examined and the shortlist vendor will be announced by the bank. In case the number of bidders shortlisted in technical evaluation is less than the desired number, bank reserves the right to take any decision going ahead with the technical eligible bidder through negotiation process or re-tender it depending upon the decision of the Board committee. No query from bidders will be entertained and the decision of Board will be final.

Delivery, Implementation Schedule & Penalty Clause

Milestone	Timeline
Delivery of all the Hardware, Software License and Media Kit	Within 4 weeks from release of Purchase Order
Installation of the Software License and setting up Application and Database Server.	Within 6 weeks from release of Purchase Order
UAT of the complete system	Within 10 weeks from the release of Purchase Order
GO-LIVE of complete system without any error	Within 16 weeks from the release of Purchase Order

The total time for full HRMS project implementation will be 4 months from the date of issuance of purchase order. Vendor is required to adhere to full project implementation schedule of 4 months. Bank expects the vendor to submit a detail project plan for implementation.

Delivery

The final "Drafted SLA" should be submitted by the bidder within one month of acceptance of order, to the bank for vetting. After getting SLA Sign-Off from the bank, the required

Hardware and software product will be delivered to the bank within 2 weeks. Any delay in providing deliverables will attract penalty of 1% of project cost per week (maximum of 10% of Total value or Project Cost) for late delivery from agreed schedule. If the delay exceeds 2 months then Bank reserves the right to cancel the order, blacklist the company and recover any payment made by invoking the BG as penalty.

Implementation Schedule

The shortlisted bidder should implement all the listed functionalities of the solution in live environment within **6 weeks from the date of the UAT Sign-off.** Penalty is also applicable

Penalty for delay in Annual Technical Support (SLA)

Resolution of the problem is expected within maximum of 24 hours of escalation by the Bank as per the support matrix provided by the Bidder. Delay in providing resolution will attract penalty at 1% of the ATS per week subject to a maximum of 10% of the ATS for the year. The bank reserves the right to terminate the contract after giving 30 days' notice, in case the support is not satisfactory.

Bidder must ensure uptime of 99% for the HRMS System. The Bidder must strictly adhere to the implementation schedule, specified in the Work Order for performance of the obligations arising out of the contract including provision of fiber connectivity at all the locations and any delay will enable the Bank to resort to any or both of the following:

a)   The Bidder shall be liable to pay the Bank, penalty at the rate specified for delayed performance per week or part thereof of such delay, subject to a maximum of 10 % of the cost of the total site implementation cost.

b)   Termination of the agreement fully or partly and claim of liquidated damages.

The penalty as above for delayed commissioning will be deducted from the payments.

Penalty for not meeting the SLA terms on Uptime:

Calculation of Downtime:

The HRMS will be considered "down" when it is not available due to any issue with hardware of the HRMS system or the Software part thereof. In as the full system or any specific function of any module of the software or the complete module is not available as per the Banks requirement will be considered in Downtime. If the response time of the reporting and the functionality of the HRMS is more than the prescribed limit then, the same will attract penalty.

"Percentage Downtime" shall mean the aggregate of downtime of the HRMS system during a quarter expressed as a percentage of total available time in a quarter (actual number of days to be taken into account X 24 hours).

For example, if the aggregate downtime of HRMS System out to 18 hours during a quarter, then the percentage downtime shall be calculated as follows:

(18*100) / (No of days in quarter*24) = % of down time.

."Down Time" shall mean the interval between the times of reporting of failure to the time of completion of repair. Down Time will have the exclusions detailed above.

Bidder shall ensure that the complete installation and full configuration of the HRMS system is available to Bank in proper working condition and ensure minimum uptime of 99%, and maximum downtime per instance for Show-stopper or critical issues should be less than 12 hours and 24 hours respectively, counted by the Bank from the time the fault is reported failing which a penalty of Rs. 1000/- (Rupees One Thousand only) per hour subject to a cap of Rs. 5000/- per day will be deducted by the Bank for the period in excess of stipulated time subject to maximum 1% per week and 10% of ATS if in AMC or Project cost in case of warranty , from the Annual Maintenance Charges payable or Performance guarantee bond. The downtime will be computed from the time of ticketing of the relative fault at the vendor's Management Center or

Exclusions to Bidders liability for penalty
The following exclusions would be taken into account in computing penalty:
- A maximum of 3 hours for bimonthly Preventive Maintenance
- Actual Supervisory Time (which should be reasonable)
- Actual downtime on account of the Switch and network connectivity.

Resolution and Disputes

All disputes or differences whatsoever arising between the parties out of or in relation to the construction, meaning and operation or effect of these Tender Documents or breach thereof shall be settled amicably. If however the parties are not able to solve them amicably, the same shall be settled by arbitration in accordance with the applicable Indian Laws, and the award made in pursuance thereof shall be binding on the parties. The Arbitrator/Arbitrators shall give a reasoned award. Any appeal will be subject to the exclusive jurisdiction of the courts at Bhubaneswar. During the arbitration proceedings the Bidder shall continue to work under the Contract unless otherwise directed in writing by the bank or unless the matter is such that the work cannot possibly be continued until the decision of the arbitrator or the umpire, as the case may be, is obtained. The venue of the arbitration shall be Bhubaneswar.

Patents Rights

The supplier shall indemnify the bank against all third party claims of infringement of patent, trademark or industrial design rights arising from use of the Goods, or any part thereof in India.

The supplier shall, at their own expense, defend and indemnify the Bank against all third party claims or infringement of intellectual Property Rights, including Patent, trademark, copyright, trade secret or industrial design rights arising from use of the products or any part thereof in India or abroad.

The supplier shall expeditiously extinguish any such claims and shall have full rights to defend it there from. If the Bank is required to pay compensation to a third party resulting from such infringement, the supplier shall be fully responsible for, including all expenses and court and legal fees.
The Bank will give notice to the Supplier of any such claim without delay, provide reasonable assistance to the Supplier in disposing of the claim, and shall at no time admit to any liability for or express any intent to settle the claim.

Governing Law and Disputes

All disputes or differences whatsoever arising between the parties out of or in relation to the construction, meaning and operation or effect of these Tender Documents or breach thereof shall be settled amicably. If, however, the parties are not able to solve them amicably, the same shall be settled by arbitration in accordance with the applicable Indian Laws, and the award made in pursuance thereof shall be binding on the parties. The Arbitrator/Arbitrators shall give a reasoned award. Any appeal will be subject to the exclusive jurisdiction of courts at Bhubaneswar.

The bidder shall continue work under the Contract during the arbitration proceedings unless otherwise directed in writing by the Bank or unless the matter is such that the work cannot possibly be continued until the decision of the arbitrator or the umpire, as the case may be, obtained. The venue of the arbitration shall be Bhubaneswar.

Use of Contract Documents and Information/ Non-Disclosure agreement.

The bidder shall not, without the banks prior written consent, make use of any document or information provided by Supplier in Bid document or otherwise except for purposes of performing contract.

The Successful Bidder shall not, without the Bank's prior written consent, disclose any specification, plan, drawing, pattern, Bank's Internal data, Any information of Bank or Bank's employees, sample, or information furnished by or on behalf of the Bank in connection therewith, to any person other than a person employed by the Supplier in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far, as may be necessary for purposes of such performance. Any such deviation will attract legal procedures as per the Law.

Assignment

The bidder shall not assign, in whole or in part, its obligations to perform under the contract, except with the Bank's prior written consent.

Delays in the Supplier's Performance

Delivery of the goods and performance of the Services shall be made by the supplier in accordance with the time schedule specified by bank. Any delay in performing the obligation by the supplier will result in imposition of liquidated damages and/or termination of rate contract for default.

Indemnity

Bidder shall have to indemnify the Bank against any loss/expenditure incurred or any disputes/claims from anybody for having used/using patented design. Any patented design shall be under manufacturer's license agreements and a copy of such agreement authorizing the bidder to manufacture the patented designs shall be given to the Bank.

Termination of Contract

The quality of services given by the bidder will be reviewed every 3 months and if the services are not found satisfactory, the bank reserves the right to terminate the contract by giving 30 days' notice to the bidder. The decision of the bank regarding quality of services shall be final and binding on the bidder.

UPGRADES AND UPDATES

The bidder shall be required to provide all future updates and upgrades for the solution provided free of cost. Implementation of such updates and upgrades can be discussed and finalized. If however, the upgrades is not available then the support for the implemented solution should be available at any point of time. An undertaking to this effect is to be furnished by the Bidder.

TAXES

The Unit Cost should be inclusive of all Taxes, statutory levies except Sales tax/service tax/VAT/Octroi/Entry tax. Octroi/Entry tax, if any payable, will be paid to the bidder on actual production of original receipt.

The rate of the applicable taxes should be informed. TDS as applicable will be deducted from the payments. An amount equivalent to the service tax components will be deducted from the payments, which shall be reimbursed on submission of proof of payment of service tax to the appropriate Authority.

Compliance with Statutory and Regulatory Provisions

It shall be the sole responsibility of the Vendor to comply with all statutory, regulatory & Law of Land and provisions while delivering the services mentioned in this RFP.

Intellectual Property Indemnity & Indemnity against Misuse of License

The selected vendor have to undertake to indemnify the Bank and its officers, employees and agents against liability, including costs, for actual or alleged direct or contributory infringement of, or inducement to infringe, any Indian or foreign patent, trademark or copyright, licensing arising out of the performance of this contract.

ORDER CANCELLATION (TERMINATION)

THE BANK reserves the right to cancel the contract placed on the selected Bidder and recover expenditure incurred by THE BANK under the following circumstances: -

1. The selected Bidder commits a breach of any of the terms and conditions of the bid.
2. The Bidder goes into liquidation, voluntarily or otherwise.
3. An attachment is levied or continues to be levied for a period of seven days upon effects of the bid.
4. If the selected Bidder fails to complete the assignment as per the time lines prescribed in the RFQ and the extension if any allowed, it will be a breach of contract. The Bank reserves its right to cancel the order in the event of delay and forfeit the bid security as liquidated damages for the delay.
5. Performance issue / delay in delivery even after the deductions on account liquidated damages or penalty exceeds more than 10% of the total contract price not withstanding that the bank has effected deductions on account of liquidated damages/penalty up to the stipulated/ceiling limit.
6. In case the selected Bidder fails to deliver the quantity as stipulated in the delivery schedule, THE BANK reserves the right to procure the same or similar product from alternate sources at the risk, cost and responsibility of the selected Bidder.
7. After award of the contract, if the selected Bidder does not perform satisfactorily or delays execution of the contract, THE BANK reserves the right to get the balance contract executed by another party of its choice by giving one month's notice for the same. In this event, the selected Bidder is bound to make good the additional expenditure, which THE BANK may have to incur in executing the balance contract. This clause is applicable, if for any reason, the contract is cancelled.

CONSEQUENCES OF TERMINATION

1. In the event of termination of the Contract due to any cause whatsoever, [whether consequent to the stipulated term of the Contract or otherwise], THE BANK shall be entitled to impose any such obligations and conditions and issue any clarifications as may be necessary to ensure an efficient transition and effective business continuity of the Service(s) which the Bidder shall be obliged to comply with and take all available steps to minimize loss resulting from that termination/breach, and further allow the next successor Bidder to take over the obligations of the erstwhile Bidder in relation to the execution/continued execution of the scope of the Contract.

2. In the event that the termination of the Contract is due to the expiry of the term of the Contract, a decision not to grant any (further) extension by THE BANK, the Bidder herein shall be obliged to provide all such assistance to the next successor Bidder or any other person as may be required and as THE BANK may specify including training, where the successor(s) is a representative/personnel of THE BANK to enable the successor to adequately provide the Service(s) hereunder, even where such assistance is required to be rendered for a reasonable period that may extend beyond the term/earlier termination hereof.

3. Nothing herein shall restrict the right of THE BANK to invoke the Performance Bank Guarantee and other guarantees, securities furnished, enforce the Deed of Indemnity and pursue such other rights and/or remedies that may be available to THE BANK under law or otherwise.

4. The termination hereof shall not affect any accrued right or liability of either Party nor affect the operation of the provisions of the Contract that are expressly or by implication intended to come into or continue in force on or after such termination.

PAYMENT TERMS

Terms of Payment will be as under:

- No advance payment will be made.

- ATS / AMC – Quarterly in advance against bank guarantee of 10% of project cost. Else, Quarterly in arrears after deduction of any penalty if applicable.

- Payment will be released after successful implementation of HRMS system in DC & DR set up. 60% of the Invoice value of the hardware and License Cost shall be made on Delivery as per the clauses stipulated in the RFP only after submission of required bank guarantee. No advance payment of any Goods or product shall be made.Payment shall be released by Head Office, Bhubaneswar on submission of proof of document such as delivery chalan duly counter signed by Bank official, Tax Invoice. Penalty if any shall be deducted from the amount payable as per delivery penalty of this RFP. Payment shall be released within 60 working days from the date of submission of required documents in full.

- Remaining 20% of the invoice value of the hardware and License will be made after Successful UAT without as per the requirement of Bank without any error or Bug.

- Remaining20% of Hardware Cost, 20% of License cost and 100 % cost of HRMS Software will be released after successful installation, configuration and operationalization of the HRMS system as per Bank's requirement without any bug or error. Payment shall be

released by on submission of proof of document supporting the above condition such as such as satisfactory letter from Bank's Human Resource Department and Audited third party Certificate for "Vulnerability and penetration test and Compliance of OWASP top 10 Vulnerabilities". Penalty if any shall be deducted from the amount payable as per clause 1.5 (g) of this RFP. Payment shall be released within 60 working days from the date of submission of required documents in full.

Pricing and Payments

The price offered to the Bank must be in Indian Rupees, inclusive of all taxes and duties such as Excise, Sales, Customs, Service tax etc., packing, forwarding, import and custom clearance, transportation to respective sites, insurance till delivery at sites, cost of installation, commissioning and comprehensive on-site maintenance services under warranty.

Octroi / Entry tax, if applicable, will be paid / reimbursed by the Bank at actual on production of original payment receipt. No price increase on account of changes in tax structure shall be permitted.

From the date of placing the order till the delivery of the systems, if any changes are brought in the tax structure by the Government resulting in reduction of the cost of the systems, the benefit arising out of such reduction shall be passed on to the Bank.

LIMITATION OF LIABLITY:

The liability of bidder under the scope of this RFP is limited to the value of the relevant Order.

Annexure 1

(Tender offer forwarding letter in Bidder's Letter Head)

Tender Reference No.:   Date: xx. xx. 2018

The General Manager (IT)
Odisha Gramya Bank,
Information Technology Department,

Dear Sir,

Sub: Your RFQ for "Supply, Customization, Deployment, Maintenance and Support of an Integrated Human Resource Management System (HRMS) For Odisha Gramya Bank sponsored by Indian Overseas Bank.

With reference to the above RFQ, having examined and understood the instructions including all annexures, terms and conditions forming part of the Bid, we hereby enclose our offer for Supply, Customization, Deployment, Maintenance and Support of an Integrated Human Resource Management System (HRMS) For OGB mentioned in the RFQ document forming Technical as well as Commercial Bids being parts of the above referred Bid.

In the event of acceptance of our Technical as well as Commercial Bids by The Bank we undertake to Supply, Customization, Deployment, Maintenance and Support of an Integrated Human Resource Management System (HRMS) For OGB as per your purchase order.

In the event of our selection by The Bank, we will submit a Performance Guarantee for a sum equivalent to 10% of the order value in favour of Odisha Gramya Bank.

We agree to abide by the terms and conditions of this tender offer till 180 days from the date of commercial bid opening and our offer shall remain binding upon us, which may be accepted by The Bank any time before expiry of 180 days.

Until a formal contract is executed, this tender offer, together with The Bank's written acceptance thereof and Bank's notification of award, shall constitute a binding contract between us.
We understand that The Bank is not bound to accept the any bid as per the Terms and condition mentioned in the RFP without assigning any reason.

We enclose the followings:
1.   DD/PO No._____ dated _____for Rs. 10,000.00 (Rupees Ten Thousand only) as Tender Fees.
2.   DD/PO/BG No._____ dated _____for Rs. 10,00,000/-(Rupees Ten Lac only) as EMD.

DDs/PO/BG is issued in favour of Odisha Gramya Bank by…………………………..…………….
Bank, …………………………..…………… Branch payable at Bhubaneswar.

Dated:

Signature:
(In the Capacity of)
Duly authorized to sign the tender offer for and on behalf of

Annexure 2

MANUFACTURERS'/PRODUCERS' AUTHORIZATION FORM

No.   Date:

To:
The General Manager (IT)
Odisha Gramya Bank,
Information Technology Department,

Dear Sir:
Ref: Your RFQ for "Supply, Customization, Deployment, Maintenance and Support of an Integrated Human Resource Management System (HRMS) For Odisha Gramya Bank"

We who are established and reputable manufacturers / producers of _____ having software development facilities at (*address of facility*) do hereby authorize M/s _____ *(Name and address of Agent)* to submit a Bid, and sign the contract with you against the above Bid Invitation.

We hereby extend our full guarantee and warranty for the Solution, Products and services offered by the above firm against this Bid Invitation for the complete contract period.

We also undertake to provide any or all of the following materials, notifications, and information pertaining to the Products manufactured or distributed by the Supplier:

a. Such Products as The Bank may opt to purchase from the Supplier, provided, that this option shall not relieve the Supplier of any warranty obligations under the Contract; and b. In the event of termination of production/support of such Products:

i. Advance notification to The Bank of the pending termination, in sufficient time to permit The Bank to procure needed requirements; and
ii.   Following such termination, furnishing at no cost to The Bank, the blueprints, design documents, operations manuals, standards, source codes and specifications of the Products, if requested.

We duly authorize the said firm to act on our behalf in fulfilling all installations, Technical support and maintenance obligations required by the contract. In case the bidder fails to deliver or provide support, we, as software developer, will provide direct support at no additional cost than the cost finalized herewith.

Yours faithfully,

(Name)
(Name of Producers)

Note: This letter of authority should be on the letterhead of the manufacturer and should be signed by a person competent and having the power of attorney to bind the manufacturer. The Bidder in its Bid should include it.

Annexure 3
Performance Bank Guarantee

The General Manager (IT)
Odisha Gramya Bank,
Information Technology Department,

In consideration of Odisha Gramya Bank acting as a lead bank (hereinafter called "the Customer") which expression shall, unless repugnant to the context or meaning, thereof include its successors, representatives and assignees, having placed Purchase Order no. _____ on M/s _____, having its registered office at _____ (hereinafter called "the Supplier") for the purchase of "**Supply, Customization, Deployment, Maintenance and Support of an Integrated Human Resource Management System (HRMS) For For Odisha Gramya Bank**" for the term and conditions set out inter alia in RFP & Service Level Agreement dated _____
(hereinafter referred to as SLA), valued at _____ and the same having been unequivocally accepted by the SUPPLIER and the SUPPLIER having agreed to provide a SLA Performance Guarantee for the faithful performance of the entire "SLA" including the warranty obligations /liabilities under the SLA Equivalent to 10% of the said value of the Contract if any, to the PURCHASER amounting to Rs. _____ as SLA Security in the form of a Bank Guarantee.

We, _(Bank Name & Address)____ hereinafter referred to as the "Bank which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators, representatives and assignees do hereby irrevocably guarantee and undertake to indemnify, or pay for the losses and damages that may be caused to or suffered by the CUSTOMER in the event of continuous and consistent non-performance of the software supplied by the SUPPLIER as per terms and conditions of the above referred SLA. the PURCHASER merely on demand without any previous notice and without any demur and without referring to any other source, any and all monies payable by the SUPPLIER by reason of any breach by the said SUPPLIER of any of the terms and conditions of the said CONTRACT including non-execution of the "SERVICE LEVEL AGREEMENT" to the extent of 10% of the Contract price at any time upto AMC period or upto _____ whichever is later. Any such demand made by the PURCHASER on the bank shall be conclusive and binding, absolute and unequivocal not withstanding any disputes raised/pending before any court, tribunal, arbitration or any other authority. The Bank agrees that the guarantee herein contained shall continue to be enforceable till this sum due to the PURCHASER is fully paid and claims satisfied or till the PURCHASER discharges this Guarantee or till the expiry of this bank guarantee ...., whichever is earlier. The Bank further undertakes not to revoke
this guarantee during its currency without the previous consent of the PURCHASER. This guarantee will not be discharged due to the change in the constitution of the bank or

the SELLER (S)

This guarantee is valid till _____

For the successful and satisfactory operation of the software's furnished and installed under the said SLA as per the specifications and documents.

Notwithstanding anything contained herein above

1.   Our liability under this bank guarantee shall not exceed Rs. _____.
2.   This Bank guarantee shall be valid up to _____
3.   We shall be liable to pay any amount under this Bank Guarantee or part thereof only if we receive (if you serve upon us) a written claim or demand under this guarantee on or before _____ at_____ (Bank Name & address).

This guarantee will be returned to us as soon as the purpose for which it is fulfilled. All claims under the guarantee will be payable at _____ (Bank Name & address).

Signature
…………………………………………
Name
………………………………………….
(in Block letters)
Designation
………………………………………
(Staff   Code
No.)……………………………..
Official address:
(Bank's common Seal)

Attorney as per power of Attorney No.

Date:

WITNESS:

1………………………………………….
(Signature with Name, Designation & Address) 2……………………………………………….

(Signature with Name, Designation & Address)

Annexure 4

Format of EMD/Bid Security Bank Guarantee

To
The General Manager (IT)
Odisha Gramya Bank,
Information Technology Department,

Dear Sirs,

In response to your invitation to respond to your RFP reference No. _____
Addressed to M/s_____ having their registered office at _____
(hereinafter called the „Vendor") wish to respond to the said RFP and submit the proposal for
"**Supply, Customization, Deployment, Maintenance and Support of an Integrated Human
Resource Management System (HRMS) For Odisha Gramya Bank**" as listed in the RFP
document.

Whereas the "Vendor" has submitted the proposal in response to RFP, we, the _____
Bank having our head office _____ hereby irrevocably guarantee an amount of
Rs. _____ (Rupees _____ only) as bid security as required to be submitted by the
"Vendor" as a condition for participation in the said process of RFP.

The Bid security for which this guarantee is given is liable to be enforced/ invoked:
1)   If the Vendor withdraws his proposal during the period of the proposal validity; or
2)   If the Vendor, having been notified of the acceptance of its proposal by the Bank
during the period of the validity of the proposal fails or refuses to enter into the contract in
accordance with the Terms and Conditions of the RFP or the terms and conditions mutually
agreed subsequently.

We undertake to pay immediately on demand to Odisha Gramya Bank, the said amount of
Rupees Ten Lakh without any reservation, protest, demur, or recourse. The said guarantee is
liable to be invoked/enforced on the happening of the contingencies as mentioned above
and also in the RFP document and we shall pay the amount on any Demand made by
Odisha Gramya Bank, which shall be conclusive and binding on us irrespective of any dispute
or difference raised by the vendor.

Notwithstanding anything contained herein:
1)   Our liability under this Bank guarantee shall not exceed Rs. _____ Lakhs (Rupees
_____ only).
2)   This Bank guarantee will be valid up to _____ and
3)   We are liable to pay the guarantee amount or any part thereof under this Bank
guarantee only upon service of a written claim or demand by you on or before
_____.
In witness whereof the Bank, through the authorized officer has sets its hand and stamp on
this
_____ day of _____ at _____.
**Note: To be issued in a stamped paper duly affixed with requisite stamp value as
applicable at the place of issue.**

Annexure 5

Technical Bid Format

The Technical offer/Technical bid must be made in an organized and structured manner in the following form:

i.   Index
ii.   Letter of Authorized representative signing the bid or POA
iii.   Covering letter (Annexure –1)
iv.   Manufacturer Authorization Letter (MAF) (Annexure – 2)
v.   Undertaking to be submitted by authorized signatory in Bidder's letter head stating that the user requirements as per scope of work mentioned in RFP is clearly understood by the bidder.
vi.   Compliance of Eligibility Criteria mentioned in RFP on bidder's letter head along with all supporting documents.
vii.   Compliance of technical & functional specifications on bidder's letter head along with all supporting documents, if any.
viii.   General Details of the Bidder (Annexure –6)
ix.   Letter for acceptance and compliance of all the Terms and Conditions of RFP.
x.   Valid Bank Draft / Pay order/ Bank Guarantee as EMD (Bank Guarantee as per format in Annexure 4).
xi.   Valid Bank Draft/ Pay order as Tender Fee.
xii.   Bidder's Financial Details (audited balance sheets etc.) and other supporting documents, as asked in the RFP.
xiii.   Hardware & System Software Bill of Material. This table should not contain any price information. Complete technical details of the Hardware and software should be given.
xiv.   Any other compliance document asked in the RFP
xv.   Product Brochures

Note: All Claims made by the Bidder will have to be backed by documentary evidence. The bidder is expected to examine all instructions, forms, terms and specifications in the RFP. Failure to furnish all information required or to submit a Bid not substantially responsive to the in every respect will be at the Bidder's risk and may result in the rejection of the Bid.

Commercial Bid Format

Table-1- Master Format –Commercial Bid

S. No	Item	Amount in INR (Excluding all Taxes)	Tax in % (in INR)
1.1	SRS, Design, Development, Roll out, of HRMS Software.		
1.2	Training to all Users		
1.3	Total cost for 3 year AMC Support after 24 Months of Warranty from the date of Go-Live as per Table -2		
1.4	Cost of support Staff for 5 Years at Head Office, Odisha Gramya Bank.		
1.5	Total Cost of Hardware for HRMS as per Table-3		
1.6	Cost of Man Hour for Customization on chargeable basis.(Cost of 1 man Hour x 1000)		

	Total		

Annual Maintenance & Support (Total AMC is the ATS cost i.e Total Annual Support Cost. **Table- 2**

S. No	Item [Annual Maintenance Support From Go Live:]	ATS Cost of Software in INR (Excluding all Taxes)	AMC Cost of Hardware in INR (Excluding all Taxes)	Total AMC Cost in INR (Excluding all Taxes) i.e ATS
1	3rd Year AMC Cost			
2	4th Year AMC Cost			
3	5th Year AMC Cost			

Hardware & Networking –**Table-3**

S. No	Item [Annual Maintenance Support From Go Live:]	Details	Amount In Rs. Excluding all Taxes	Tax in %
1	Cost Of Hardware for Application server	For DC		
2	Cost Of Hardware for Application server	For DR		
3	Cost Of Hardware for DataBase server	For DC		
4	Cost Of Hardware for DateBase server	For DR		
5	Cost of any other Hardware within the scope of RFP.			
Total Cost of Hardware				

(Signature of authorized person)

Date :_____Full Name:_____

Place:_____ Seal :_____

Note: The Cost excluding Tax will be considered for L1 selection process.

Annexure 6

General Details of the Bidder

Profile of the Bidder

1.   Name of bidder:
2.   Location Regd.
Office: Controlling Office:
3.   Constitution:
4.   Date of incorporation & Date OF COMMENCEMENT of business:
5.   Major change in Management in last three years:
6.   Names of Banker / s:
7.   Bidder's Representative Contact Name and details for this bid:

Financial Position of Bidder for the last three financial years

	2014-15	2015-16	2016-17
Paid Up Capital			

Total Net worth (Net worth is to be calculated as follows: Capital Funds (Paid up equity capital + Paid up Preference shares + Free reserves) – (Accumulated balance of loss + balance of Out of the above Net Sales, Net Sales from servicesRevenues Gross Profit Net Profit (Profit After Tax) **Summary of Financial Position and working results**			
Growth in Operations (%)			
Growth in profitability (%)			

N.B. Enclose copies of Audited Balance Sheet along with enclosures

References

Details of similar solution provided to PSU / Banks/ Private organization in India specifying the number of Banks) with module wise break up of functionality being used. A minimum of One references is required as per Eligibility Criteria. Please refer to Eligibility Criteria.

Description	Bidders Response
Company Name	
Company Address	
Telephone Number	
Fax Number	
Contact Person Name and Designation	
Contact Person's Email id & Telephone No.	
What is or was the role of the above contact person in the implementation of the project?	
State the duration of the implementation	
UAT Completion Date	
GO LIVE Date	
Which modules and version of the software are being currently used?	
What version of Operating System, database etc. is in use? Are there any other system used in conjunction with the application software like front end systems etc.? Please provide details if any.	
State number of offices/branches using the software	
State the number of employees and users using the software.	
State, if any, interfaces to external systems are implemented	
State, if any, interfaces to CBS System and/or other systems are implemented	

State number of payroll processed every month	

Support Center Details:

Bidder to provide details of Support centers in Odisha in the format below.

Location	
Complete Address	
Contact Person details	
Type of Office: Sales / Support or both	
Owner: Bidders / OEM's	
No. of Engineers supporting HRMS Application	

Dated this day of 2017

Signature:
(In the Capacity of)
Duly authorized to sign the tender offer for and on behalf of

ANNEXURE–7
LETTER OF AUTHORISATION TO BID

Ref. No. .... Dated: / /2017

The General Manager
IT Department,
OdishaGramyaBank, Head Office,
Gandamunda
Bhubaneswar-751030

Dear Sir,

Sub: Letter of Authorisation to RFP for HRMS System.

We M/s …................................ (Name and address of the Company) hereby authorize Mr/Ms . …....................(Name and Address of person), to submit a Bid, and sign the Contract on behalf of us for all the Goods required by the Bank as called for vide the Bank's request for proposal reference no : RFP OGB/ /ITD/CD /2017 dated :

We are here with submitting the certified Xerox copy Power of Attorney, authorising them to submit Bid documents on behalf of our Company.

Yours faithfully,

(Signature)
Name& Seal

Note: This letter of authority should be on the letterhead of the principal on whose behalf the proposal is submitted and should be signed by a person competent and having the power of attorney to bind the Principal. It should be included by the Bidder in its Bid.

ANNEXURE - 8
Undertaking compliance of minimum wages

The General Manager,
Information Technology Department,
Odisha Gramya Bank, Head Office,
Gandamunda ,Khandagiri
Bhubaneswar – 751030

Sir,

Sub: Confirmation for Government Rules relating to Minimum Wages:

Ref: Your Purchase Order No _____ dated_____

We refer to your purchase order no. Dated / Service Level Agreement awarding contract for HRMS System w.r.t RFP _____.
In this regard we confirm that the employees engaged by our Company to carry out the services in your bank for the above said contract are paid minimum wages / salaries as stipulated in the Government (Central / State) Minimum Wages / Salaries act in force. We also indemnify the Bank against any action / losses / damages that arise due to action initiated by Commissioner of Labour for non compliance to the above criteria.

We further authorize the Bank to deduct from the amount payable to the Company under the contract or any other contract of the Company with the Bank if a penalty is imposed by Labour Commissioner towards non-compliance to the "Minimum Wages / Salary stipulated by government in the Act by your company.

Authorized Signatory   Name and Designation   Office Seal
Place:

Date:

Annexure – 9
LETTER OF UNDERTAKING

The General Manager,
Information Technology Department,
Odisha Gramya Bank, Head Office,
Gandamunda , Khandagiri
Bhubaneswar – 751030

Dear Sir,

1. We hereby confirm that we agree to all the RFP terms and conditions of the RFP No.RFP RFP OGB/ITD/HRMS/2017/001dated 22/12/2017, its Annexure's, amendments made to the RFP without any pre-conditions. Any presumptions, assumptions, deviations given or attached as part of technical document (technical bid) be treated as null and void.

2. We confirm that the undersigned is authorized to sign on behalf of the company and the necessary support document delegating this authority is enclosed to this letter.

3. We also agree that you are not bound to accept the lowest or any bid received and you may reject all or any bid without assigning any reason or giving any explanation whatsoever.

Dated at _____ this _____ day of _____2017.

Yours faithfully,

For _____

Signature: _____

Name: _____

Authorized Signatory   Name and Designation   Office Seal
Place:
Date:

<u>ANNEXURE -10</u>
SELF DECLARATION – BLACKLISTING

The General Manager
Information Technology Department
Odisha Gramya Bank
Head Office
Bhubaneswar- 751030

Dear Sir,

We hereby certify that, we have not been blacklisted in any Central Government / PSU / Banking / Insurance company in India as on date of the RFP.

Authorized Signatory   Name and Designation   Office Seal

Place:
Date: